

**OKANAGAN REGIONAL LIBRARY
REGULAR BOARD MEETING
AGENDA**

Wednesday, May 20, 2026

10:05 a.m.

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

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

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

2. CALL TO ORDER

Chair to call the meeting to order.

3. LAND ACKNOWLEDGEMENT

The Okanagan Regional Library respectfully acknowledges that we operate on the traditional and unceded territories of many First Nations. We recognize their enduring presence and stewardship of the land, trees, and water from time immemorial, and we are grateful for the opportunity to serve our communities in these territories. The Okanagan Regional Library is committed to providing culturally safe and respectful spaces, services, and resources.

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 20, 2026.

Recommendation:

THAT the May 20, 2026, Board of Trustees Meeting Agenda be adopted.

5. ADOPTION OF THE PREVIOUS MINUTES

*All Trustees - Unweighted Vote - Simple Majority (Board Policy Section II.C / Community Charter s.123)
(Attached pgs. 1 – 4)*

To adopt the February 18, 2026, Board of Trustees Meeting Minutes.

Recommendation:

THAT the February 18, 2026, Board of Trustees Meeting Minutes be adopted.

6. DELEGATIONS

7. COMMITTEE REPORTS

7.1 BOARD FINANCE COMMITTEE REPORTS

- 7.1.1 **2025 Audit Findings Report** - Jennifer Saville and Lindsay Finnerty, Auditors, MNP
10:10am – 10:15 am

All Trustees - Unweighted Vote - Simple Majority (Board Policy Section II.C / Community Charter s.123)
(*This document will be provided at the meeting by the Auditor.)

To receive for information the Auditor's report presented by MNP.

Recommendation:

THAT the Board receive for information, the Auditor's Findings Report as presented at the May 20, 2026 ORL Board Meeting by MNP.

- 7.1.2 **Audited Financial Statements Year 2025** - Jennifer Saville and Lindsay Finnerty, Auditors, MNP
10:15 am – 10:20 am

All Trustees - Unweighted Vote - Simple Majority (Board Policy Section II.C / Community Charter s.123)
(Attached pgs. 5 – 29)

To approve the Audited Financial Statements for the year ending December 31, 2025, as presented by MNP.

Recommendation:

THAT the Board approve the 2025 Year-End Financial Statements for the year ending December 31, 2025 as presented at the May 22, 2026, ORL Board Meeting by MNP.

- 7.1.3 **Statement of Financial Information (SOFI) Report Year 2025** – CFO Jeremy Feddersen
10:20 am – 10:25 am

All Trustees - Unweighted Vote - Simple Majority (Board Policy Section II.C / Community Charter s.123)
(Attached pgs. 30 – 33)

To approve the Statement of Financial Information (SOFI) Report Year 2025.

Recommendation:

THAT the Board approve the Statement of Financial Information Report for the fiscal year ending December 31, 2025 as presented at the May 20, 2026, ORL Board Meeting.

- 7.1.4 **Financial Update Report to March 31, 2026** – Jeremy Feddersen
10:25 am – 10:35 am

All Trustees - Unweighted Vote - Simple Majority (Board Policy Section II.C / Community Charter s.123)
(Attached pgs. 34 – 41)

To receive for information the Financial Update Report Package to March 31, 2026.

Recommendation:

THAT the CFO report, dated May 20th, 2026, pertaining to the Financial Update to March 31, 2026 be received for information.

- 7.1.5 **Appointment of Auditor for the 2026 Audit** – CFO Jeremy Feddersen 10:35 am – 10:40 am
All Trustees - Unweighted Vote - Simple Majority (Board Policy Section II.C / Community Charter s.123)

To approve the appointment of MNP as auditors for the ORL's 2026 audit.

Recommendation:

THAT the Board approve the appointment of MNP as auditors for the ORL's 2026 fiscal year end audit.

8. CEO REPORTS

- 8.1.1 **CEO Report** – Danielle Hubbard 10:40 am – 10:50 am
All Trustees - Unweighted Vote - Simple Majority (Board Policy Section II.C / Community Charter s.123)
(Attached pgs. 42 – 58)

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

Recommendation

THAT the CEO report, dated May 20, 2026, be received for information;

AND THAT the Board approve the *2025 Annual Report*.

- 8.1.2 **Endorsement of CULC Open Letter on Alberta Bill 28** Danielle Hubbard 10:50am – 11:00am
All Trustees - Unweighted Vote - Simple Majority (Board Policy Section II.C / Community Charter s.123)
(Attached pgs. 59 – 62)

To obtain support from the Board to endorse the Canadian Urban Library Council's Open Letter.

Recommendation

THAT the Board receive for information the CEO's May 20, 2026, report on Bill 28, the *Municipal Affairs and Housing Statues Amendment Act, 2026*;

AND THAT the Board endorse the Canadian Urban Libraries Council's Open Letter, dated April 14, 2026, that expresses concerns over Bill 28, the *Municipal Affairs and Housing Statues Amendment Act, 2026*.

9.1 BOARD POLICY AND PLANNING COMMITTEE REPORTS

9.1.1 Updates to the Board and Regulations Policy - Adrienne Fedrigo and Danielle Hubbard

11:00 am – 11:10 am

All Trustees - Unweighted Vote - Simple Majority (Board Policy Section II.C / Community Charter s.123)
(Attached pgs. 63 – 81)

To receive Board approval on recommended amendments to the *Board Policy and Regulations Manual*.

