

NOTICE OF MEETING

Okanagan Regional Library Board

Wednesday, October 21, 2015

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

In-Camera Meeting

9:00 AM – 9:15 AM

Regular Meeting

9:15 AM – 10:00 AM

BOARD STRATEGIC PLANNING SESSION

10:15 AM – 3:30 PM

~ This is an all-day meeting. Lunch will be served ~

REGULAR AGENDA

**LIBRARY BOARD – REGULAR MEETING
HELD AT LIBRARY HEADQUARTERS
1430 K.L.O. ROAD, KELOWNA, BC
WEDNESDAY, OCTOBER 21, 2015
9:15 AM – 10:00 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.

CALL TO ORDER

Chair's Remarks - Introduction of Guests (9:15 – 9:16)

1. AGENDA REVIEW (9:16 – 9:17)

Motion:

To approve the agenda.

2. PREVIOUS MINUTES (pgs. 3 – 6) (9:17 – 9:18)

Motion:

To adopt the minutes of September 16, 2015

3. FINANCE COMMITTEE REPORT – Chair Lori Mindnich

3.1. Budget Related Policy Items:

- a) **Property Tax Exemption Policy: Discussion** – Steph Hall & Don Nettleton
- Memo from Don Nettleton dated 10/6/2015 (pgs. 7 - 8) (9:18 – 9:20)

Recommendation from Policy and Planning Committee to the Board:
THAT the ORL move forward to discussions at the provincial level.

- b) **Revised Furnishings Policy** – Don Nettleton (pg. 9) (9:20 – 9:25)

Recommendation from Policy and Planning Committee to the Board:
THAT the draft revised furnishings policy be approved.

- c) **Population Figures for ORL Levy Distribution
2016 Member Assessment Levy Spreadsheet
Revised Weighted Votes 2015/2016** – Steph Hall & Don Nettleton (9:25 - 9:35)

- Memo from Steph Hall (to be distributed)
- Draft 2016 Member Assessment Levy Spreadsheet
- Spreadsheet re population figures (pg. 11)

Recommendation from Policy and Planning Committee:

To use the population figures as provided by BC stats, showing the adjusted figures for CORD and WFN using the average population growth of all of the Central Okanagan since the last census.

3.2. Budget Year 2016 – Lori Mindnich (9:35 – 9:40)

a) Receipts and Disbursements summary spreadsheet (Budget Worksheet)

Recommendation from the Finance Committee to the Board:

THAT the 2016 budget, with an overall net increase of \$351,818 (1.98%) or total expenditures of \$18,247,446 be approved.

By weighted vote

b) Working Reserve Spending Plan Change Summaries

Recommendation from the Finance Committee to the Board:

THAT the 2016 working reserve spending plan, as per the summary worksheet presented at the September 16, 2015 board meeting, be approved.

By weighted vote

4. POLICY AND PLANNING COMMITTEE – Chair Karla Kozakevich (9:40 – 9:50)

4.1. Draft Policy: Low Barrier Card - Memo “Barriers to Access” Staff Recommendations (pgs. 13 - 14)

Recommendations from Policy and Planning Committee to the Board:

To exclude sounds items including feature films, and to approve the low barrier card draft policy as a one year pilot project.

4.2. Wi-Fi

4.3. Endowment Funds | Community Foundations – Memo from Marla O’Brien (pg. 15)

4.4. New Library Cards

5. BOARD CHAIR REPORT (9:50 – 9:55)

6. NEW BUSINESS

7. NEXT MEETING – Wednesday, November 18, 2015 (+ Strategic Planning Session #3)

8. ADJOURNMENT (10:00)

DRAFT MINUTES

**LIBRARY BOARD MEETING
HELD WEDNESDAY, SEPTEMBER 16, 2015**

LIBRARY HEADQUARTERS | 1430 K.L.O. ROAD, KELOWNA, BC

"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."

BOARD MEMBERS PRESENT:

Linda Werner, Armstrong
Gyula Kiss, Coldstream
Tundra Baird, Enderby
Tracy Gray, Kelowna
Sherry Philpott-Adhikary, Keremeos
Owen Dickie, Lake Country
Lori Mindnich, Lumby
Maureen Doerr, Oliver
Mario Vucinovic, Peachland
Linda Nixon, Revelstoke

Tim Lavery, Salmon Arm
Andrew Casson, Spallumcheen
Erin Carlson, Summerland (Alt)
Dalvir Nahal, Vernon (Alt)
Carol Zanon, West Kelowna
Wayne Carson, CORD
Larry Morgan, CSRD
Mike Macnabb, NORD
Karla Kozakevich, OSRD
Christopher Derickson, WFN

BOARD MEMBERS ABSENT:

Caleb Moss, Golden
Carol Youngberg, Osoyoos
Rosemary Doughty, Princeton

Jeff Mallmes, Sicamous
Joseph Pierre, Penticton Indian Band

STAFF PRESENT:

CEO/Secretary to the Board Stephanie Hall; Financial Manager Don Nettleton; Public Services Manager – Programs & Partnerships Monica Gaucher; Information Technology Manager Jeff Campbell; Administrative Services Manager/Recording Secretary Leah Samson; Public Relations/Fundraising Manager Marla O'Brien.

