



NOTICE OF MEETING

Okanagan Regional Library Board
will meet

Wednesday February 19, 2025

Library Administration Building
1430 KLO Road, Kelowna, BC

REGULAR MEETING

9:30 AM – 10:45 AM

IN-CAMERA MEETING

11:00 AM – 11:20 AM

AGENDA
Okanagan Regional Library
Board of Trustees Regular Meeting

Date: Wednesday, February 19, 2025
Time: 9:30 AM – 10:45 AM
Location: Boardroom, Library Administration Building
1430 K.L.O. Road, Kelowna, BC

- 1. ROLL CALL / ESTABLISH QUORUM** (majority: 13+) 9:30 AM
Quorum: majority of all members of the board [Library Act, Sec. 20(2)]

- 2. CALL TO ORDER** 9:35 – 9:40
Chair to call the meeting to order.

- 3. LAND ACKNOWLEDGMENT**
The ORL Headquarters is located on the traditional, ancestral, and unceded tɾɿxʷúlaʔxʷ (land) of the syilx / Okanagan people who have resided here since time immemorial. We recognize, honour, and respect the syilx / Okanagan lands upon which we live, work, and play.

- 4. ADOPTION OF THE AGENDA**
All Trustees - Unweighted Vote - Simple Majority (Board Policy Section II.A /Community Charter C. 26, s.123)

To adopt the agenda of the Board of Trustees meeting of February 19, 2025,

- 5. ADOPTION OF PREVIOUS MINUTES** (Attached pgs. 3 – 7)
All Trustees - Unweighted Vote - Simple Majority (Board Policy Section II.A /Community Charter C.26, s.123)

To adopt the minutes of the Board of Trustees meeting of November 20, 2024.

- 6. ANNUAL ELECTIONS AND APPOINTMENTS** 9:40 – 10:00
All Trustees - Unweighted Vote - Simple Majority (Board Policy Section II.A /Community Charter C.26, s.123)
 - 6.1. Board Nominations Committee Report** (Attached pg. 8)

To receive for information the report from the Board Nominations Committee dated February 19, 2025.

 - 6.2. Election of Library Board Chair and Vice Chair**
(Library Act Part 3 Section 19 (1))
 - a) Elect the Board Chair
 - b) Elect the Board Vice Chair

6.3. Election of Library Board Officers – Newly Elected Board Chair
(ORL Board Policy Section II: Board Organization and Structure)

- a) Elect the Finance Committee Chair
- b) Elect the Personnel Committee Chair
- c) Elect the Policy and Planning Committee Chair

6.4. Appoint Signing Officers

(ORL Board Policy Section II: Board Organization and Structure)

To appoint the following positions as the ORL Signing Officers for 2025:

- a) *Library Board Chair*
- b) *Library Board Finance Committee Chair*
- c) *ORL Chief Executive Officer/Secretary to the Board*
- d) *ORL Chief Financial Officer*
- e) *ORL Director of Public Service*
- f) *ORL Director of Human Resources*

7. STAFF REPORTS

All Trustees - Unweighted Vote - Simple Majority (Board Policy Section II.A /Community Charter C.26, s.123)

7.1. CEO REPORT – Danielle Hubbard (Attached pgs. 9 – 12) 10:00 – 10:15

To receive for information the Report from the CEO dated February 19, 2025.

7.2. CFO REPORT: Financial Update – Jeremy Feddersen (Attached pgs. 13 – 20) 10:15 – 10:20

To receive for information the Financial Update Report to December 31, 2024, from the CFO dated February 19, 2025.

7.3. DIRECTOR OF PUBLIC SERVICES REPORT – Mark Reinelt (Attached pgs. 21 – 22) 10:20 – 10:40

To receive for information the Report from the Director of Public Services dated February 5, 2025.

8. BOARD CHAIR REPORT 10:40 – 10:45

9. TRUSTEE REPORTS

10. NEW BUSINESS

11. NEXT MEETING – May 21, 2025

12. ADJOURNMENT OF THE REGULAR MEETING

All Trustees - Unweighted Vote - Simple Majority (Board Policy Section II.A / Community Charter C.26, s.123)

**Okanagan Regional Library
Regular Board of Trustees Meeting
DRAFT MINUTES**

Date: Wednesday, November 20, 2024
Time: 10:15 AM
Location: Boardroom, Library Administration Building
1430 K.L.O. Road, Kelowna, BC

Trustees Present: Neil Todd, Armstrong
Pat Cochrane, Coldstream
David Ramey, Enderby
Gord Lovegrove, Kelowna
Cara Reed, Lake Country
Lori Mindnich, Lumby
David Mattes, Oliver
Myers Bennett, Osoyoos
Terry Condon, Peachland
George Elliott, Princeton
Kari Gares, Vernon
Tasha Da Silva, West Kelowna
Kevin Kraft, Regional District Central Okanagan
Adrienne Fedrigo, Regional District Okanagan Similkameen (Alternate)