Recommendation

THAT the Board approve the amendment to "C: Lost and Damaged Material" under *Section III: Library Membership* of the *Board Policy and Regulations Manual* as outlined in the report from the Policy and Planning Committee dated May 20, 2026.

Recommendation

THAT the Board approve deleting in its entirety "E. Confidentiality and Privacy" under *Section III: Library Membership* of the *Board Policy and Regulations Manual* as outlined in the report from the Policy and Planning Committee dated May 20, 2026;

AND THAT the Board approve the new *Board Privacy Policy No. 006*.

Recommendation

THAT the Board approve the amendments to "C. Collection Guidelines – Periodicals" under *Section V: Materials* of the *Board Policy and Regulations Manual* as outlined in the report from the Policy and Planning Committee dated May 20, 2026.

9.1.2 One Employee Model Statement - Adrienne Fedrigo and Danielle Hubbard

11:10 am – 11:20 am

All Trustees - Unweighted Vote - Simple Majority (Board Policy Section II.C / Community Charter s.123)
(Attached pgs. 82 – 85)

To propose the introduction of a "one employee model" statement at the beginning of the "Personnel" section (Section X) of the *Board Policy and Regulations Manual*.

Recommendation:

THAT the Board approve the drafted "one employee model" statement for inclusion at the opening of the "Personnel" section (Section X) of the *Board Policy and Regulations Manual* as outlined in the report from the Policy and Planning Committee dated May 20, 2026.

9.1.3 New Social Media and RIM Board Policies - Adrienne Fedrigo and Danielle Hubbard

11:20 am – 11:30 am

All Trustees - Unweighted Vote - Simple Majority (Board Policy Section II.C / Community Charter s.123)
(Attached pgs. 86 – 94)

To receive the Policy and Planning Committee’s support in the adoption of a “*Social Media Policy*” and “*Records and Information Management*” Policy.

Recommendation No 1:

THAT the Board approve the new “*Social Media Policy No. 005*” as outlined in the report dated May 20, 2026, from the Policy and Planning Committee.

Recommendation No 2:

THAT the Board approve the new “*Records and Information Management Policy No. 007*” as outlined in the report dated May 20, 2026, from the Policy and Planning Committee.

- 10. **CORRESPONDENCE**
- 11. **NEW BUSINESS**
- 12. **TRUSTEE ITEMS**
- 13. **ADJOURN**

The next ORL Board meeting is scheduled for September 9, 2026.

**OKANAGAN REGIONAL LIBRARY
REGULAR BOARD MEETING
MINTUES**

Date: Wednesday, February 18, 2026

Location: Boardroom Library Administration Building, 1430 K.L.O. Road, Kelowna, BC and Virtually via Microsoft Teams

Trustees Present: Stephanie Hoffman, Coldstream
David Ramey, Enderby
Gord Lovegrove, Kelowna
Tracy Henderson, Keremeos
Petra Veintimilla, Oliver
Myers Bennett, Osoyoos
Terry Condon, Peachland
George Elliott, Princeton
Tim Palmer, Revelstoke
Kari Gares, Vernon
Tasha Da Silva, West Kelowna (Board Chair)
Kevin Kraft, Regional District Central Okanagan
Adrienne Fedrigo, Regional District Okanagan Similkameen

Trustees Participating Remotely: Joe Cramer, Armstrong
John Manuel, Golden
Cara Reed, Lake Country
Lori Mindnich, Lumby
Bob Evans, Sicamous
Erin Trainer, Summerland
Allysa Hopkins, Regional District North Okanagan

Trustees Absent: Sylvia Lindgren, Salmon Arm
Todd York, Spallumcheen
Mike DeGuevara, Westbank First Nation
Jay Simpson, Regional District Columbia Shuswap

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 Utoko, Director of Marketing and Communications
Corinne Boback, Administrative Services Manager (Recording Secretary)

Shilo Jones, ORL Copywriter
Rita Verokosky, System Material Handling Coordinator
Michael Baird, Head of Technical Services
Lisa Farquharson, Head of Collection Development
Ashley Machum, Head of Youth Services and PEA Chair
Nicole Cabrejos, Branch Services Supervisor and CUPE President Loca 1123

Additional Guests: Jade Lafond, CUPE

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 11:50 am.

3. LAND ACKNOWLEDGEMENT

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

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 February 18, 2026.

It was moved and seconded

THAT the February 18, 2026., Board of Trustees Meeting Agenda be adopted.

CARRIED UNANIOUSMLY

5. ADOPTION OF THE PREVIOUS MINUTES

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

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

It was moved and seconded

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

CARRIED UNANIOUSMLY

6. RISE AND REPORT

Tasha Da Silva rose and reported that the ORL Board has adopted an official Land Acknowledgement Statement and Policy.

The approved Land Acknowledgement statement reads as follows:

The Okanagan Regional Library respectfully acknowledges that we operate on the traditional and unceded territories of many First Nations. We recognize their enduring presence and stewardship of the land, trees, and water from time immemorial, and we are grateful for the opportunity to serve communities in these territories. The Okanagan Regional Library is committed to providing culturally safe and respectful spaces, services, and resources.

This Board-approved statement and policy align with the recent Truth and Reconciliation training staff completed in the spirit of continual learning and understanding of our First Nations.

ORL staff who wish to use a Land Acknowledgement in the course of their work for the ORL, will officially and respectfully use the Board-approved statement.