AND:

Rose Jurkic, CUPE Representative

Barbara Jo May, PEA Representative

CALL TO ORDER

Vice Chair Lori Mindnich called the meeting to order at 9:25 AM

1. ADOPTION OF AGENDA

MOTION 1

Moved by Mike Macnabb, seconded by Maureen Doerr,
THAT the agenda be adopted.

"Membership Renewal Discussion" was added after Item 4.

With this addition, the agenda was adopted.

2. APPROVAL OF PREVIOUS MINUTES

Motion 2

Moved by Linda Nixon, seconded by Maureen Doerr,
That the minutes of the meeting held May 13, 2015 be adopted.
Carried

3. RISE AND REPORT

Motion 3

Moved by Sherry Philpott-Adhikary, seconded by Maureen Doerr,
To rise and report on the in-camera discussion around the Osoyoos Branch lease rate.
Carried

The following motion was passed in-camera and brought forward into this open meeting:

Motion 4

Moved by Karla Kozakevich, seconded by Maureen Doerr,
To approve the decision made in-camera, THAT the proposed lease rate from Osoyoos council of \$15.40/sq. ft. (\$9.40 per sq. + \$6.00 per sq. ft. for common costs including utilities) for the branch site, as recommended by the Finance Committee, be accepted.
Furthermore, THAT other site options be explored before termination of the existing site lease on December 31, 2017.
Carried

3.1. Internal Financial Statements to June 30, 2015 – Don Nettleton

- Memo from D. Nettleton to Finance Committee dated 7/14/2015
- Receipts & Disbursements to July 31, 2015

Provided for information, and there was an opportunity for questions. None arose.

3.2. 2016 Draft Budget Presentation and Discussion – Chair Lori Mindnich

Finance Chair Lori Mindnich presented the 2016 draft budget for the Board's review.

Discussion was held around the proposed budget increase related to the new furnishings policy, and while generally supportive, board members requested that a policy that clearly defines how the funding will be used accompany the budget ask in October. Board members will send any comments or concerns to the Policy and Planning Committee Chair, who will report back at the next meeting.

The draft budget calls for a conservative 1.98% increase, half of which would fund negotiated union wage increases, with the remainder related to inflation on rents and utilities, materials costs, the change in how furnishings are paid for, and the lower Canadian dollar.

Motion 5

Moved by Tundra Baird, seconded by Mike Macnabb,
THAT the 2016 draft budget be received for information.

Carried

Board members will send any comments or concerns to the Finance Committee Chair prior to the budget vote at the meeting on October 21, 2015.

3.3 Membership Renewal Discussion

Director Mike Macnabb raised concern over the communication process around notifications to patrons for library card renewal. The matter was referred to staff to report back with revised language and recommendations.

4. CEO REPORT – Stephanie Hall

Stephanie Hall reported on the highlights of the library's activities, including:

- the grand opening of the new Summerland Branch, set for October 3, 2015;
- the renovation of the Kelowna downtown branch is slated for 2016. We would like to provide new and innovative services, based on community needs. A community charrette will be held in late October;
- the likely reinstatement of the Bibliocommons product, following the review of current features and patron feedback;
- the launch of the library's new website in conjunction with the Bibliocommons product, in 3 to 6 months;
- a staff survey to be conducted around Wi-Fi service issues which will go forward to the Policy and Planning Committee for review and recommendations;
- the launch of PressReader - an electronic newspaper subscription product;
- the launch of IndieFlix later this year – a streaming video service;
- the launch of Inspiration Pass during Kelowna Culture Days – a pass that provides free or discounted access to several local culture services;
- a ceremony for our Innovation Library partnership with UBC, set for October 15.

A full report is available on the Library's website at www.orl.bc.ca (<http://www.orl.bc.ca/about-us/your-orl-board/minutes>)

Motion 6

Moved by Mike Macnabb, seconded by Maureen Doerr,
THAT the report be received for information.

Carried

5. BC LIBRARY TRUSTEES ASSOCIATION REPORT – BCLTA Liaison/Director Carol Zanon

BCLTA Director Carol Zanon reported on the highlights of the Association's activities, including:

- the annual conference and general meeting held in May;
- the appointment of Mari Martin to Director of Library Services;
- a meeting held with Fraser Valley Regional Library and Vancouver Island Regional Library to discuss issues and concerns specific to regional library systems;
- an upcoming meeting between the BCLTA president, representatives from other library associations and Education Minister Bernier during UBCM later this month, to discuss ways for the education and library components to work better with each other. BCLTA will also have a booth at the UBCM Trade Show;
- the upcoming BCLTA semi-annual meeting which will immediately follow UBCM on September 26. Director Mari Martin will participate in discussions, including what library boards need to respond to changes in education.