Trustees Participating Remotely: Tracy Henderson, Keremeos
Tim Palmer, Revelstoke
Sylvia Lindgren, Salmon Arm
Bob Evans, Sicamous
Erin Trainer, Summerland
Allysa Hopkins, Regional District North Okanagan

Trustees Absent: John Manual, Golden
Todd York, Spallumcheen
Jay Simpson, Regional District Columbia Shuswap
Sara Tronson, Westbank First Nation

Staff Present: Danielle Hubbard, Chief Executive Officer
Mark Reinelt, Director of Public Services
Jeremy Feddersen, Chief Financial Officer
Colleen Hardie, Director of Human Resources
Jeff Campbell, Chief Technology Officer
Leah Samson, Administrative Services Manager (Recording Secretary)

1. CALL TO ORDER/INTRODUCTION OF GUESTS

Chair Da Silva called the meeting to order at 10:15 AM and introduced the guests: ORL PEA President Ashley Machum, ORL CUPE President Nicole Cabrejos, ORL Copywriter Shilo Jones, ORL Administrative Assistant Tamara Alves.

2. LAND ACKNOWLEDGMENT

The ORL Headquarters is located on the traditional, ancestral, and unceded tmx^wúla?x^w (land) of the syilx / Okanagan people who have resided here since time immemorial. We recognize, honour, and respect the syilx / Okanagan lands upon which we live, work, and play.

3. ADOPTION OF THE AGENDA

All Trustees - Unweighted Vote - Simple Majority (Board Policy Section II.A /Community Charter C.26, s.123)

It was moved and seconded

THAT the November 20, 2024 Board Meeting Agenda be adopted.

CARRIED

4. ADOPTION OF PREVIOUS MINUTES

All Trustees - Unweighted Vote - Simple Majority (Board Policy Section II.A /Community Charter C.26, s.123)

It was moved and seconded

THAT the September 11, 2024, Regular Library Board Meeting Minutes be adopted as circulated.

CARRIED

5. FINANCE COMMITTEE REPORT – Chair Kari Gares

All Trustees - Unweighted Vote - Simple Majority (Board Policy Section II.A /Community Charter C.26, s.123)

5.1. Enhancement Grant Spending Proposal

CEO Danielle Hubbard presented the proposed allocation of the remaining Provincial Enhancement grant. Several board members expressed support for the proposed initiatives.

It was moved and seconded

THAT the Board approve the proposed allocation of the remaining \$611,872 of the Provincial Enhancement Grant as set out in the Finance Committee Report dated November 20, 2024.

CARRIED UNANIMOSLY

6. PERSONNEL COMMITTEE REPORT – Lori Mindnich

All Trustees - Unweighted Vote - Simple Majority (Board Policy Section II.A /Community Charter C.26, s.123)

6.1. Exempt Staff External Market Study Report

It was moved and seconded

THAT the Board approve an external market study of all exempt staff positions in 2025, as set out in the Personnel Committee Report dated November 20, 2024; AND FURTHER, THAT the cost of the study does not exceed \$20,000, to be funded from the professional fees reserve.

Opposed: 2

CARRIED

7. STAFF REPORTS

All Trustees - Unweighted Vote - Simple Majority (Board Policy Section II.A / Community Charter C.26, s.123)

7.1 CEO REPORT AND OPERATIONAL PLAN UPDATE – Danielle Hubbard

The board heard an update on the ORL’s operational and strategic activities, including the Summer Reading Club Report. Key highlights:

- Total participants for 2024 reached 8,139, an 8% increase.
- ORL delivered 561 programs with 28,713 total participants.
- School visits and ORL staff continue to be the top ways participants learn about the SRC.

It was moved and seconded

THAT the Report and Operational Plan Update from the CEO dated November 20, 2024 be received for information.

CARRIED

7.2 CYBER SECURITY REPORT – CEO Danielle Hubbard / CTO Jeff Campbell

Jeff Campbell presented a report on cybersecurity efforts and shared highlights from the recent security audit. He outlined the steps his department takes to keep the ORL secure. Danielle also mentioned that staff are developing an emergency communications plan in the event of a cybersecurity breach.

It was moved and seconded

THAT the Report from the CTO dated November 20, 2024 be received for information.

CARRIED

7.3 CFO REPORT - Jeremy Feddersen

Jeremy presented the ORL’s quarterly financials, noting that expenses are on track and closely aligned with the 2025 budget. He reported that financial results through September 30th are consistent with expectations, and there are no issues requiring board attention at this time.

It was moved and seconded

THAT the Report from the CFO dated November 20, 2024 be received for information.

CARRIED

8. BOARD CHAIR REPORT – Tasha Da Silva

Chair Da Silva thanked the board for their contributions and the committees for their work over the past year. In accordance with Board Policy Section II. D, she then appointed the following board members to the Nominations Committee:

- North: Sylvia Lindgren
- Central: Gord Lovegrove
- South: Tracy Henderson.

On behalf of the Board, Chair Da Silva congratulated Leah Samson on her upcoming retirement and thanked her for her 22 years of dedicated service to the ORL and the Board.