7. PRESENTATIONS

7.1 The Lifecycle of a Book Presentation

Ashley Machum, Rita Verokosky, Michael Baird, Lisa Farquharson provided a PowerPoint presentation to the Board on the Lifecycle of a Book and were available for questions and comments.

8. COMMITTEE REPORTS

8.1 BOARD POLICY AND PLANNING COMMITTEE REPORTS

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

8.1.1 Artificial Intelligence Policy

Danielle Hubbard provided an introduction of an overarching Artificial Intelligence (AI) Policy outlining five guiding principles when using AI for the ORL as outlined in the report and was available for questions and comments.

It was moved and seconded

THAT the Board approves the Artificial Intelligence Policy as presented at the February 18, 2026, ORL Board Meeting.

CARRIED UNANIOUSMLY

9. STAFF REPORTS

9.1 CEO REPORT – Danielle Hubbard

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

Danielle Hubbard updated the Board on the operational and strategic activities of the ORL as outlined in the report and was available for questions and comments.

It was moved and seconded

THAT the CEO report, date February 18, 2026, be received for information;

AND THAT the Board approve the Public Library Grant Report for submission to the province.

CARRIED UNANIOUSMLY

9.2 CFO REPORT – Jeremy Feddersen

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

Jeremy Feddersen provided an update to the Board on the Financial Update Report Package to December 31, 2025, and was available for questions and comments.

It was moved and seconded

THAT the CFO report, dated February 18, 2026, pertaining to the Financial Update to December 31, 2025, be received for information.

CARRIED UNANIOUSMLY

10. CORRESPONDENCE

11. NEW BUSINESS

12. TRUSTEE ITEMS

13. ADJOURN

14. It was moved and seconded

THAT the February 18, 2026 Regular Board meeting be adjourned at 12:47 pm.

CARRIED UNANIOUSMLY

Okanagan Regional Library District
Financial Statements
December 31, 2025

Draft - For Management Only

Okanagan Regional Library District Contents

For the year ended December 31, 2025

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Draft - For Management Only

Management's Responsibility

To the Board of Trustees of Okanagan Regional Library District:

Management is responsible for the preparation and presentation of the accompanying financial statements, including responsibility for significant accounting judgments and estimates in accordance with Canadian public sector accounting standards and ensuring that all information in the annual report is consistent with the statements. This responsibility includes selecting appropriate accounting principles and methods, and making decisions affecting the measurement of transactions in which objective judgment is required.

In discharging its responsibilities for the integrity and fairness of the financial statements, management designs and maintains the necessary accounting systems and related internal controls to provide reasonable assurance that transactions are authorized, assets are safeguarded and financial records are properly maintained to provide reliable information for the preparation of financial statements.

The Board of Trustees is composed primarily of members who are neither management nor employees of the Okanagan Regional Library District (the "Library District"). The Board is responsible for overseeing management in the performance of its financial reporting responsibilities, and for approving the financial information included in the annual report. The Board fulfils these responsibilities by reviewing the financial information prepared by management and discussing relevant matters with management and external auditors. The Board is also responsible for recommending the appointment of the Library District's external auditors.

MNP LLP is appointed by the Board of Trustees to audit the financial statements and report directly to them; their report follows. The external auditors have full and free access to, and meet periodically and separately with, both the Board and management to discuss their audit findings.

May 20, 2026

Chief Financial Officer

Chairperson

To the Board of Trustees of Okanagan Regional Library District:

Opinion

We have audited the financial statements of Okanagan Regional Library District (the "Library District"), which comprise the statement of financial position as at December 31, 2025, and the statements of operations, changes in net debt and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Library District as at December 31, 2025, and the results of its operations, changes in its net debt and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the Library District in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Unaudited Information

We have not audited, reviewed or otherwise attempted to verify the accuracy or completeness of the schedules on pages 15-20 of the Library District's financial statements.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Library District's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Library District or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Library District's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Library District's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Library District's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Library District to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Vernon, British Columbia

May 20, 2026

Chartered Professional Accountants

Okanagan Regional Library District Statement of Financial Position

As at December 31, 2025

	2025	2024
Financial assets		
Cash	5,845,401	5,966,054
Accounts receivable (Note 3)	391,852	492,558
MFA debt reserve	260,000	235,000
	6,497,253	6,693,612
Liabilities		
Accounts payable and accruals	923,120	2,834,509
Deferred revenue	-	20,657
Wages payable	377,047	300,222
Long-term debt (Note 4)	15,128,441	13,714,383
	16,428,608	16,869,771
Net debt	(9,931,355)	(10,176,159)
Contingencies (Note 9)		
Non-financial assets		
Tangible capital assets (Schedule 1)	33,449,331	34,258,175
Prepaid expenses	262,289	186,730
	33,711,620	34,444,905
Accumulated surplus (Note 6)	23,780,265	24,268,746