A full report is available on the Library's website at www.orl.bc.ca (<http://www.orl.bc.ca/about-us/your-orl-board/minutes>)

Motion 7

Moved by Maureen Doerr, seconded by Mike Macnabb,
THAT the report be received for information.

Carried.

6. CHAIR AND TRUSTEE REPORTS

Councillor Carol Zanon reported on the success of the Summer Reading Club at the Westbank branch, with attendance reaching record numbers, as well as the success of the new Teen Reading Club.

7. NEW BUSINESS

None.

8. NEXT MEETING – Wednesday, October 21, 2015 (2016 budget vote)

9. ADJOURNMENT

Motion 8

It was moved and seconded that the meeting be adjourned.

Carried

The meeting adjourned at 10:12 AM.

ITEM 3.1 a)
REGULAR BOARD MEETING - OCTOBER 21, 2015
(Reviewed by Policy & Planning Committee – October 9, 2015)

Okanagan Regional Library

To: ORL Policy & Planning Committee Members
From: Don Nettleton, Finance Manager
CC: Stephanie Hall, CEO
Date: 10/6/2015
Re: Property Tax Exemption Policy

Comments: The ORL currently is in a mixed situation in regards to property taxes on the buildings we lease. Under provincial legislation, buildings that are used for library purposes and are owned by the Library or by a municipal (or public) body are exempted from property tax. However, buildings that are leased from other owners are not. Currently, as per the attached spreadsheet, it is estimated that we pay over \$130,000 per year in property taxes.

In July, the mall we lease space from in Salmon Arm was purchased by a new owner and one of the things that new owner, who is a large national insurance company, did was have a specialist firm review property taxes. This firm identified that we could fall under the rules of a community organization that would be eligible for a property tax exemption and asked that we apply. The deadline was only a week or so off, so we sent in an application thinking this would be a fairly straightforward request and the municipality could simply say yes or no. We also felt that in future years we needed to explore applying for the exemption in all communities this was possible.

In preparing items for council, Salmon Arm staff determined, after discussions with their legal counsel, that our request was much more complex and though possible under another section of legislation, would not be possible under the normal exemption sections of the municipal act. After further discussions with our Board member and staff of Salmon Arm, we determined that the ORL Board should consider a policy on this that would apply to all members before we went forward with just this one application so our application for this year was withdrawn. Their lawyer also suggested to Salmon Arm staff that, in a review of some court decisions of the past on this, they felt that there would be a strong case for all libraries in the province being exempted (which would overturn decisions of the 1990's that were governed under the previous municipal legislation).

RECOMMENDATION:

I believe that the ORL Board has 3 options to consider:

1. Leave the status quo, wherein we pay tax on buildings we lease and not on the rest
2. Pass a Board policy that states that all members would provide an exemption from property tax to libraries in their communities
3. Either on our own, joining with other libraries, or through petitioning changes to legislation with the provincial government challenge the legislation or have new legislation drafted that would exempt all library buildings from taxes

It should be noted that option 2 and 3 could be both undertaken – option 2 immediately and option 3 over the longer term. That would be my recommendation.

Other background History:

In the 1990's, the BC assessment grappled with some cases (one was in Nanaimo) that challenged the exemption of libraries. For a brief period of time, all libraries were exempted pending appeal, which was later overturned. The final decision was that libraries that owned their own buildings or which the municipal government owned and used for library purposes would be tax exempt but others that were rented or privately owned would not be. This has been the situation for the past 15 years or more and is a significant factor when we consider renting or owning facilities. The fact that these court decisions were based upon the old legislation prior to the new local government act, is the basis of the lawyer's belief that they no longer apply as they did and an error in law has been made in previous court decisions.

	2014 taxes	
Armstrong	\$	5,704.00
Cherryville	\$	964.00
Enderby	\$	5,840.00
Falkland	\$	1,467.00
Keremeos	\$	2,500.00 estimated awaiting info - est 2500
North Shuswap	\$	2,333.00
Oliver	\$	10,869.00
Peachland	\$	7,940.00
Rutland	\$	37,831.00
Salmon Arm	\$	27,705.00
South Shuswap	\$	3,596.98
West Kelowna	\$	24,636.96
est total	\$	131,386.94

NOTE:

At their meeting on October 9, 2015, the Policy and Planning Committee passed the following motion:

To recommend to the board, that the ORL move forward to discussions at the provincial level.

Policy & Regulations Board Approved – May 13, 2015

G. BRANCH FURNISHINGS AND EQUIPMENT

The Library provides equipment, furniture, and fixtures in the staff areas of a branch. All Headquarters equipment is purchased by the Okanagan Regional Library. All equipment and furnishings must meet the ergonomic standards set by the Workers' Compensation Board of BC.

