

NOTICE OF MEETING

Okanagan Regional Library Board

Wednesday, September 21, 2016

**Library Headquarters
1430 KLO Road, Kelowna
Okanagan Board Room**

**In-Camera Meeting
9:30 AM – 11:00 AM**

**Regular Meeting
11:15 AM – 2:15 PM**

**~ Lunch will be served ~
12:15 PM**

OKANAGAN REGIONAL LIBRARY

AGENDA REGULAR BOARD MEETING LIBRARY HEADQUARTERS BOARDROOM 1430 K.L.O. ROAD, KELOWNA, BC

WEDNESDAY, SEPTEMBER 21, 2016 / 11:15 AM – 2:15 PM

"The purposes of this (Library Act) are...to encourage the extension and use of public library service throughout British Columbia...to enable the delivery of public service in British Columbia...to support improvements in Public Library service."

11:15 AM

1. CALL THE REGULAR BOARD MEETING TO ORDER

11:16 – 11:18 AM

2. ADOPTION OF AGENDA

11:18 – 11:20 AM

3. ADOPTION OF MINUTES - Regular Board Meeting held May 18, 2016 Pg. 3

4. PUBLIC RELATIONS REPORT - Marla O'Brien

11:20 – 11:35 AM

4.1. Brand Identity Update – PowerPoint Presentation

- Call for Board Volunteer to sit on the Committee

4.2. Fund Development – P/T Contract Pilot (this is a budget item)

- Kelowna Campaign Update

11:35 – 11:50 AM

5. COMMITTEE REPORTS

5.1. FINANCE COMMITTEE – Chair Lori Mindnich

11:50 AM – 12:05 PM

5.1.1. 2017 Draft Budget Presentation

- a) Spreadsheet: Summary of Significant Budget Items re 2017 Pg. 10
- b) ORL Budget 2017 Pg. 11

12:05 – 12:10 PM

5.1.2. Working Reserve Spending Plans Pg. 18

12:10 – 12:15 PM

5.1.3. Internal Financial Statements to June 30, 2016 & Memo from D. Nettleton to Finance Committee dated August 19, 2016 Pg. 21

12:15 – 1:00 PM

LUNCH BREAK (lunch will be served)

6. STAFF REPORTS

6.1. Chief Executive Officer – Stephanie Hall

1:00 – 1:10 PM

6.1.1. Strategic Plan, Update

1:10 – 1:20 PM

6.1.2. Kelowna Branch Master Plan, Presentation

1:20 – 1:25 PM

6.1.3. Permissive Tax Exemption, Verbal Update

6.2. Information Technology

1:25 – 1:40 PM

6.2.1. Overview Presentation – I.T. Manager Jeff Campbell

6.3. Public Services

1:40 – 1:50 PM

6.3.1. Centre for Equitable Library Access (CELA) Presentation – Public Services Manager Monica Gaucher

1:50 – 2:00 PM

7. BC LIBRARY TRUSTEES' ASSOCIATION REPORT – Liaison Erin Carlson

Documents:

- Email from D. Macdonald dated September 7, 2016 Pg. 24
- BCLTA Discussion Notes dated May 14, 2016 Pg. 25

2:00 – 2:10 PM

8. CHAIR AND TRUSTEE REPORTS

Board members will sometimes report on branch visits or library related events in their community

9. OTHER BUSINESS

2:15 PM

10. ADJOURNMENT OF THE REGULAR MEETING

The next regular Board meeting is scheduled for Wed. November 16, 2016

NOTE
These Minutes Have Not
Yet Been Adopted by the
Library Board

DRAFT REGULAR MINUTES

**LIBRARY BOARD MEETING
HELD AT LIBRARY HEADQUARTERS
1430 K.L.O. ROAD, KELOWNA, BC
WEDNESDAY, May 18, 2016
10:00 AM – 11:30 AM**

"The purposes of this (Library Act) are...to encourage the extension and use of public library service throughout British Columbia...to enable the delivery of public service in British Columbia...to support improvements in Public Library service."

MEMBERS PRESENT:

Linda Werner, Armstrong
Tundra Baird, Enderby
Tracy Gray, Kelowna
Sherry Philpott-Adhikary, Keremeos
Owen Dickie, Lake Country
Lori Mindnich, Lumby
Maureen Doerr, Oliver
(teleconference)
Carol Youngberg, Osoyoos
Rosemary Doughty, Princeton
Linda Nixon, Revelstoke

Tim Lavery, Salmon Arm
Janna Simons, Sicamous
Andrew Casson, Spallumcheen
Erin Carlson, Summerland
Catherine Lord, Vernon
Bryden Winsby, West Kelowna
Larry Morgan, CSRD
Mike Macnabb, NORD
Karla Kozakevich, OSRD
Wayne Carson, CORD

MEMBERS ABSENT:

Gyula Kiss, Coldstream
Caleb Moss, Golden
Mario Vucinovic, Peachland

Joseph Pierre, Penticton Indian Band
Christopher Derickson, WFN

STAFF PRESENT:

Stephanie Hall, CEO/Secretary to the Board
Don Nettleton, Chief Financial Officer
Georgia McKay, Public Services Manager – Customer Experience
Monica Gaucher, Public Services Manager – Programs & Partnerships
Carla Phillips, Director of Human Resources
Jeff Campbell, Information Technology Manager
Leah Samson, Administrative Services Manager/Recording Secretary

AND:

Mayor Cindy Fortin, Peachland
Councillor Kim Maynard, Princeton Alternate
Rose Jurkic, CUPE Representative
Barbara Jo May, PEA Representative

The meeting was called to order at 10:05 AM.

1. ADOPTION OF AGENDA

Addition as Item 3.1d): "CFO Report".