Approved on behalf of the Board

Chairperson

Okanagan Regional Library District Statement of Operations

For the year ended December 31, 2025

	2025 Budget (Note 10)	2025	2024
Revenue			
Assessments (Schedule 3)	21,995,175	21,996,885	20,774,703
Province of British Columbia grant	1,038,411	1,087,170	1,086,582
Other revenue (recovery) (Schedule 4)	657,935	776,163	981,433
Other grant revenue	55,500	54,954	77,921
	23,747,021	23,915,172	22,920,639
Expenses (Note 5)			
Direct local branch expenses (Schedule 5)	13,694,026	13,143,378	13,705,439
Headquarters support services (Schedule 6)	5,075,748	6,663,655	5,347,306
Electronic materials	1,736,176	1,949,556	1,694,322
Delivery/transportation operating	105,580	131,350	140,491
Children's programs	56,854	60,377	32,680
Amortization	-	2,455,337	2,356,411
	20,668,384	24,403,653	23,276,649
Annual surplus (deficit) before other items	3,078,637	(488,481)	(356,010)
Other income			
Gain on disposal of capital assets	-	-	1,922
			1,922
Annual surplus (deficit)	3,078,637	(488,481)	(354,088)
Accumulated surplus, beginning of year	24,268,746	24,268,746	24,622,834
			24,622,834
Accumulated surplus, end of year	27,347,383	23,780,265	24,268,746

Okanagan Regional Library District Statement of Changes in Net Debt

For the year ended December 31, 2025

	2025 Budget (Note 10)	2025	2024
Annual surplus (deficit)	3,078,638	(488,481)	(354,088)
Acquisition of tangible capital assets	-	(1,646,185)	(4,617,885)
Amortization of tangible capital assets	-	2,455,337	2,356,411
Gain on disposal of tangible capital assets	-	(308)	(1,922)
Proceeds on sale of tangible capital assets	-	-	2,500
Increase (decrease) in prepaid expenses	-	(75,559)	192,272
Decrease (increase) in net debt	3,078,638	244,804	(2,422,712)
Net debt, beginning of year	(10,176,159)	(10,176,159)	(7,753,447)
Net debt, end of year	(7,097,521)	(9,931,355)	(10,176,159)

Draft - For Discussion Purposes Only

Okanagan Regional Library District Statement of Cash Flows

For the year ended December 31, 2025

	2025	2024
Operating activities		
Annual surplus (deficit)	(488,481)	(354,088)
Non-cash items		
Amortization	2,455,337	2,356,411
Gain on disposal of capital assets	(308)	1,922
Trade-in value of vehicle	-	(2,500)
	1,966,548	2,001,745
Changes in working capital accounts		
Accounts receivable	100,706	272,576
Prepaid expenses and deposits	(75,559)	192,272
Accounts payable and accruals	(1,834,564)	294,386
Deferred revenue	(20,657)	-
	136,474	2,760,979
Financing activities		
Advances of long-term debt	2,500,000	-
Long-term debt repayments	(1,085,942)	(1,049,185)
Increase in MFA debt reserve fund	(25,000)	-
	1,389,058	(1,049,185)
Capital activities		
Purchases of tangible capital assets	(1,646,185)	(4,617,885)
Decrease in cash resources	(120,653)	(2,906,091)
Cash resources, beginning of year	5,966,054	8,872,145
Cash resources, end of year	5,845,401	5,966,054

The accompanying notes are an integral part of these financial statements

Okanagan Regional Library District

Notes to the Financial Statements

For the year ended December 31, 2025

1. Incorporation and operations

The Okanagan Regional Library District (the "Library District") was formally established under the authority of the British Columbia Library Act. Incorporated as a regional library system in 1936, the Library District was among the first of its kind in Canada, created to provide coordinated public library service across multiple municipalities and regional districts in the Okanagan Valley.

2. Significant accounting policies

The financial statements of the Library District are prepared by management in accordance with Canadian public sector accounting standards as recommended by the Public Sector Accounting Board (PSAB) of CPA Canada. Significant accounting policies adopted by the Library District are as follows:

Basis of accounting

It is the Library District's policy to follow accounting principles generally accepted for municipalities in the Province of British Columbia. The financial statements include the account of all funds for the Library District. All interfund transfers have been eliminated. Expenses are recognized as they are incurred and measurable based upon receipt of goods or services and/or creation of a legal obligation for pay.

Revenue recognition

The Library District recognizes government transfers, which include legislative grants, as revenue when the transfer is authorized and all eligibility criteria, if any, have been met. A government transfer with stipulations giving rise to an obligation that meets the definition of a liability is recognized as a liability. In such circumstances, the Library District recognizes revenue as the liability is settled. Transfers of non-depreciable assets are recognized in revenue when received or receivable.

Assessment revenue is invoiced quarterly and is recorded when it becomes due on the first day of the last month of each quarter. The schedule of due dates is set by the Library Act. Revenue from grants is recorded when received and when conditions specified in the grant are met. Other revenue is recorded when the service has been provided or when performance has been achieved and the revenue is reasonably collectible.

Cash and cash equivalents

Cash and cash equivalent include balances with banks and short-term investments with maturities of three months or less.

MFA debt reserve

As a condition of borrowing through Regional Districts (Note 5), a portion of the loan proceeds are withheld by the Regional Districts to be used as a debt reserve for the Municipal Finance Authority ("MFA").

Reserve funds

The Library District has established several reserves relating to future capital expenses and operating expenses. Amounts transferred to and from these reserves are per approval of the Board of Trustees for the Library District.

Deferred revenue

Deferred revenue represents funds which have been collected from non-government sources, but for which the performance obligation is yet to be satisfied. These amounts will be recognized as revenues in the fiscal year when all revenue recognition criteria have been met.

Non-financial assets

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year and are not intended for sale in the ordinary course of operations.

Financial instruments

The Library District recognizes its financial instruments when the Library District becomes party to the contractual provisions of the financial instrument. All financial instruments are initially recorded at their fair value.