1. NEW BRANCHES | MAJOR RENOVATIONS

The constituent unit in which the Library branch is located is responsible for funding the original purchase cost ~~and replacement~~ of any furniture and fixtures necessary to provide library service in the public area of their branch. ~~This shall apply to newly constructed and substantially renovated spaces.~~ Such furnishings and fixtures shall become the property of the Library, and shall be capitalized and amortized on the financial statements of the Library, as per Library accounting policies.

~~In such a case, the~~ constituent unit in which the library branch is located ~~should~~ ~~may~~ approach surrounding neighbours who use this branch, to share in these costs as branch service areas may include parts of more than one constituent unit. Branch usage information is available to assist with this process to ensure that each constituent unit's share of furniture and fixture cost reflects relative usage of a branch. Such arrangements are between the constituent units, independent of the Library.

2. ONGOING MAINTENANCE | REPLACEMENT

~~In the case of day-to-day maintenance and replacement of existing public furniture and equipment the ORL is responsible. The ORL will use funding from the branch furniture and equipment budget to address these needs as they arrive.~~

~~The branch furniture and equipment budget funds an active operating reserve, which can be used for the purchase of furnishings, equipment, or minor facilities improvements in library branches. Where appropriate, the ORL will pursue bulk purchasing to reduce costs. While recognizing that purchasing may be project based or cyclical, the general intent will be to maintain all branches at an equitable level and ensure that spending is fairly distributed over time and reflects local inputs. To this end, spending will be tracked and reporting will be available on demand during the annual budget process. Project and purchasing priorities will be determined by operational needs, board policy, and approved strategic or facilities plans.~~

~~Examples of items purchased by constituent units for the public areas of branches are: shelving, circulation desks, special cabinets for items such as microfilm or maps, special stands, desks, tables, chairs, filing cabinets, display furniture, blinds, etc.~~

~~Examples of non-public items purchased by the Okanagan Regional Library for branches are: book trolleys, telephones, kick stools, bulletin boards, clocks, carpets and mats, microfilm reader/printers, photocopiers and scanners, security systems, interior and exterior signage, equipment and furnishings for all staff areas, audiovisual equipment, and all computer equipment.~~

~~Branch equipment allocation is based on population and circulation or a combination thereof.~~

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ITEM 3.1 c)

**Member Assessment Levy Spreadsheet
OKANAGAN REGIONAL LIBRARY
Year 2016 recommended using adjusted CORD/WFN BC population with PIB only 9 months**