9. LIBRARY TRUSTEES MEETING SCHEDULE YEAR 2025

All Trustees - Unweighted Vote - Simple Majority (Board Policy Section II.A / Community Charter C.26, s.123)

It was moved and seconded

THAT the ORL Board of Trustees Meeting Schedule Year 2025 be approved as circulated.

CARRIED

10. CORRESPONDENCE TO THE BOARD

All Trustees - Unweighted Vote - Simple Majority (Board Policy Section II.A / Community Charter C.26, s.123)

10.1. Various Public Comments re Lake Country Branch Children’s Area and ORL response

CEO Danielle Hubbard reported that the new branch head office at the Lake Country branch will be in the existing children’s area. While some members of the public were concerned that the children’s area would be removed, it was clarified that it will instead be relocated. No further action is required from the board.

It was moved and seconded

THAT the correspondence regarding Lake Country Branch be received for information.

CARRIED

11. TRUSTEE REPORTS

An opportunity for board members to report on any library related activities in their region.

Princeton Trustee George Elliott. reported on the Princeton Community Arts Council and Writers’ Festival, which will become a regular partnership event.

Enderby Trustee David Ramey shared that the Enderby and Armstrong branches held a friendly competition, with Armstrong coming out on top.

Lumby Trustee Lori Mindnich reported on her attendance at the grand opening of the new Lumby location, noting that the community is excited, and the new space is excellent.

12. NEW BUSINESS

12.1. Rise and Report: Acting CEO Policy

The Board rose from the in-camera session and reported the following motion which was passed in-camera:

It was moved and seconded

THAT the Board approve the adoption of an Acting CEO Policy.

CARRIED

The new policy states that if the CEO is absent for more than five business days, the Director of Public Service (DPS) will serve as Acting CEO for the remainder of the CEO’s absence, with full decision-making authority. If both the CEO and DPS are unavailable, the Chief Financial Officer will assume the role of Acting CEO.

13. NEXT MEETING - Wednesday, February 19, 2025.

14. MOTION TO ADJOURN

All Trustees - Unweighted Vote - Simple Majority (Board Policy Section II.A / Community Charter C.26, s.123)

It was moved and seconded

THAT the meeting be adjourned.

CARRIED

Adjourned at 11:28 AM.

DRAFT

February 13, 2025

Nominations Committee Report to the Library Board 2025

Committee Members: Tracy Henderson, Gord Lovegrove, Sylvia Lindgren

POSITION	Nominees for Chair positions	Committee Member Volunteers
Board Chair	Kari Gares, Vernon Tasha Da Silva, West Kelowna	n/a
Board Vice Chair	Kari Gares, Vernon	n/a
Personnel Committee	Lori Mindnich, Lumby	Adrienne Fedrigo, OSRD Kevin Kraft, CORD Terry Condon, Peachland Tracy Henderson, Keremeos
Finance Committee	Kari Gares, Vernon Tim Palmer, Revelstoke	Cara Reed, Lake Country David Mattes, Oliver Gord Lovegrove, Kelowna Pat Cochrane, Coldstream Tracy Henderson, Keremeos
Policy & Planning Committee	Sylvia Lindgren, Salmon Arm	Adrienne Fedrigo, OSRD David Ramey, Enderby Gord Lovegrove, Kelowna John Manual, Golden Myers Bennett, Osoyoos Neil Todd, Armstrong
Will Sit on a Committee as a Member Where Needed	n/a	Lori Mindnich, Lumby

CEO Report to the Board

Information



To: Okanagan Regional Library Board
From: Danielle Hubbard, Chief Executive Officer
Date: February 19, 2025
Subject: CEO Report

Voting Entitlement: *Unweighted vote – Simple majority*

Purpose: To update the Board on the operational and strategic activities of the ORL.

Executive Summary:

The CEO Report is a quarterly summary of operational and strategic activities at the ORL. This quarter, the report has three sections:

- a) *Operational Plan* updates, flowing from the *2024-2029 Strategic Plan*;
- b) General updates on operational activities; and
- c) Summary of the 2025 ORL CEO council delegation content and schedule.

Recommendation:

THAT the CEO Report be received for information.

Respectfully submitted by: Danielle Hubbard, Chief Executive Officer

Considerations: Operational Plan updates

The ORL's *Operational Plan* flows from the *2024 – 2029 Strategic Plan*. While the *Strategic Plan* is set by the Board, the *Operational Plan* is a living document under the management of the CEO. The CEO and Leadership Team regularly review progress on the *Operational Plan*, and amend initiatives as required to reflect the best tactical direction for the organization. In the interest of concision, this quarterly report does not exhaustively include updates on each individual operational initiative but focuses on those that are most timely and/or have the greatest system-wide impact. Further information is always available upon request.

Considerations a) Operational Plan updates

Goal 1: Cultivate learning, literacy, creativity, and imagination

- With the aim of **increasing active memberships**, planning is underway for our second annual Card Drive to occur this fall.
- Our **alternate collections continue to expand** with a growing number of Library of Things kits. Recent additions include Air Quality Monitors and Radon Detectors. Upcoming additions include a Braille Discovery Kit and Bat Backpacks. We currently have 22 different kits in circulation.

