



NOTICE OF MEETING

Okanagan Regional Library Board of Trustees
will meet virtually via Microsoft Teams
on Wednesday, November 18, 2020

IN-CAMERA MEETING

9:30 – 10:10 AM

REGULAR MEETING

10:15 – 11:00 AM

Public wishing to attend the regular meeting must provide their e-mail contact information to lsamson@orl.bc.ca by 3:00 PM on Monday, November 16th in order to receive an e-mail invitation, to be sent when the regular meeting begins.

AGENDA

**LIBRARY BOARD MEETING
WEDNESDAY, NOVEMBER 18, 2020
TO BE HELD VIRTUALLY VIA MICROSOFT TEAMS
AND AT LIBRARY HEADQUARTERS
1430 KLO ROAD, KELOWNA, BC
10:15 AM – 11:00 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."

1. CALL TO ORDER / INTRODUCTION OF GUESTS

10:15 AM

2. ADOPTION OF THE AGENDA

10:16 AM

RECOMMENDATION:

THAT the Agenda be adopted.

3. ADOPTION OF THE PREVIOUS MINUTES (pgs. 3 - 6)

10:17 AM

RECOMMENDATION:

THAT the Minutes of the Regular Library Board Meeting held September 16, 2020 be approved.

4. FINANCE COMMITTEE REPORT – Chair David Mattes

10:18 AM – 10:30 AM

a) CFO Financial Update Report to September 30, 2020 – Jeremy Sundin (pgs. 7 – 16)

RECOMMENDATION:

THAT the CFO Financial Update Report to September 30, 2020 be received for information.

b) 2021 Budget

FINANCE COMMITTEE RECOMMENDATION:

(By Weighted Vote)

THAT the Board approve the Okanagan Regional Library 2021 Budget as recommended by the Board Finance Committee and presented on September 16, 2020, which includes a funding requirement of \$18,409,755 or +0.75%.

AND THAT the Board approve the 2021 Library Levy Member Apportionment (Appendix 3 of the CFO's Report).

5. STAFF REPORTS
10:30 AM – 10:35 AM

- a) **CEO Report** – Don Nettleton (pgs. 17 – 19)

RECOMMENDATION:
THAT the CEO Report be received for information.

6. BOARD CHAIR REPORT – Karla Kozakevich
10:35 AM – 10:40 AM

- Appointments to Nominations Committee

7. BC LIBRARY TRUSTEES' ASSOCIATION (BCLTA) REPORT – Liaison Erin Carlson
10:40 AM – 10:45 AM

8. TRUSTEE REPORTS
10:45 AM – 10:50 AM

9. APPROVE 2021 MEETING SCHEDULE
10:50 AM – 10:55 AM

Draft 2021 Meeting Schedule (pg. 20)

RECOMMENDATION:
THAT the 2021 Meeting Schedule be approved as presented.

10. NEXT MEETING – See Item 9

11. ADJOURNMENT
11:00 AM

RECOMMENDATION:
THAT the meeting be adjourned.

*Note: These Minutes Have Not Yet
Been Approved by the Board*

**DRAFT MINUTES
LIBRARY BOARD REGULAR MEETING
HELD VIRTUALLY VIA MICROSOFT TEAMS
WEDNESDAY, SEPTEMBER 16, 2020**

“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.”

TRUSTEES IN ATTENDANCE:

Karla Kozakevich, OSRD, Board Chair
Pat Cochrane, Coldstream
Tundra Baird, Enderby
Loyal Wooldridge, Kelowna
Sherry Philpott-Adhikary, Keremeos
Todd McKenzie, Lake Country
Lori Mindnich, Lumby
David Mattes, Oliver
Brian Harvey, Osoyoos
Michael Brooks-Hill, Revelstoke

Tim Lavery, Salmon Arm
Andrew Casson, Spallumcheen
Erin Carlson, Summerland
Kari Gares, Vernon
Jason Friesen, West Kelowna
Wayne Carson, CORD
Jay Simpson, CSRD
Amanda Shatzko, NORD
Caleb Moss, Golden
Christopher Derickson, WFN

TRUSTEES ABSENT:

Linda Fisher, Armstrong
Patrick Van Minsel, Peachland

George Elliott, Princeton
Bob Evans, Sicamous

GUESTS:

Rose Jurkic, CUPE President

James Laitinen, PEA President

LIBRARY STAFF IN ATTENDANCE:

Don Nettleton, Chief Executive Officer
Christine McPhee, Director of Public Services South
Jeremy Sundin, Chief Financial Officer
Jeff Campbell, Chief Technology Officer
Michal Utko, Director of Marketing and Communications
Leah Samson, Recording Secretary

1. CALL TO ORDER / INTRODUCTION OF GUESTS

The meeting was called to order at 10:54 AM. Quorum was established and the guests were introduced.