MOTION 1 18/05/16

Moved by Mike Macnabb, seconded by Larry Morgan
THAT the agenda be adopted as amended.
CARRIED

2. ADOPTION OF PREVIOUS MINUTES

MOTION 2 18/05/16

Moved by Tundra Baird, seconded by Karla Kozakevich,
THAT the minutes of the meeting held February 17, 2016 be adopted.
CARRIED

3. FINANCE COMMITTEE REPORT – Chair Lori Mindnich

Lori Mindnich introduced Ken Carmichael from BDO Dunwoody. Mr. Carmichael reviewed the auditor's report and highlights of the 2015 audited financial statements.

3.1. Audited Financial Statements for 2015 – Presented by BDO Canada

- a) Auditor's Final Report to the Board
- b) Audited Financial Statements for 2015

Mr. Carmichael reported that if the amortization figure was excluded, expenditures would show very similar to the previous year. Revenues are consistent and budget and actuals are very similar to the previous year, with the majority of differences relating to construction of the new Summerland branch.

Mr. Carmichael further explained how amortization is reported, and the board will consider whether they wish to add budgeting for amortization to future year budgets.

Mr. Carmichael concluded that internal controls are functioning well, that there were no significant adjustments, and that it was a clean audit opinion.

MOTION 3 18/05/16

Moved by Mike Macnabb, seconded by Tracy Gray,

THAT the Auditor's Report on the 2015 financial statements be received for information and that the 2015 Audited Financial Statements be approved as presented.
CARRIED

c) **Memo from D. Nettleton re 2015 Financial Results – Internal Format**

For information – no discussion.

d) **CFO Report – D. Nettleton**

Distributed:

- Memo from D. Nettleton re Internal Receipts and Disbursements to March 31, 2016, dated May 16, 2016;
- Receipts and Disbursements Spreadsheets

Mr. Nettleton reported that 2016 first quarter results are tracking very close to budget and there are no areas of concern to date.

3.2. Appoint Auditor for 2016 Audit – D. Nettleton

The ORL went out to tender in 2004 and it was decided to remain with BDO Dunwoody based on the information and detail in the tender, and the firm's historical knowledge of the ORL. In 2011 it was discussed again and it was again decided to remain with BDO. Finance Chair Lori Mindnich and CFO Don Nettleton made a recommendation to continue with BDO.

MOTION 4 18/05/16

Moved by Tracy Gray, seconded by Andrew Casson,
THAT BDO Dunwoody Canada be appointed as auditor for the 2016 ORL audit;

AND THAT the matter of appointing an auditor, including length of appointment, be referred to the Finance Committee to bring back a recommendation.

CARRIED

3.3. Appoint Signing Officer – D. Nettleton

Mr. Nettleton advised that the ORL has historically appointed the HR Manager as a signing officer and made a recommendation to approve the new HR Director as such.

MOTION 5 18/05/16

Moved by Andrew Casson, seconded by Lori Mindnich
THAT ORL Director of Human Resources Carla Phillips be appointed as

a signing officer for the ORL.
CARRIED.

4. POLICY AND PLANNING COMMITTEE REPORT – Chair Karla Kozakevich

4.1. Strategic Planning

a) Vision Statement

Karla Kozakevich reported that all submissions were shortlisted by the committee, followed by a poll of the board to vote on the final two.

MOTION 6 18/05/16

Moved by Tundra Baird, seconded by Sherry Philpott-Adhikary,
THAT the vision statement for the 2016 Strategic Plan be as follows: *"The ORL provides for learning, innovation, creativity and a connected community"*
CARRIED

b) FYI – Formatted Strategic Plan

Distributed:
Formatted Draft Strategic Plan 2016 – 2019.

c) Approve Strategic Plan with Vision Statement

MOTION 7 18/05/16

Moved by Linda Nixon, seconded by Carol Youngberg,
THAT the 2016 – 2019 Strategic Plan, including the vision statement from item 4.1a), be approved.
CARRIED

The final plan will be available on the ORL website and a one-page summary will be prepared for print distribution.

d) 2016 Final ORL Operational Plan – S. Hall

Distributed as FYI:
"Board Operational Plan Update", from S. Hall, dated May 18, 2016.

MOTION 8 18/05/16

Moved by Lori Mindnich, seconded by Larry Morgan,
THAT the board approve the 2016 ORL Final Operational Plan.
CARRIED.

5. STAFF REPORTS

Item 5.2 "Public Relations Report" was moved to the next order of business.

5.1. Public Relations Report

a) **ORL Brand Identity, Presentation by Consultant Phred Martin**

The Board viewed a presentation on brand identity by Phred Martin of Splash. Mr. Martin and PR Manager Marla O'Brien will set up a committee, including a board representative, to review logo options and bring back a report and recommendations to the board.

MOTION 9 18/05/16

Moved by Lori Mindnich, seconded by Tundra Baird,
THAT the meeting be extended to 12:00 PM.
CARRIED

b) **Approve 2015 Annual Report**

Distributed:
Draft 2015 Annual Report

In the interest of confidentiality, there was a directive to remove reference to specific branches on page 5.

MOTION 10 18/05/16

Moved by Karla Kozakevich, seconded by Owen Dickie,
THAT the draft 2015 Annual Report be approved as amended.
CARRIED

5.2. CEO Report – S. Hall

a) **Kelowna Branch: Memo from M. O'Brien**

In the absence of Public Relations Manager Marla O'Brien, Stephanie Hall reviewed the memo and asked if the board had any concerns with the ORL going forward with a revitalization fundraising campaign for the downtown Kelowna branch.

Councillor Tracy Gray expressed that ORL staff need to contact the City of Kelowna to discuss naming guidelines before proceeding.

Concern was raised that there be adequate donor recognition policy in

place. It was noted that the Policy and Planning Committee has already done work around this. Existing ORL policy will be brought forward to the next meeting.