Goal 2: Offer a welcoming, inclusive space to gather and connect

- Development on the **new website** continues, with an anticipated launch date of the end of the First Quarter of 2025.
- In the interest of pursuing **best incident management practices**, our Director of Public Services participated in several relevant sessions at the 2025 Ontario Library Association conference and networked with directors from other urban library systems who are struggling with similar challenges.
- Also in the interest of **best incident management practices**, the ORL has contracted an external consultant to conduct a Risk Assessment at our Downtown Kelowna Branch and provide a framework for improving the safety of our staff in all urban locations.

Goal 3: Embrace local heritage and culture

- 2025's **system-wide annual themes** are: Black History Month (February); Asian Heritage Month (May); Indigenous History Month (June); Pride Month (June); Disability Pride Month (July); National Day for Truth and Reconciliation (September); Canadian Women's History Month (October); and Climate Action Week (November).
- We continue to **support local arts and history** at the branch level, with examples including a monthly display of local art in the Peachland Branch, and Riot on the Roof – a live local music event – in Vernon.

Goal 4: Develop and nurture community partnerships

- Many of our Library of Things kits (discussed above) are made possible thanks to our **community partnerships**. Our Air Quality Monitors are supported by the City of Kelowna, the Braille Discovery Kits are supported by Interior Health, and the Bat Backpacks are supported by the BC Bat Society.

Goal 5: Strive for organizational excellence

- We are working with Counting Opinions and the Public Library Services Branch of BC to re-evaluate and streamline our statistics-gathering practices (i.e.. **Success metrics**).
- The 2025 **system-wide training plan** has been launched, with areas of emphasis including cyber security, incident management, and the health and safety of our branch staff.
- **Leadership team stabilization** has occurred with the completed recruitment of Corinne, our new Administrative Services Manager.

Considerations b) General updates

Leadership & Strategy

- Five ORL team members attended the Ontario Library Association Conference, delivering presentations on Drag Story Time, strategic planning, and a trauma-informed approach to incident management.
- Danielle and Ashley (Head of Youth Services) delivered the 2025 Horrocks Leadership Lecture, a public lecture series hosted by Dalhousie University alumni in Halifax.
- Danielle will be representing the Association of BC Public Library Directors at SILGA in April, delivering a presentation in advocacy of increased provincial funding for public libraries.
- Several ORL delegates will attend the BC Libraries Association conference in early May, delivering presentations on population growth, incident management, and cataloguing best practices.

Facilities

- Thanks to the Provincial Enhancement Grant, facility improvements continue across the system. Falkland and Salmon Arm have been repainted, with OK Falls scheduled to receive new paint and flooring by mid-March.
- Design plans for the new North Shuswap Branch have been finalized. A 3D model of the new branch has been printed and is on display in the current pocket location.

Human Resources

- We are pleased to welcome Corinne as our new Administrative Services Manager.
- New Assistant Community Librarian onboarding is set for April.
- Working Alone policies and procedures are being updated to better support the safety of our staff.
- The ORL is in the final stages of launching the payroll module of UKG. Work on the Human Resources Information System module will commence next, streamlining many of our HR processes.

Public Services

- Summer Reading Club planning is underway, with the 2025 theme “Colour your summer.”
- The spring Public Services Supervisors Meeting has been scheduled for May.
- Many of the branch leaders in our southern region have recently retired, bringing new faces to the helm in such branches as Kaleden, Osoyoos, OK Falls, and Oliver.
- System-wide Truth and Reconciliation/cultural sensitivity training will take place in the spring.
- As indicated in our monthly branch reports and thanks to the hard work of our front-line staff, programming attendance figures continue to increase across the system.

Information Technology and Collections

- Preparations are underway for system-wide cyber security training to reduce the “human error” vulnerabilities of the ORL.
- We have launched BiblioSuggest, an automated system for handling public suggestions for purchase.

Marketing and Communications

- Our Marketing and Communications Director continues to assist other library systems in handling the communications associated with Drag Story Times and other controversial events.
- The 2024 Annual Report is underway, this year with increased patron and staff testimonials.

Considerations c) CEO Council Delegation tour

In 2024, I delivered a delegation presentation to the council of each ORL constituent unit. Because 2024 was my first year doing this, and because we had recently completed the ORL's 2024-2029 Strategic Plan, my 2024 presentations were introductory in nature.

For my 2025 council presentations, I intend to focus on five specific initiatives to illustrate the positive impact of the ORL in our communities. The first three initiatives (Summer Reading Club, eResources, and Library of Things) all support the ORL's goal to "cultivate learning, literacy, creativity, and imagination."