2. ADOPTION OF THE AGENDA

MOTION 1

*It was moved and seconded
THAT the Agenda be adopted.
CARRIED*

3. APPROVAL OF THE PREVIOUS MINUTES

MOTION 2

It was moved and seconded

THAT the Minutes of the Regular Library Board Meeting held May 20, 2020 be approved as presented.

CARRIED

4. WEIGHTED VOTE SHEET YEAR 2020/2021 – CFO Jeremy Sundin

a) Memo: Changes to Weighted Votes and Updated Weighted Vote Sheet

The updated population figures are received annually from the province.

MOTION 3

It was moved and seconded

THAT the 2020/2021 Weighted Vote Sheet be accepted as presented.

CARRIED

In accordance with the Library Act and Library Board Policy, the updated weighted vote figures will be used when the Board votes on questions involving the expenditure of money.

5. FINANCE COMMITTEE REPORT – Chair David Mattes

a) Financial Update Report to July 31, 2020 – CFO Jeremy Sundin

The Board heard a report on the status of the ORL's finances to July 31, 2020.

COVID-19 Impacts:

The ORL initially reduced spending on staffing and facility operating costs due to temporary closures in response to the pandemic. With branches reopened, the ORL is now incurring added expenses due to the cost of personal protective equipment, safety measures, increased janitorial service, cleaning and sanitization supplies, as well as additional costs for virtual services that are being maintained. Although the pandemic has had an impact, the ORL's finances are generally consistent with expectation and there does not appear to be anything that requires specific Board attention at this time.

MOTION 4

It was moved and seconded

THAT the CFO Financial Update Report to July 31, 2020 be received for information.

CARRIED

b) 2021 Budget Report – CFO Jeremy Sundin

The Board heard a report and received a recommendation from the Board Finance Committee regarding the 2021 budget. The recommended budget includes a 0.75% funding increase. For most members, this will work out to a decrease in the per capita cost in 2021 compared to 2020. The Board will vote on approving the 2021 budget at their next regular meeting on November 18, 2020.

6. STAFF REPORTS

a) CEO Report – CEO Don Nettleton

The Board heard a report on library activities, including that:

- the ORL's public service levels are currently at approximately 60% of pre-Covid levels;
- the BC CDC/Ministry of Health has released library specific guidelines, which are quite broad and leave the application guidelines to each specific library operator;
- plans are underway to reopen some maker-spaces. The Westside Learning Lab will reopen at the end of September with restricted usage and safety protocols. The Revelstoke Branch makerspace project has been delayed due to impacts from the pandemic;
- renovation of the Golden Branch is complete, including new floors and paint. The branch has reopened to the public;
- the community has provided positive feedback on the new location for the Oliver Branch;
- the fine free period remains in effect;
- the ORL's strategic planning project has been delayed due to impacts from the pandemic;
- virtual programs that have been developed and presented both in local branches and systemwide;
- 1,377 children participated in the province-wide virtual Summer Reading Club. Although fewer children participated than in previous years, ORL ranked very high compared to other libraries in BC.

MOTION 5

It was moved and seconded

THAT the CEO Report be received for information.

CARRIED

b) Public Services Report – DPS Christine McPhee

The Board heard a report on public service activities including:

- how services have been restored after being significantly impacted by the pandemic. The ORL's phased approach to service has progressed from virtual service to curb side service to the current browse and borrow service;
- online youth service programs and activities offered with funding assistance from the BC Ministry of Education;
- plans to safely pilot in-person programming and have them available system-wide by the beginning of 2021;
- improvements to services for the print disabled;
- the creation of new virtual adult programs;
- the production of STEAM programs and videos for all ages;
- virtual services offered including chat, phone and email;
- that the new Community Learning & Assessment Coordinator position has been filled;
- areas that are being developed over the next quarter;
- strategic system-wide program planning for winter 2021.

MOTION 6

It was moved and seconded

THAT the Public Services Report be received for information.

CARRIED

7. BOARD CHAIR REPORT – Karla Kozakevich

Chair Kozakevich thanked CEO Don Nettleton and his team for their work over the course of the pandemic.

8. BC LIBRARY TRUSTEES' ASSOCIATION (BCLTA) REPORT – Liaison Erin Carlson

Councillor Carlson reported that the BCLTA welcomed their new Executive Director Jerrilyn Schembri. The Board was encouraged to attend the virtual 2020 AGM and educational sessions to be held in October.

9. TRUSTEE REPORTS

Trustees reported on library related activities in their communities.