MOTION 11 18/05/16

Moved by Lori Mindnich, seconded by Mike Macnabb,
THAT the board approve moving forward with the Kelowna Branch fundraising campaign and that there be discussion with the City of Kelowna in regards to naming policies.
CARRIED

b) Permissive Tax Exemption, Discussion

Stephanie Hall reported that notification letters went to the municipalities and regional districts that assess tax on properties the ORL leases privately, advising that the ORL will be applying for a permissive tax exemption. She further reported on discussions with the province regarding legislation.

Discussion was held in regards to the level of support for recommending an expansion of the statutory exemption to include lands owned, leased or occupied for a public library. Options on how to move forward were considered and it was decided that BCLTA Director Erin Carlson would approach the BC Library Trustees' Association for assistance in canvassing the level of support; Stephanie Hall will also contact the provincial library directors. The board will then determine whether to move forward with recommendations to the Union of BC Municipalities and/or the Southern Interior Local Government Association.

5.3. Public Services Report – G. McKay & M. Gaucher
Report on local strategic planning sessions in all ORL branches

The board viewed a presentation from Georgia McKay and Monica Gaucher on the sessions held with system-wide library branch staff, regarding their involvement with the new strategic plan themes.

5.4. Information Technology Report – J. Campbell
Report on Website and Bibliocommons

The board viewed a presentation of the progress on the new ORL website. To assist with creating an informative and user-friendly online experience, sessions on public user testing were completed May 17th.

6. CHAIR AND TRUSTEE REPORTS

BC Library Trustees' Association Conference

Catherine Lord, Erin Carlson and Wayne Carson reported on their attendance at the recent BC Library Trustees' Association conference.

Catherine Lord reported on her discussion with the BCLTA Chair on how regional libraries operate differently from co-ops and federations.

Congratulations to BCLTA Liaison Erin Carlson, who was elected to their Board of Directors, and to former ORL BCLTA Liaison and Director Carol Zanon who received the Super Trustee Award.

7. NEW BUSINESS

None.

8. ADJOURNMENT

MOTION 12 18/05/16

Moved by Mike Macnabb, seconded by Sherry Philpott-Adhikary
THAT the meeting be adjourned.

CARRIED

The meeting adjourned at 12:18 PM.

	\$	Budget %
Regular Operating Budget Items:		
<i>Inflation requirements of existing budget</i>		
Includes the following significant items		
Wages, benefits, rent and bldg inflation	\$ 221,885	1.21%
Revenue acct adjustments net adj re inflation and actual results	-\$ 11,450	-0.06%
Adjustment to other accounts re actual or est inflation	\$ 41,911	0.23%
Decrease of Penticton service contract re PIB withdrawal	-\$ 25,000	-0.14%
Market rental study needed in 2017	\$ 15,000	0.08%
Library book budget inflationary increase approx 2%	\$ 50,000	0.27%
Total Inflation/required items listed	\$ 292,346	1.60%
 <i>Other Items brought forward by finance committee and management team</i>		
Increase to staff training	\$ 40,000	0.22%
Annual Programming Service theme (ie 2015 year of the wise)	\$ 22,000	0.12%
Branch Security budget increase	\$ 3,000	0.02%
Increase of adult programming and outreach budgets	\$ 5,000	0.03%
	\$ 362,346	1.98%

Other items from Reserves: (see attached working reserve spending plan change summaries sheet)

From Strategic Initiatives Reserve - Year one of three re Fundraising	\$ 25,000
From IT working replacement reserve	\$ 150,000
from branch furnishing reserve	\$ 120,000
from non orl owned buldg reno reserve	\$ 30,000
from ORL vehicle replacement reserve	\$ 20,000
From capital building project reserve	\$ 100,000
from staff development reserve	\$ 75,000

ORL Budget 2017

As recommended by Finance Committee and ORL Management

Goals of Finance Committee

- Continue to keep overall budget change affordable within current CPI inflation levels
- Focus any budget changes on Strategic Items as outlined in recently adopted Strategic Plan
- Maintain critical existing core services

Result

► Proposed Changes to operating budget total 1.98% - composed of

1. Inflation of existing operations totalling 1.60% made up of:

► Wages, benefits, rent and buildings	\$221,885	1.21%
► Net Gains from revenue adj	(\$11,450)	(.06%)
► Reduced Penticton contract due to PIB withdrawal	(\$25,000)	(.14%)
► Market Rental 2017 study allowance	\$15,000	.08%
► Library Books and materials inflation incr 2%	(\$50,000)	.27%
► Other accts necessary inflation	<u>\$41,911</u>	<u>.23%</u>
► Total of above	\$292,346	1.60%

2. Other additions to budget for 2017 (next slide) \$70,000 0.38%

2. Other Additions to budget .38%

▶ In addition to inflation the proposed 2017 funding goes to:		
▶ Increase to staff training - high strategic priority	\$40 K	0.22%
▶ Annual Programming Service theme (as 2015 year of wise)	\$22K	0.12%
▶ Additional Branch security budget increase	\$ 3K	0.02%
▶ Adj of programming and outreach budgets prev promised	\$ 5K	<u>0.03%</u>
▶ Total of the above	\$70K	0.38%

Other Recommendations of Finance

- ▶ Reviewed Long standing reserves, their purpose, and needs
- ▶ consolidated, renamed, and eliminated/transferred some funds
- ▶ Reviewed the amounts being transferred to reserves from the operating fund
- ▶ Supported the use of some one time strategic money over next 3 years to support 3 year pilot project of fund raising as recommended by Marla O'Brien

Reserve Fund changes

- ▶ Merged photocopier reserve fund and info system into the automation reserve fund and retitled it to IT Working replacement reserve
- ▶ Eliminated contingency reserve fund and transferred \$50,000 to staff development reserve and \$25,077 to Rent Stabilization Reserve
- ▶ Eliminated Interest Reserve and transferred balance of \$25,000 to Rent Stabilization Reserve
- ▶ Split the equipment general reserve fund into Branch furnishing reserve and ORL vehicle replacement reserve