1. **Summer Reading Club** – This annual system-wide program supports children's literacy and combats summer learning loss.
2. **eResources** – The ORL's online, digital resource offerings continue to grow, as do their usage figures.
3. **Library of Things** – In addition to eResources and traditional print materials, the ORL also offers an ever-growing array of non-traditional learning kits (discussed above).
4. **Provincial Enhancement Grant facility improvements** – For each member council, I will describe the facility improvements that have taken place – or are scheduled to take place – thanks to the Provincial Enhancement Grant. Improving our facilities supports the ORL's goal to "offer a welcoming, inclusive space to gather and connect," as well as that of "striving for organizational and service excellence."
5. **Heating/Cooling Centres** – In partnership with municipal governments, many ORL branches function as official Heating/Cooling Centres in times of climate crisis, supporting the ORL's goals of "community partnerships" and "offering a welcoming, inclusive space."

In the interest of efficiency, I will deliver the same content to each member council, except for facility improvements, which will be individually tailored to each community. As with 2024, I will invite the local Branch Leader to join me in speaking with council and will connect with the local Board representative for a meal wherever possible.

Once Corinne (our new Administrative Services Manager) has settled in, she and I will begin scheduling the 2025 tour. I look forward to connecting with each of our municipal partners!

CFO Report to the Board

Information

To: Okanagan Regional Library Board of Directors
From: Chief Financial Officer
Date: February 19th, 2025
Subject: Financial Update Report to December 31, 2024 (12 Months)

Voting Entitlement: *unweighted vote – simple majority*

Purpose

To receive for information the Financial Update Report Package to December 31, 2024.

Executive Summary:

Please find attached the Financial Update Report Package to December 31, 2024. Results for the period demonstrate that the ORL is operating within its budget and that there haven't been any significant challenges for the organization in the 2024 fiscal year.

RECOMMENDATION

THAT the Board receive the CFO's Financial Update Report to December 31, 2024 for information

BACKGROUND

The attached **Appendix 1** provides the Board with a financial report to the end of 2024. The report has been prepared on a modified cash basis, meaning not all accounting accruals have been made. It should also be noted that not all year-end entries have been made, however the data should provide the board with a strong indication of how the organization has performed this fiscal year.

DISCUSSION

Receipts – Tax Levy

The variances in this category are due to a few levies not being received by year end. There is little risk that they will not be received, and they are put into receivables for the purposes of the audit.

Receipts – Government, Grants and Own Resources

This category has seen revenues come in higher than budget, which is attributed largely to the interest being earned on our cash balance that had not been included in the budget. Also, the BC Provincial Grant was a little higher than expected.

From Reserves and Internal Rent

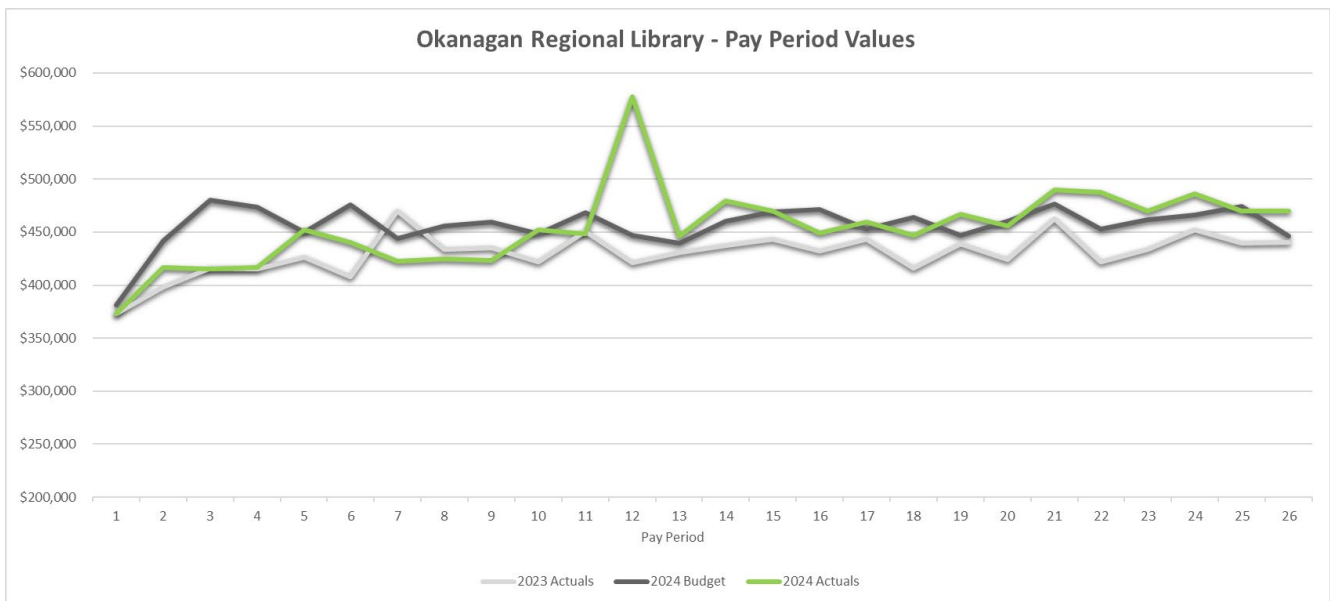
The transfers from reserves are an accounting adjustment that relates to planned amounts drawn out of reserves for technology replacement, furnishings and amounts from the donation reserves for programming and capital expenditures. The internal rent chargeback relates to adjustments for the owned branches.