10. NEXT MEETING – Wednesday, November 18, 2020

11. ADJOURNMENT

MOTION 7

It was moved and seconded

THAT the regular meeting of the Board of Trustees be adjourned.

CARRIED

The meeting adjourned at 11:45 AM.

REPORT

File No. 100.27

To: Okanagan Regional Library Board of Directors
From: Chief Financial Officer
Date: November 10, 2020
Subject: Financial Update Report to September 30, 2020 (9 Months)

RECOMMENDATION

THAT the Board receive the CFO's Financial Update Report to September 30, 2020 for information.

BACKGROUND

The attached **Appendix 1** provides the Board with an interim financial report (receipts and disbursements) to September 30th along with the year-to-date (YTD) and annual budget, and other useful information such as variances. The report has been prepared on a modified cash basis, meaning not all accounting accruals have been made. This report will briefly discuss some of the financial information that staff felt may be of interest to the Board.

Note that COVID19 related financial implications are discussed during this report; these implications are summarized and provided separately in **Appendix 2**.

DISCUSSION

Receipts – Tax Levy

There is no variances and the results are consistent with expectation.

Receipts – Government, Grants and Own Resources

This category is under budget by \$157,591 to September 30th. Of this over \$150,000 can be attributed to lost revenue due to COVID19 temporary branch closures and limited service throughout the phased re-opening. This lost revenue is for late fines, lost/damaged books, meetings room rentals, printing, copying etc. Staff do not expect to make this revenue up during the remainder of the year, and would expect further losses of these revenues for at least the remainder of the year.

From Reserves and Internal Rent

The transfers from reserves is 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.

Total receipts to September 30th are \$15,358,853.

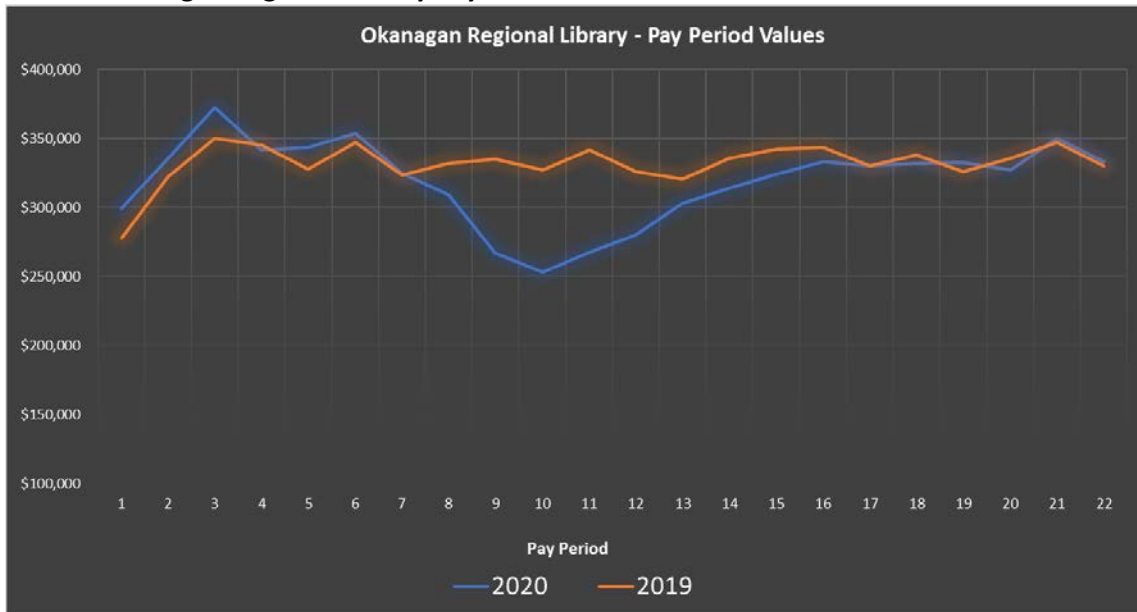
Disbursements

As expected due primarily to the COVID19 temporary branch closures and temporary layoffs, compounded by staff positions that remained unfilled for a large part of the year due to priorities shifting during the COVID response, remuneration and benefits are lower than

budgeted to September 30th by 6.7% (down from a variance of more than 10% in the last report to July 31st). With branches reopened and positions filled the variance is expected to continue to lessen, although it is not expected to close entirely by the end of the year.

The following table depicts how payroll was affected from the first pay period to the current pay period ended October 28th. Note the dramatic drop of the blue line, representing 2020, around pay periods 8 through 13.

Table1: Okanagan Regional Library Pay Period Values



*The “gap” between the blue 2020 and orange 2019 trend lines represents approximately \$380,000.