Reserve funds renamed

- ▶ Renamed funds include:
 - ▶ Strategic planning renamed Strategic initiatives
 - ▶ Automation reserve renamed IT working replacement reserve
 - ▶ ILS computer hardware renamed ILS replacement reserve
 - ▶ Equipment reserve split and renamed branch furnishing reserve, ORL vehicle replacement reserve, and non orl owned buildings renovation reserve
 - ▶ Building reserve renamed capital building project reserve

ORL Reserve Summary of Current and Proposed Reserves and their balances

2015 Reserve Name	2015 Balance	Moved to Below
Automation	\$ 131,117	A
Photocopier	\$ 1,968	A
Info System	\$ 60,000	A
ILS Computer hardware (CPU)	\$ 170,221	B
Equipment Reserve - general	\$ 130,704	C
Equipment Reserve - carpet and paint renovations	\$ 125,000	D
strategic Planning	\$ 195,934	E
Building	\$ 432,170	F
Staff Appreciation	\$ 4,882	G
Building Maintenance	\$ 200,000	H
Contingency	\$ 75,077	I, J
Interest Reserve	\$ 25,000	J
Staff Development Reserve	\$ 16,020	I
Rent Stabilization Reserve	\$ 32,652	J
Donation Reserve (summary balance)	\$ 209,804	K
Total of Above Reserves	\$ 1,810,549	

<u>Proposed Reserve Names</u>	New 2015 Balance
A IT Working Replacement Reserve	\$ 193,085
B ILS Replacement Reserve	\$ 170,221
C Branch Furnishings Reserve	\$ 65,704
C ORL Vehicle Replacement Reserve	\$ 65,000
D Non ORL owned building Maintenance	\$ 125,000
E Strategic Initiatives	\$ 195,934
F Capital Building Project Reserve	\$ 432,170
G Staff Appreciation	\$ 4,882
H ORL Owned Building Maintenance	\$ 200,000
I Staff Development Reserve	\$ 66,020
J Rent Stabilization Reserve	\$ 82,729
K Donation Reserve (summary balance)	\$ 209,804
Total of Above Reserves	\$ 1,810,549

Working Reserve spending plan change summaries

Names of Reserves in 2015	automation	photocopier	info system	ILS computer hardware	equipt reserve - general	equipt reserve - carpet and paint	strat planning	building	Staff appreciation	ORL owned BLDG Maint	Contingency	interest reserve	Staff Development Reserve	Rent stabilization reserve	
	reserve balance Dec 2015	\$ 131,117	\$ 1,968	\$ 60,000	\$ 170,221	\$ 130,704	\$ 125,000	\$ 195,934	\$ 432,170	\$ 4,882	\$ 200,000	\$ 75,077	\$ 25,000	\$ 16,020	32652
Proposed New Rservees and names	IT Working replacement reserve	eliminate - trsf to IT replacement	eliminate - trsf to IT replacement	ILS Replacement reserve	Branch furnishing reserve	ORL Vehicle replacement reserve	Non ORL owned bldg Maintenance	Strategic Initiatives	Capital Building project reserve	staff appreciation	ORL owned bldg maint	eliminated - trsf to staff dev and rent stabilization	eliminated - trsf to rent stabilization	Staff Development reserve	Rent stabilization reserve
Moving of reserve balances: Close out of Contingency reserve Merge photocopier reserve to IT Merge info system to IT reserve interest reserve to rent stablization Separating out vehicles from furnishings	1968 60000	-1968	-60000									-75077	-25000	50000	25077 25000
Revised Reserve Balances 2015	\$ 193,085	\$ -	\$ -	\$ 170,221	\$ 65,704	\$ 65,000	\$ 125,000	\$ 195,934	\$ 432,170	\$ 4,882	\$ 200,000	\$ -	\$ -	\$ 66,020	\$ 82,729

Legend:
reserves that are being eliminated
Reserve name stays the same
Reserve renamed
Newly created reserve

Working Reserve spending plan change summaries

Names of Reserves in 2015	automation	photocopier	info system	ILS computer hardware	equipt reserve - general	equipt reserve - carpet and paint	strat planning	building	Staff appreciation	ORL owned BLDG Maint	Contingency	interest reserve	Staff Development Reserve	Rent stabilization reserve	
	\$ 131,117	\$ 1,968	\$ 60,000	\$ 170,221	\$ 130,704	\$ 125,000	\$ 195,934	\$ 432,170	\$ 4,882	\$ 200,000	\$ 75,077	\$ 25,000	\$ 16,020	32652	
Proposed New Reserves and names	IT Working replacement reserve	eliminate - trsf to IT replacement	eliminate - trsf to IT replacement	ILS Replacement reserve	Branch furnishing reserve	ORL Vehicle replacement reserve	Non ORL owned bldg maintenance	Strategic Initiatives	Capital Building project reserve	staff appreciation	ORL owned bldg maint	eliminated - trsf to staff dev and rent stabilization	eliminated - trsf to rent stabilization	Staff Development reserve	Rent stabilization reserve
Moving of reserve balances: Close out of Contingency reserve Merge photocopier reserve to IT Merge info system to IT reserve interest reserve to rent stablization Separating out vehicles from furnishings	1968 60000	-1968	-60000									-75077		50000	25077
Revised Reserve Balances 2015	\$ 193,085	\$ -	\$ -	\$ 170,221	\$ 65,704	\$ 65,000	\$ 125,000	\$ 195,934	\$ 432,170	\$ 4,882	\$ 200,000	\$ -	\$ -	\$ 66,020	\$ 82,729
restatement of previously approved 2016 items:															
allocation from operating fund	126850			0	145000	12500	25000	2000	114000	1500	60000			0	0
total approved anticipated exp	-185716			0	-152500	-40000	-40000	-100000	-500000	-4500	0			0	0
Est balances Dec 2016	\$ 134,219			\$ 170,221	\$ 58,204	\$ 37,500	\$ 110,000	\$ 97,934	\$ 46,170	\$ 1,882	\$ 260,000			\$ 66,020	\$ 82,729
Year 2017															
allocation from operating fund	\$ 126,850			\$ -	\$ 145,000	\$ 12,500	\$ 25,000	\$ 2,000	\$ 114,000	\$ 1,500	\$ 60,000			\$ 40,000	
other sources of funding															
total anticipated expenditures	-\$ 150,000			\$ -	-120000	-20000	-\$ 30,000	-\$ 25,000	-\$ 100,000					-75000	
est balance Dec 2017	\$ 111,069			\$ 170,221	\$ 83,204	\$ 30,000	\$ 105,000	\$ 74,934	\$ 60,170	\$ 3,382	\$ 320,000			\$ 31,020	\$ 82,729
Year 2018															
allocation from operating fund	\$ 126,850			\$ -	\$ 145,000	\$ 12,500	\$ 25,000	\$ 2,000	\$ 114,000	\$ 1,500	\$ 60,000			\$ 40,000	
other sources of funding															
total anticipated expenditures	-\$ 160,000			\$ -	-120000	-10000	-\$ 50,000	-\$ 25,000	-\$ 100,000					-75000	
est balance Dec 2017	\$ 77,919			\$ 170,221	\$ 108,204	\$ 32,500	\$ 80,000	\$ 51,934	\$ 74,170	\$ 4,882	\$ 380,000			-\$ 3,980	\$ 82,729

