



NOTICE OF MEETING

Okanagan Regional Library Board

Date: Wednesday, September 17, 2025

Location: Boardroom, Library Administration Building
1430 KLO Road, Kelowna, BC

Time: In-Camera Meeting (closed to the public)
9:30 AM – 10:00 AM

Regular Meeting
10:00 AM – Noon

**OKANAGAN REGIONAL LIBRARY
REGULAR BOARD MEETING
AGENDA**

Wednesday, September 17, 2025

10:00 a.m.

Board Meeting Room, 1430 K.L.O. Road, Kelowna, BC

1. ROLL CALL / ESTABLISH QUORUM (majority: 13+) 10:00am

Quorum: majority of all members of the board [Library Act, Sec. 20(2)]

2. CALL TO ORDER 10:00 –10:05am

Chair to call the meeting to order

3. LAND ACKNOWLEDGEMENT

The ORL acknowledges our presence on the traditional, ancestral, and unceded *tm̓xʷúlaʔxʷ* (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 10:05 –10:35am

All Trustees – Unweighted Vote – Simple Majority (Board Policy Section II.A / Community Charter s.123)

To adopt the agenda of the Board of Trustees meeting of September 17, 2025.

Recommendation:

THAT the Wednesday, September 17, 2025, Board of Trustees Meeting Agenda be adopted.

5. ADOPTION OF THE PREVIOUS MINUTES 10:35 –10:40am

All Trustees - Unweighted Vote - Simple Majority (Board Policy Section II.C / Community Charter s.123)
(Attached pgs. 1 – 6)

To adopt the Wednesday, May 21, 2025, Board of Trustees Meeting Minutes.

Recommendation:

THAT the Wednesday, May 21, 2025, Board of Trustees Meeting Minutes be adopted.

6. Population Figures for Levy Calculations and Weighted Votes –Jeremy Feddersen 10:40 –10:45am

All Trustees - Unweighted Vote - Simple Majority (Board Policy Section II.A / Community Charter C.26, s.123)
(Attached pgs. 7 – 9)

To update the Board on the annual provincial population figures used for levy calculations and weighted votes.

Recommendation:

THAT the report from the CFO dated September 17, 2025, pertaining to the annual provincial population figures used for levy calculations and weighted votes be received for information.

7. COMMITTEE REPORTS

7.1 BOARD FINANCE COMMITTEE REPORTS

7.1.2 Okanagan Regional Library 2026 Budget Process – Jeremy Feddersen 10:45 –11:00am

*All Trustees - Weighted Vote - Majority (Library Act Part 3, s.23 & 25, Board Policy Section II.C)
(Attached pgs. 10 – 27)*

The 2026 budget vote can be held at this meeting or deferred to the November 19, 2025, Board meeting.

To bring forward the draft 2026 budget for the Okanagan Regional Library as approved by the Finance Committee for approval by the Board.

Recommendation:

THAT the 2026 Budget be approved as set out in the report from the Board Finance Committee dated September 17, 2025.

7.1.3 2026 Library Levy Allocation Spreadsheet –Jeremy Feddersen 11:00 –11:05am

*All Trustees - Unweighted Vote - Simple Majority (Board Policy Section II.A / Community Charter C.26, s.123)
(Attached pg. 28)*

**Subject to approval of the 2026 Budget.*

To receive the 2026 Library Levy Allocation Spreadsheet.

Recommendation:

THAT the 2026 Library Levy Allocation Spreadsheet as presented by the CFO, at the September 17, 2025 Board meeting, be received for information.

7.2 BOARD POLICY AND PLANNING COMMITTEE REPORTS

7.2.1 Amended Board Code of Conduct Policy 11:05–11:15am

*All Trustees - Unweighted Vote - Simple Majority (Board Policy Section II.A / Community Charter C.26, s.123)
(Attached pgs. 29 – 35)*

To approve the amended Board Code of Conduct Policy.

Recommendation:

THAT the ORL Board approve the amended Board Code of Conduct Policy as outlined in the report from the Policy and Planning Committee, dated September 17, 2025.

7.2.2 Heating and Cooling Centre Policy 11:15 –11:25am

*All Trustees - Unweighted Vote - Simple Majority (Board Policy Section II.C / Community Charter s.123)
(Attached pgs. 36 – 41)*

To approve the introduction of a Heating and Cooling Centre Policy for the ORL.

Recommendation:

THAT the Board approve the proposed Heating and Cooling Centre Policy as outlined in the report from the Policy and Planning Committee dated September 17, 2025.

8 STAFF REPORTS

8.1.1 CFO REPORT

11:25 –11:35am

All Trustees - Unweighted Vote - Simple Majority (Board Policy Section II.C / Community Charter s.123)
(Attached pgs. 42 – 49)

To receive for information the Financial Update Report Package to July 31, 2025.

Recommendation:

THAT the CFO report, dated September 17, 2025, pertaining to the Financial Update to July 31, 2025 be received for information.

8.1.2 CEO REPORT

11:35 –11:45am

All Trustees - Unweighted Vote - Simple Majority (Board Policy Section II.C / Community Charter s.123)
(Attached pgs. 50 – 57)

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

Recommendation:

THAT the CEO report, dated September 17, 2025, be received for information.

8.1.3 Incident Management Presentation – Mark Reinelt

11:45 –12:05pm

(Attached pgs. 58 – 65)

To receive for information the presentation from the Director of Public Services.

9 CORRESPONDENCE

9.1 Letter from the Public Libraries Branch, Mari Martin, dated July 4, 2025.

All Trustees - Unweighted Vote - Simple Majority (Board Policy Section II.A / Community Charter C.26, s.123)
(Attached pgs. 66 – 68)

To receive for information.

9.2 Letter from Douglas Edgar, dated August 5, 2025.

All Trustees - Unweighted Vote - Simple Majority (Board Policy Section II.A / Community Charter C.26, s.123)
(Attached pgs. 69 – 70)

To receive for information.

10 NEW BUSINESS

11 TRUSTEE ITEMS

12 ADJOURN

**OKANAGAN REGIONAL LIBRARY
REGULAR BOARD MEETING
MINTUES**

Wednesday, May 21, 2025

9:30 a.m.

Board Meeting Room, 1430 K.L.O. Road, Kelowna, BC

Trustees Present: Neil Todd, Armstrong
Pat Cochrane, Coldstream
David Ramey, Enderby
John Manuel, Golden
Gord Lovegrove, Kelowna
Tracy Henderson, Keremeos
Lori Mindnich, Lumby
Dave Mattes, Oliver (arrived at 9:46 am)
Myers Bennett, Osoyoos
Terry Condon, Peachland
George Elliott, Princeton
Tim Palmer, Revelstoke
Sylvia Lindgren, Salmon Arm
Bob Evans, Sicamous
Kari Gares, Vernon
Tasha Da Silva, West Kelowna (Board Chair)
Kevin Kraft, Regional District Central Okanagan
Jay Simpson, Regional District Columbia Shuswap
Adrienne Fedrigo, Regional District Okanagan Similkameen

Trustees Participating Remotely: Erin Trainer, Summerland (arrived on line 9:34 am)

Trustees Absent: Cara Reed, Lake Country
Todd York, Spallumcheen
Sara Tronson Westbank First Nation
Allysa Hopkins, Regional District North Okanagan

Staff Present: Danielle Hubbard, Chief Executive Officer
Jeremy Feddersen, Chief Financial Officer
Mark Reinelt, Director of Public Services
Colleen Hardie, Director of Human Resources
Jeff Campbell, Chief Technology Officer
Michal Utko, Director of Marketing and Communications
Corinne Boback, Administrative Services Manager (Recording Secretary)

Ashley Machum, PEA President, ORL Chapter
Nicole Cabrejos, CUPE Representative, ORL Chapter (Virtual)
Shilo Jones, ORL Copywriter

Guests: Jennifer Saville, Auditor, MNP

1. ROLL CALL / ESTABLISH QUORUM (majority: 13+)

Quorum: majority of all members of the board [Library Act, Sec. 20(2)]

In accordance with the Library Act, Sec. 20(2), quorum was established with a majority of all members of the Board in attendance.

2. CALL TO ORDER

Chair to call the meeting to order at 9:31 am.

3. LAND ACKNOWLEDGEMENT

The ORL acknowledges our presence on the traditional, ancestral, and unceded tṛxʷúlaʔxʷ (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 s.123)

To adopt the agenda of the Board of Trustees meeting of May 21, 2025.

It was moved and seconded

THAT the May 21, 2025, Board of Trustees Meeting Agenda be adopted.

CARRIED UNANIMOUSLY

5. ADOPTION OF THE PREVIOUS MINUTES

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

To adopt the February 19, 2025, Board of Trustees Meeting Minutes.

It was moved and seconded

THAT the February 19, 2025, Board of Trustees Meeting Minutes be adopted.

CARRIED UNANIMOUSLY

6. DELEGATIONS

7. COMMITTEE REPORTS

7.1 BOARD FINANCE COMMITTEE REPORTS

7.1.1 2024 Audit Findings Report - Jennifer Saville, Auditor, MNP. (5 mins)

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

Jennifer provided a comprehensive overview of the 2024 Year-End Financial Statements to the Board and was available for questions and comments.

Jennifer, in summary identified:

- Variations identified are due to the timing of items received and paid;
- West Kelowna Branch build has affected the budget and long-term debt; and
- No material impact on the financial statements from the new accounting recommendations.

It was moved and seconded

THAT the Board receive for information, the Auditor's Findings Report as presented at the May 21, 2025, ORL Board Meeting.

CARRIED UNANIOUSMLY

7.1.2 Audited Financial Statements Year 2024 - Jennifer Saville, Auditor, MNP. (5 mins)

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

Jennifer Saville provided a summary of the 2024 Year-End Financial Statements for the ORL, new accounting standards implemented and was available for questions and comments from the Board.

It was moved and seconded

THAT the Board approve the 2024 Year-End Financial Statements as presented at the May 21, 2025, ORL Board Meeting.

CARRIED UNANIOUSMLY

7.1.3 Statement of Financial Information (SOFI) Report Year 2024 – CFO Jeremy Feddersen (5 mins)

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

Jeremy Feddersen provided a summary of the Statement of Financial Information report, noted the new format for the report is now standardized, addressed the overages of the West Kelowna build and was available for questions and comments from the Board.

It was moved and seconded

THAT the Board approve the Statement of Financial Information Report for the fiscal year ending December 31, 2024 as presented at the May 21, 2025, ORL Board Meeting.

CARRIED UNANIOUSMLY

7.1.4 CFO Report – Jeremy Feddersen

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

Jeremy Feddersen provided a summary of the CFO report outlining the ORL's financial good standing for the first quarter. Revenues and expenses are tracking according to budget with no concerns around tariffs pertaining to books. The ORL has a healthy inventory of electronic equipment. Jeremy was available for questions and comments from the Board.

It was moved and seconded

THAT the Board receive, for information, the CFO's Financial Update Report to March 31, 2025, dated May 21, 2025.

CARRIED UNANIOUSMLY

7.1.5 Appointment of Auditor for the 2025 Audit – CFO Jeremy Feddersen (5 mins)

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

Jeremy Feddersen addressed his recommendation to appoint MNP as the ORL's auditors for next year and summarized his positive experience he had working with them and was available for questions and comments from the Board.

It was moved and seconded

THAT the Board approve the appointment of MNP as auditors for the ORL's 2025 fiscal year end audit.

CARRIED UNANIMOUSLY

7.2 BOARD POLICY AND PLANNING COMMITTEE REPORTS

7.2.1 Board Code of Conduct – CEO Danielle Hubbard (10-15 mins)

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

Danielle Hubbard provided a comprehensive summary of the legislation, and the research conducted in creating the draft Board Code of Conduct. Danielle identified different Code of Conduct Policies with other regional libraries and local governments and created one best suited for the ORL.

Board members raised concerns around accountability, confidentiality, and sanctions, and referred the draft policy back to the Policy and Planning Committee.

It was moved and seconded

THAT the Board Code of Conduct Policy be referred to the Policy and Planning Committee to address concerns raised at the May 21, 2025, ORL Board meeting.

CARRIED UNANIMOUSLY

7.2.2 UBCM Provincial Funding Advocacy– CEO Danielle Hubbard (10-15 mins)

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

Danielle Hubbard provided a summary of the research conducted in determining the best route to request additional Provincial funding for libraries in BC. Danielle further addressed a small correction in the report to clarify hopes to meet with two Ministers, Ravi Kahlon and Sheila Malcomson, and was available for questions and comments from the Board.

Board members support ORL staff attending UBCM and making meetings with the Ministers, and requested Danielle craft a letter addressing the needs for increased provincial funding for public libraries. Support letters will be written for each Board member to bring to their local governments for Council/Board support. The Board suggested five (5) members would be sufficient for a delegation at the minister meeting.

It was moved and seconded

THAT the Board approve the CEO and Administrative Services Manager coordinating a delegation to UBCM 2025 to seek an audience with Ministers Ravi Kahlon and Sheila

Malcomson to advocate for increased provincial funding for public libraries as outlined in the May 21, 2025, report from the Policy and Planning Committee;

AND THAT the CEO and Administrative Services Manager additionally coordinate a future meeting with the Ministers.

CARRIED UNANIOUSMLY

8. CEO REPORTS

8.1. CEO Report (10 mins)

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

Danielle Hubbard provided a comprehensive summary on the CEO report outlining operational plan updates, incident management practices, community partnerships such as UBCM and SILGA, updates on the implementation of UKG, cyber security training, the Vernon and Salmon Arm Story Time Ella/Frieda events, and the upcoming launch of the ORL's new website, and was available for comments and questions from the Board.