The rent and property expenses category is under budget by 5.8%. This is driven by lower property expenses to September 30th. The variance can be explained as follows:

	\$ 80,000	Year-end reserve adjustments related to property expenses
	\$ 65,000	Janitorial and security savings due to temporary branch closures
	\$ 21,500	Estimate for Q3 utilities not included in the reporting
	\$ 46,072	Remaining variance (representing about 1.5% of the rent and property expenses YTD budget)
5.8%	\$ 212,572	Report total

Although not specifically identifiable, the remaining variance may be attributed to deferred property maintenance activities as a result of time and effort being extensively redirected for many monthly due to the ORL’s COVID response.

Library materials** includes items such as e-materials, subscriptions, database access, etc. Demand for these services increased as they remained accessible while the physical collection was unavailable during the temporary branch closures. Although the expense may appear high

compared to budget, it's more than offset by the decreased purchase of physical material as noted in the capital expenditures section of the appendix.

	ACTUAL	BUDGET	VARIANCE	BUDGET	VARIANCE
	YTD	YTD	YTD	ANNUAL	FROM ANNUAL
LIBRARY MATERIALS **	1,027,666	689,667	-338,000	829,500	198,166
BOOKS AND OTHER PHYSICAL MATERIALS	853,401	1,327,875	474,474	1,770,500	-917,099
TOTAL LIBRARY COLLECTION BUDGET	1,881,067	2,017,542	136,474	2,600,000	-718,933

When taken together the total collections budget (that for both Library materials** and Books and Other Physical Materials) the ORL is 6.8% under budget (\$136,474) to September 30th.

Other expenses as a whole make up less than 9% of the total budget, so variances within the individual line items are relatively insignificant. This being said a number of these line items, such as postage and freight, programs, external costs for staff development and transportation are under budget due primarily to the COVID19 temporary closure and phased reopening. For a number of activities that continued during the temporary closure and phased reopening, such as marketing and communications, efforts were redirected from normal operations and so even in these instances the regular expenses are lower than budget.

Technology expense appears higher than expected, however the major purchasing for the year is completed and so expenses for the remainder of the year are expected to continue to taper off with the end of the year being near budget.

Supplies expense is where the COVID19 direct expenses are included. These COVID19 direct expenses total \$119,330 to September 30th. If COVID19 direct expenses were removed, this line item would be under budget.

Total disbursements before capital expenditures and reserve transactions are \$13,772,996.

The Capital Expenditures figure will come up by year's end as most of these transactions are accounting adjustments related to reserve funded activities; both transfers from reserves and capital expenditures will increase resulting in a limited or nil impact on the bottom line. As previously mentioned, books and other physical material purchases were drastically slowed while e-material purchases increased in response to demand and the COVID19 pandemic situation.

The Transfers to Reserves are made at year-end.
Total disbursements to September 30th are \$13,772,996.

The net receipts over disbursements to September 30th are \$1,585,856. With branches once again fully staffed and reopened to the public and ongoing COVID response expenses, the net receipts figure is expected to shrink. Year-end adjustments, most notably the budgeted \$983,000 in transfers to reserves, will also impact the year-end net receipts figure.

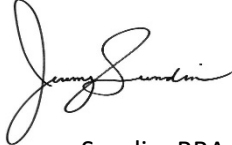
BUDGET AND COST IMPACTS

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

CONCLUSION

The ORL's financial results to September 30th are generally consistent with expectation although the COVID19 worldwide pandemic has certainly had an impact; there does not appear to be anything that requires specific Board attention at this time.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Jeremy Sundin". The signature is fluid and cursive, with a large initial "J" and "S".

Jeremy Sundin, BBA, CPA, CA
Chief Financial Officer

Okanagan Regional Library

Appendix 1

Interim Financial Report

(Receipts & Disbursements)