Okanagan Regional Library District

Notes to the Financial Statements

For the year ended December 31, 2025

2. Significant accounting policies (Continued from previous page)

Financial instruments (Continued from previous page)

At initial recognition, the Library District may irrevocably elect to subsequently measure any financial instrument at fair value. The Library District has made such an election during the year.

The Library District subsequently measures investments in equity instruments quoted in an active market and all derivative instruments, except those that are linked to, and must be settled by delivery of, unquoted equity instruments of another entity, at fair value. Fair value is determined by published price quotations. Transactions to purchase or sell these items are recorded on the trade date. Net gains and losses arising from changes in fair value are recognized in the statement of remeasurement gains and losses. The Library District has not presented a statement of remeasurement gains and losses as it does not have any items giving rise to remeasurement gains (losses). Interest income is recognized in the statement of operations. Investments in equity instruments not quoted in an active market and derivatives that are linked to, and must be settled by delivery of, unquoted equity instruments of another entity, are subsequently measured at cost. With the exception of those instruments designated at fair value, all other financial assets and liabilities are subsequently measured at amortized cost using the effective interest rate method.

Transaction costs directly attributable to the origination, acquisition, issuance or assumption of financial instruments subsequently measured at fair value are immediately recognized in operating deficit. Conversely, transaction costs are added to the carrying amount for those financial instruments subsequently measured at cost or amortized cost.

All financial assets except derivatives are tested annually for impairment. Management considers whether the investee has experienced continued losses for a period of years, recent collection experience for the loan, such as a default or delinquency in interest or principal payments, etc. in determining whether objective evidence of impairment exists. Any impairment, which is not considered temporary, is recorded in the statement of operations. Write-downs of financial assets measured at cost and/or amortized cost to reflect losses in value are not reversed for subsequent increases in value. Reversals of any net remeasurements of financial assets measured at fair value are reported in the statement of remeasurement gains and losses.

Measurement uncertainty (Use of estimates)

The preparation of financial statements in conformity with Canadian public sector accounting standards requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenue and expenses during the reporting period.

Accounts receivable are stated after evaluation as to their collectability and an appropriate allowance for doubtful accounts is provided where considered necessary. Amortization is based on the estimated useful lives of tangible capital assets.

These estimates and assumptions are reviewed periodically and, as adjustments become necessary they are reported in earnings in the periods in which they become known.

Tangible capital assets

Tangible capital assets are initially recorded at cost, which includes amounts that are directly attributable to acquisition, construction, development or betterment of the asset. The cost, less residual value, of the tangible capital assets, excluding land, are amortized using the methods and rates listed below based over their estimated useful lives as follows:

	Method	Rate
Buildings	declining balance	2.5 %
Vehicles	declining balance	20 %
Computer equipment	declining balance	25 %
Shelving	straight-line	40 years
Carts, tables, & chairs	declining balance	5 %
Electronics & miscellaneous	declining balance	15 %
Book inventory	straight-line	2-15 years

2. Significant accounting policies *(Continued from previous page)*

Asset retirement obligation

A liability for an asset retirement obligation is recognized at the best estimate of the amount required to retire a tangible capital asset (or a component thereof) at the financial statement date when there is a legal obligation for the Library District to incur retirement costs in relation to a tangible capital asset (or component thereof), the past transaction or event giving rise to the liability has occurred, it is expected that future economic benefits will be given up, and a reasonable estimate of the amount can be made. The best estimate of the liability includes all costs directly attributable to asset retirement activities, based on information available at December 31, 2025. The best estimate of an asset retirement obligation incorporates a present value technique, when the cash flows required to settle or otherwise extinguish an asset retirement obligation are expected to occur over extended future periods.

When a liability for an asset retirement obligation is initially recognized, a corresponding asset retirement cost is capitalized to the carrying amount of the related tangible capital asset (or component thereof). The asset retirement cost is amortized over the useful life of the related asset.

At each financial reporting date, the Library District reviews the carrying amount of the liability. The Library District recognizes period-to-period changes to the liability due to the passage of time as accretion expense. Changes to the liability arising from revisions to either the timing, the amount of the original estimate of undiscounted cash flows or the discount rate are recognized as an increase or decrease to the carrying amount of the related tangible capital asset.

The Library District continues to recognize the liability until it is settled or otherwise extinguished. Disbursements made to settle the liability are deducted from the reported liability when they are made.

Liability for contaminated site

A liability for remediation of a contaminated site is recognized at the best estimate of the amount required to remediate the contaminated site when contamination exceeding an environmental standard exists, the Library District is either directly responsible or accepts responsibility, it is expected that future economic benefits will be given up, and a reasonable estimate of the amount is determinable. The best estimate of the liability includes all costs directly attributable to remediation activities and is reduced by expected net recoveries based on information available at December 31, 2025.

3. Accounts receivable

	2025	2024
Accounts receivable	59,310	143,317
GST receivable	332,542	349,241
	391,852	492,558

Okanagan Regional Library District Notes to the Financial Statements

For the year ended December 31, 2025

4. Long-term debt

The Regional District of Central Okanagan was authorized (Regional District of Central Okanagan, Okanagan Regional Library District Borrowing Loan Authorization Bylaw No. 1236, 2008) to borrow \$4,500,000 from the Municipal Finance Authority on behalf of the Library District.