It was moved and seconded

THAT the Board receive for information, the CEO Report dated May 21, 2025, pertaining to the operational and strategic activities of the ORL

CARRIED UNANIOUSMLY

8.2. ANNUAL REPORT YEAR 2024 – CEO and Marketing & Communications Director (10 mins)

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

Danielle Hubbard provided an update on the Annual Report, and showcased the hard work staff did assembling the document, making her feel proud to work for the ORL.

Michal Utko provided a summary of the document highlighting an increase in participation for the Summer Reading Club and a visitor increase in Branches being on the rise since Covid.

It was moved and seconded

THAT the Board approve the ORL's 2024 Annual Report.

CARRIED UNANIOUSMLY

8.3. Incorporation of OK Falls – CEO (10 mins)

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

Danielle Hubbard provided a summary on the incorporation of OK Falls, next steps in receiving Letters Patent from the Province, how OK Falls will conduct an election, our Board will be appointed a new member. The incorporation is not anticipated to affect library services or finances. Danielle was available for questions and comments from the Board.

It was moved and seconded

THAT the Board receive for information, the CEO report, dated May 21, 2025, pertaining to the incorporation of OK Falls.

CARRIED UNANIOUSMLY

9. CORRESPONDENCE

10. NEW BUSINESS

11. TRUSTEE ITEMS (5 mins)

Board members had a small discussion around architecturally beautiful libraries recently visited.

12. ADJOURN

THAT the Board Regular Meeting of May 21, 2025, be adjourned at 11:15 a.m.

CARRIED UNANIMOUSLY

Tasha Da Silva, West Kelowna, Board Chair
Approved:

ORL Regular Board Report

For Information

To: Okanagan Regional Library Board

From: Jeremy Feddersen, CFO

Date: September 17, 2025

Subject: Population Figures for Levy Calculations and Weighted Votes

Voting Entitlement: Unweighted Vote – Simple Majority

Purpose:

To update the Board on the annual provincial population figures used for levy calculations and weighted votes.

Executive Summary:

Population figures are received annually from the province. The population figures are used for levy calculations and all weighted Library Board votes.

The Library Act, Part 3, Voting on Expenditures, Section 23 states: "(1) on questions involving the expenditure of money (a) each member of the library board has one vote plus one additional vote for each complete 1000 after the first 1000 of the population of the municipality represented by the member or the electoral participating areas of the regional district represented by the member, and (b) a majority of the weighted votes cast decides those questions."

Changes to this year's votes are:

- a) Coldstream decreased by 1, from 12 to 11.
- b) Golden + Electoral Area A increased by 1, from 7 to 8
- c) Kelowna increased by 5, from 162 to 167.
- d) Lake Country decreased by 1, from 18 to 17.
- e) Revelstoke increased by 1, from 8 to 9.
- f) Salmon Arm decreased by 1, from 21 to 20.
- g) Sicamous increased by 1, from 3 to 2.
- h) Summerland decreased by 1, from 13 to 12.
- i) Vernon increased by 2, from 47 to 49.
- j) Westbank First Nation increased by 1, from 12 to 13.
- k) Columbia Shuswap, Electoral Areas B,C,D,E and F increased by 1, from 19 to 20
- l) Regional District of North Okanagan B,C,D,E and F increased by 1 from 21 to 22.

All other votes remain the same. In accordance with Board Policy, Section II, the attached revised weighted votes will be effective immediately through to August 2025. The Library Levy Allocation Spreadsheet will be presented under the Finance Committee Report.

ORL Regular Board Report

For Information

Recommendation:

THAT the CFO report, dated September 17, 2025, pertaining to the population figures for Levy Calculations and Weighted Votes be received for information.

Respectfully submitted by:

Jeremy Feddersen, CFO

Attachment(s):

Attachment No. 1: Revised Weighted Vote Sheet 2025/26

Approved for Board Agenda

Danielle Hubbard, CEO

Okanagan Regional Library Board - Weighted Vote Sheet

Effective August 2025 to September 2026

Municipalities & First Nations	Population	Weighted Vote
Armstrong	5,767	5
Coldstream	11,553	11
Enderby	3,279	3
Golden + Electoral Area A	8,124	8
Kelowna	167,310	167
Keremeos	1,775	1
Lake Country	17,497	17
Lumby	2,246	2
Oliver	5,274	5
Osoyoos	5,737	5
Peachland	6,200	6
Princeton	3,241	3
Revelstoke	9,171	9
Salmon Arm	20,613	20
Sicamous	2,841	2
Spallumcheen	5,779	5
Summerland	12,492	12
Vernon	49,167	49
West Kelowna	40,093	40
Westbank First Nation	13,339	13
Municipal & First Nation Totals	391,498	383
Regional District Electoral Participating Areas	Population	Weighted Vote
Central Okanagan, Electoral Areas I, J	5,901	5
Columbia Shuswap, Electoral Areas B,C,D,E,F	20,838	20
North Okanagan, Electoral Areas B, C, D, E, F	22,009	22
Okanagan Similkameen, E. Areas A,B,C,D,E,F,G, I	19,893	19
Regional District Totals	68,641	66
Regional Library Total	460,139	449

ORL Regular Board Report

Request for Decision

To: Okanagan Regional Library Board

From: Board Finance Committee

Date: September 17, 2025

Subject: Okanagan Regional Library 2026 Budget Process

Voting Entitlement: Weighted Vote

Purpose:

To bring forward the draft 2026 budget for the Okanagan Regional Library as approved by the Finance Committee for approval by the Board.

Executive Summary:

This report will walk through the proposed 2026 budget and provide some context that will be useful for the Board's decision-making.

Recommendation:

THAT the 2026 Budget be approved as set out in the report from the Board Finance Committee dated September 17, 2025.

Budget Overview and Challenges

The 2026 budget planning process resulted in a budget that is focused on advancing our strategic initiatives while laying the groundwork for future board-directed projects.

This budget is intentionally lean and conservatively structured, reflecting our commitment to financial discipline today while positioning the organization for sustainable growth ahead.

Population Considerations

The ORL serves a diverse and highly attractive region that continues to welcome new residents. While the 2026 budget was initially built using five-year historical trends, projections from BC Stats received after that time indicate slower growth in some areas. These provincial figures are reflected in the Levy Allocation Spreadsheet.

Importantly, even with the current budget request, the levy per capita remains consistent with prior years, as shown in Appendix 2.

Inflation Pressure

Inflationary pressures have eased, though the threat of increased costs remains in the form of tariff threats and trade uncertainty. Current CPI figures for British Columbia are showing increases year over year of 2.0% (April 2024 vs. April 2025). While this figure is expected to stay relatively stable moving forward, we are seeing costs for most products and services remain high with the impacts of inflation seen all through the organization. To address this, I have applied an inflationary figure of 3%.

REQUIRED CHANGES, REALLOCATIONS, and INFLATION (COLUMNS D & F)

INCOME (RECEIPTS)

Other Income

Adjustments in this section are inflationary increases for Sunday openings, as well as adjusting MFA actuarial impacts to the updated schedules.

Transfer From Reserves

An adjustment was made to the ORL Owned Building Maintenance account to more closely match the actual expected spending in this area. This is due to our owned buildings requiring more upkeep costs as they age.

EXPENDITURES (DISBURSEMENTS)

Remuneration and Fringe Benefits

This section will see the impact of year three of the three-year collective agreements between the ORL and our two unions.

For WCB, we were impacted by workplace incidents that resulted in an increase to our rate. I have marked this increase to actuals in the prior year and included an increase that we are anticipating for 2026. With the addition of our new OH&S Advisor, we are seeing significant improvements in this aspect of the organization and expect to see some relief in the coming years.

Rent and Property Expenses

The rent obligations are contractual, and a number will have increases from one year to the next. We work very hard to find spaces and manage contracts to ensure we are paying competitive rates. All Library locations are under contract through 2026, leaving this line expected to be very close to actual.

Property expenses are often outside of the ORL's direct control as a result of the triple net lease arrangements, although we try to ensure we receive the best rates for work done when possible. The addition of our new Facilities Lead has seen very positive change in the upkeep of our branches, as well as in controlling costs through a decrease in contracting out repairs.

New Items (COLUMN G)

The new items make up the budget "asks", which are brought forward from our Senior Leadership team and discussed together to determine the most appropriate initiatives to bring forward. As previously discussed, in an effort to bring forward a lean budget, new items are limited this year.

ORL Regular Board Report

Request for Decision

Remuneration

The ORL has not increased branch staff hours since 2012, and in that time programming and branch visits have increased significantly. Additional information for this request is included in the report found as Appendix 3.

Reserves

The changes proposed to the reserve transfers are to allow us to be prepared for upcoming capital projects. With the completion of our West Kelowna project, our Capital Building Project reserve has been depleted. Upcoming projects include the Parkinson Rec and Glenmore Community Centers.

The increase to the Capital Building Reserve has been offset by a decrease to the transfers to the IT Replacement and Vehicle Replacement reserves. After a discussion with our Chief Technology Officer, it was determined that the IT reserve has a healthy balance and so transfers in have been decreased to match the most recent transfers out to keep the balance steady.

A small increase to our Staff Appreciation reserve has been included. This is in anticipation of a revamped staff appreciation program that is in development.

Next Steps

The path forward will be determined once the board has had the opportunity to review and vote on the draft budget. If the board chooses to approve the budget as presented, it will be adopted and shared with our partners. Alternatively, the Board may decide to defer a decision until the following meeting but will then be fairly obligated to approve a budget at its November 19th meeting. An approval no later than the end of November will enable the ORL to provide information to all the member communities according to the Library Act, allowing our member communities to fold this levy accurately into their own budgets and financial plans.

Past Recommendations:

July 4, 2025 Board Finance Committee Meeting Resolution:

It was moved and seconded

THAT the 2026 Budget be approved with a levy funding requirement of \$23,010,387 or 4.93% as set out in the Okanagan Regional Library 2026 Budget Process: Budget Meeting 1 report from the CFO dated July 4, 2025;

AND THAT the CFO report, dated July 4, 2025, pertaining to the draft 2026 budget for the Okanagan Regional Library be advanced to the September 17, 2025, Board meeting for approval.

CARRIED UNANIMOUSLY

Strategic Plan Alignment:

1. Cultivate learning, literacy, creativity and imagination.
2. Offer a welcoming, inclusive space to gather, and connect.
3. Embrace local heritage, and culture.
4. Develop and nurture community partnerships.
5. Strive for organization and service excellence.

ORL Regular Board Report

Request for Decision

Respectfully submitted by:

Jeremy Feddersen,
Chief Financial Officer

Attachment(s):