January 1, 2020 to September 30, 2020

**OKANAGAN REGIONAL LIBRARY
RECEIPTS & DISBURSEMENTS
For the 9 Months Ending September 30, 2020**

	ACTUAL YTD	BUDGET YTD	VARIANCE YTD	BUDGET ANNUAL	VARIANCE FROM ANNUAL	% RECEIVED ANNUAL
RECEIPTS						
TAX LEVY ON MUNICIPALITIES AND REGIONAL DISTRICTS						
ARMSTRONG, CITY	\$149,381	\$149,381	-\$0	\$199,174	-\$49,793	75.0%
CENTRAL OKANAGAN RD	\$238,568	\$238,568	\$0	\$318,091	-\$79,523	75.0%
COLDSTREAM, DISTRICT	\$355,758	\$355,758	\$0	\$474,344	-\$118,586	75.0%
COLUMBIA SHUSWAP RD	\$645,527	\$645,527	\$0	\$860,703	-\$215,176	75.0%
ENDERBY, CITY	\$81,930	\$81,930	-\$0	\$109,240	-\$27,310	75.0%
GOLDEN, CITY	\$242,573	\$242,573	-\$0	\$323,431	-\$80,858	75.0%
KELOWNA, CITY	\$5,110,099	\$5,110,099	\$0	\$6,813,465	-\$1,703,366	75.0%
KEREMEOS, VILLAGE	\$42,232	\$42,233	\$0	\$56,310	-\$14,078	75.0%
LAKE COUNTRY, DISTRICT	\$500,746	\$500,746	-\$0	\$667,661	-\$166,915	75.0%
LUMBY, VILLAGE	\$53,809	\$53,810	\$1	\$71,746	-\$17,937	75.0%
NORTH OKANAGAN RD	\$580,028	\$580,028	\$0	\$773,371	-\$193,343	75.0%
OLIVER, TOWN	\$157,269	\$157,268	-\$0	\$209,691	-\$52,422	75.0%
OKANAGAN SIMILKAMEEN RD	\$668,751	\$668,750	-\$0	\$891,667	-\$222,916	75.0%
OSOYOOS, TOWN	\$198,583	\$198,583	\$0	\$264,777	-\$66,194	75.0%
PEACHLAND, DISTRICT	\$199,853	\$199,853	-\$0	\$266,471	-\$66,618	75.0%
PRINCETON, TOWN	\$95,554	\$95,390	-\$164	\$127,186	-\$31,632	75.1%
REVELSTOKE, CITY	\$268,982	\$268,982	\$0	\$358,643	-\$89,661	75.0%
SALMON ARM, CITY	\$573,743	\$573,743	-\$0	\$764,990	-\$191,247	75.0%
SICAMOUS, DISTRICT	\$113,757	\$113,757	-\$0	\$151,676	-\$37,919	75.0%
SPALLUMCHEEN, TOWNSHIP	\$162,906	\$162,907	\$0	\$217,209	-\$54,303	75.0%
SUMMERLAND, DISTRICT	\$393,668	\$393,668	\$0	\$524,891	-\$131,223	75.0%
VERNON, CITY	\$1,394,623	\$1,394,623	-\$0	\$1,859,497	-\$464,874	75.0%
WESTBANK FIRST NATION	\$320,317	\$320,317	-\$0	\$427,089	-\$106,772	75.0%
WEST KELOWNA, CITY	\$1,200,088	\$1,200,089	\$0	\$1,600,118	-\$400,030	75.0%
	\$13,748,745	\$13,748,581	-\$164	\$18,331,441	-\$4,582,696	75.0%

	ACTUAL YTD	BUDGET YTD	VARIANCE YTD	BUDGET ANNUAL	VARIANCE FROM ANNUAL	% RECEIVED ANNUAL
RECEIPTS (CONTINUED)						
FROM GOVERNMENT & OWN RESOURCES						
PROV OF B.C. - PER CAPITA GRANT	\$1,008,382	\$1,008,000	-\$382	\$1,008,000	\$382	100.0%
GRANTS - FEDERAL	\$16,366	\$36,750	\$20,384	\$49,000	-\$32,634	33.4%
GRANTS - OTHER	\$7,049	\$4,875	-\$2,174	\$6,500	\$549	108.4%
CIRC. REV. - FINES & DAMAGED BKS	\$50,995	\$168,750	\$117,755	\$225,000	-\$174,005	22.7%
MEETING ROOM RENTAL	-\$779	\$13,500	\$14,279	\$18,000	-\$18,779	-4.3%
INTERNET PRINTING REVENUE	\$7,763	\$22,481	\$14,718	\$29,975	-\$22,212	25.9%
KEYCARD REVENUE	\$918	\$187	-\$731	\$250	\$668	367.1%
INTEREST AND EXCHANGE	\$28,352	\$26,250	-\$2,102	\$35,000	-\$6,648	81.0%
COPIER REVENUE	\$3,109	\$7,144	\$4,035	\$9,525	-\$6,416	32.6%
SUNDRY INCOME	\$12,048	\$3,750	-\$8,298	\$5,000	\$7,048	241.0%
MFA ACTUARIAL, DEBT REDUCTION	\$0	\$0	\$0	\$135,488	-\$135,488	0.0%
INTER LIBRARY LOANS-NET	-\$107	\$0	\$107	-\$150	\$43	71.0%
SUBTOTAL GOVERNMENT & OWN RESOURCES	\$1,134,096	\$1,291,687	\$157,591	\$1,521,588	-\$387,492	74.5%
TRANSFERS FROM RESERVES	\$0	\$0	\$0	\$1,048,000	-\$1,048,000	0.0%
ORL OWNED BULDINGS RENT CHARGEBACK	\$476,012	\$476,012	\$0	\$634,682	-\$158,670	75.0%
TOTAL RECEIPTS	15,358,853	15,516,279	157,426	21,535,711	-6,176,858	71.3%