The Regional District of North Okanagan was authorized (Regional District of North Okanagan, Okanagan Regional Library District Borrowing Loan Authorization Bylaw No. 2436, 2010) to borrow \$11,000,000 from the Municipal Finance Authority on behalf of the Library District.

The Regional District of Central Okanagan was authorized (Regional District of Central Okanagan, Okanagan Regional Library District Borrowing Loan Authorization Bylaw No. 1236, 2021) to borrow \$6,000,000 from the Municipal Finance Authority on behalf of the Library District.

The Regional District of Central Okanagan was authorized (Regional District of Central Okanagan, Okanagan Regional Library District Borrowing Loan Authorization Bylaw No. 1478, 2023) to borrow \$2,000,000 from the Municipal Finance Authority on behalf of the Library District.

The Regional District of Central Okanagan was authorized (Regional District of Central Okanagan, Okanagan Regional Library District Borrowing Loan Authorization Bylaw No. 1572, 2025) to borrow \$2,500,000 from the Municipal Finance Authority on behalf of the Library District.

	2025	2024
Loan payable to the Municipal Finance Authority of British Columbia, payable in semi annual interest payments of \$96,750 at an interest rate of 4.30% (2024 - 4.30%), and annual principal payments of \$151,118. Loan matures on November 2028.	918,882	1,201,923
Loan payable to the Municipal Finance Authority of British Columbia, payable in semi annual interest payments of \$80,850 at an interest rate of 1.47% (2024 - 1.47%), and annual principal payments of \$404,379. Loan matures on April 2031.	4,206,248	4,826,692
Loan payable to the Municipal Finance Authority of British Columbia, payable in semi annual interest payments of \$100,800 at an interest rate of 1.68% (2024 - 1.68%), and annual principal payments of \$136,666. Loan matures on April 2052.	5,579,667	5,723,252
Loan payable to the Municipal Finance Authority of British Columbia, payable in semi annual interest payments of \$49,700 at an interest rate of 4.97% (2024 - 4.97%), and annual principal payments of \$37,485. Loan matures on October 2053.	1,923,644	1,962,516
Loan payable to the Municipal Finance Authority of British Columbia, payable in semi annual interest payments of \$46,625 at an interest rate of 3.73%, and annual principal payments of \$48,031. Loan matures on October 2055.	2,500,000	-
	15,128,441	13,714,383

Okanagan Regional Library District Notes to the Financial Statements

For the year ended December 31, 2025

4. Long-term debt (Continued from previous page)

Principal repayments on long-term debt in each of the next five years are estimated as follows:

	Principal
2026	777,678
2027	777,678
2028	777,678
2029	626,560
2030	626,560
Thereafter	<u>5,473,951</u>
	9,060,105
Add: Actuarial additions until maturity	<u>6,068,336</u>
	<u>\$ 15,128,441</u>

The Library District has recognized actuarial adjustments of \$356,294 (2024 - \$319,538).

5. Expenses by object

	2025 <i>Budget</i>	2025 <i>Actual</i>	2024 <i>Actual</i>
Advertising and marketing	136,678	154,377	122,171
Amortization	-	2,455,337	2,356,411
Association dues and memberships	21,601	24,321	15,772
Board and committee expenses	21,367	12,005	10,684
Board strategic planning	-	5,000	8,390
Book binding and mending	-	-	2,180
Collection agency (recovery)	3,000	(1,937)	1
Communications	83,175	86,347	92,646
Computer maintenance and telecommunications	673,255	836,826	799,785
Electronic materials	1,736,176	1,949,556	1,694,323
Insurance	65,644	76,286	67,110
Interest, bank charges and foreign exchange	15,861	17,849	13,710
Long-term debt interest	973,991	656,200	511,260
Maintenance and utilities	2,044,415	2,446,480	2,552,258
Penticton library contract	49,778	45,320	44,220
Postage and freight	69,393	41,065	45,824
Professional fees	43,304	103,387	139,347
Programs	167,161	135,202	123,255
Rent	1,787,534	1,728,274	1,744,598
Staff development	290,118	180,823	259,938
Supplies	191,656	240,793	539,741
Transportation	157,891	182,107	178,914
Wages and benefits	12,393,169	13,028,035	11,954,111
	<u>20,925,167</u>	<u>24,403,653</u>	<u>23,276,649</u>

Computer maintenance and telecommunications contains \$359,682 of IT costs that were completed using funds transferred from reserves for these projects. See Note 10 for further information on budgeted figures.

Maintenance and utilities contains \$87,835 of renovation costs that were completed using funds transferred from reserves for various building projects. See Note 10 for further information on budgeted figures.

Supplies contains \$337,404 of expenses transferred from reserves. See Note 10 for further information on budgeted figures.

Okanagan Regional Library District
Notes to the Financial Statements
For the year ended December 31, 2025

6. Accumulated surplus

Accumulated surplus consists of the following:

	2025	2024
Financial equity		
General fund (Schedule 2)	577,650	(3,115,505)
Equity in tangible capital assets (Note 8)	18,556,286	20,779,496
Reserve funds (Schedule 7)	4,646,329	6,604,755
	23,780,265	24,268,746

Equity in tangible capital assets reflects the funds that have already been expended on infrastructure and other non-financial assets.

Reserve funds consist of money designated by the Board of Trustees for particular, intended uses.