Attachment No. 1: Budget 2026 PowerPoint Presentation

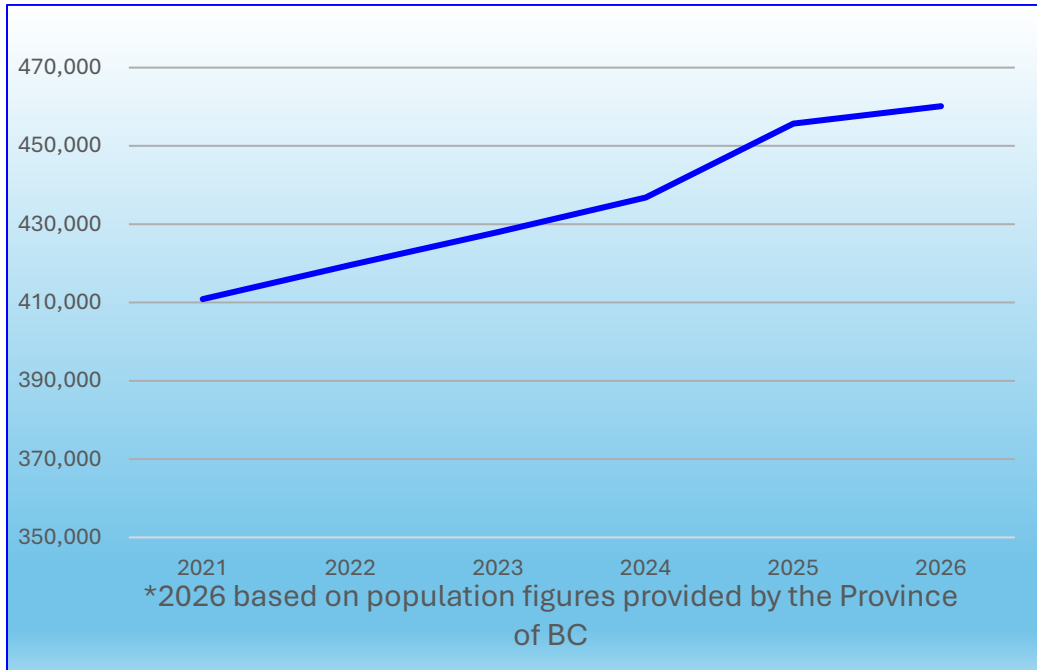
Approved for Board Agenda

Danielle Hubbard, CEO

APPENDICES TO THE BUDGET

Appendix 1: Population growth throughout the ORL System

* Growth for 2026 is based on BC Population Figures

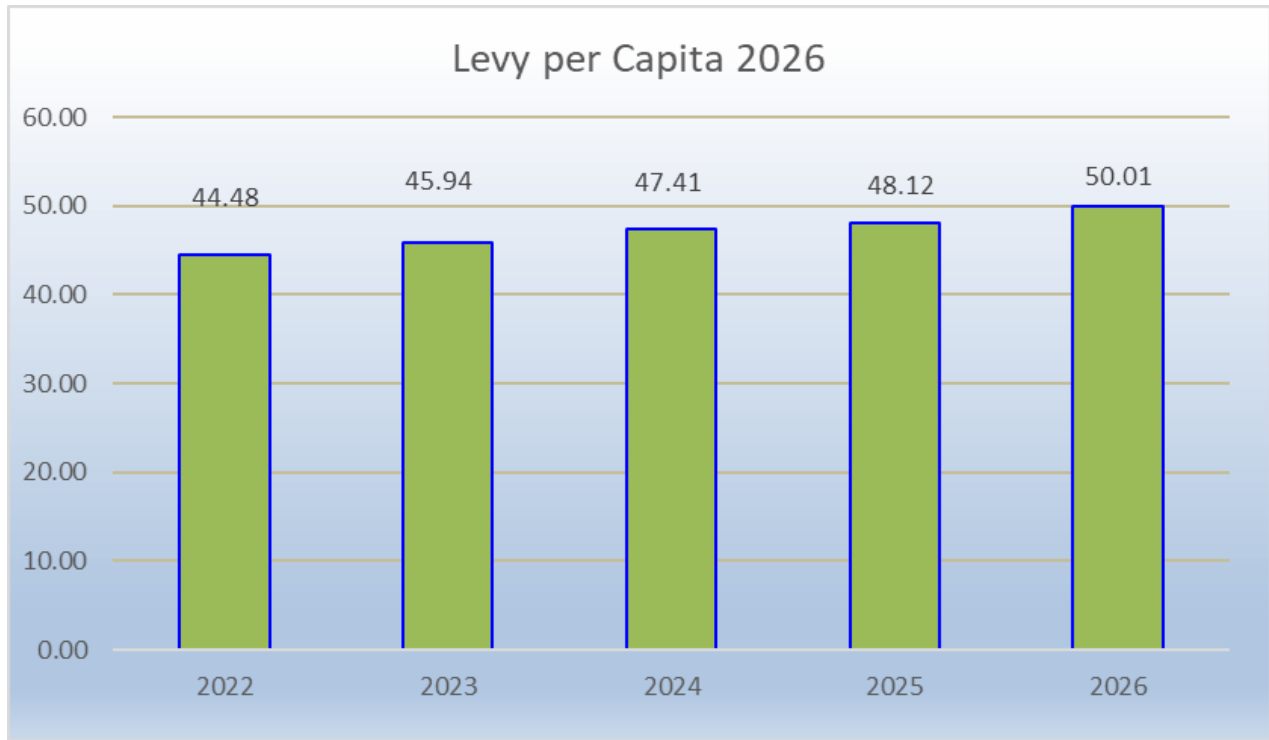


ORL Regular Board Report

Request for Decision

Appendix 2: 5-year comparison of the Levy per Capita to 2026

*Growth for 2026 is based on BC Population Figures



Appendix 3 Additional Branch Hours

Increased staffing

System-wide, the ORL is getting busier and busier. Populations are growing in our service area, and our usage figures reflect this growth. Programming attendance was up by 32.7% in 2024, and eResource usage increased by 8.6% for eBooks, 23% for eAudiobooks, and 61% for digital periodicals. Our staff work hard to juggle these growth areas while continuing to circulate materials, build community partnerships, and – unfortunately – respond to the pressures of the opioid crisis. Through all this growth, branch staffing levels have remained the same since 2012.

We propose that \$150,000 be allocated to increased staffing levels at our busiest locations, as determined by an aggregate of circulation, door count, and programming data. We will also review the financial aspects of each branch to ensure that any staffing increases are supported by our funding model.

The increase of \$150,000 would allow us to introduce 3,795 additional Assistant Community Librarian* hours, to be distributed across the system.

*ACLs are paid \$30.41 per hour, plus 30% for benefits.

Okanagan Regional Library

Appendix 4

Draft Budget 2026 Worksheet

ORL Regular/In-Camera Board Report

For Information

	A	B	C	D	E	F	G	H	
	BUDGET	ACTUAL	BUDGET	REQUIRED	STARTING	Inflation and	New Items	RECOMMENDED	% Change
	2024	2024	2025	CHANGES	POINT	Contractual Increases		2026 BUDGET	
INCOME (RECEIPTS)									
OTHER INCOME									
PROVINCIAL GRANT	-\$1,038,411	-\$1,081,582	-\$1,038,411		-\$1,038,411			-\$1,038,411	
GRANTS - FEDERAL	-\$49,000	-\$16,745	-\$49,000		-\$49,000			-\$49,000	
GRANTS - OTHER	-\$6,500	-\$21,444	-\$6,500		-\$6,500			-\$6,500	
FINES, DAMAGE & REPLACEMENT	-\$52,500	-\$43,579	-\$52,500		-\$52,500			-\$52,500	
MEETING ROOM RENTAL	-\$19,207	-\$14,437	-\$19,207		-\$19,207			-\$19,207	
PRINTING REVENUE	-\$29,975	-\$35,521	-\$29,975		-\$29,975			-\$29,975	
KEYCARD REVENUE	-\$250	-\$1,121	-\$250		-\$250			-\$250	
INTEREST AND EXCHANGE GAIN REV	-\$185,000	-\$338,564	-\$185,000		-\$185,000			-\$185,000	
COPIER REVENUE	-\$9,525	-\$5,961	-\$9,525		-\$9,525			-\$9,525	
BOOK BAGS, NON-RES, EAR BUDS, SUNDRY	-\$5,000		-\$5,000		-\$5,000			-\$5,000	
SUNDRY	\$0	-\$4,042	\$0		\$0			\$0	
MEMBER EXTRA SERVICE	\$0		\$0		\$0			\$0	
SICAMOUS	-\$24,237	-\$24,237	-\$24,237		-\$24,237	-\$1,601		-\$25,838	
VERNON	-\$27,929	-\$27,929	-\$27,929		-\$27,929	-\$1,844		-\$29,773	
PRINCETON	-\$12,221	-\$12,221	-\$12,221		-\$12,221	-\$807		-\$13,028	
INTER LIBRARY LOANS NET	\$150	\$242	\$150		\$150			\$150	
OTHER	-\$313,194	-\$463,791	-\$313,194		-\$313,194	-\$4,252		-\$317,446	
DONATIONS REVENUE	\$0	\$0	\$0		\$0			\$0	
MFA ACTUARIAL, DEBT REDUCTION	-\$346,474	-\$319,538	-\$356,295		-\$356,295	-\$38,065		-\$394,360	
	-\$1,806,079	-\$1,946,679	-\$1,815,899	\$0	-\$1,815,899	-\$42,317	\$0	-\$1,858,216	2.33%
INTERNAL RENTS	-\$909,650	-\$647,376	-\$909,650		-\$909,650			-\$909,650	
SUBTOTAL BEFORE TRANSFERS FROM RESERVES	-\$2,715,729	-\$2,594,055	-\$2,725,549	\$0	-\$2,725,549	-\$42,317	\$0	-\$2,767,866	1.55%
TRANSFERS FROM RESERVES									
IT REPLACEMENT RESERVE	-\$341,007	-\$226,525	-\$341,007		-\$341,007			-\$341,007	
DONATIONS	\$0	-\$162,793	\$0		\$0			\$0	
BRANCH FURNISHINGS	-\$165,000	-\$457,621	-\$165,000		-\$165,000			-\$165,000	
VEHICLE REPLACEMENT	-\$40,000	-\$32,067	-\$40,000		\$0			\$0	
NON-OWNED BUILDING MAINTENANCE	-\$50,000	-\$165,055	-\$50,000		-\$150,000			-\$150,000	
ORL OWNED BUILDING MAINTENANCE	-\$30,000	-\$175,706	-\$30,000	-\$70,000	-\$100,000			-\$100,000	
STRATEGIC INITIATIVES	-\$100,000	-\$8,390	-\$100,000		-\$40,000			-\$40,000	
CAPITAL BUILDING PROJECTS	\$0		\$0		\$0			\$0	
	-\$726,007	-\$1,228,157	-\$726,007	-\$70,000	-\$796,007	\$0	\$0	-\$796,007	9.64%
TOTAL RECEIPTS AND RESERVE TRANSFERS	-\$3,441,736	-\$3,822,212	-\$3,451,556	-\$70,000	-\$3,521,556	-\$42,317	\$0	-\$3,563,873	3.25%

ORL Regular/In-Camera Board Report

For Information

	A	B	C	D	E	F	G	H	
EXPENDITURES (DISBURSEMENTS)	BUDGET 2024	ACTUAL 2024	BUDGET 2025	REQUIRED CHANGES	STARTING POINT	Inflation and Contractual Increases	New Items	RECOMMENDED 2026 BUDGET	% Change
REMUNERATION AND FRINGE BENEFITS									
REMUNERATION	\$9,967,725	\$10,108,944	\$10,520,577		\$10,520,577	\$418,220	\$150,000	\$11,088,797	
FRINGE BENEFITS	\$1,900,531	\$1,924,661	\$1,983,564		\$1,983,564	\$69,425		\$2,052,989	
WCB	\$51,775	\$66,078	\$59,315		\$59,315	\$14,829		\$74,144	
	\$11,920,031	\$12,099,683	\$12,563,456	\$0	\$12,563,456	\$502,474	\$150,000	\$13,215,930	5.19%
RENT AND PROPERTY EXPENSES									
RENT	\$2,679,922	\$2,631,653	\$2,697,184		\$2,697,184	53,194		\$2,750,378	
LTD PRINCIPAL, ACTUARIAL & INTEREST	\$1,518,483	\$1,705,385	\$1,912,141		\$1,912,141			\$1,912,141	
PROPERTY EXPENSES	\$1,959,754	\$2,111,870	\$2,029,334		\$2,029,334	\$90,880		\$2,120,214	
	\$6,158,159	\$6,448,908	\$6,638,659	\$0	\$6,638,659	144,074.13	\$0	\$6,782,734	2.17%
LIBRARY ELECTRONIC MATERIALS	\$1,685,608	\$1,672,143	\$1,736,176		\$1,736,176	\$50,568		\$1,786,744	2.91%
OTHER EXPENSES									
BOARD EXPENSES	\$20,745	\$10,684	\$21,367		\$21,367			\$21,367	
BOOK DEPOSIT GRANTS	\$3,200	\$5,500	\$3,200		\$3,200	\$2,300		\$5,500	
COLLECTION AGENCIES	\$3,000	\$1	\$3,000		\$3,000			\$3,000	
EQUIPMENT REPAIRS	\$14,642	\$17,913	\$15,081		\$15,081	\$452		\$15,533	
INSURANCE	\$63,732	\$67,110	\$65,644		\$65,644	\$4,969		\$70,613	
INTEREST & BANK CHARGES	\$11,500	\$13,817	\$11,500		\$11,500			\$11,500	
MARKETING & COMMUNICATIONS	\$89,979	\$120,575	\$136,678		\$136,678	\$4,100		\$140,778	
MEMBERSHIPS	\$20,972	\$10,113	\$21,601		\$21,601	\$648		\$22,249	
PENTICTON LIBRARY FEE	\$48,328	\$44,220	\$49,778		\$49,778	\$1,493		\$51,271	
POSTAGE & FREIGHT	\$67,372	\$45,953	\$69,393		\$69,393	\$2,082		\$71,475	
PROFESSIONAL FEES	\$90,345	\$139,190	\$72,305		\$72,305	\$7,169		\$79,474	
PROGRAMS - CHILDRENS	\$19,540		\$20,126		\$20,126	\$889		\$21,015	
PROGRAMS - OTHER	\$129,962		\$133,861		\$133,861	\$8,216		\$142,077	
PROGRAMS	\$149,502	\$71,547	\$149,502		\$149,502	\$9,105		\$163,092	
RECRUITMENT, TRAVEL & SUNDRY	\$16,636	\$3,131	\$17,135		\$17,135	\$514		\$17,649	
STAFF DEVELOPMENT, & MEETINGS	\$121,786	\$115,060	\$125,440		\$125,440	\$23,763		\$149,203	
SUNDRY (FAMA/REALLOCATIONS)	\$4,234		\$4,361		\$4,361	\$131		\$4,492	
SUPPLIES-GENERAL	\$73,758		\$75,971		\$75,971	\$2,279		\$78,250	
SUPPLIES-COPIERS	\$19,950		\$20,549		\$20,549	\$616		\$21,165	
SUPPLIES - CAT/PROC	\$32,251		\$33,219		\$33,219	\$997		\$34,216	
SUPPLIES-CIRC	\$19,096		\$19,669		\$19,669	\$590		\$20,259	
BINDING & MENDING	\$22,545		\$23,221		\$23,221	\$697		\$23,918	
SUPPLIES	\$167,600	\$195,295	\$167,600		\$167,600	\$10,208		\$177,808	
STRATEGIC INITIATIVES	\$0	\$5,610	\$0		\$0			\$0	
TECHNOLOGY & DATA LINES	\$607,044	\$647,352	\$673,255		\$673,255	\$45,198		\$718,453	
COMMUNICATIONS	\$83,175	\$92,646	\$83,175		\$83,175			\$83,175	
TRANSPORT-FUEL, REPS, INS ETC	\$0		\$0		\$0			\$0	
TRANSPORT-MILGE, SUNDS, GST ETC	\$0		\$0		\$0			\$0	
TRANSPORTATION	\$143,583	\$177,367	\$147,890		\$147,890	\$29,437		\$177,327	
VIRTUAL BRANCH	\$10,000	\$2,213	\$10,000		\$10,000			\$10,000	
	\$1,737,375	\$1,518,455	\$1,857,419	\$0	\$1,857,419	\$136,540	\$0	\$1,993,959	7.35%
DISBURSEMENTS BEFORE CAPITAL									
EXPENDITURES & RESERVE TRANSFERS	\$21,501,172	\$21,739,189	\$22,770,710	\$0	\$22,770,710	\$833,656	\$150,000	\$23,754,366	4.32%