**OKANAGAN REGIONAL LIBRARY
RECEIPTS & DISBURSEMENTS
For the 9 Months Ending September 30, 2020**

	ACTUAL YTD	BUDGET YTD	VARIANCE YTD	BUDGET ANNUAL	VARIANCE FROM ANNUAL	% RECEIVED ANNUAL
DISBURSEMENTS						
REMUNERATION AND FRINGE BENEFITS						
REMUNERATION	5,840,423	6,200,997	360,574	8,267,997	-2,427,574	70.6%
FRINGE BENEFITS	1,179,242	1,320,429	141,188	1,760,572	-581,330	67.0%
WCB	19,237	22,584	3,347	30,112	-10,875	63.9%
	7,038,902	7,544,011	505,109	10,058,681	-3,019,779	70.0%
RENT AND PROPERTY EXPENSES						
RENT	1,834,017	1,853,387	19,370	2,471,182	-637,165	74.2%
LTD PRINCIPAL AND INTEREST	831,399	831,399	-0	1,113,017	-281,618	74.7%
PROPERTY EXPENSES	1,082,763	1,295,335	212,572	1,752,335	-669,572	61.8%
	3,748,179	3,980,120	231,942	5,336,534	-1,588,355	70.2%
LIBRARY MATERIALS	1,027,666	689,667	-338,000	829,500	198,166	123.9%
OTHER EXPENSES						
BINDING & MENDING	715	15,938	15,223	21,250	-20,535	3.4%
BOARD EXPENSES	3,200	15,106	11,906	20,141	-16,941	15.9%
BOOK DEPOSIT GRANTS	0	3,200	3,200	3,200	-3,200	0.0%
COLLECTION AGENCY	825	10,924	10,099	14,566	-13,741	5.7%
EQUIPMENT REPAIRS & RENEWALS	8,851	9,945	1,094	13,260	-4,409	66.8%
FAMA/REALLOCATIONS	0	0	0	162,181	-162,181	0.0%
INSURANCE	54,137	55,363	1,226	55,363	-1,226	97.8%
INTEREST & BANK CHARGES	3,705	8,625	4,920	11,500	-7,795	32.2%
MARKETING & COMMUNICATIONS	20,063	35,606	15,543	47,475	-27,412	42.3%
MEMBERSHIPS	14,630	14,535	-95	19,380	-4,750	75.5%
PENTICTON LIBRARY FEE	46,090	46,000	-90	46,000	90	100.2%
POSTAGE & FREIGHT	22,661	46,695	24,034	62,260	-39,599	36.4%
PROFESSIONAL FEES	67,415	73,117	5,702	97,489	-30,074	69.2%
PROGRAMS	21,141	86,723	65,583	115,631	-94,490	18.3%