Municipalities	"A"		"B"		"C"			"D"		"E"=(D/A)			Quarterly		
	POPULATION		CONVERTED VALUE OF LAND AND IMPROVEMENTS		APPORTIONMENT PER \$100 OF SHARED COSTS		Change per \$100 of shared costs	approved LEVY 2016	LEVY 2015	Total Difference in levy	Change due apportionment formula	change due to 2016 budget increase		PER CAPITA LEVY	
	2016	2015	2016	2015	2016	2015								2016	2015
Armstrong	4,879	5,061	\$72,026,197	\$66,453,199	1.096	1.121	-0.026	\$176,440	\$177,090	\$ (650)	(\$4,034)	\$3,855	\$36.16	\$34.99	\$ 44,110.07
Coldstream	10,551	10,163	\$295,885,423	\$196,100,199	2.867	2.611	0.055	\$429,444	\$412,462	\$ 16,982	\$8,744	\$9,382	\$40.70	\$40.58	\$ 107,360.93
Enderby	2,887	2,912	\$37,526,842	\$38,175,978	0.618	0.638	-0.020	\$99,537	\$100,720	\$ (1,183)	(\$3,093)	\$2,175	\$34.48	\$34.59	\$ 24,884.20
Golden + E.Area A	6,966	6,825	\$165,398,036	\$163,897,815	1.935	1.951	-0.016	\$314,881	\$308,213	\$ 6,668	(\$2,510)	\$6,809	\$44.74	\$45.16	\$ 77,920.32
Kelowna	123,345	121,574	\$3,176,904,369	\$3,024,148,972	35.742	35.400	0.342	\$3,756,024	\$5,591,643	\$ (1,835)	\$53,972	\$125,748	\$46.67	\$45.99	\$ 1,439,006.10
Keremeos	1,340	1,331	\$20,835,677	\$20,638,272	0.307	0.311	-0.004	\$48,465	\$49,120	\$ (655)	(\$612)	\$1,081	\$36.91	\$36.91	\$ 12,366.27
Lake Country	13,015	12,149	\$287,975,264	\$273,983,476	3.491	3.364	0.127	\$582,224	\$531,418	\$ 50,806	\$20,022	\$12,283	\$43.20	\$43.74	\$ 140,556.06
Lumby	1,773	1,723	\$27,474,497	\$27,413,757	0.406	0.407	-0.001	\$65,359	\$64,273	\$ 1,086	(\$168)	\$1,428	\$36.86	\$37.30	\$ 16,339.81
Oliver	4,622	4,516	\$84,589,722	\$81,906,427	1.135	1.128	0.007	\$182,772	\$178,208	\$ 4,564	\$1,058	\$3,993	\$39.54	\$39.46	\$ 45,693.05
Osoyoos	4,879	4,834	\$149,946,357	\$148,707,146	1.558	1.582	-0.024	\$250,882	\$249,926	\$ 956	(\$3,856)	\$5,481	\$51.42	\$51.70	\$ 62,720.48
Peachland	5,094	5,153	\$127,436,412	\$119,767,691	1.454	1.449	0.005	\$234,119	\$228,850	\$ 5,269	\$778	\$5,115	\$45.96	\$44.41	\$ 58,529.75
Princeton	2,770	2,749	\$42,853,586	\$42,413,564	0.634	0.641	-0.007	\$102,045	\$101,262	\$ 783	(\$1,175)	\$2,228	\$36.84	\$36.84	\$ 25,511.24
Revelstoke	7,280	7,241	\$149,777,942	\$147,853,961	1.886	1.910	-0.025	\$303,685	\$301,761	\$ 1,924	(\$3,901)	\$6,634	\$41.71	\$41.67	\$ 75,921.16
Salmon Arm	17,751	17,133	\$314,683,415	\$307,141,544	4.298	4.258	0.040	\$692,212	\$672,606	\$ 19,606	\$6,329	\$15,122	\$39.00	\$39.26	\$ 173,053.04
Sicamous	2,439	2,410	\$77,697,293	\$78,788,727	0.795	0.817	-0.022	\$128,032	\$129,032	\$ (1,000)	(\$3,455)	\$2,797	\$52.48	\$53.54	\$ 32,008.12
Spallumcheen	5,185	5,056	\$93,113,742	\$92,821,039	1.263	1.270	-0.007	\$203,335	\$200,604	\$ 2,731	(\$1,169)	\$4,442	\$39.22	\$39.68	\$ 50,833.78
Summerland	11,126	11,239	\$228,789,782	\$219,333,643	2.881	2.903	-0.022	\$464,010	\$458,528	\$ 5,482	(\$3,418)	\$10,137	\$41.71	\$40.80	\$ 116,002.51
Vernon	38,861	38,135	\$861,069,766	\$825,591,587	10.431	10.349	0.082	\$1,679,885	\$1,634,714	\$ 45,171	\$12,949	\$36,699	\$43.23	\$42.87	\$ 419,971.32
West Kelowna	32,699	31,212	\$721,825,133	\$681,044,470	8.761	8.503	0.258	\$1,410,928	\$1,343,116	\$ 67,812	\$40,746	\$30,823	\$43.15	\$43.03	\$ 352,731.48
Municipal Totals	297,482	291,416	\$6,845,811,455	\$6,558,101,470	81.357	80.615	0.742	\$13,102,079	\$12,733,554	\$ 368,525	\$117,206	\$286,232	\$44.05	\$43.70	\$ 3,275,519.71
Regional Districts															
CORD I,J	6,108	7,307	\$171,843,775	\$173,171,014	1.856	2.075	-0.219	\$296,913	\$327,748	\$ (28,835)	(\$34,569)	\$6,530	\$48.94	\$44.85	\$ 74,728.20
CSRD B,C,D,E,F	16,714	16,446	\$483,764,223	\$478,600,203	5.159	5.215	-0.056	\$830,874	\$823,796	\$ 7,078	(\$8,860)	\$18,151	\$49.71	\$50.09	\$ 207,718.43
RDNO B,C,D,E,F	18,647	18,387	\$317,544,529	\$315,922,892	4.438	4.486	-0.048	\$714,710	\$708,555	\$ 6,155	(\$7,553)	\$15,614	\$38.33	\$38.54	\$ 178,677.62
OSRD A,B,C,D,E,F,G	18,579	18,561	\$410,313,039	\$409,540,240	4.979	5.084	-0.105	\$801,840	\$803,119	\$ (1,279)	(\$16,660)	\$17,517	\$43.16	\$43.27	\$ 200,459.96
Reg Dist. Totals	60,048	60,701	\$1,383,485,566	\$1,377,234,349	16.432	16.861	-0.428	\$2,646,337	\$2,663,210	\$ (16,873)	(\$67,643)	\$57,813	\$44.07	\$43.87	\$ 661,584.21
Penticton Band (9 months)		1,662		\$20,577,630	0.000	0.357		\$42,912	\$58,311	\$ (15,399)	\$0	\$0		\$33.88	
Westbank Band	7,519	7,200	\$98,948,391	\$190,656,215	2.210	2.167	0.043	\$335,833	\$42,358	\$ 293,475	\$6,748	\$7,776	\$47.34	\$47.55	\$ 88,983.33
Reg. Libr Total	365,029	360,979	\$8,428,225,412	\$8,146,569,664	100.00	100.00	0.000	\$16,147,291	\$15,795,441	\$ 351,850	\$0	\$351,820	\$44.24	\$43.76	\$ 4,036,815.25
shared amount								16,104,349							