7. Equity in tangible capital assets

	2025	2024
Equity in tangible capital assets, beginning of year	20,779,496	17,468,837
Contribution for long-term debt reduction	1,085,942	1,049,185
Contribution for tangible capital assets	1,646,185	4,617,885
Amortization	(2,455,337)	(2,356,411)
Loan advances	(2,500,000)	-
	18,556,286	20,779,496

8. Credit facility

The Library District has a credit facility agreement with a financial institution which provides a revolving line of credit of \$750,000 with an interest rate of prime plus 0.3% (2025 - 5.75%). At December 31, 2025, the Library District had drawn \$nil (2024 - \$nil) on this agreement.

Okanagan Regional Library District

Notes to the Financial Statements

For the year ended December 31, 2025

9. Contingencies

The Library District and its employees contribute to the Municipal Pension Plan (the "Plan"), a jointly trusted pension plan. The Board of Trustees, representing plan members and employers, is responsible for administering the plan, including investment of the assets and administration of benefits. The Plan is a multi-employer defined benefit pension plan. Basic pension benefits are based on a formula. As at December 31, 2024, the Plan has about 273,000 active members and approximately 133,000 retired members. Active members include approximately 47,000 contributors from local governments.

Every three years, an actuarial valuation is performed to assess the financial position of the Plan and adequacy of plan funding. The actuary determines an appropriate combined employer and member contribution rate to fund the plan. The actuary's calculated contribution rate is based on the entry-age normal cost method, which produces the long-term rate of member and employer contributions sufficient to provide benefits for average future entrants to the plan. This rate may be adjusted for the amortization of any actuarial funding surplus and will be adjusted for the amortization of any unfunded actuarial liability.

The most recent valuation as of December 31, 2024, indicated a \$2,675 million funding surplus for basic pension benefits on a going concern basis.

The Library District paid \$712,024 (2024 - \$682,948) for employer contributions to the Plan in fiscal 2025.

The next valuation was performed as of December 31, 2027 with results expected to be received in 2028.

Employers participating in the Plan record their pension expense as the amount of the employer contributions made during the fiscal year (defined contribution pension plan accounting). This is because the Plan records accrued liabilities and accrued assets for the Plan in aggregate, resulting in no consistent and reliable basis for allocating the obligation, assets and cost to individual employers participating in the Plan.

10. Budget amounts

The budget data presented in these financial statements is based upon the 2025 operating and capital budgets adopted by Board of Trustees on September 11, 2024. The following table reconciles the approved budget to the budget figures reported in these financial statements.

	<i>Budget Amount</i>
Budget surplus - Statement of operations	3,078,638
Adjust for budgeted cash items not included in statement of operations:	-
Repayment of long-term debt	(1,194,942)
Transfers to reserve funds budgeted for in expenses	(588,933)
Transfers to tangible capital assets budgeted for in expenses	(2,020,770)
Transfers from reserve funds budgeted for in expenses	726,007
Budget surplus per statement of operations and accumulated surplus	-

11. Financial Instruments

The Library District as part of its operations carries a number of financial instruments. It is management's opinion that the Library District is not exposed to significant interest, currency or credit risks arising from these financial instruments except as otherwise disclosed.

Liquidity Risk

Liquidity risk is the risk that the Library District will encounter difficulty in meeting obligations associated with financial liabilities that are settled by delivery of cash or another financial asset. The Library District enters into transactions to purchase goods and services on credit and borrow funds from financial institutions or other creditors for which repayment is required at various maturity dates. Liquidity risk is measured by reviewing the Library District's future net cash flows for the possibility of negative net cash flow.

11. Financial Instruments *(Continued from previous page)*

Contractual maturities of long-term debt are disclosed in Note 4.

The Library District manages the liquidity risk resulting from its accounts payable and long-term debt by ensuring cash balances are available to meet short-term cash requirements.

There has been no change in the risk exposure from 2024.

Interest rate risk

Interest rate risk is the risk that the value of a financial instrument might be adversely affected by a change in the interest rates. Changes in market interest rates may have an effect on the cash flows associated with some financial assets and liabilities, known as cash flow risk, and on the fair value of other financial assets or liabilities, known as price risk. In seeking to minimize the risks from interest rate fluctuations, the Library District manages exposure through negotiation of certain long-term debt at fixed rates.

The Library District is exposed to interest rate risk with respect to cash and cash equivalents and long-term debt.

There has been no change in risk exposure from 2024.

Interest rate risk sensitivity analysis

A 1% change in interest rates relating to cash and cash equivalents and long-term debt held at variable rates could increase interest expense by approximately \$90,230. The Library District uses simulation modelling to simulate the effect of a change in the market rate of interest. The interest rate sensitivity information was prepared based on management's assumption that interest rates will fluctuate evenly among all financial instruments with variable rates.

Foreign currency risk

The Library District is exposed to foreign currency risk through transactions denominated in United States Dollars ("USD"). The risk arises primarily from the purchase of supplies and capital items priced in USD.

The Library District manages foreign currency risk by maintaining a USD denominated bank account, which serves as a natural hedge by matching USD inflows and outflows. This practice mitigates most of the risk associated with foreign currency exchange fluctuations.

At year-end, the exposure to foreign currency risk is considered minimal, any unrealized gains or losses arising from the translation of USD balances are not material to the financial statements.

There has been no change in risk exposure from 2024.

Credit Risk

Credit risk is the risk of financial loss because a counter party to a financial instrument fails to discharge its contractual obligations.