	ACTUAL YTD	BUDGET YTD	VARIANCE YTD	BUDGET ANNUAL	VARIANCE FROM ANNUAL	% RECEIVED ANNUAL
DISBURSEMENTS (CONTINUED)						
RECRUITMENT, TRAVEL & SUNDRY	2,081	11,531	9,449	15,374	-13,293	13.5%
STAFF DEVELOPMENT & MEETINGS	58,982	79,035	20,053	105,380	-46,398	56.0%
STRATEGIC PLANNING	4,345	0	-4,345	300,000	-295,655	1.4%
SUPPLIES	197,443	100,784	-96,659	134,378	63,065	146.9%
TECHNOLOGY EXPENSES	481,133	409,000	-72,133	498,000	-16,867	96.6%
TELEPHONE & INTERNET	18,774	18,750	-24	25,000	-6,226	75.1%
TRANSPORTATION	75,755	102,501	26,746	136,668	-60,913	55.4%
VIRTUAL BRANCH	2,903	11,250	8,347	15,000	-12,097	19.4%
	1,104,849	1,154,627	49,779	1,919,496	-814,647	57.6%
DISBURSEMENTS BEFORE CAPITAL EXPENDITURES AND TRANSFERS TO RESERVES						
	12,919,595	13,368,425	448,830	18,144,211	-5,224,616	71.2%
CAPITAL EXPENDITURES						
BOOKS AND OTHER PHYSICAL MATERIALS	853,401	1,327,875	474,474	1,770,500	-917,099	48.2%
TECHNOLOGY ASSETS	0	0	0	323,000	-323,000	0.0%
FURNITURE, EQUIPMENT & OTHER	0	0	0	315,000	-315,000	0.0%
	853,401	1,327,875	474,474	2,408,500	-1,555,099	35.4%
TRANSFERS TO RESERVES						
TO BRANCH FURNISHING RESERVE	0	0	0	145,000	-145,000	
TO CAPITAL PROJECTS RESERVE	0	0	0	114,000	-114,000	
TO IT REPLACEMENT RESERVE	0	0	0	323,000	-323,000	
TO NON-OWNED BUILDING MNTC RESERVE	0	0	0	25,000	-25,000	
TO OWNED BUILDING MNTC RESERVE	0	0	0	60,000	-60,000	
TO STAFF APPRECIATION OR DEVELOPMENT RESERVE	0	0	0	1,500	-1,500	
TO STRATEGIC INITIATIVES RESERVE	0	0	0	302,000	-302,000	
TO VEHICLE REPLACEMENT RESERVE	0	0	0	12,500	-12,500	
	0	0	0	983,000	-983,000	
TOTAL DISBURSEMENTS	13,772,996	14,696,300	923,303	21,535,711	-7,762,715	
NET DISBURSEMENTS OVER RECEIPTS	1,585,856	819,979	-765,877	0	1,585,856	

Okanagan Regional Library

Appendix 2

Summary of COVID19 Financial Impacts

January 1, 2020 to September 30, 2020

COVID19 Savings

Cost savings

Contract janitorial and security	-\$ 65,000
Staffing	-\$ 380,000
	-\$ 445,000

COVID19 Costs

Lost revenue

Fines, Damage/Replacement, Meeting Room	
Rentals, Printing and Copier	\$ 150,787
	\$ 150,787

Additional expenses

Material for cubside pickup	\$ 6,368
Communications & signage	\$ 11,178
Plexi barriers	\$ 17,252
Enhanced janitorial	\$ 1,864
Supplies**	\$ 82,668
	\$ 119,330

** Supplies includes primarily sanitizer, cleaning supplies such as disinfectant wipes and sprays, face masks, etc.

The COVID 19 cost savings have stopped; no further savings are expected.

The COVID19 expenses have not stopped and are ongoing.

To: **ORL Board Members**

From: **Don Nettleton, CEO**

Date: **November 2020 Board Meeting**

Re: **CEO Update for ORL Board Meeting**

Since our September meeting, ORL Library service has settled into what looks to be our interim new normal service model of Browse and Borrow in branches with primarily virtual programming services.

In Branch Operations:

We have continued in our Borrow and Browse service in all locations except for UBCO which is still closed as the university library is fully locked up. (We are in the process of removing our small browsing collection from this site as it appears it could be a significant time period until they re-open. We have assurances from their Library Head that they do wish our partnership to continue when they restart their services to their student community and also that they are soon going to rehire and reopen their Library service point in our downtown Kelowna Library which is encouraging.) We were able to reopen our Westside Learning Lab space to the public around thanksgiving. Borrow and browse services are available but use of equipment requires pre-booking as it needs to have cleaning or quarantining between users.

Quarantining:

The Library stopped quarantining all of our returned books and materials for 72 hours around thanksgiving – (which was an additional reason for ORL staff and patrons giving thanks this year). Quarantining of library collections was deemed unnecessary for health purposes by BCCDC. It used up a tremendous amount of both staff time and library space as well as slowing down the circulation of materials to the public. Social distancing, hand washing, and things like wearing masks if you have to get close were deemed the key things to focus on.

Next steps for service within branches:

Going forward, assuming that the Covid19 situation does not revert to crisis levels in our area, we hope to start adding back some time limited study space and limited soft seating in branches that have sufficient space and occupancy capacity given the new limits under Covid19. We also have been piloting some in person programming in very controlled situations. Our hope is that we can learn from these pilot programs and begin to roll out to other branches with suitable spaces in the new year. But we anticipate that we will not be able to fully return to regular operations until at least mid-2021 when we hope there may be a vaccine or other solution to Covid19 which has been fully implemented and it could easily be end of 2021 before we get there.