ITEM 3.1 c)

**Member Assessment Levy Spreadsheet
OKANAGAN REGIONAL LIBRARY
Year 2016 recommended using BC stat population with PIB 9 months**

Municipalities	"A"		"B"		"C" (50%A/total A + 50%B/total B)			"D"		"E"=(D/A)			Quarterly		
	POPULATION		CONVERTED VALUE OF LAND AND IMPROVEMENTS		APPORTIONMENT PER \$100 OF SHARED COSTS		Change per \$100 of shared costs	approved LEVY 2016	LEVY 2015	Total Difference in Levy	Change due apportionment formula	change due to 2015 budget increase		PER CAPITA LEVY	
	2016	2015	2016	2015	2016	2015								2016	2015
Armstrong	4,079	5,061	\$72,020,197	\$68,453,199	1.093	1.121	-0.028	\$175,989	\$177,090	\$ (1,091)	(\$4,469)	\$3,845	\$36.07	\$34.99	\$ 43,999.66
Coldstream	10,551	10,163	\$205,885,423	\$196,100,199	2.661	2.611	0.049	\$428,489	\$412,462	\$ 16,027	\$7,804	\$9,361	\$40.61	\$40.58	\$ 107,122.26
Enderby	2,887	2,912	\$37,526,842	\$38,175,978	0.616	0.638	-0.021	\$99,275	\$100,720	\$ (1,445)	(\$3,350)	\$2,169	\$34.39	\$34.59	\$ 24,818.86
Golden + E.Area A	6,966	6,825	\$165,398,036	\$163,897,818	1.931	1.951	-0.020	\$311,051	\$308,213	\$ 2,838	(\$3,131)	\$6,795	\$44.65	\$45.16	\$ 77,762.81
Kelowna	123,345	121,574	\$3,176,904,369	\$3,024,148,972	35.672	35.400	0.272	\$5,744,970	\$5,591,643	\$ 153,227	\$42,985	\$125,503	\$46.58	\$45.99	\$ 1,436,217.49
Keremeos	1,340	1,331	\$20,835,677	\$20,638,272	0.306	0.311	-0.005	\$48,344	\$49,128	\$ (784)	(\$731)	\$1,078	\$36.82	\$36.91	\$ 12,335.95
Lake Country	13,015	12,149	\$287,975,264	\$273,983,476	3.484	3.364	0.119	\$581,047	\$531,418	\$ 29,629	\$18,863	\$12,257	\$43.11	\$43.74	\$ 140,261.72
Lumby	1,773	1,723	\$27,474,497	\$27,413,757	0.405	0.407	-0.002	\$65,199	\$64,273	\$ 926	(\$326)	\$1,424	\$36.77	\$37.30	\$ 16,299.69
Oliver	4,622	4,516	\$84,589,722	\$81,906,427	1.132	1.128	0.004	\$102,354	\$178,208	\$ (75,854)	\$646	\$3,984	\$39.45	\$39.46	\$ 45,588.48
Osoyoos	4,879	4,834	\$149,946,357	\$148,707,146	1.555	1.582	-0.027	\$250,441	\$249,926	\$ 515	(\$4,291)	\$5,471	\$51.33	\$51.70	\$ 62,610.22
Peachland	5,094	5,153	\$127,436,412	\$119,767,691	1.451	1.449	0.002	\$233,658	\$228,850	\$ 4,808	\$325	\$5,105	\$45.87	\$44.41	\$ 58,414.57
Princeton	2,770	2,749	\$42,853,586	\$42,413,564	0.632	0.641	-0.009	\$101,794	\$101,262	\$ 532	(\$1,421)	\$2,224	\$36.75	\$36.84	\$ 25,448.56
Revelstoke	7,280	7,241	\$149,777,942	\$147,853,961	1.882	1.910	-0.029	\$303,026	\$301,761	\$ 1,265	(\$4,550)	\$6,620	\$41.62	\$41.67	\$ 75,756.50
Salmon Arm	17,751	17,133	\$314,683,415	\$307,141,544	4.288	4.258	0.030	\$690,606	\$672,606	\$ 18,000	\$4,748	\$15,087	\$38.91	\$39.26	\$ 172,651.44
Sicamous	2,439	2,410	\$77,697,293	\$78,708,727	0.794	0.817	-0.023	\$127,812	\$129,032	\$ (1,220)	(\$3,673)	\$2,792	\$52.40	\$53.54	\$ 31,953.01
Spallumchean	5,185	5,056	\$93,113,742	\$92,821,039	1.260	1.270	-0.010	\$202,868	\$200,604	\$ 2,262	(\$1,631)	\$4,432	\$39.13	\$39.68	\$ 50,716.47
Summerland	11,126	11,239	\$228,789,782	\$219,333,643	2.875	2.903	-0.028	\$463,003	\$458,528	\$ 4,475	(\$4,409)	\$10,115	\$41.61	\$40.80	\$ 115,750.86
Vernon	38,861	38,135	\$861,069,766	\$825,591,587	10.409	10.349	0.060	\$1,676,370	\$1,634,714	\$ 41,656	\$9,487	\$36,622	\$43.14	\$42.87	\$ 419,092.47
West Kelowna	32,699	31,212	\$721,825,133	\$681,044,470	8.743	8.503	0.240	\$1,407,968	\$1,343,116	\$ 64,852	\$37,833	\$30,759	\$43.06	\$43.03	\$ 351,991.98
Municipal Totals	297,462	291,416	\$6,845,811,455	\$6,558,101,470	81.190	80.615	0.574	\$ 13,075,172	\$ 12,733,554	\$ 341,618	\$90,711	\$285,641	\$43.96	\$43.70	\$ 3,268,793.02
Regional Districts															
CORD I,J	6,785	7,307	\$171,843,775	\$173,171,014	1.845	2.075	-0.130	\$313,233	\$327,748	\$ (14,515)	(\$20,526)	\$6,843	\$46.17	\$44.85	\$ 78,308.29
CSRD B,C,D,E,F	16,714	16,448	\$483,764,223	\$478,600,203	5.150	5.215	-0.066	\$829,383	\$823,796	\$ 5,587	(\$10,349)	\$18,118	\$49.62	\$50.09	\$ 207,340.66
RDRD B,C,D,E,F	18,647	18,387	\$317,544,529	\$315,922,892	4.427	4.486	-0.058	\$713,023	\$708,555	\$ 4,468	(\$9,214)	\$15,577	\$38.24	\$38.54	\$ 178,255.72
OSRD A,B,C,D,E,F,G	18,579	18,561	\$410,313,039	\$409,540,240	4.969	5.084	-0.116	\$800,169	\$803,119	\$ (2,960)	(\$18,315)	\$17,480	\$43.07	\$43.27	\$ 200,039.78
Reg Dist. Totals	60,725	60,701	\$1,383,465,566	\$1,377,234,349	16.491	16.861	-0.370	\$2,655,778	\$2,663,218	\$ (7,440)	(\$58,404)	\$58,018	\$43.73	\$43.87	\$ 663,944.46
Penicton Band		1,662		\$20,577,630	0.000	0.357		\$42,780	\$56,311	\$ (13,531)	\$0	\$0	#DIV/0!	\$33.88	\$ 10,695.00
Westbank Band	8,351	7,200	\$98,948,391	\$190,656,215	2.319	2.167	0.152	\$373,531	\$342,358	\$ 31,173	\$24,005	\$8,160	\$44.73	\$47.55	\$ 93,382.77
Reg. Libr Totals	366,538	360,979	\$8,428,225,412	\$8,146,569,664	100.00	100.00	0.000	\$16,147,261	\$15,795,441	\$ 351,820	\$0	\$351,820	\$44.05	\$43.76	\$ 4,036,815.25
								16,104,481							