Legend:
reserves that are being eliminated
Reserve name stays the same
Reserve renamed
Newly created reserve

Memo

To: ORL Finance Committee
From: Don Nettleton, CFO
cc: Stephanie Hall, CEO
Date: August 19, 2016
Re: ORL Internal Financial Results to June 30, 2016

Summary:

Attached, please find the internal format financial results to the end of June, 2016. I am pleased to report that we are generally following very close to budget and I don't foresee any concerns that the Board needs to focus on. Overall, we are just under \$200,000 out from budget but this appears to be largely timing issues that I expect to see come back in line as the year progresses. More detailed commentary of larger variances follows below to assist you in your reading of the statements.

Receipts:

Receipts are very much in line with budget. The variances in the tax levy section are related to the special service agreement funding that we have reached for the Keremeos Library and Vernon Sunday service. The federal grants for payments in lieu of taxes have not been received yet but often come in later in the year so hopefully will still materialize. Circulation revenue from fines and damaged books is continuing to lag budget but it is not significant. Otherwise, we are in line with what we expected.

Disbursements:

The critical expense we always focus on is remuneration and fringe benefits. I am pleased to see that they are right in line with budget and show a very small surplus as we head into the busier summer season so we hope to continue on track the rest of the year. The second major category is rent and property expenses and they too are very close to budget. The most significant variance is the books and periodicals, which is timing. This is also the expense category that gets largely capitalized for the audited statements. The only other significant category that shows being over to date is the computer expenses and this too is a timing difference. I expect these costs to be in line with budget by year end. All other expenses are as planned.