Status of Health related to Covid19 Pandemic

I am very encouraged to report that so far, we have had many staff getting tested for COVID19, but at the time of writing none have proved positive. We also have had no outbreaks connected to the library. We anticipate that with the number of locations and size of our workforce an event or positive employee test will inevitably happen. If such an occurrence happens we take direction from the 811 authorities as to what our specific steps will be as every situation is different. As I previously updated the Board, we have recently strengthened our protocol for wearing of masks by our staff to make it compulsory in all open spaces. For the public, we have signage saying mask wearing is encouraged but we are not stating it is mandatory as we don't want to create confrontations between our staff and a few vocal members of the public. We believe that with the recent news of cases rising and expectations of mask wearing from Dr Henry most public will be wearing masks. It was encouraging to hear from a N American wide researchers virtual meeting that to date there have been no outbreaks anywhere in N America traced back to Libraries.

Revelstoke Branch Makerspace Project

As the Board will remember we have been working on getting an addition to the Revelstoke Library constructed to provide space to house a small maker space/technical teaching lab. City of Revelstoke staff have overseen getting drawings done and after many delays got tenders out which closed late October. Initial review of the responses indicate that the cost of the lowest tenders are close to three times our initial budget. We will be having discussions with the City of Revelstoke staff to determine how to proceed which may require a different construction type or approach to getting the required space.

Labor Contract Negotiations

Our Labor contracts with both CUPE and PEA expire at the end of December 2020. Our negotiating committee has held talks and two full days of negotiations with CUPE in October and will be reporting to the Board in camera at the November meeting on a recommended settlement. PEA negotiations are scheduled for the first week of December as their bargaining agent was not available until then due to illness.

Finishing of External Signage Replacement

I have given authorization to Michal Utko to finish the replacement of our external signage with our proper logo at all our branches. Many of you will have noticed a mixture of exterior signs since we adopted our new logo and branding 3-4 years ago. We promised to gradually do replacement over time to avoid a large expenditure all at once. It is now well past time to bring all of our exterior signs up to our not so new logo, and so many of you should see your local branches signage switched over the next 3-4 months (some will be done out of 2020 budget and some will not be able to be completed until early 2021)

Latest Library Circulation

For the month of October, we circulated 187,119 physical items which is 81% of what we circulated in 2019. Considering that we have no in-house programming or seating, and many are still reluctant to go out in a pandemic this circulation level recovery is encouraging (though we would of course like to see it bounce fully back).

E materials usage on the other hand continues to generally be higher as noted on the following page.

Compared with October 2019, October 2020 usage shows

Overdrive:

- E-books up 27%, e-audio up 23% combined up 26%
 - of particular interest Junior e-Books are up 114% and YA e-books up 66%

Other e-Resources to note:

Streaming Services:

- Kanopy is new since May this year, 1579 views in October.
 - Kanopy includes the Great Courses which are being well used. Summerland Branch is running a successful and engaging Film Club based on films which can be watched in Kanopy.

Academic databases (these tend to be used mainly by staff answering reference questions for customers) usage is down, related to the lack of in person reference service at this time.

e-Magazines and Newspapers:

- RB Digital Magazines (formerly Zinio) up 44%
- Canadian News Stand up 250% - this is related to PressReader being down for much of the month, so that customers could not access it from home - related to issues caused by Chrome and Edge updates
- Press Reader - usage was down due to it being inaccessible for much of the month
- Flipster - new magazine carrier since August 2020
 - provides access to some magazine including Canadian titles that RB Digital and Press Reader do not provide - 149 uses in October

Global Road Warrior - travel and country information
up from 12 uses last year to 125 uses this year

Ancestry - currently available from home, pre-COVID this product was only available for in library use.
up 150%

Home and Small Engine Repair databases - usage is small, but it has increased about 30% compared to last year.



BOARD POLICY & REGULATIONS

SECTION II: BOARD ORGANIZATION AND STRUCTURE, PART A: MEETINGS, REGULAR BOARD MEETING SCHEDULE

There shall be four regular meetings of the Board in each year and such other meetings as the Board may decide. Regular meetings will be held in February, May, September and November, except in years when municipal elections are held. In years when there is a municipal election, meetings will be held in February, May, September and October.

BOARD MEETING SCHEDULE – 2021

In-Camera meetings begin at 9:30 AM (subject to change)

Regular meetings generally begin at 10:00 AM (subject to change)

Library Headquarters, Boardroom, 1430 KLO Road, Kelowna, BC

Wednesday February 17	Regular Meeting
Wednesday May 19	Annual General Meeting
Wednesday September 8*	Regular Meeting *Note Date Change due to UBCM Convention
Wednesday November 17	Regular Meeting

Dates of Interest to Board Trustees:

BC Library Association Annual Conference

April 21 – 23, 2021 (Sheraton Vancouver Airport Hotel)

SILGA AGM and Convention

April 27 – 30, 2021 (Vernon)

UBCM Convention

September 13 – 17, 2021 (Vancouver)