Municipalities	Population (based on 2014 Population Estimates) for 2016 proration	ORL used 2011 Census numbers for 2014 proration	% Increase from 2011 to 2015 Estimate
Armstrong	4,879	4,815	1.33%
Coldstream	10,551	10,314	2.30%
Enderby	2,887	2,932	-1.53%
Golden and Electoral Area A	6,966	6,766	2.96%
Kelowna	123,345	117,312	5.14%
Keremeos	1,340	1,330	0.75%
Lake Country	13,015	11,708	11.16%
Lumby	1,773	1,731	2.43%
Oliver	4,622	4,824	-4.19%
Osoyoos	4,879	4,845	0.70%
Peachland	5,094	5,200	-2.04%
Penticton Band	1,664	1,655	0.54%
Princeton	2,770	2,724	1.69%
Revelstoke	7,280	7,139	1.98%
Salmon Arm (1)	17,751	17,245	2.93%
Sicamous	2,439	2,441	-0.08%
Spallumcheen	5,185	5,055	2.57%
Summerland	11,126	11,280	-1.37%
Vernon	38,861	38,150	1.86%
West Kelowna	32,699	30,892	5.85%
Westbank First Nation	8,351	7,068	18.15%
MUNICIPAL TOTALS	307,477	295,426	4.08%

Regional District Electoral Participating Areas

Central Okanagan I & J (2)	6,785	5,742	18.16%
Columbia Shuswap B, C, D, E and F (3)	16,714	16,078	3.96%
North Okanagan B, C, D, E and F	18,647	18,240	2.23%
Okanagan-Similkameen A, B, C, D, E, F and G (4)(5)	18,579	18,480	0.54%
REGIONAL DISTRICT TOTALS	60,725	58,540	3.73%
REGIONAL LIBRARY DISTRICT TOTALS	368,202	353,966	4.02%

“BARRIERS TO ACCESS” GROUP – ORL staff RECOMMENDATIONS (feb, 2014)

1. “LOW BARRIER”/“LIMITED BORROWER” CARDS

These are for situations where people are in transition, unstable, dispossessed or have a chosen lifestyle where they do not have standard identification and want to use the library’s resources.