ORL Regular/In-Camera Board Report

For Information

	A	B	C	D	E	F	G	H	
	BUDGET 2024	ACTUAL 2024	BUDGET 2025	REQUIRED CHANGES	STARTING POINT	Inflation and Contractual Increases	New Items	RECOMMENDED 2026 BUDGET	% Change
CAPITAL EXPENDITURES									
BOOKS AND OTHER PHYSICAL ITEMS	\$1,350,827	\$1,093,229	\$1,391,352		\$1,391,352	\$41,741		\$1,433,093	
IT EQUIPMENT	\$361,774	\$0	\$372,627		\$372,627	\$11,179		\$383,806	
ALL OTHER CAPITAL	\$249,312	\$0	\$256,791		\$256,791	\$7,704		\$264,495	
	\$1,961,913	\$1,093,229	\$2,020,770	\$0	\$2,020,770	\$60,624	\$0	\$2,081,394	3.00%
SUBTOTAL	\$23,463,085	\$22,832,418	\$24,791,480	\$0	\$24,791,480	\$894,280	\$150,000	\$25,835,760	
TRANSFERS TO RESERVE									
TO BRANCH FURNISHING RESERVE	\$145,000	\$145,000	\$45,000		\$45,000			\$45,000	
TO IT REPLACEMENT RESERVE	\$311,008	\$311,008	\$311,008		\$311,008		-\$111,008	\$200,000	
TO STAFF APPREC OR DEVELOPMENT RESERVE	\$1,500	\$1,500	\$1,500		\$1,500		\$10,000	\$11,500	
TO NON-OWNED BUILDING MNTC RESERVE	\$32,000	\$32,000	\$32,000		\$32,000			\$32,000	
TO VEHICLE REPLACEMENT RESERVE	\$25,425	\$25,425	\$25,425		\$25,425		-\$10,425	\$15,000	
TO CAPITAL BUILDING PROJ RESERVE	\$114,000	\$114,000	\$114,000		\$114,000		\$261,000	\$375,000	
TO ORL OWNED BUILDINGS RESERVE	\$60,000	\$60,000	\$60,000		\$60,000			\$60,000	
	\$688,933	\$688,933	\$588,933	\$0	\$588,933	\$0	\$149,567	\$738,500	25.40%
TOTAL DISBURSEMENTS AND RESERVE TRANSFERS	\$24,152,018	\$23,521,351	\$25,380,413	\$0	\$25,380,413	\$894,280	\$299,567	\$26,574,260	4.70%
FUNDING REQUIREMENT	\$20,710,282	\$19,699,139	\$21,928,857	-\$70,000	\$21,858,857	\$851,963	\$299,567	\$23,010,387	4.93%
PERCENT CHANGE FROM 2024									4.93%

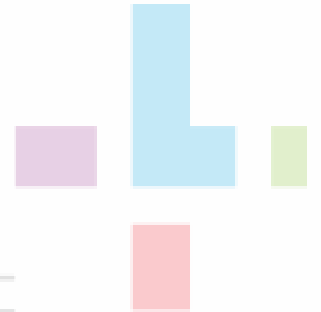
Okanagan Regional Library

Budget 2026 – A year of preparation

The overall theme of the budget planning process for 2026 was to continue to enhance and increase our services in response to our strategic initiatives, and to begin preparing for future projects that the board has directed leadership to pursue.

We feel that this budget is quite lean and tends to be on the conservative side, which was an intentional decision based on the need to prepare ourselves for future growth.

O K A N A G A N R E G I O N A L
LIBRARY



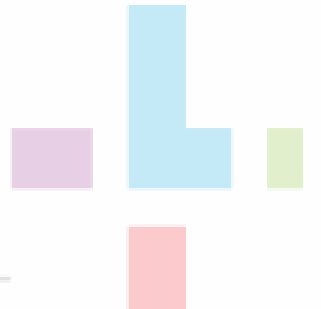
Okanagan Regional Library

Budget 2026 – How We'll Get There

Key Items Walkthrough

- Required changes/reallocations are first applied, leading us to:
- “2025 starting point”, to which the inflation/contractual increases and new items are applied.

OKANAGAN REGIONAL
LIBRARY



Okanagan Regional Library – 2026 Budget

Reallocations, Required Changes, & Contractual Changes

- Remuneration
 - This line has been affected by the previously completed PEA and CUPE negotiations, as a 3.5% increase to payroll for these unions has been included.
- WCB – rates increased due to incidents within branches and at HQ.
- Inflationary pressures have eased, though the threat of increased costs remains in the form of tariff threats and trade uncertainty. Current CPI figures for British Columbia are showing increases year over year of 2.0% (April 2024 vs. April 2025). Because costs for most products and services remain high, I have applied an inflationary figure of 3%.

Okanagan Regional Library – 2026 Budget

New Items

Proposed changes to the budget:

Branch Hours– The ORL has not increased branch staff hours since 2012, and in that time programming and branch visits have increased significantly. Additional information for this request are included in the report found as Appendix 3.

Reserve Transfers – The changes in this section were included in response to the board’s direction to be prepared for future projects. These include the Parkinson Rec and Glenmore Community Centers. The proposed changes to this reserve are not based on actual figures at this time, as the projects are still in the planning phases. The net impact to this section is an increase of approximately \$150k.

Okanagan Regional Library – 2025 Budget

Update on last year's asks

Increased Pages:

- Impact has been very positive, with branches reporting positive change at their locations. Some feedback from branches that were able to add pages are below:

"Being such a small community, the patron are excited to see her at work."

"Frees up more time for other staff to complete other tasks."

"Having a page in Hedley has been a tremendous asset! With only 7 hours a week to do in-branch duties and admin work, having someone to look after the collection has taken a huge weight off my shoulders. Now I have more time for programming, displays, helping patrons and admin duties. The page is a quick learner, having been a patron of our library, she knows the space well. I'm so grateful to have a page."

Regional Managers:

This change has had a tremendous impact on the organization, with an overwhelmingly positive response from our branch leaders. Michelle and Lisa have been instrumental in the rollout of the Enhancement Grant, as well as providing support to their respective branches. Their inclusion has gone a long way in helping to ensure that our branches are feeling more supported and included in the organization as a whole.

Okanagan Regional Library – 2025 Budget

Marketing

\$12,000 to expand and update shared outreach equipment

- The budget allowed us to purchase new and replace aging items and add more of the most-requested materials—such as branded tablecloths, pop-up displays, and portable signage—making it easier for staff to represent ORL consistently and professionally. With more equipment available and in better condition, we've empowered branches to participate in more community events and connect meaningfully with their local audiences

\$20,000 for a bulk purchase of branded giveaway items

- Buying in bulk allowed us to stock up cost-effectively, reduce the burden on branch budgets, and be more generous with prize support throughout the year. The new supply helped boost engagement at both in-branch programs and outreach events, creating a fun and memorable experience for patrons of all ages. This investment also laid the groundwork for a future internal swag store, streamlining access to promotional items for staff across the system

While this budget does not contain any significant new initiatives, the Leadership team is continuing to work on many exciting ventures within the existing budget, such as progressing the PRC and Glenmore branch projects and completing the Enhancement Grant work.

Questions?



Okanagan Regional Library
Library Levy Allocation Spreadsheet
January 1, 2026 to December 31, 2026

	Provincially supplied formula input factors which determine percentage of ORL budget paid						(50% A/total A + 50% B/total B)												
	"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	Current Year Levy 2026	Prior Year Levy 2025	Total Difference in levy		Change due apportionment formula	Change due to budget increase	PER CAPITA LEVY		Quarterly Excludes Amounts paid for additional service 2026	
Municipalities	2026	2025	% Change	2026	2025	% Change	2026	2025								2026	2025		
Armstrong	5,767	5,899	-2.2%	\$158,466,944	\$163,149,250	-2.9%	1.018	1.057	-0.040	\$234,182	\$231,847	\$2,336	1.0%	(\$8,671)	\$11,007	\$40.61	\$38.86	\$58,545.59	
Coldstream	11,553	12,306	-6.1%	\$470,608,814	\$465,243,986	1.2%	2.417	2.519	-0.103	\$556,104	\$552,493	\$3,612	0.7%	(\$22,526)	\$26,138	\$48.14	\$43.76	\$139,026.12	
Enderby	3,279	3,323	-1.3%	\$87,022,264	\$86,553,684	0.5%	0.571	0.582	-0.011	\$131,403	\$127,654	\$3,749	2.9%	(\$2,427)	\$6,176	\$40.07	\$37.58	\$32,850.76	
Golden + E.Area A	8,124	7,999	1.6%	\$372,725,843	\$339,696,990	9.7%	1.803	1.731	0.071	\$414,784	\$379,673	\$35,110	9.2%	\$15,615	\$19,496	\$51.06	\$46.28	\$103,695.90	
Kelowna	167,310	162,616	2.9%	\$8,333,399,705	\$8,174,398,316	1.9%	38.746	38.386	0.359	\$8,915,515	\$8,417,691	\$497,824	5.9%	\$78,779	\$419,045	\$53.29	\$50.63	\$2,228,878.84	
Keremeos	1,775	1,836	-3.3%	\$45,987,485	\$46,105,304	-0.3%	0.306	0.317	-0.011	\$70,496	\$69,584	\$911	1.3%	(\$2,402)	\$3,313	\$39.72	\$37.38	\$17,623.93	
Lake Country	17,497	18,705	-6.5%	\$771,457,713	\$775,412,001	-0.5%	3.805	4.001	-0.196	\$875,564	\$877,395	-\$1,831	-0.2%	(\$42,984)	\$41,153	\$50.04	\$47.54	\$218,891.10	
Lumby	2,246	2,147	4.6%	\$67,253,549	\$66,596,950	1.0%	0.410	0.403	0.007	\$94,348	\$88,361	\$5,988	6.8%	\$1,553	\$4,435	\$42.01	\$39.81	\$23,587.12	
Oliver	5,274	5,824	-9.4%	\$192,834,536	\$186,953,164	3.1%	1.049	1.109	-0.060	\$241,371	\$243,161	-\$1,790	-0.7%	(\$13,135)	\$11,345	\$45.77	\$41.00	\$60,342.81	
Osoyoos	5,737	5,730	0.1%	\$337,610,681	\$320,074,826	5.5%	1.457	1.433	0.023	\$335,159	\$314,266	\$20,893	6.6%	\$5,140	\$15,753	\$58.42	\$54.05	\$83,789.86	
Peachland	6,200	6,382	-2.9%	\$290,402,606	\$286,943,598	1.2%	1.390	1.421	-0.031	\$319,929	\$311,694	\$8,235	2.6%	(\$6,802)	\$15,037	\$51.60	\$48.82	\$79,982.24	
Princeton	3,241	3,333	-2.8%	\$101,386,960	\$99,163,552	2.2%	0.602	0.615	-0.013	\$138,610	\$134,844	\$3,766	2.8%	(\$2,749)	\$6,515	\$42.77	\$40.19	\$34,652.48	
Revelstoke	9,171	8,617	6.4%	\$483,973,599	\$459,133,143	5.4%	2.191	2.099	0.092	\$504,135	\$460,367	\$43,768	9.5%	\$20,073	\$23,695	\$54.97	\$49.92	\$126,033.70	
Salmon Arm	20,613	21,034	-2.0%	\$709,941,535	\$700,036,897	1.4%	3.992	4.067	-0.075	\$918,544	\$891,890	\$26,654	3.0%	(\$16,520)	\$43,173	\$44.56	\$42.05	\$229,635.99	
Sicamous	2,841	3,005	-5.5%	\$157,525,947	\$154,894,309	1.7%	0.697	0.719	-0.022	\$160,487	\$157,667	\$2,820	1.8%	(\$4,723)	\$7,543	\$56.49	\$51.76	\$40,121.77	
Spallumcheen	5,779	5,858	-1.3%	\$212,092,847	\$206,719,868	2.6%	1.151	1.162	-0.011	\$264,934	\$254,873	\$10,061	3.9%	(\$2,392)	\$12,452	\$45.84	\$42.14	\$66,233.50	
Summerland	12,492	13,310	-6.1%	\$520,353,531	\$512,792,495	1.5%	2.642	2.749	-0.108	\$607,831	\$602,854	\$4,976	0.8%	(\$23,593)	\$28,569	\$48.66	\$45.13	\$151,957.66	
Vernon	49,167	47,265	4.0%	\$1,863,849,416	\$1,852,712,891	0.6%	9.942	9.842	0.100	\$2,287,750	\$2,158,282	\$129,467	6.0%	\$21,939	\$107,528	\$46.53	\$44.86	\$571,937.47	
West Kelowna	40,093	40,715	-1.5%	\$1,794,205,268	\$1,750,929,687	2.5%	8.784	8.868	-0.083	\$2,021,318	\$1,944,593	\$76,726	3.9%	(\$18,280)	\$95,006	\$50.42	\$47.97	\$505,329.60	
Municipal Totals	378,159	375,904	0.6%	\$ 16,971,099,243	\$16,647,510,911	1.9%	82.973	83.083	-0.110	\$ 19,092,466	18,219,191	\$873,275		(\$24,105)	\$897,381	\$50.49	\$48.47	\$4,773,116.43	
Regional Districts																			
CORD I,J	5,901	5,889	0.2%	\$379,357,306	\$381,733,556	-0.6%	1.577	1.606	-0.028	\$362,960	\$352,074	\$10,887	3.1%	(\$6,173)	\$17,060	\$61.51	\$59.40	\$90,740.10	
CSRD B,C,D,E,F	20,838	19,888	4.8%	\$773,135,173	\$741,184,390	4.3%	4.172	4.045	0.127	\$960,054	\$886,995	\$73,060	8.2%	\$27,935	\$45,124	\$46.07	\$44.44	\$240,013.61	
NORD B,C,D,E,F	22,009	21,494	2.4%	\$741,656,790	\$738,606,348	0.4%	4.222	4.215	0.007	\$971,459	\$924,215	\$47,244	5.1%	\$1,584	\$45,660	\$44.14	\$42.57	\$242,864.69	
OSRD A,B,C,D,E,F,G, I	19,893	19,829	0.3%	\$926,827,562	\$938,899,045	-1.3%	4.449	4.535	-0.086	\$1,023,700	\$994,541	\$29,160	2.9%	(\$18,956)	\$48,116	\$51.46	\$50.28	\$255,925.12	
Regional District Totals	68,641	67,100	2.3%	\$ 2,820,976,831	\$2,800,423,339	0.7%	14.420	14.400	0.020	\$ 3,318,174	3,157,824	\$160,350		\$4,390	\$155,960	\$48.34	\$47.06	\$829,543.53	
Westbank First Nation	13,339	12,704	5.0%	\$ 468,814,387	\$ 446,689,614	5.0%	2.606	2.517	0.090	\$ 599,747	\$ 551,843	\$47,904	8.7%	\$19,715	\$28,189	\$44.96	\$42.16	\$149,936.79	
Regional Library Total	460,139	455,708	1.0%	\$20,260,890,461	19,894,623,864	1.8%	100.00	100.00	0.000	\$ 23,010,387	21,928,857	\$1,081,530		(\$0.00)	\$1,081,530	\$50.01	\$48.12	\$5,752,596.75	

ORL Board Report

Request for Decision

To: Okanagan Regional Library Board
From: Policy and Planning Committee
Date: September 17, 2025
Subject: Amended Board Code of Conduct Policy

Voting Entitlement: Unweighted Vote – Simple Majority

Purpose:

To approve the amended Board Code of Conduct Policy.