OKANAGAN REGIONAL LIBRARY RECEIPTS & DISBURSEMENTS

	30/06/2016	BUDGET	VARIANCE	BUDGET	VARIANCE	% RECEIVED
	ACTUAL	YR.TO D	YR.TO D	-YEAR--	-From Annual--	-Annual--
RECEIPTS						
TAX LEVY ON MUNICIPALITIES AND REG. DISTRICTS						
ARMSTRONG-CITY-ASSESSMENT	\$88,220	\$88,220	(\$0)	\$176,440	\$88,220	50.00
CENTRAL/OKAN. RD - ASSESSMENT	\$149,456	\$149,457	\$0	\$298,913	\$149,457	50.00
COLDSTREAM-CORP-ASSESSMENT	\$214,722	\$214,722	\$0	\$429,444	\$214,722	50.00
COL/SHUSWAP RD - ASSESSMENT	\$415,437	\$415,437	\$0	\$830,874	\$415,437	50.00
ENDERBY-CITY-ASSESSMENT	\$49,768	\$49,769	\$0	\$99,537	\$49,769	50.00
GOLDEN-CITY-ASSESSMENT	\$155,841	\$155,841	(\$0)	\$311,681	\$155,840	50.00
KELOWNA-CITY-ASSESSMENT	\$2,878,012	\$2,878,012	(\$0)	\$5,756,024	\$2,878,012	50.00
KEREMEOS-TOWN-ASSESSMENT	\$32,307	\$24,733	(\$7,574)	\$57,039	\$24,732	56.64
LAKE COUNTRY - ASSESSMENT	\$281,112	\$281,112	(\$0)	\$562,224	\$281,112	50.00
LUMBY-VILLAGE-ASSESSMENT	\$32,680	\$32,680	(\$0)	\$65,359	\$32,679	50.00
NORTH OKAN. RD - ASSESSMENT	\$357,356	\$357,355	(\$1)	\$714,710	\$357,354	50.00
OLIVER-TOWN-ASSESSMENT	\$91,386	\$91,386	(\$0)	\$182,772	\$91,386	50.00
OKAN/SIMILK. R.D. - ASSESSMENT	\$418,147	\$400,920	(\$17,227)	\$819,067	\$400,920	51.05
OSOYOOS-TOWN-ASSESSMENT	\$125,441	\$125,441	\$0	\$250,882	\$125,441	50.00
PENTICTON INDIAN BAND -ASSESSMENT	\$0	\$0	\$0	\$42,912	\$42,912	0.00
PEACHLAND-DISTRICT-ASSESSMENT	\$117,060	\$117,060	\$0	\$234,119	\$117,060	50.00
PRINCETON-TOWN-ASSESSMENT	\$56,187	\$56,188	\$0	\$112,375	\$56,188	50.00
REVELSTOKE-CITY-ASSESSMENT	\$151,842	\$151,843	\$0	\$303,685	\$151,843	50.00
SALMON ARM-DISTRICT-ASSESSMENT	\$346,106	\$346,106	\$0	\$692,212	\$346,106	50.00
SICAMOUS ASSESSMENT	\$64,016	\$64,016	(\$0)	\$128,032	\$64,016	50.00
SPALLUMCHEEN-TOWNSHIP-ASSESSMT	\$101,668	\$101,668	(\$0)	\$203,335	\$101,667	50.00
SUMMERLAND-DISTRICT-ASSESSMENT	\$232,005	\$232,005	(\$0)	\$464,010	\$232,005	50.00
VERNON-CITY-ASSESSMENT	\$839,943	\$850,517	\$10,574	\$1,701,305	\$861,362	49.37
WESTBANK FIRST NATIONS -ASSESSMENT	\$177,967	\$177,967	(\$0)	\$355,933	\$177,966	50.00
WEST KELOWNA-ASSESSMENT	\$705,463	\$705,463	\$0	\$1,410,926	\$705,463	50.00
	(\$8,082,140)	(\$8,067,913)	\$14,228	(\$16,203,810)	(\$8,121,670)	49.88
FROM GOVERNMENT & OWN RESOURCES						
PROV OF B.C. - PER CAPITA GRANT	\$1,009,058	\$1,008,808	(\$250)	\$1,008,808	(\$250)	100.02
GRANTS - FEDERAL	\$1,003	\$38,500	\$37,497	\$77,000	\$75,997	1.30
GRANTS - OTHER	\$0	\$0	\$0	\$6,500	\$6,500	0.00
CIRC. REV. - FINES & DAMAGED BKS	\$110,338	\$123,029	\$12,691	\$246,059	\$135,721	44.84
MEETING ROOM RENTAL	\$5,157	\$7,000	\$1,843	\$14,000	\$8,843	36.83
INTERNET PRINTING REVENUE	\$15,825	\$5,877	(\$9,948)	\$11,755	(\$4,070)	134.63
KEYCARD REVENUE	\$117	\$0	(\$117)	\$0	(\$117)	0.00
INTEREST AND EXCHANGE GAIN REV	\$6,720	\$11,300	\$4,580	\$22,600	\$15,880	29.73
COPIER REVENUE	\$4,334	\$5,988	\$1,653	\$11,975	\$7,641	36.19
SUNDRY INCOME	\$4,349	\$0	(\$4,349)	\$0	(\$4,349)	0.00
MFA Actuarial earning debt reduction	\$0	\$0	\$0	\$110,488	\$110,488	0.00
INTER LIBRARY LOANS-NET	(\$126)	\$0	\$126	\$0	\$126	0.00
Subtotal Gov't and Own Resources	(\$1,156,776)	(\$1,200,502)	(\$43,727)	(\$1,509,185)	(\$352,409)	76.65
ORL owned buildings rent chargeback income	\$291,750	\$291,750	\$0	\$591,000	\$299,250	49.37
	(\$9,530,666)	(\$9,560,165)	(\$29,499)	(\$18,303,995)	(\$8,773,329)	52.07
TOTAL RECEIPTS OVER(UNDER)	(\$9,530,666)	(\$9,560,165)	(\$29,499)	(\$18,303,995)	(\$8,773,329)	52.07

