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**TO:** CITY MANAGER **DATE:** 2006 February 27

**FROM:** CHIEF LIBRARIAN

**SUBJECT: PUBLIC LIBRARY INTERLINK LEASE-SPACE AT KINGSWAY BRANCH**

**PURPOSE:** To request authorization for the City to renew the lease agreement with the Public Library InterLINK Board for a portion of the Kingsway branch lower floor to December 2007 and thereafter on a monthly basis.

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**RECOMMENDATION:**

1. **THAT** the City renew the lease.

**REPORT**

Since 2003, Public Library InterLINK has occupied approximately 1,630 sq. ft. of the lower floor of the Kingsway Branch Library.

Public Library InterLINK, a federated library board under the BC Library Act, oversees reciprocal services between 17 public libraries in the Lower Mainland and Sunshine Coast. Burnaby Public Library is a full member of InterLINK and contributes to its operating budget. InterLINK has occupied the space on the lower floor at the Kingsway Branch since 2003 and paid for all leasehold improvements.

The Burnaby Public Library Board and the Public Library InterLINK Board have indicated an interest in renewing the current lease agreement and extending it to December 2007 and thereafter on a monthly basis. The Burnaby Public Library Board is seeking Council approval, as "Landlord", to renew the lease.

Once Council has approved the lease's renewal, the City Solicitor's office will prepare the lease agreement. The existing lease includes a lease rate of \$7.00 per square foot and appropriate protection for the Library and City arising from InterLINK's activities in the leased space.

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From: Chief Librarian  
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The Library Board continues to view Public Library InterLINK as a suitable tenant whose objectives are entirely compatible with those of Burnaby Public Library.



Edel Toner-Rogala  
CHIEF LIBRARIAN

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