Executive Summary:

At the May 21, 2025 Board meeting, the Policy and Planning Committee presented a Board Code of Conduct Policy. The Board requested some amendments. Staff met with the Policy and Planning Committee on Wednesday, June 11, 2025, to address the changes brought forward from the May 21, 2025, Board Meeting. At the June 11, 2025, Policy and Planning Committee meeting, the Committee approved the amended Board Code of Conduct be forwarded to the September 17, 2025 Board meeting for adoption.

This report summarizes the amendments made as a result of both meetings.

Recommendation:

THAT the ORL Board approve the amended Board Code of Conduct Policy as outlined in the report from the Policy and Planning Committee, dated September 17, 2025.

Discussion:

As per Board directive, the following amendments have been made to the Board Code of Conduct Policy. All amendments are highlighted in the attached policy.

1. **Confidential Information:** The first clause of this section has been modified to clarify the appropriate disclosure of information discussed at in-camera sessions of the ORL Board. Pg. 4.
2. **Sanctions:** This section was added on the Board's request, providing the Board Chair with authority to request the removal of Board members who violate this policy. Pg. 4.
3. **Overlap with other policies:** At the May Board meeting, the concern was raised that this policy overlaps with other ORL policies. Staff have reviewed other existing policies to confirm there is no overlap. We do have other policies that address adjacent topics, such as donations or media relations. However, in our other policies, these topics are addressed from a staff or organizational perspective, not a Board member perspective.
4. **Copy edits:** A few copy edits for clarity were added throughout.

At the June 11, 2025 Policy and Planning Committee meeting, it was also determined that under **Sanctions**, the CEO should not have the responsibility to sanction a Board member. The committee unanimously agreed this responsibility should lie with the Board Chair. This has been updated in the draft policy attached to this report.

ORL Board Report

Past Recommendations:

June 11, 2025 Policy and Planning Committee Meeting Resolution:

It was moved and seconded

THAT the Policy & Planning Committee recommend the amended Board Code of Conduct Policy be presented for adoption at the September 17, 2025, Board Meeting.

CARRIED UNANIMOUSLY

May 21, 2025 ORL Board Meeting Resolution:

It was moved and seconded

THAT the Board Code of Conduct Policy be referred to the Policy and Planning Committee to address concerns raised at the May 21, 2025, ORL Board meeting.

CARRIED UNANIMOUSLY

April 10, 2025 Policy and Planning Committee Meeting Resolution:

It was moved and seconded

THAT the Policy & Planning Committee recommend the amended draft Board Code of Conduct Policy for Board approval at the May 2025 Board Meeting.

CARRIED UNANIMOUSLY

Strategic Plan Alignment:

Strive for organization and service excellence.

Respectfully submitted by:

Danielle Hubbard, CEO

Attachment(s):

1. Draft Board Code of Conduct Policy

Approved for Committee Agenda

Danielle Hubbard, CEO

Code of Conduct: Respectful Workplace Board Policy

Board Approval: DATE

Definitions

Board means the elected officials appointed by the constituents that comprise the Okanagan Regional Library District (ORL).

CEO means the Chief Executive Officer, the individual who is appointed by the Board as the head of administration for the Okanagan Regional Library.

Chair means a member appointed by the Board to conduct Board and Committee meetings.

Member means Board and/or Committee member of the Okanagan Regional Library District (ORL).

ORL means the Okanagan Regional Library District.

Staff means persons employed by the Okanagan Regional Library including but not limited to regular, part time, auxiliary, temporary and contract employees, and to persons representing or acting on behalf of the Okanagan Regional Library (including but not limited to contractors, volunteers and students).

Foundational Principles of Responsible Conduct

In support of good governance for the ORL, members are committed to performing their functions truthfully, faithfully, and impartially to the best of their knowledge and ability.

Members must make decisions based on the ORL's service area as a whole, not just for their community, and exhibit the following principles:

1. **Integrity** –members are keepers of the public trust and must uphold the highest standards of ethical behaviour and are expected to:
 - make decisions that benefit each community of the ORL;
 - act lawfully;
 - be free from undue influence and not act, or appear to act, to gain financial or other benefits for themselves, family, friends, or business interests.
2. **Accountability** –members are obligated to answer for a responsibility that has been entrusted to them. They are responsible for the decisions they make as members.
3. **Leadership & Collaboration** –members must demonstrate and promote the key principles of the Code of Conduct through their decisions, actions, and behaviour. Their behaviour must build and inspire the public's trust and confidence in the ORL.
4. **Responsibility** –members must act responsibly, within the law and within the authorities of the:
 - *Local Government Act*,
 - *Community Charter*,

Commented [DH1]: I believe the Board/Kari wanted this added

- *Freedom of Information and Protection of Privacy Act*
- *Constitution Act of Canada,*
- *Provincial Human Rights Code,*
- *Criminal Code,*
- laws pertaining to financial disclosures and employer responsibilities, and
- all relevant ORL policies.

They must follow the letter and spirit of policies and procedures and exercise all conferred power strictly for the purpose for which the powers have been conferred.

5. **Respect** –members must conduct public business efficiently and with decorum, and must always treat each other and others with respect. This means not using derogatory language towards others, respecting the rights of other people, treating people with courtesy, and recognizing the different roles others play in decision making.
6. **Openness** –members have a duty to be as open as possible about their decisions and actions while respecting the need to keep confidential matters confidential.

Meetings

1. Members will prepare themselves for meetings, listen courteously and attentively to all discussions before the **Board**, and focus on the business at hand.
2. Cell phones and other personal devices should be silenced during meetings.
3. Members will not interrupt other speakers, make personal comments or comments not relevant to the business of the **Board**, or otherwise disturb a meeting.
4. Meetings will provide an environment for transparent and healthy debate on matters requiring deliberation by the Board.
5. Members do not receive remuneration for their participation on the ORL Board or Committee meeting attendance.

Public and Media Relations

1. The ORL Board Chair is the spokesperson for the ORL Board on Board matters.
2. The CEO or their designate is the spokesperson for the ORL on administrative and operational matters.

Conflict of Interest

1. Members are to be free from undue influence and not act or appear to act to gain financial or other benefits for themselves, family, friends, or business interests.
2. A conflict exists when a member is, or could be, influenced or appear to be influenced, by a personal interest, financial (pecuniary) or otherwise, when carrying out their duty on the ORL Board:
 - Personal interest may include direct or indirect pecuniary interest, bias, pre-judgement, close-mindedness, or undue influence.
3. Members must appropriately resolve any conflict or incompatibility between their personal interests and the impartial performance of their duties as an ORL Board member in accordance with statutory requirements.
4. Members must fully disclose to the Board Chair and the CEO any direct or indirect pecuniary interest, and any bias or undue influence with respect to any matter immediately.
 - When Board members are uncertain whether a conflict exists, the situation must be immediately presented to the Chair for guidance.
5. Members must not use confidential information gained through their ~~official position~~ membership on the Board for the purpose of securing a private benefit for themselves or for any other person.

Gifts and Personal Benefits

What are gifts and personal benefits?

1. Gifts and personal benefits include but are not limited to cash, gift cards, tickets to events, items of clothing, jewelry, pens, food or beverages, discounts/rebates on personal purchases, free or subsidized drinks or meals, entertainment, and invitations to social functions organized by groups or community organizations.
2. The following are not considered to be gifts or personal benefits for the purposes of this policy:
 - a. Compensation authorized by law, and
 - b. Reimbursement for out-of-pocket costs incurred for authorized travel, living and accommodation expenses associated with attendance at an event.

What gifts and personal benefits may be accepted?

1. Members may accept gifts or personal benefit from external individuals or community organizations that meets both of the following criteria:
 - It has a value of \$50 or less, AND

- Is received as an incident of protocol or as a ORL representative on activities such as speaking engagements, technical presentations, business meetings and social obligations reasonably related to their role with the ORL.

Interactions with Staff

1. The ORL follows the one employee model where members' point of contact with staff is the CEO.
2. Members are not to contact staff other than the CEO or designate.
3. Members are to direct inquiries regarding ORL issues or questions to the CEO and refrain from contacting other staff without first discussing the issue with the CEO whenever possible.
4. Advice to members from staff will be vetted and approved by the CEO.
5. Members will refrain from seeking opinions of staff directly.
6. In certain circumstances, the Chief Financial Officer, Director of Human Resources, or other members of the ORL leadership team may be required to interact directly with Board members. This is acceptable provided the CEO is aware of and approves of these interactions, and it is understood that the CEO's decisions supersede those of other leadership team members.

Confidential Information

1. Members are permitted to share ORL in-camera items with their own councils in-camera, but not in open council meetings. If an ORL in-camera item is not to be shared with councils even in an in-camera capacity, the ORL Board must pass a motion indicating this.
2. Members shall not disclose or release to anyone, confidential information acquired by virtue of the ORL, in either oral or written form except when required by law or authorized by the Board to do so.
3. Neither members nor staff shall disclose the substance of deliberations of an in-camera meeting until the Board approves a resolution to bring formerly confidential information to a meeting that is open to the public or releases the information to the public.

Sanctions

Library Board members must uphold high ethical standards, professionalism, and compliance with the Board's Code of Conduct and Board policies. Disruptive, disrespectful, or non-compliant behaviour undermines the Board's integrity, effectiveness, and good governance.

If concerns arise, the Board Chair will first address them directly with the member through respectful and constructive means. If the behaviour continues or is serious, and informal efforts

fail, the Board Chair ~~will~~^{may} formally report the issue to the constituent Mayor, outlining the conduct and actions taken, and request the member's removal ~~from the ORL Board~~.

DRAFT

Request for Decision

To: Okanagan Regional Library Board

From: Policy and Planning Committee

Date: September 17, 2025

Subject: Heating and Cooling Centre Policy

Voting Entitlement: *Unweighted Vote – Simple Majority*

Purpose:

To approve the introduction of a Heating and Cooling Centre Policy for the ORL.

Executive Summary:

Four of the ORL's branches serve as designated Heating and/or Cooling Centres. In each of these communities, the ORL has a signed written agreement with the local government in which the branch is located, detailing under what circumstances and by what processes the library facility will be activated as a Heating/Cooling Centre. This report proposes the ORL introduce a policy articulating the role of library facilities as Heating and/or Cooling Centres.

Recommendation:

THAT the Board approve the proposed Heating and Cooling Centre Policy as outlined in the report from the Policy and Planning Committee dated September 17, 2025.

Discussion:

At the June 11, 2025, Policy and Planning Committee, the committee approved the recommendation to introduce to the Board a policy for Heating and Cooling Centres.

The following four ORL branches currently serve as designated Heating and/or Cooling Centres: Downtown Kelowna, Vernon, Armstrong, and Enderby. The ORL has a signed written agreement with each of these local governments. The Cooling Centre agreement with the City of Kelowna has served as a template for the other three. Resultantly, to date each of the ORL's Heating/Cooling Centre agreements is uniform. The introduction of this policy would ensure that uniformity continues.

In the case of each of the above communities, it was the local government that approached the ORL to request we serve as a designated Heating and/or Cooling Centre. Each of these governments has agreed to reimburse the ORL for any additional costs (staff time or other resources) incurred in serving as Heating/Cooling Centres. The local government in turn receives reimbursement from the province, though this detail is not the responsibility of the ORL.

At the June 11th meeting, the Policy and Planning Committee raised some questions about insurance, liability, and ORL staff safety. Danielle has researched these questions, with particular thanks owed to Lance Kayfish (City of

ORL Board Report

Kelowna Risk Manager) and Tate Bengston (City of Enderby CAO), both of whom were generous with their time, expertise, and documentation. A summary of insurance coverage is attached (Attachment 2), courtesy of Tate Bengston. Lance Kayfish provides the following summary about staff's ability to remove challenging patrons:

In terms of operations, you continue to set the rules in the building and maintain full care, custody and control. Having the opportunity to cool off in an air-conditioned building is a benefit to those that take advantage of it. It is to be expected they follow the rules of conduct for the facility. The status of the building as a public space does not change, nor do any of your rights as the owner/operator. Activating as a cooling centre would not impair your right to remove someone or maintain someone's ban. You would have the full support of the City to exercise your judgement to maintain a safe inviting environment.

As part of the September 17 Board meeting, ORL Director of Public Services Mark Reinelt will deliver an informational presentation about the ORL's approach to incident management and staff support.

In conclusion, as environmental disruptions increase throughout the ORL service area, it would be in the ORL's best interest to introduce a Heating and Cooling Centre Policy. This policy will make it easier and fairer for the ORL to enter into Heating and Cooling Centre agreements with other local governments without the ORL incurring undue expense or liability.