Total receipts to December 31st \$23,485,908

Disbursements

Remuneration and benefits are tracking very closely to budget on an annual basis, as well as on a period-by-period basis as outlined in the graph below:

Graph: Pay Period Values: 2022 Actual, 2023 Actual, 2023 Budget



Rent expenses are largely on course as well, as is to be expected. LTD payments were higher, which was recognized early on and communicated to the board. This was due to a change in the schedule for one of our MFA loans that renewed at a higher rate. Property expenses were also elevated this year due in large part to some large HVAC repairs in Summerland and HQ, as well as various projects in Vernon.

Library (electronic) materials, along with Books and Other Physical Material form the combined Library Collections Budget. This line is perennially on budget as the team does a great job tracking these figures.

“Other Expenses” are tracking very close to budget on the year. A few of the line items which are most noticeably over budget continue to be marketing, supplies, technology, and professional fees. The supplies line was expected to land a little over budget due to our strong SRC numbers and programming services. Professional fees were a tough spot this year, due to some human resources challenges.

These have been resolved and the resources required were mitigated in relation to potential outcomes. Transportation costs were due to some issues with our delivery van as well as general cost increases, which also impacted marketing and technology expenses.

Total disbursements before capital expenditures and reserve transactions are \$21,700,484.

The Capital Expenditure figures will come up as part of year-end process; these transactions are accounting adjustments related to reserve funded activities. The exception being Books and Other Physical Materials, which was previously discussed with the Library (electronic) materials. These expenses are offset by corresponding revenue lines and should not have a net effect on the bottom line.

Total disbursements to December 31st are \$23,514,025.

The net disbursements over receipts to December 31st are \$28,117

BUDGET AND COST IMPACTS

There are no budget or cost impacts that would derive from this report.

CONCLUSION

The ORL's financial results to December 31st are generally consistent with expectations and the variances explainable. As mentioned, the yearend adjustments will cause some changes to these figures, as reserve and capital adjustments still need to be made. I felt that providing this detail to the Board at this time would give a good indication of how the operations of the ORL have performed prior to these adjustments, as expenses paid for through reserves will alter some lines dramatically. There does not appear to be anything that requires specific Board attention at this time.

Respectfully submitted,



Jeremy Feddersen, CPA, CA
Chief Financial Officer

Okanagan Regional Library

Appendix 1

Interim Financial Report

(Receipts & Disbursements)

January 1, 2024 to December 31, 2024

**OKANAGAN REGIONAL LIBRARY
RECEIPTS & DISBURSEMENTS
To December 31, 2024**

	ACTUAL YR.TO D	BUDGET YR.TO D	VARIANCE YR.TO D	BUDGET -YEAR-	VARIANCE -From Annual-
RECEIPTS					
TAX LEVY ON MUNICIPALITIES AND REGIONAL DISTRICTS					
ARMSTRONG, CITY	\$220,608	\$220,608	\$0	\$220,608	\$0
CENTRAL OKANAGAN RD	\$349,098	\$349,098	\$0	\$349,098	\$0
COLDSTREAM, DISTRICT	\$520,346	\$520,346	\$0	\$520,346	\$0
COLUMBIA SHUSWAP RD	\$846,517	\$846,517	\$0	\$846,517	\$0
ENDERBY, CITY	\$121,989	\$121,989	\$0	\$121,989	\$0
GOLDEN, CITY	\$355,013	\$355,013	\$0	\$355,013	\$0
KELOWNA, CITY	\$7,859,246	\$7,859,380	\$135	\$7,859,380	\$135
KEREMEOS, VILLAGE	\$66,734	\$65,825	-\$909	\$65,825	-\$909
LAKE COUNTRY, DISTRICT	\$825,880	\$825,880	\$0	\$825,880	\$0
LUMBY, VILLAGE	\$81,768	\$82,488	\$720	\$82,488	\$720
NORTH OKANAGAN RD	\$884,427	\$884,427	\$0	\$884,427	\$0
OLIVER, TOWN	\$230,364	\$230,364	\$0	\$230,364	\$0
OKANAGAN SIMILKAMEEN RD	\$966,998	\$966,998	-\$0	\$966,998	-\$0
OSOYOOS, TOWN	\$300,153	\$300,153	\$0	\$300,153	\$0
PEACHLAND, DISTRICT	\$300,659	\$300,659	\$0	\$300,659	\$0
PRINCETON, TOWN	\$106,746	\$142,329	\$35,583	\$142,329	\$35,583
REVELSTOKE, CITY	\$421,266	\$421,266	\$0	\$421,266	\$0
SALMON ARM, CITY	\$845,344	\$845,344	\$0	\$845,344	\$0
SICAMOUS, DISTRICT	\$129,699	\$172,932	\$43,233	\$172,932	\$43,233
SPALLUMCHEEN, TOWNSHIP	\$239,921	\$239,921	\$0	\$239,921	\$0
SUMMERLAND, DISTRICT	\$583,034	\$583,034	\$0	\$583,034	\$0
VERNON, CITY	\$2,071,213	\$2,071,213	\$0	\$2,071,213	\$0
WESTBANK FIRST NATION	\$510,144	\$510,144	\$0	\$510,144	\$0
WEST KELOWNA, CITY	\$1,858,723	\$1,858,743	\$20	\$1,858,743	\$20
	\$20,695,888	\$20,774,669	\$78,781	\$20,774,669	\$78,781