Most larger public libraries in Canada now have formalized but brief guidelines for these situations. The balance of providing access to all, with the equally clear obligation of stewardship for our publicly- funded resources makes it impossible to cover or codify every situation.

Few libraries have details about the possibility of obtaining cards without standard identification on their websites. One exception is Greater Victoria PL which lists their card types, including one for “people in transition” (this is a good phrase, even though we know that some people are “in transition” for their entire lifespans).

The promotion of these kinds of cards needs internal communication and discussion, not a lot of external promotion. (Although letting staff working in shelters, rehab and halfway facilities, food banks and other social agencies that this option exists would be useful.)

ORL needs to develop guidelines for situations where patrons have i.d. but no fixed address; and also where patrons have no i.d. at all (usually a temporary situation).

Patrons should be eligible for a card (which is not identifiable in any way as a “special” card) which could be limited in some way to mediate any possible losses. For examples:

- Could be issued for a limited time period (e.g., 3 months) and then renewed after that...which would allow staff to have a discussion with the patron if there have been losses or abuse of some sort
- Could be limited re: number of items that can be borrowed (e.g., 5 items)
- Could be limited re: types of materials (paperbacks only; no a/v; etc.)

The ORL committees (Public Services, Collections, Circulation) which normally discuss and recommend limits on types of material should be asked for input into these guidelines before this is presented to the Board.

Should always be able to be used for Internet access.

A number of other libraries’ guidelines mention that their system doesn’t allow people to use the electronic resources. Not sure why this is so – maybe some technical problem? Or, some legal problem re: only allowing access to people who are in resident in a geographic area (which is the basis of many of the pricing models in the contracts between vendors and libraries).

Staff should have authority to be flexible with these cards or other arrangements. It could be set up that only CL’s, Branch Heads, Circulation Supervisors or some other in-branch designated staff have the authority to approve or issue these.

A low-barrier card is only a small piece of providing better access to materials for people in transition. Staff should be encouraged to allow patrons who do not have cards to take donated or discarded paperbacks. In the long term, the Friends of the Library groups should cooperate in taking discarded or donated materials to food banks, shelters, and other venues to serve people who might not walk through our doors or up to our check-out counters.

Questions around low barrier cards

What are the loss rates? I asked library directors, and two had the low barrier cards and had conducted an analysis.

EPL

- Allowed loan of 1 item at a time, but could be any item
- Experienced higher than average loss rates, particularly video games
- Total loss in 2014 was \$15,222. Roughly half of this was video games.

VPL

- Allowed up to 5 items
- Estimated annual cost of losses \$19,000

Given these experiences, I feel our losses might be in the range of \$7500, if we implement a card with fairly strict limitations. However, the benefit is that some of our most vulnerable patrons could now borrow items and access the internet.

Recommendation

- Pilot the card for one year, evaluate cost and report to the board
- Limit of 2 print or sound items
- No late fines
- Intended for patrons with no fixed address
- Must show one piece of ID with their name on it



A haven for curious minds.

MEMO

Okanagan Regional Library 1430 K.L.O. Road, Kelowna, BC V1W 3P6 (250) 860-4033 Fax: (250) 861-8696

To:	ORL Board on behalf of Policy and Planning Committee
From:	Marla O'Brien, Public Relations/Fundraising Manager
Re:	Shuswap Community Foundation
Date:	October 14, 2015

At the Policy and Planning Committee meeting on October 9, 2015, the Committee reviewed distribution timelines and amounts at the 3 community foundations where ORL funds have been established: the Community Foundation of the North Okanagan, the Central Okanagan Foundation, and the Community Foundation of the South Okanagan. Together, these three foundations cover a vast portion of the ORL's area, but questions were raised about the Shuswap and Columbia region being able to benefit from these investments and if there were viable foundations in the Columbia-Shuswap.

The largest is the Shuswap Community Foundation based in Salmon Arm. In its 2014 Annual Report, it shows a total endowment fund of \$6.9 million (compared to \$9.8 million in the South Okanagan, \$27.4 million in the Central Okanagan, and \$13.9 million in the North Okanagan). An agency fund can be established with a minimum \$1,000 investment.

For the fund to distribute an income back to the ORL, the fund would need to be \$10,000. If the fund is set up with the minimum of \$1,000, the earned income for distribution is attributed to the capital each year to help grow the fund, which in line with what the Policy and Planning Committee are recommending how we handle the income from all funds.

The boundaries of the Shuswap Foundation are basically the same as the Columbia-Shuswap Regional District, except only going as far east as Malakwa (leaving Revelstoke and Golden branches outside their boundary). However, note this boundary is for organizations applying for grants; as a fundholder, we are able to use the income generated for the funds as we wish.

The Revelstoke Community Foundation has a total endowment fund of \$1.6 million and Golden and District Community Foundation's most recent financial statements from 2012 show total assets of \$1.3 million.