Past Recommendations:

June 11, 2025 Policy and Planning Committee Meeting:

It was moved and seconded

THAT the Policy & Planning Committee recommend to the Board the introduction of the proposed Heating and Cooling Centre Policy.

CARRIED UNANIMOUSLY

Strategic Plan Alignment:

Develop and nurture community partnerships.

Strive for organization and service excellence.

Respectfully submitted by: Danielle Hubbard, CEO

Attachment(s):

1. Proposed "Heating and Cooling Centres" policy
2. "ORL Emergency Service Provider Protections" – courtesy of City of Enderby

Approved for Committee Agenda

Danielle Hubbard, CEO

DRAFT:

J: Heating and Cooling Centres Policy

In recognition of the increased extremity of weather patterns throughout the ORL service area, and the ORL's commitment to the wellbeing of the communities it serves, ORL facilities may, at times, become designated Heating and/or Cooling Centres. For ORL facilities to become designated Heating and/or Cooling Centres, the ORL must enter into a written agreement with the constituent unit of the community in which the facility in question is located. The written agreement must contain:

- i. The respective roles and responsibilities of the constituent unit and the ORL in the case of an extreme temperature event;
- ii. A commitment from the constituent unit to reimburse the ORL for all expenses incurred as a result of functioning as a designated Heating and/or Cooling Centre;
- iii. The right of the ORL to refuse to be a designated Heating and/or Cooling Centre during part or all of a specific extreme temperature event if staffing levels, staff safety, or other factors reasonably prevent the ORL from performing this function;
- iv. Signatures from the ORL's CEO or designate, and from the constituent unit's CAO or designate; and
- v. The right for either party to terminate the agreement at any point.

ORL Emergency Service Provider Protections

Service provision is always subject to risk, liability, and legal challenges. The existence of a protection helps to avoid or mitigate claims; however, no protection is absolute or perfect and will often turn upon the particular facts of a claim. Moreover, a protection may be helpful in defending against a claim, but it does not prevent a claim or civil action from being made.

Service provider protection is available in layers, inside of the law, typical insurance policies, and other factors relevant to public authorities.

Below is a summary of protective layers. This summary is for general reference only. Further information should be obtained through the Ministry of Emergency Management and Climate Readiness, insurance providers, and/or legal counsel.

Designated Cooling Centre Agreement

Between the local government and the service provider, such as the ORL. Specifies a procedure to be followed to ensure reimbursement for incremental costs of serving as a Cooling Centre during a designated emergency.

Agreement includes mutual indemnification, protection, and save harmless provisions unless caused by negligence or wilful misconduct. This would be the basis for the City's liability insurer to provide for the indemnification and defense of the ORL in the event of a claim by a member of the public (which would include invitees to a cooling station).

City of Enderby Emergency Program Bylaw

Section 9.1 provides that no person authorized or requested to carry out measures relating to emergencies or disasters is liable for any loss, cost, expense, damages, or injury to persons or property but for anything done or omitted due to bad faith or gross negligence.

Note – the language of this Section will be revised in the future to bring it closer to the new language in the Emergency and Disaster Management Act ("EDMA"), as discussed below. The language reflects language in the Emergency Program Act, which was replaced by EDMA.

Emergency and Disaster Management Act

Section 152 [Protection Against Legal Proceedings] - No legal proceeding for damages may be commenced or maintained against a **protected person** because of anything done or omitted...in the performance or intended performance of a duty under this Act, including an agreement made in respect of the Act, but for anything done or omitted due to bad faith or gross negligence.

Protected person is broadly defined to include more than just individual persons under the Act, who have taken emergency measures under direction of an emergency management authority.

Additional Note on WorksafeBC

Service providers are responsible for maintaining a safe work environment for employees. WorksafeBC does provide coverage for accidents occurring out of and in the course of Emergency Services Work, including workers and volunteers (see this [EMCR policy](#) for more information on WorksafeBC coverage of volunteers).

Further clarification, in a general sense, has been obtained from a WorksafeBC Employer Adviser, with respect to service provider responsibilities and liability for claims from workers (including volunteers) who are performing Emergency Services Work. As follows, verbatim:

1. To what extent would *existing workers of the third party* be covered under the WorksafeBC coverage for Emergency Service Work, in accordance with the above-linked EMCRC policy?

If they are conducting work in accordance with a declared emergency and have been instructed to extend hours etc., they would most likely be covered under this above policy. If the activities are not approved and for instance they decide to stay longer and visit etc. that would not be arising and not an employment activity so would not be covered. Also, as you are probably aware. If a person is not covered under WorkSafeBC – and they get injured, then they would have the ability to sue/enact a lawsuit against the facility operator or what have you. That is where your 3rd party insurance would step in and either cover the loss, argue that the person should be considered covered under WCB or that the facility and its operators were not negligent.

2. To what extent is the *third party, as the provider of emergency services and the employer of workers and volunteers*, responsible for claims of workers and volunteers, if they have an adequate safety program?

The person with the most control of the activities and tasks conducted by the volunteers and workers. The lead hand, crew leader etc. – the question will be asked who did/do they take instruction from? That is where the liability would most likely land. If the safety program is followed and the volunteer / worker, make a conscious decision to not follow it - then there would be no liability in terms of possible 3rd party action (sue) or penalty / prosecution by WorkSafeBC especially if due diligence can be proven. DD would be the best defence in a 3rd party action, insurance case and WorkSafeBC investigation. The worker's claim is a different story - if they get hurt would it would depend on a number of factors – was it due to the workplace, benefit of the employer etc.? If it was deemed an unauthorized activity that again has certain criteria if it would get accepted or not.

-END-

ORL Regular Board Report For Information

To: Okanagan Regional Library Board
From: Jeremy Feddersen, Chief Financial Officer
Date: September 17, 2025
Subject: Financial Update Report to July 31, 2025 (7 Months)

Voting Entitlement: Unweighted Vote – Simple Majority

Purpose:

To receive for information the Financial Update Report Package to July 31, 2025.

Executive Summary:

Please find attached the Financial Update Report Package to July 31, 2025. The ORL is operating within its budget and there haven't been any significant challenges for the organization thus far in the 2025 fiscal year.

Recommendation:

THAT the CFO report, dated September 17, 2025, pertaining to the Financial Update to July 31, 2025 be received for information.

Background:

The attached **Appendix 1** provides the Board with a financial report to the end of July 31, 2025. The report has been prepared on a modified cash basis, meaning not all accounting accruals have been made.

DISCUSSION

Receipts – Tax Levy

All levies have been received as scheduled, which is much appreciated.

Receipts – Government, Grants and Own Resources

This category has seen revenues come in very close to budget. Entries for MFA actuarial adjustments per the schedules are made later on in the year and so are not reflected in this report.

From Reserves and Internal Rent

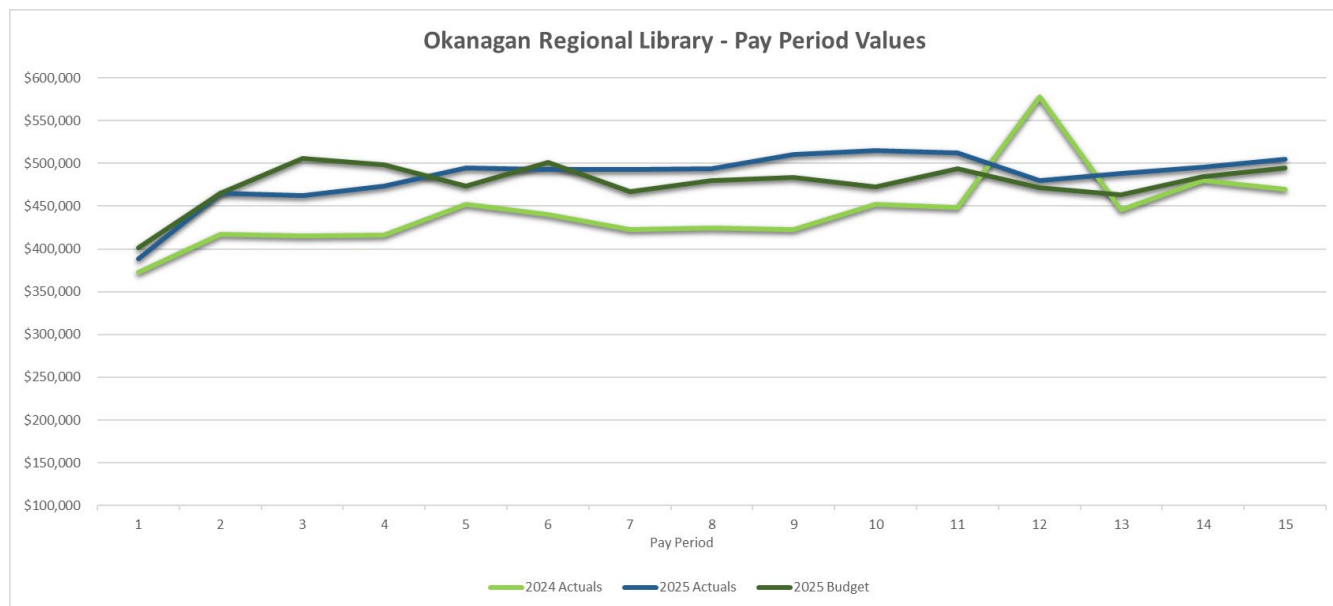
The transfers from reserves are an accounting adjustment that relates to planned amounts drawn out of reserves for technology replacement, furnishings and amounts from the donation reserves for programming and capital expenditures. The internal rent chargeback relates to adjustments for the owned branches.

Total receipts to July 31st \$12,669,455

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: 2024 Actual, 2025 Actual, 2025 Budget



Rent and LTD payments are largely on course as well, as is to be expected. Some variations in timing between when payments are budgeted and when they occur can lead to these variations. Property expenses are tracking well thus far.

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 line items of note include technology and staff development. For technology, this increase is largely due to the earlier large order of hardware to try and get ahead of any tariffs that may be imposed on these products. Staff development is expected to be a timing difference, as many of the costs for upcoming training are imposed earlier in the year.

Total disbursements before capital expenditures and reserve transactions are \$12,965,156.

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.

Total disbursements to July 31st are \$13,641,828

The net disbursements over receipts to July 31st are \$972,373

BUDGET AND COST IMPACTS

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

ORL Regular Board Report

For Information

CONCLUSION

The ORL's financial results to July 31st are generally consistent with expectations and the variances explainable. There does not appear to be anything that requires specific Board attention at this time.

Strategic Plan Alignment:

Strive for organization and service excellence.

Respectfully submitted by:

Jeremy Feddersen, CPA, CA
Chief Financial Officer

Attachment(s):

n/a

Approved for Board Agenda

Danielle Hubbard, CEO

Okanagan Regional Library

Appendix 1

Interim Financial Report

(Receipts & Disbursements)

January 1, 2025 to July 31, 2025

ORL Regular Board Report **For Information**

OKANAGAN REGIONAL LIBRARY RECEIPTS & DISBURSEMENTS To July 31, 2025

	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	\$115,923	\$115,923	\$0	\$231,847	\$115,923
CENTRAL OKANAGAN RD	\$176,037	\$176,037	\$0	\$352,074	\$176,037
COLDSTREAM, DISTRICT	\$276,246	\$276,246	\$0	\$552,493	\$276,246
COLUMBIA SHUSWAP RD	\$443,497	\$443,497	\$0	\$886,995	\$443,497
ENDERBY, CITY	\$63,827	\$63,827	\$0	\$127,654	\$63,827
GOLDEN, CITY	\$189,837	\$189,837	\$0	\$379,673	\$189,837
KELOWNA, CITY	\$4,208,846	\$4,208,846	\$0	\$8,417,691	\$4,208,846
KEREMEOS, VILLAGE	\$34,792	\$34,792	\$0	\$69,584	\$34,792
LAKE COUNTRY, DISTRICT	\$438,698	\$438,698	\$0	\$877,395	\$438,698
LUMBY, VILLAGE	\$44,180	\$44,180	\$0	\$88,361	\$44,180
NORTH OKANAGAN RD	\$462,107	\$462,107	\$0	\$924,215	\$462,107
OLIVER, TOWN	\$121,581	\$121,581	\$0	\$243,161	\$121,581
OKANAGAN SIMILKAMEEN RD	\$497,270	\$497,270	\$0	\$994,541	\$497,270
OSOYOOS, TOWN	\$157,133	\$157,133	\$0	\$314,266	\$157,133
PEACHLAND, DISTRICT	\$155,847	\$155,847	\$0	\$311,694	\$155,847
PRINCETON, TOWN	\$73,716	\$73,716	\$0	\$147,431	\$73,716
REVELSTOKE, CITY	\$230,183	\$230,183	\$0	\$460,367	\$230,183
SALMON ARM, CITY	\$445,913	\$445,945	\$32	\$891,890	\$445,977
SICAMOUS, DISTRICT	\$91,316	\$91,316	\$0	\$182,631	\$91,316
SPALLUMCHEEN, TOWNSHIP	\$127,437	\$127,437	\$0	\$254,873	\$127,437
SUMMERLAND, DISTRICT	\$301,427	\$301,427	\$0	\$602,854	\$301,427
VERNON, CITY	\$1,095,378	\$1,093,524	-\$1,854	\$2,187,049	\$1,091,671
WESTBANK FIRST NATION	\$275,921	\$275,921	\$0	\$551,843	\$275,921
WEST KELOWNA, CITY	\$972,296	\$972,296	\$0	\$1,944,593	\$972,296
	\$10,999,409	\$10,997,588	-\$1,821	\$21,995,175	\$10,995,766