	ACTUAL YR.TO D	BUDGET YR.TO D	VARIANCE YR.TO D	BUDGET -YEAR--	VARIANCE -From Annual--
FROM GOVERNMENT & OWN RESOURCES					
PROVINCE OF BC - PER CAPITA GRANT	\$1,081,582	\$1,038,411	-\$43,171	\$1,038,411	-\$43,171
GRANTS-PROV.B.C.-BOOKS	\$5,000	\$0	-\$5,000	\$0	-\$5,000
GRANTS - FEDERAL	\$16,745	\$49,000	\$32,255	\$49,000	\$32,255
GRANTS - OTHER	\$16,444	\$6,500	-\$9,944	\$6,500	-\$9,944
FINES, FEES AND DAMAGED MATERIALS	\$43,579	\$52,499	\$8,920	\$52,499	\$8,920
SPACE RENTALS	\$14,437	\$19,207	\$4,770	\$19,207	\$4,770
PRINTING REVENUE	\$35,521	\$29,975	-\$5,546	\$29,975	-\$5,546
KEYCARD REVENUE	\$1,121	\$250	-\$871	\$250	-\$871
INTEREST AND EXCHANGE	\$338,564	\$185,000	-\$153,564	\$185,000	-\$153,564
COPIER REVENUE	\$5,961	\$9,550	\$3,589	\$9,550	\$3,589
SUNDRY INCOME	\$2,121	\$5,000	\$2,880	\$5,000	\$2,880
MFA ACTUARIAL , DEBT REDUCTION	\$319,538	\$346,474	\$26,936	\$346,474	\$26,936
INTER LIBRARY LOANS, NET	-\$242	-\$150	\$92	-\$150	\$92
SUBTOTAL GOVERNMENT & OWN RESOURCES	\$1,880,370	\$1,741,716	-\$138,653	\$1,741,716	-\$138,653
TRANSFERS FROM RESERVES	\$0	\$726,007	\$726,007	\$726,007	\$726,007
ORL OWNED BUILDINGS, RENT CHARGEBACK	\$909,650	\$909,650	\$0	\$909,650	\$0
	\$909,650	\$1,635,657	\$726,007	\$1,635,657	\$726,007
TOTAL RECEIPTS	23,485,908	24,152,042	666,134	24,152,042	666,134

**OKANAGAN REGIONAL LIBRARY
RECEIPTS & DISBURSEMENTS
To December 31, 2024**

	ACTUAL YR.TO D	BUDGET YR.TO D	VARIANCE YR.TO D	BUDGET -YEAR--	VARIANCE -From Annual--
DISBURSEMENTS					
REMUNERATION AND FRINGE BENEFITS					
REMUNERATION	9,859,576	9,967,725	108,149	9,967,725	108,149
FRINGE BENEFITS	1,872,459	1,900,531	28,072	1,900,531	28,072
WCB	66,078	51,774	-14,304	51,774	-14,304
	11,798,113	11,920,030	121,917	11,920,030	121,917
RENT AND PROPERTY EXPENSES					
RENT	2,631,653	2,679,868	48,215	2,679,868	48,215
LTD PRINCIPAL, ACTUARIAL AND INTEREST	1,705,385	1,518,476	-186,909	1,518,476	-186,909
PROPERTY EXPENSES	2,095,276	1,959,754	-135,522	1,959,754	-135,522
	6,432,314	6,158,097	-274,217	6,158,097	-274,217
LIBRARY MATERIALS					
	1,717,142	1,685,608	-31,534	1,685,608	-31,534
OTHER EXPENSES					
BOARD EXPENSES	10,684	20,745	10,061	20,745	10,061
BOOK DEPOSIT GRANTS	5,500	3,200	-2,300	3,200	-2,300
COLLECTION AGENCY	1	3,000	2,999	3,000	2,999
EQUIPMENT REPAIRS & RENEWALS	17,913	14,642	-3,271	14,642	-3,271
INSURANCE	67,110	63,732	-3,378	63,732	-3,378
INTEREST & BANK CHARGES	13,817	11,500	-2,317	11,500	-2,317
MARKETING & COMMUNICATIONS	120,575	89,979	-30,596	89,979	-30,596
MEMBERSHIPS	10,113	20,972	10,859	20,972	10,859
PENTICTON LIBRARY FEE	44,220	48,328	4,108	48,328	4,108
POSTAGE & FREIGHT	45,507	67,373	21,866	67,373	21,866
PROFESSIONAL FEES	138,627	90,345	-48,283	90,345	-48,283