OKANAGAN REGIONAL LIBRARY

RECEIPTS & DISBURSEMENTS

	ACTUAL YR.TO D	30/06/2016 BUDGET YR.TO D	VARIANCE YR.TO D	BUDGET -YEAR--	VARIANCE -From Annual--	% SPENT -Annual--
DISBURSEMENTS						
REMUNERATION AND FRINGE BENEFITS						
REMUNERATION	\$3,653,315	\$3,721,265	\$67,950	\$7,442,529	\$3,789,214	49.09
FRINGE BENEFITS	\$778,549	\$784,739	\$6,191	\$1,569,476	\$790,928	49.61
Subtotal	\$4,431,863	\$4,506,004	\$74,141	\$9,012,005	\$4,580,142	49.18
RENT AND PROPERTY EXPENSES						
RENT	\$1,240,113	\$1,254,762	\$14,649	\$2,509,524	\$1,269,411	49.42
LTD PRINCIPAL AND INTEREST	\$716,274	\$716,274	\$0	\$1,214,267	\$497,993	58.99
PROPERTY EXPENSES	\$551,380	\$556,348	\$4,968	\$1,112,697	\$561,317	49.55
Subtotal	\$2,507,767	\$2,527,384	\$19,617	\$4,836,488	\$2,328,721	51.85
BOOKS,PERIODICALS,VIDEO,CASSETTES	\$1,416,720	\$1,193,426	(\$223,294)	\$2,386,852	\$970,132	59.36
OTHER EXPENSES						
PROFESSIONAL FEES	\$34,081	\$32,778	(\$1,304)	\$54,570	\$20,489	62.45
PENTICTON LIB FEE	\$61,600	\$65,000	\$3,400	\$65,000	\$3,400	94.77
BOOK DEPOSIT GRANTS	\$0	\$0	\$0	\$3,000	\$3,000	0.00
MEMBERSHIPS	\$11,408	\$7,000	(\$4,408)	\$14,000	\$2,592	81.48
BOARD EXPENSES.	\$7,695	\$16,905	\$9,210	\$24,500	\$16,805	31.41
STAFF DEVELOPMENT, & MEETINGS	\$39,250	\$39,300	\$50	\$88,600	\$49,350	44.30
RECRUITMENT, TRAVEL & SUNDRY	\$10,547	\$7,175	(\$3,372)	\$14,350	\$3,803	73.50
STRATEGIC PLANNING	\$19,121	\$0	(\$19,121)	\$0	(\$19,121)	0.00
WORKERS BOARD	\$12,821	\$11,953	(\$868)	\$23,904	\$11,083	53.64
INSUR FIRE P/L NONAUTO SELFINS	\$34	\$0	(\$34)	\$51,000	\$50,966	0.07
POSTAGE & FREIGHT	\$29,187	\$30,700	\$1,513	\$61,400	\$32,213	47.54
TELEPHONE & TEL.MAINT	\$13,530	\$19,913	\$6,382	\$39,825	\$26,295	33.97
EQUIPMENT REPS. & RENEWALS	\$11,496	\$8,700	(\$2,796)	\$13,000	\$1,504	88.43
SUPPLIES-GENERAL	\$26,676	\$22,182	(\$4,494)	\$44,364	\$17,688	60.13
SUPPLIES-COPIERS	\$6,949	\$6,150	(\$799)	\$12,300	\$5,351	56.49
SUPPLIES - CAT/PROC	\$9,151	\$14,750	\$5,599	\$29,500	\$20,349	31.02
SUPPLIES-CIRC	\$18,384	\$15,668	(\$2,717)	\$31,335	\$12,951	58.67
BINDING & MENDING	\$14,707	\$20,000	\$5,293	\$40,000	\$25,293	36.77
COLLECTION AGENCIES	\$7,016	\$7,000	(\$16)	\$14,000	\$6,984	50.11
TRANSPORT-FUEL,REPS,INS ETC	\$45,338	\$58,525	\$13,187	\$117,050	\$71,712	38.73
TRANSPORT-MILGE,SUNDS,GST ETC	\$6,322	\$7,726	\$1,404	\$15,451	\$9,129	40.92
LOAN INTEREST & BANK CHARGES	\$3,219	\$3,250	\$31	\$6,500	\$3,281	49.52
VIRTUAL BRANCH DEPT EXP.	\$200	\$7,500	\$7,300	\$15,000	\$14,800	1.33
COMMUNICATIONS DEPT EXP.	\$24,203	\$21,930	(\$2,273)	\$43,860	\$19,657	55.18
SUNDRY EXP.	\$79	\$500	\$421	\$245,655	\$245,576	0.03
COMPUTER EXPENSES	\$286,643	\$238,806	(\$47,837)	\$489,611	\$202,968	58.55
CHILDRENS PROGRAMMES	\$10,673	\$10,207	(\$466)	\$24,016	\$13,343	44.44
SPECIAL PROGRAMMES	\$994	\$0	(\$994)	\$0	(\$994)	0.00
CAPITAL EXPENSES	\$2,232	\$0	(\$2,232)	\$0	(\$2,232)	0.00
RESERVES-ALLOCATION-EQUIPMENT	\$0	\$0	\$0	\$182,500	\$182,500	0.00
RESERVES APPROPN-AUTOMATION	\$0	\$0	\$0	\$100,000	\$100,000	0.00
RESERVES - STRATEGIC PLANNING	\$0	\$0	\$0	\$2,000	\$2,000	0.00
BUILDING RESERVE FUNDS	\$0	\$0	\$0	\$114,000	\$114,000	0.00
OTHER RESERVE FUNDS	\$0	\$0	\$0	\$88,361	\$88,361	0.00
TOTAL DISBURSEMENTS (OVER)UNDER	\$9,069,905	\$8,900,430	(\$169,475)	\$18,303,997	\$9,234,092	49.55
NET DISBURSEMENTS OVER RECEIPTS	(\$460,760)	(\$659,735)	(\$198,974)	\$2	\$460,763	

BOARD OPERATIONAL PLAN UPDATE

September 21, 2016

S. Hall

Done?	Item	Due Date	Lead
<input checked="" type="checkbox"/>	Local branch strategic planning - Includes branch review of community diversity / statistical data	2016-05-30	G. McKay and M. Gaucher
<input checked="" type="checkbox"/>	Community Engagement Coordinator Launch	2016-05-30	M. Gaucher
<input checked="" type="checkbox"/>	New Website Current progress: - Launch date: Sept 19	2016-08-01	J. Campbell
<input checked="" type="checkbox"/>	Bibliocommons Current progress: - Launch date: Sept 19	2016-08-01	J. Campbell
<input type="checkbox"/>	Centralized review Current progress: - Phase 1 complete - Initial workflow changes implemented - Next steps: phase 2	2016-09-01	S. Hall
<input checked="" type="checkbox"/>	West side needs assessment Current progress: - Assessment complete - Initial review with local board members complete - Next step: board review	2016-09-01	T. Thompson
<input type="checkbox"/>	Staffing road map	2016-12-15	C. Phillips
<input checked="" type="checkbox"/>	Pilot Service Models Current progress: - Self-check expansion underway - Leap testing in progress	2016-12-15	G. McKay, J. Campbell

Done?	Item	Due Date	Lead
<input type="checkbox"/>	Training plan – general Current progress: <ul style="list-style-type: none"> - Training committee is working on recommendations 	2016-12-15	C. Phillips
<input checked="" type="checkbox"/>	Youth Services hub training Current progress: <ul style="list-style-type: none"> - complete 	2016-12-15	M. Gaucher
<input checked="" type="checkbox"/>	Supervisory training Current progress: <ul style="list-style-type: none"> - First training delivered in May, 2016 - Gap analysis and future planning underway – this will now merge with the overall training plan 	2016-12-15	C. Phillips
<input type="checkbox"/>	Service Ethic	2016-12-15	S. Hall
<input type="checkbox"/>	Policy Review Current progress: <ul style="list-style-type: none"> - Today I bent a rule initiative complete, analysis pending 	2016-12-15	G. McKay
<input type="checkbox"/>	Celebrate staff successes	2016-12-15	C. Phillips
<input type="checkbox"/>	Technology pilots	2016-12-15	S. Hall
<input type="checkbox"/>	Local government and intersectoral planning – engagement strategy Current progress: <ul style="list-style-type: none"> - Council visits to all but 2 jurisdictions complete 	2016-12-15	S. Hall