ORL Regular Board Report

For Information

	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	\$1,082,170	\$1,038,411	-\$43,759	\$1,038,411	-\$43,759
PROVINCE OF BC - OTHER	\$5,000	\$0	-\$5,000	\$0	-\$5,000
GRANTS - FEDERAL	\$0	\$24,500	\$24,500	\$49,000	\$49,000
GRANTS - OTHER	-\$9,487	\$0	\$9,487	\$6,500	\$15,987
FINES, FEES AND DAMAGED MATERIALS	\$22,600	\$30,625	\$8,024	\$52,499	\$29,899
SPACE RENTALS	\$6,175	\$11,204	\$5,029	\$19,207	\$13,032
PRINTING REVENUE	\$25,828	\$17,486	-\$8,343	\$29,975	\$4,147
KEYCARD REVENUE	\$805	\$146	-\$658	\$251	-\$554
INTEREST AND EXCHANGE	\$83,827	\$107,917	\$24,090	\$185,000	\$101,173
COPIER REVENUE	\$6,050	\$5,571	-\$479	\$9,550	\$3,500
SUNDRY INCOME	-\$4,144	\$2,917	\$7,060	\$5,000	\$9,144
MFA ACTUARIAL , DEBT REDUCTION	\$0	\$207,839	\$207,839	\$356,295	\$356,295
INTER LIBRARY LOANS, NET	-\$3,603	\$88	\$3,690	\$150	\$3,753
SUBTOTAL GOVERNMENT & OWN RESOURCES	\$1,215,222	\$1,446,702	\$231,480	\$1,751,838	\$536,617
TRANSFERS FROM RESERVES	\$0	\$0	\$0	\$726,007	\$726,007
ORL OWNED BUILDINGS, RENT CHARGEBACK	\$454,825	\$454,825	\$0	\$909,650	\$454,825
	\$454,825	\$454,825	\$0	\$1,635,657	\$1,180,832
TOTAL RECEIPTS	12,669,455	12,899,115	229,659	25,382,670	12,713,215

ORL Regular Board Report

For Information

OKANAGAN REGIONAL LIBRARY RECEIPTS & DISBURSEMENTS To July 31, 2025

	ACTUAL YR.TO D	BUDGET YR.TO D	VARIANCE YR.TO D	BUDGET -YEAR--	VARIANCE -From Annual--
DISBURSEMENTS					
REMUNERATION AND FRINGE BENEFITS					
REMUNERATION	5,918,204	6,123,736	205,532	10,497,833	4,579,629
FRINGE BENEFITS	1,214,241	1,157,079	-57,162	1,983,564	769,323
WCB	46,972	34,600	-12,372	59,314	12,342
	7,179,417	7,315,415	135,998	12,540,711	5,361,294
RENT AND PROPERTY EXPENSES					
RENT	1,447,151	1,573,357	126,206	2,697,184	1,250,033
LTD PRINCIPAL, ACTUARIAL AND INTEREST	869,145	1,115,416	246,271	1,912,142	1,042,997
PROPERTY EXPENSES	1,163,250	1,183,778	20,528	2,029,334	866,083
	3,479,546	3,872,551	393,005	6,638,659	3,159,113
LIBRARY MATERIALS	1,198,288	1,012,769	-185,518	1,736,176	537,888
OTHER EXPENSES					
BOARD EXPENSES	6,598	12,464	5,867	21,367	14,769
BOOK DEPOSIT GRANTS	5,500	1,867	-3,633	3,200	-2,300
COLLECTION AGENCY	252	1,750	1,498	3,000	2,748
EQUIPMENT REPAIRS & RENEWALS	9,916	8,797	-1,118	15,081	5,165
INSURANCE	40,183	38,292	-1,890	65,644	25,461
INTEREST & BANK CHARGES	7,642	6,708	-934	11,500	3,858
MARKETING & COMMUNICATIONS	88,803	79,729	-9,074	136,678	47,875
MEMBERSHIPS	17,017	12,601	-4,416	21,601	4,584
PENTICTON LIBRARY FEE	45,320	29,037	-16,283	49,778	4,458
POSTAGE & FREIGHT	23,397	40,480	17,082	69,393	45,996
PROFESSIONAL FEES	48,864	42,178	-6,687	72,305	23,440

ORL Regular Board Report

For Information

	ACTUAL YR.TO D	BUDGET YR.TO D	VARIANCE YR.TO D	BUDGET -YEAR--	VARIANCE -From Annual--
PROGRAMS	64,949	97,511	32,562	167,162	102,213
RECRUITMENT, TRAVEL & SUNDRY	369	9,996	9,627	17,136	16,767
STAFF DEVELOPMENT & MEETINGS	96,955	73,174	-23,781	125,440	28,486
SUPPLIES	63,240	93,016	29,775	159,455	96,215
TECHNOLOGY EXPENSES	445,803	395,276	-53,071	677,616	227,452
TELEPHONE & INTERNET	45,333	48,519	3,185	83,175	37,842
TRANSPORTATION	97,765	86,270	-11,495	147,891	50,126
VIRTUAL BRANCH	0	5,833	5,833	10,000	10,000
	1,107,905	1,083,496	-26,953	1,857,422	745,155
DISBURSEMENTS BEFORE CAPITAL EXPENDITURES AND TRANSFERS TO RESERVES	12,965,156	13,284,231	316,532	22,772,968	9,803,451
CAPITAL EXPENDITURES					
BOOKS AND OTHER PHYSICAL MATERIALS	676,672	811,622	134,950	1,391,352	714,680
TECHNOLOGY ASSETS	0	217,366	217,366	372,627	372,627
FURNITURE, EQUIPMENT & OTHER	0	149,795	149,795	256,791	256,791
	676,672	1,178,783	502,110	2,020,770	1,344,098
TRANSFERS TO RESERVES					
TO BRANCH FURNISHING RESERVE	0	26,250	26,250	45,000	45,000
TO CAPITAL PROJECTS RESERVE	0	66,500	66,500	114,000	114,000
TO IT REPLACEMENT RESERVE	0	181,421	181,421	311,008	311,008
TO NON-OWNED BUILDING MNTC RESERVE	0	18,667	18,667	32,000	32,000
TO OWNED BUILDING MNTC RESERVE	0	35,000	35,000	60,000	60,000
TO STAFF APPRECIATION OR DEVELOPMENT RESERVE	0	875	875	1,500	1,500
TO VEHICLE REPLACEMENT RESERVE	0	14,831	14,831	25,425	25,425
	0	343,544	343,544	588,933	588,933
TOTAL DISBURSEMENTS	13,641,828	14,806,558	1,162,186	25,382,671	11,736,482
NET DISBURSEMENTS OVER RECEIPTS	-972,373	-1,907,444	-932,526	0	976,734

ORL Regular Board Report

For Information

To: Okanagan Regional Library Board

From: Danielle Hubbard, CEO

Date: September 17, 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 activities at the ORL. This quarter, the report has two sections:

- a) General updates on operational activities; and
- b) An update on the ORL's involvement in the upcoming UBCM conference.

Since the completion of the ORL's 2024 – 2029 Strategic Plan, the CEO Report has generally also contained an Operational Plan update. I am foregoing that portion of the CEO Report this quarter. Instead, I will be delivering a more full-bodied presentation on Operational Plan progress at the November 2025 Board Meeting to recognize the work of ORL staff and Board Members, end the year on a positive note, and ensure the Board is fully aware of ORL strategic progress.

Recommendation:

THAT the CEO report, dated September 17, 2025, be received for information.

A. Operational Updates

Leadership & Strategy

- Council delegations are now complete, except one remaining presentation scheduled for October 27.
- Danielle will be representing the ORL at the upcoming UBCM conference (more information below).
- Work is underway to update several of the ORL's Financial Policies. Work will be reviewed by the Policy and Planning Committee in October and presented to the Board in November.
- Danielle has completed annual performance evaluations for all Senior Leadership Team members.
- We are in the early stages of a Records and Information Management overhaul, addressing the fragmentation of information management practices that occurred during the COVID years.

ORL Regular Board Report

For Information

Facilities

- Construction on the new North Shuswap (Scotch Creek) branch has commenced. In the meantime, the temporary branch has been moved to a larger, more robust facility off the same parking lot.
- Enhancement Grant improvements continue, including new paint and flooring for OK Falls, Osoyoos, and Naramata, and new paint in Lake Country.
- Construction has commenced on the new Parkinson Recreation Centre in Kelowna. Completion is still projected for the fourth quarter of 2027.

Human Resources

- Work is underway on the Recruitment module of UKG, which will streamline hiring processes.
- The exempt staff compensation review is complete.
- New Working Alone procedures will be launched this fall to increase the safety of our staff.
- Quarterly Joint Consultation/Labour Management meetings with our two unions continue collegially.
- We continue to see workforce movement, as many long-serving staff retire.

Public Services

- The fall Public Services Supervisors Meeting is scheduled for early October and will include an Operational Plan update presentation and discussion from Danielle.
- "Story Time with Ella" and "Story Time with Frieda" ran smoothly in Vernon and Salmon Arm in June.
- Truth and Reconciliation/cultural sensitivity training is underway, also available to Board members.
- Summer Reading Club has wrapped up successfully.

Information Technology and Collections

- So far in 2025, the ORL has added 54,123 new items to our collection, averaging 1,546 items per week.
- System-wide cybersecurity training is underway with high staff participation and performance.
- Collections staff are building a World Languages collection and updating the accuracy of the cataloguing records for our existing non-English-language materials.

Marketing and Communications

- The ORL's new website has launched! Updates are ongoing, including the addition of Board photos.
- ORL-branded clothing has been distributed to all staff, thanks to Enhancement Grant funding and the support of the Board.
- The ORL's second "annual" card drive will launch in November, again with a fun monster theme.

B. UBCM Updates

At the May 2025 Board Meeting, the Board passed a motion directing me to seek meetings with the ministers of Housing and Municipal Affairs and of Social Development and Poverty Reduction at the fall 2025 UBCM conference. With the support of the Policy and Planning Committee, our meeting requests were submitted, advocating for an increase in provincial funding for public libraries. I assembled a delegation group consisting of one ORL Board representative from each of our regional districts. Unfortunately, both minister requests were denied.

On Monday, September 8, 2025, we received confirmation that our request to meet with Ministry of Housing and Municipal Affairs staff (the ministry that governs public libraries and oversees funding) has been approved. On September 23, 2025, I will have an opportunity to meet with Assistant Deputy Minister Tara Faganello to discuss our topics of concern.

ORL Regular Board Report

For Information

The May 2025 Board motion also included the directive to seek a minister meeting outside of the UBCM conference. I will submit this request once the UBCM conference is over.

The ORL is also supporting the following two library-related events during UBCM:

1. Libraries on the Front Lines (Monday, 2:00 – 4:00 pm)

This session has been organized by UBCM and advocates for one consolidated resolution in support of increased provincial funding for public libraries. I will be joining a couple of other library directors in speaking on this topic. The relevant section of the UBCM Resolution Book (pp. 31 – 33) is attached (Attachment 2). I would strongly encourage Board Members to attend and add their voices to the discussion.

Corinne and I have connected with the UBCM staff responsible for organizing this session and have offered to help provide information and context. Exact involvement remains to be determined. The session's description is as follows:

Public libraries are at the forefront of connecting communities and providing innovative, responsive front-line services where they are most keenly needed. Learn about public libraries at the forefront of reconciliation with First Nations; serving as shelters and community hubs for all community members; and providing support services to address homelessness, mental health, and addictions. In addition, they make sure their funding goes farther, using the consortium model of service delivery. Venture with us beyond the traditional core services of lending books, magazines, music, and movies, to collaborate with marginalized groups, while bringing new demographics in the door through bridging gaps in social services. UBCM members consistently support resolutions calling for increased provincial funding for public libraries, with little uptake from the Province—but advocacy efforts cannot be truly effective unless local governments understand the full range of initiatives and innovations that BC public libraries are delivering.

2. Library Reception (Tuesday, 7:00 – 9:00 pm)

The ORL is partnering with Greater Victoria Public Library, Fraser Valley Regional Library, Vancouver Island Regional Library, and the Association of BC Public Library Directors (ABCPLD) to host a reception on Tuesday evening. The event will be lightly informative, but mostly a fun way to thank local governments for their support of public libraries. Thanks to funds provided by our corporate sponsors (eg. Library Bound and Bibliotheca), there will be a bar and just possibly a magic show.

I would love to see a good turnout of ORL Board Members at this event. Please share the invitation (Attachment 3) widely, as all are welcome!

ORL Regular Board Report

For Information

Past Recommendations:

May 21, 2025 ORL Board Resolution:

It was moved and seconded

THAT the Board approve the CEO and Administrative Services Manager coordinating a delegation to UBCM 2025 to seek an audience with Ministers Ravi Kahlon and Sheila Malcomson to advocate for increased provincial funding for public libraries as outlined in the May 21, 2025, report from the Policy and Planning Committee;

AND THAT the CEO and Administrative Services Manager additionally coordinate a future meeting with the Ministers.

CARRIED UNANIMOUSLY

February 19, 2025 Board Resolution:

It was moved and seconded

THAT the Policy and Planning Committee create a meaningful recommendation for each community to submit to the 2026 SILGA Conference to be forwarded to UBCM;

AND THAT the recommendation be brought forward to the Board for approval.

CARRIED UNANIMOUSLY

Respectfully submitted by:

Danielle Hubbard, Chief Executive Officer

Attachment(s):

1. Library advocacy/information package (To be distributed at the September 17, 2025 Board Meeting)
2. UBCM Resolutions Book (excerpt, pp. 31-33)
3. Library Reception Invite

Approved for Board Agenda

Danielle Hubbard, CEO



SR3 Increased Library Funding from the Province is Overdue

UBCM Executive

Whereas libraries in BC are primarily (more than 90 percent) funded by local governments, and the provincial government's share of library funding has been decreasing – from 21 percent of total revenue collected by libraries in 1986 to 6 percent in 2022;

And whereas the \$14 million of core funding from the Province that covers all 71 library systems in BC has not increased since 2010 while the population of BC grew by 29 percent and overall inflation went up 36 percent;

And whereas libraries are doing more to assist provincial objectives for the economic and social health of communities including: providing information and services for small businesses and individuals seeking employment; acting as critical locations of refuge during emergencies; operating as heating and cooling shelters; providing front-line community services by offering space and supporting patrons with mental health and addiction issues as well as barriers to housing; and supporting the process of reconciliation with Indigenous peoples:

Therefore be it resolved that UBCM call on the provincial government to recognize the evolving and challenging situation for public libraries as well as their unique role as community spaces, and increase the annual core provincial funding for libraries to \$30 million in keeping with the long-standing request made by the BC Public Library Partners and the recommendation of the Province's Select Standing Committee on Finance and Government Services;

And be it further resolved this increase in core funding be increased on a yearly basis in keeping with cost of living and inflationary pressures;

And be it further resolved that UBCM urge the provincial government to establish a dedicated capital funding program to assist local governments in upgrading, expanding, and constructing library facilities to meet community needs.