	ACTUAL YR.TO D	BUDGET YR.TO D	VARIANCE YR.TO D	BUDGET -YEAR--	VARIANCE -From Annual--
PROGRAMS	70,764	162,733	91,969	162,733	91,969
RECRUITMENT, TRAVEL & SUNDRY	3,131	16,637	13,506	16,637	13,506
STAFF DEVELOPMENT & MEETINGS	115,060	121,786	6,726	121,786	6,726
SUPPLIES	193,827	158,689	-35,137	158,689	-35,137
TECHNOLOGY EXPENSES	641,657	607,044	-34,613	607,044	-34,613
TELEPHONE & INTERNET	82,395	83,175	780	83,175	780
TRANSPORTATION	169,802	143,583	-26,218	143,583	-26,218
VIRTUAL BRANCH	2,213	10,000	7,788	10,000	7,788
	1,752,915	1,737,463	-15,452	1,737,463	-15,452
DISBURSEMENTS BEFORE CAPITAL EXPENDITURES AND TRANSFERS TO RESERVES	21,700,484	21,501,198	-199,285	21,501,198	-199,285
CAPITAL EXPENDITURES					
BOOKS AND OTHER PHYSICAL MATERIALS	1,091,682	1,335,327	243,645	1,335,327	243,645
TECHNOLOGY ASSETS	0	361,774	361,774	361,774	361,774
FURNITURE, EQUIPMENT & OTHER	0	264,812	264,812	264,812	264,812
	1,091,682	1,961,913	870,230	1,961,913	870,230
TRANSFERS TO RESERVES					
TO BRANCH FURNISHING RESERVE	148,137	145,000	-3,137	145,000	-3,137
TO CAPITAL PROJECTS RESERVE	114,000	114,000	0	114,000	0
TO IT REPLACEMENT RESERVE	311,008	311,008	-0	311,008	-0
TO NON-OWNED BUILDING MNTC RESERVE	32,000	32,000	0	32,000	0
TO OWNED BUILDING MNTC RESERVE	60,000	60,000	0	60,000	0
TO STAFF APPRECIATION OR DEVELOPMENT RESERVE	1,587	1,500	-87	1,500	-87
TO VEHICLE REPLACEMENT RESERVE	135	0	-135	0	-135
	54,993	25,425	-29,568	25,425	-29,568
	721,859	688,933	-32,926	688,933	-32,926
TOTAL DISBURSEMENTS	23,514,025	24,152,044	638,019	24,152,044	638,019
NET DISBURSEMENTS OVER RECEIPTS	-28,117	-2	28,116	-2	28,116

Staff Report to the Board

Information



To: Okanagan Regional Library Board
From: Mark Reinelt, Director of Public Services
Date: February 5, 2025
Subject: Summer Reading Club Director of Public Services Report

Voting Entitlement: *unweighted vote – simple majority*

Purpose: To provide information to the Okanagan Regional Library Board about the Summer Reading Club Program

Executive Summary:

The Summer Reading Club is one of the pillar programs offered at Libraries across BC. This report will explain:

- the history of the program
- support that we receive from the province and other donors
- how we provide equal access system-wide to presentations
- our statistics
- the impact of the SRC in the branches

Recommendation:

THAT the Board receive for information the report from the Director of Public Services and the Head of Youth Services.

Respectfully submitted by: Mark Reinelt, Director of Public Services; Ashley Machum, Head of Youth Services

Strategic Plan Alignment:

- Cultivating learning, literacy, creativity, and imagination.
- Foster joy of reading and learning.
- Engage those who are not regular Library users.
- Spark imagination.
- Maintain/increase literacy skills over the summer break.

Background:

In 1989, the Children's Services Advisory Committee of the Greater Vancouver Library Federation saw an opportunity to enhance library services by pooling resources. With the assistance of the Public Library Services Branch, the **Biggest, Greatest, Most Amazing Reading Club** was launched across British Columbia. Over the past three decades, the BC Summer Reading Club has grown into a province-wide program that engages more than 173,000 children and their families each year, fostering a lifelong love of reading.

For 25 years*, the Okanagan Regional Library has taken part in the province-wide program, encouraging children to participate in themed Storytimes, programs, and events. This is the largest and most successful system-wide initiative the ORL takes on.

Considerations:

Planning for the SRC begins early in Q1 with scheduling and hiring the system-wide program facilitators.

This year we are bringing back Leif David, a magician who has been working with the ORL for well over a decade and is always a hit. Funding for these system-wide tours come from the Friends of the Library groups.

The 2025 theme for the province will be "Colour your world." These broad themes allow library systems a considerable degree of latitude to tailor existing programs to fit into the theme.

Prizes for the SRC, funded from the ORL's programming budget, are a huge incentive to increase participation.

Reading trackers and frequent draws help gamify the program, encouraging reluctant readers to participate.

In 2024, participation increased by 8% from 2023. ORL has surpassed our pre-pandemic involvement by 35%. The registered number of participants in 2024 was 8,139, the highest number we have ever had.

In 2024 we ran 561 programs for the SRC (online and in person) with 28,713 people in attendance.

More information and statistics will be provided in a verbal and visual presentation at the February 19 Board meeting.