Done?	Item	Due Date	Lead
<input type="checkbox"/>	Institutional partners Current progress: <ul style="list-style-type: none"> - MOUs have been signed - Detailed operational agreement with Okanagan College required (they are drafting) 	2016-12-15	S. Hall
<input checked="" type="checkbox"/>	Communication plan	2016-12-15	M. O'Brien
<input type="checkbox"/>	Functional Facilities Master Plan	2016-12-15	S. Hall and D. Nettleton
<input type="checkbox"/>	Renovate Kelowna Branch Current progress: <ul style="list-style-type: none"> - Design work complete - Tendering upcoming - Capital campaign planning underway 	2016-12-15	D. Nettleton and S. Hall
<input type="checkbox"/>	Patron experience audit	2016-12-15	G. McKay
<input type="checkbox"/>	e-commerce Current progress: <ul style="list-style-type: none"> - Options have been researched and are to be presented to CEO 	2016-12-15	J. Campbell
<input checked="" type="checkbox"/>	Expand online offerings Current progress: <ul style="list-style-type: none"> - Lynda.com launched - PressReader launched 	2016-12-15	C. McGee
<input type="checkbox"/>	Job Description updates & competencies review Current progress: <ul style="list-style-type: none"> - New tech-based positions to launch in Kelowna branch – October, 2016 	2017-06-01	C. Phillips

From: Donna Macdonald [<mailto:donna7mac@telus.net>]

Sent: Wednesday, September 07, 2016 4:23 PM

To: Catherine Lord

Subject: a letter from BCLTA president

Dear Catherine,

I hope you enjoyed a pleasant summer, and are feeling re-energized for your work ahead.

I'm writing to update you on BCLTA's responses to the attached document, a set of Discussion Notes from the meeting BCLTA hosted with representatives from regional libraries in May. We organized this meeting because we were hearing that regional libraries were not feeling well-represented and -supported by BCLTA, and we wanted to understand those concerns in more detail.

I would invite you to review the Notes so you are familiar with the issues and recommendations put forward at that meeting. And if you have further commentary or additional comments that you'd like to make, we'd be pleased to receive them. We'd like the conversation to continue.

Another way to do that, apart from written communications, is to meet in person. If you are interested, either myself as president or another BCLTA board member would make every attempt to respond to an invitation to meet with your board.

It is certainly BCLTA's intention to engage and work with all types of public libraries, from PLAs to municipals to regionals, and we recognize that while some issues of governance are common to all three, there are also significant differences. Former BCLTA board member Carol Zanon, from ORL, was certainly an advocate for the regionals during her term, and we are very pleased to now have two regional library representatives on our board (Erin Carlson from ORL and Tom Duncan from VIRL) who will help us deepen our understanding.

As you may know, BCLTA is currently undertaking a project called Trustee Learning & Development. Barb Kelly, acting as an independent contractor, is doing this work for us, and has been conducting many interviews with trustees, including those from regional library systems, to help us better understand the learning needs of all trustees. This will result in some concrete actions, yet to be determined, but including some recommendations for strengthening the outcomes of TOP training for everyone.

Additionally, the September Bulletin will include an invitation to trustees from different systems to join our conference planning committee for next year's BCLTA conference and AGM, April 21 and 22 in Vancouver. This is one way to ensure that regional concerns are addressed within our conference.

We always welcome submissions to the Bulletin from libraries and trustees around the province. We'd love to hear what regional libraries are up to. For example, a brief story about a new initiative would, I'm sure, be of interest to all trustees.

In general, please contact us any time you have questions or concerns. The best route is via our ED Barb Kelly at execdir@bclta.ca.

We'd also appreciate it if you would share this communication with the ORL board at your next meeting.

Finally -- please come and visit us at the libraries' booth in the Exhibitor Showcase area at UBCM. It would be great to see you. And we have some excellent swag!

Warm wishes,
Donna Macdonald
President, BCLTA



To support and represent trustees in advancing public libraries

Connecting with Regional Library Trustees

May 14, 2016

2-3pm

Sheraton Vancouver Airport Hotel, Richmond, BC

Discussion Notes

1. Welcome

Participants introduced themselves. There were trustees from all three regional library systems (ORL, VURL, and FVRL).

Paul Tutsch (BCLTA director) and Donna Macdonald (BCLTA president) attended on behalf of the BCLTA board.

Barbara Kelly (BCLTA ED) attended to support the discussion and to take notes.

2. Purpose

The regional library trustees proposed the following as the purpose of the meeting:

To improve BCLTA understanding of regional library trustee roles and their support needs in regards to;

- CEO evaluation
- Funding structure
- Training and development, specifically TOP and Chairing the Board
- Advocacy
- Multi-municipality governance and funding
- Representation of trustees per service point and compared to per library system

3. Recommendations

- Develop a TOP curriculum that reflects the structure of regional library systems and the learning and development needs of regional library trustees.
- Develop conference sessions that meet the needs of, or are more inclusive of, regional library trustee learning and development needs.
- Include information about regional library systems in the monthly Bulletin.
- Improve communications with regional library trustees.
- Consider revising the Constitution and By-laws to include a regional library trustee seat on the BCLTA board.
- Advocacy regarding funding for small libraries.
- Any advocacy strategy to reflect the relationship between regional library trustees and local government staff.

4. Wrap-up

Trustees were thanked for their time and for their frank sharing with BCLTA. This feedback and advisement is the beginning of strengthening communications with regional library trustees and developing a shared understanding of their needs as BCLTA members.