UBCM Resolutions Committee Recommendation: **Endorse**

UBCM Resolutions Committee Comments:

The Resolutions Committee notes that the membership has consistently endorsed resolutions calling on the Province to review, maintain and increase its funding for public libraries, including the following resolutions over the last 20 years:

- *2024-EB63 Sustainable and Equitable Funding of Library Services*
- *2024-NR67 Provincial Core Funding for Evolving Public Libraries*
- *2023-EB54 Restoring Provincial Support for Public Libraries*
- *2022-EB59 Sustainable Funding for Libraries*
- *2020-EB41 Restoring Sustainable Provincial Library Funding Levels*
- *2019-B28 Rural Library Funding*
- *2019-B29 Restoring Sustainable Provincial Library Funding Levels*
- *2018-B24 Underfunding of Public Libraries*
- *2017-B60 Restoration of Previous Provincial Funding Levels for Public Libraries*
- *2016-B95 Allocation of Provincial Funding Grants for Regional and Municipal Libraries*
- *2014-B17 Library Funding as a Dedicated Line Item*
- *2012-B71 Reinstatement of Dedicated Line Item for Library Funding in BC*
- *2011-B27 Public Library Funding*
- *2010-B46 Restore and Maintain Funding for BC Libraries*

- 2008-B57 Public Library Funding
- 2007-B56 Operating Grant to BC Public Libraries New Provincial Programs
- 2006-B55 Funding for BC Public Libraries
- 2006-B56 Library Funding
- 2005-B54 Early Literacy

The Resolutions Committee further notes that the UBCM membership has consistently endorsed resolutions calling for increased long-term, predictable allocation-based funding from the provincial and federal governments that would support growth and complete communities, and that recognizes the limited financial capacity of local governments under the current financial framework (2023-EB11, 2023-EB49, 2022-EB34, 2020-SR5, 2020-EB35, 2018-B111, 2012-A1, 2012-B13, 2011-B34).

Recent provincial legislation mandating housing growth and further regulating the ability of local governments to recover costs from developers caused by growth – including the need for more libraries – has created additional financial pressure.

See resolutions RR25, RR26, RR27, RR28, RR29

Background

The UBCM Executive is bringing forward this Special Resolution to consolidate many member resolutions asking the province to increase financial support to public libraries in recognition of their support in serving provincial objectives.

Public libraries are largely funded by local governments. The provincial government's contribution for the entire province is \$14 million for the 71 library systems across BC. This is virtually the same dollar amount the province provided in 2010 but is effectively much lower when the inflation of the last 15 years is taken into account.

Libraries are doing more each year to provide services that support provincial goals and responsibilities. According to the Association of BC Public Library Directors, public libraries “drive the economy by supporting job seekers, entrepreneurs, and small businesses, while advancing digital equity, reconciliation, and workforce readiness. Libraries are emergency response hubs, cooling centres, and trusted spaces for housing, mental health, and settlement support. They’re where people access opportunity, build skills, and connect with services.”

This resolution advocates for sustained, ongoing funding for BC’s public libraries to ensure they can continue their work to provide equitable, low-barrier access to vital information and technology, support job seekers and small businesses, promote literacy and lifelong learning, advance reconciliation and act as spaces of connection and belonging in a time of social isolation.

Previous one-off funding grants from the provincial government have helped with the specific initiatives being funded but did not address the underlying service gaps or help with the lack of predictable sustainable funds needed to plan for the growth in population and service requests.

The Province’s own Select Standing Committee on Finance and Government Services for the 2024 budget recommended the provincial government:

17. Increase permanent funding for public libraries to \$30 million annually with ongoing inflationary increases, and support services to rural, remote, and Indigenous communities.

Committee members recognized the importance of libraries as community hubs which reduce isolation and increase access to resources, programs, and services. Further, they highlighted the fact that libraries do far more than provide books; they act as cooling and heating centres and are taking on a more vital role within communities with the advent of climate emergencies. Members agreed that libraries are crucial for those living in rural, remote, and First Nations communities as they may be the only place to access the internet and stay connected. They

acknowledge the increased costs and responsibilities of libraries and the need for funding to better reflect the expanded roles as well as increased inflation.

UBCM Policy Position

This resolution is consistent with existing policy that calls for increased long-term, predictable funding for library services.

Current Status

The Province did not support any increased funding for public libraries as requested in the 2024 resolutions. They also did not support resolution 2024-NR67's call to establish an Advisory Body under the Library Act to review core sustainable funding. The ministry indicated they value the contributions of local governments and library partners, and are willing to continue to engage in dialogue. The ministry believes a review could be effectively achieved through existing partnerships with library and local government sector stakeholders. There was no update on the Province's 2020 strategic plan that identified the need to address challenges with the current funding.

In 2023 the Province replied that they had heard the need for increased funding to supplement core local library funding from communities across the province and provided additional one-off funding of 45 million for public libraries, service partners and library federations in March 2023 in addition to the regular annual grants of 14 million. The funding was not repeated in 2024 or 2025.

In spring 2020, the Province released a new strategic plan for public libraries that focuses on ensuring that public library services are engaging, accessible and responsive to people's needs. The strategic plan also identified the need to address challenges with the current funding distribution framework. Under the strategy of Enhancing Governance, one of the actions is: Work with library stakeholders to revise the grant system so provincial library funding is more transparent, flexible, sustainable and equitable.

Conference decision: _____



Indigenous Relations and Reconciliation

SR4 Supports for United Nations Declaration on the Rights of Indigenous Peoples Implementation

**Tla'amin First Nation,
UBCM Executive**

Whereas the Province has committed to implement the United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP) as the framework for reconciliation, as described in the *Declaration on the Rights of Indigenous Peoples Act*;

And whereas the Province and UBCM have signed a memorandum of understanding supporting collaboration to advance reconciliation;

And whereas the Province and UBCM acknowledge that local government constitutes an order of government with a unique and special interest in Indigenous partnership development:

Therefore be it resolved that UBCM requests that the Province support local governments to transform their approach to reconciliation with the development of a distinctions-based toolkit for UNDRIP implementation and associated funding.

UBCM Resolutions Committee Recommendation: **Endorse**

UBCM Resolutions Committee Comments:



You Are Invited

Looking for a little magic at UBCM?

Then join the Association of BC Public Library Directors for light refreshments, good company, and conversation about the surprising ways libraries are reimagining what's possible.

WHO Library lovers who are attending UBCM's 2025 Conference.

WHEN Drop in between 7pm - 9pm on Tuesday Sept 23rd

WHERE sxʷeŋ'xʷəŋ taŋ'exw James Bay Branch of the Greater Victoria Public Library

385 Menzies St
Victoria, BC
V8V 2H2

**Curiosity encouraged.
Surprise guaranteed.**

For more info – contact Terry Harrison at ed@abcpld.ca



Mark Reinelt

*Okanagan Regional Library
Director of Public Services*

January 2, 2024

History

Types

Locations

Homeless Academy

Arete

Mental Health First Aid

Hiring

Naloxone

Working Alone

Community Partners

Peer Navigators

Community Reliance

Impact on Staff Community feedback



January 23, 2025

April 7, 2025

May 2, 2025

May 16, 2025

August 25, 2025

Questions?



July 4, 2025

Reference: 187420

Tasha Da Silva
Board Chair
Okanagan Regional Library
1430 KLO Road
Kelowna V1W 3P6
c/o: dhubbard@orl.bc.ca

Re: Public Library Grant Award Letter June 2025

Dear Board Chair Tasha Da Silva:

The Ministry of Housing and Municipal Affairs, Public Libraries Branch (PLB) is pleased to inform you that the library will receive the following grants to support public library services and provincial programs:

- **Per Capita Operating Grant: \$975561**
- **Resource Sharing Grant: \$3245.76**
- **BC OneCard Grant: \$24000**
- **Literacy and Equity Grant: \$35400**

Details regarding each grant and calculation will be published in the *Public Libraries Provincial Grants Allocations* document at <https://www2.gov.bc.ca/gov/content/sports-culture/arts-culture/public-libraries/tool-resources-library-administrators/provincial-funding>.

These grants, while distributed separately, can be combined to support provincial priorities and *BC's Strategic Plan for Public Library Service*. They complement local funding and enable participation in province-wide programs and services offered through library sector service partners

2025 Library Enhancement Grants

The library will receive a one-time enhancement grant of **\$43962.85**. This is the final year that libraries will receive such targeted grants.

This grant should be used to support local and regional initiatives, expand services, and addresses community needs. It can be used in conjunction with previously distributed provincial grants and used beyond 2025. In some cases, libraries may hold funds in reserve for service changes anticipated in the future.

Strategic Context for Provincial Funding

Public libraries are vital for healthy, connected communities, supporting diversity, learning, and digital access. The provincial funding recognizes the strategic importance of libraries as community anchors that help eliminate barriers—social, financial, physical, and structural—by providing free or affordable access to resources, information, and technology. Investing in libraries fosters community resilience, equity, and prosperity in BC. While the Province is undertaking a government-wide program review, Budget 2025 currently anticipates funding for public libraries to be \$14 million through 2027.

Process

The ministry will deposit the total amount of **\$1082169.61** into your designated financial institution's account. An email will confirm once the transfer is complete.

The *Public Libraries Provincial Grants Allocations* document is available [online](#) and lists the funds allocated to each library for 2025 as well as the description of each grant. Please save a copy for your financial statements.

Reporting

The library board is responsible for ensuring all conditions outlined in this letter are met annually.

To maintain ongoing provincial funding, your library must submit the following reports:

- 2025 Provincial Public Library Grants Report (PLGR) – **due March 2, 2026**
- 2025 Statement of Financial Information (SOFI) - **due May 15, 2026**
- 2025 Annual Survey of BC's Public Libraries – **due May 15, 2026**

Additional instructions, templates, and updates will be available from the [Public Libraries Reporting and Accountability](#) webpage. Instructions will include specific details about the specific reporting required for annual and one-time grants. Please ensure you review the instructions for guidance on the use and reporting of these funds.

Additional Conditions

The ministry will reclaim any portion of grants not used for their intended purposes or if accountability requirements are unmet. Public libraries must comply with the *Library Act* and applicable legislation.

Questions about the use of this funding should be directed to the Public Libraries Branch.

The Province is committed to transparency under the *Freedom of Information and Protection of Privacy Act* (FOIPPA). All submitted reports may be made available to the public in accordance with FOIPPA.

Grant Recognition

Libraries are asked to acknowledge the Province's support on written and digital materials whenever reasonable. The following acknowledgment may be used:

"We gratefully acknowledge the financial support of the Province of British Columbia."

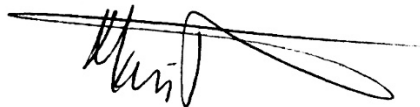
Use of BC's [BC Visual Identity](#) logo requires permission. Organizations should review the [guidelines](#) on the BC Mark logo to ensure proper use.

Appreciation

Thank you to all library boards and staff for your hard work and dedication to providing important community services. Through your efforts and partnerships, you ensure residents have access to the information and skills necessary for success. Together, we can continue to build innovative and equitable library services for all British Columbians.

If you have any questions about this letter or grant use, please do not hesitate to call 1-800-663-7051 or email PUBLIB@gov.bc.ca or reach out to me directly at mari.martin@gov.bc.ca.

Sincerely,

A handwritten signature in black ink, appearing to read 'Mari Martin', with a long horizontal flourish extending to the right.

Mari Martin
Director, Public Libraries Branch

CC: Danielle Hubbard, Library Director

August 5, 2025

ORL Executive Board

Please reconsider the standardization of the checkout code position on the books and other items that the library so graciously provides for us.

Usually, the positioning of the code obliterates the author's name. I have read books by Michael Connolly and David Almond.

Sometimes the title of the book is lost by the code's position. I am certain Kristin McGee is concerned about her book's modified title – HAIR YOGA.

Book publishers also hire someone to design the book's cover, and they don't provide for the code's prominent position.

If the code is robotically applied, a standard position on the back of the book would be better. If the code could be applied individually to each book, I guarantee we will find it, and be able to read the author's name and the book's title all within the design of the item.

Douglas Edgar



From: [Michal Utko](#)
To: [Corinne Boback](#)
Subject: Re: Barcode placement complaint
Date: August 13, 2025 11:55:09 AM
Attachments:

The email:

Dear Mr. Edgar,

Thank you for taking the time to share your thoughts with us regarding the placement of checkout codes on our library materials. We appreciate your observations and understand your concerns about how these labels can impact the visual presentation of book covers.

We are currently in the process of updating our internal procedures, and as part of this improvement, we will begin instructing staff to place barcode labels in ways that avoid covering important elements such as the title or author's name whenever possible. We recognize that the design of book covers is an important part of the reading experience and want to ensure that we respect both the materials and our patrons.

Your feedback has been noted and will help guide our efforts as we make this shift.

Best regards,

Michal Utko

Director of Marketing and Communications
Okanagan Regional Library | Administrative Centre

1430 KLO Road, Kelowna, V1W 3P6, BC

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