The Library District is exposed to credit risk through the possibility of non-collection of its accounts receivable of which the majority is receivable from government entities which minimizes the risk of non-collection. The Library District's maximum exposure to credit risk at the financial statement date is the carrying value of its accounts receivable as presented on the statement of financial position.

There has been no change in risk exposure from 2024.

Okanagan Regional Library District
Schedule 1 - Tangible Capital Assets

For the year ended December 31, 2025

	<i>Land</i>	<i>Buildings</i>	<i>Vehicles</i>	<i>Computers</i>	<i>Shelving</i>	<i>Carts, tables, & chairs</i>	<i>Subtotal</i>
Cost							
Balance, beginning of year	983,134	33,183,670	256,383	1,991,419	3,078,894	2,201,249	41,694,749
Acquisition of tangible capital assets	-	-	-	310,905	6,636	110,839	428,380
Disposal of tangible capital assets	-	-	-	(154,588)	(60,306)	(41,428)	(256,322)
Balance, end of year	983,134	33,183,670	256,383	2,147,736	3,025,224	2,270,660	41,866,807
Accumulated amortization							
Balance, beginning of year	-	6,021,638	128,270	1,194,989	1,606,489	1,001,469	9,952,855
Annual amortization	-	679,141	25,542	238,187	75,631	59,537	1,078,038
Accumulated amortization on disposals	-	-	-	(154,896)	(60,306)	(41,428)	(256,630)
Balance, end of year	-	6,700,779	153,812	1,278,280	1,621,814	1,019,578	10,774,263
Net book value of tangible capital assets	983,134	26,482,891	102,571	869,456	1,403,410	1,251,082	31,092,544
2024 Net book value of tangible capital assets	983,134	27,162,032	128,113	796,430	1,472,405	1,199,780	31,741,894

Okanagan Regional Library District
Schedule 1 - Tangible Capital Assets

For the year ended December 31, 2025

	<i>Subtotal</i>	<i>Electronics & miscellaneous</i>	<i>Book inventory</i>	<i>2025</i>	<i>2024</i>
Cost					
Balance, beginning of year	41,694,749	830,307	11,048,358	53,573,414	50,666,671
Acquisition of tangible capital assets	428,380	50,424	1,167,381	1,646,185	4,617,885
Disposal of tangible capital assets	(256,322)	(3,228)	(1,747,306)	(2,006,856)	(1,711,142)
Balance, end of year	41,866,807	877,503	10,468,433	53,212,743	53,573,414
Accumulated amortization					
Balance, beginning of year	9,952,855	626,377	8,736,007	19,315,239	18,669,392
Annual amortization	1,078,038	28,241	1,349,058	2,455,337	2,356,411
Accumulated amortization on disposals	(256,630)	(3,228)	(1,747,306)	(2,007,164)	(1,710,564)
Balance, end of year	10,774,263	651,390	8,337,759	19,763,412	19,315,239
Net book value of tangible capital assets	31,092,544	226,113	2,130,674	33,449,331	34,258,175
2024 Net book value of tangible capital assets	31,741,894	203,930	2,312,351	34,258,175	

Okanagan Regional Library District
Schedule 2 - Current Fund Operations (Unaudited)

For the year ended December 31, 2025

	2025 Budget	2025 Actual	2024 Actual
Revenue			
Assessments (Schedule 3)	21,995,175	21,996,885	20,774,703
Province of British Columbia	1,038,411	1,087,170	1,086,582
Other revenue (Schedule 4)	657,935	776,163	981,433
Other grant revenue	55,500	54,954	77,921
	23,747,021	23,915,172	22,920,639
Expenses			
Children's programs	56,854	60,377	32,680
Delivery/transportation operating	105,580	133,581	140,491
Direct local branch expenses (Schedule 5)	13,694,026	13,143,378	13,705,439
Electronic materials	1,736,176	1,949,556	1,694,322
Headquarters supportive services (Schedule 6)			
Salaries and benefits	3,221,819	4,657,815	3,419,524
Operating	1,853,929	2,005,840	1,927,783
	20,668,384	21,950,547	20,920,239
Excess of revenue over expenses	3,078,637	1,964,625	2,000,400
Net interfund transfers:			
Net contributions to tangible capital fund			
For long-term debt reduction		(1,085,942)	(1,049,185)
For tangible capital assets		(1,646,185)	(4,572,597)
Net contributions from tangible capital fund			
For long-term debt advances, net of debt reserve		2,475,000	
Contribution from reserve fund			
Branch furnishing	165,000	135,230	457,623
Building maintenance (owned)	30,000	1,667,097	175,893
Building maintenance (non-owned)	50,000	17,162	165,055
Donation	-	109,574	162,794
Enhancing digital services	-	20,657	-
Provincial enhancement grant	-	359,682	226,546
Staff appreciation and development	-	9,449	4,599
Strategic planning	100,000	71,321	8,390
Technology and software	341,007	337,404	226,765
Vehicle replacement	40,000	7,044	32,067
Contributions to reserve funds			
Branch furnishings	(45,000)	(45,000)	(145,000)
Building maintenance (owned)	(60,000)	(60,000)	(60,186)
Building maintenance (non-owned)	(32,000)	(32,000)	(57,061)
Capital building project	(114,000)	(114,000)	(114,000)
Grants - Golden	-	(8,502)	-
Info systems	-	(220)	-
Internet - Celistia	-	(28,534)	-
Donation	-	(166,331)	(195,062)
Staff appreciation and development	(1,500)	(1,550)	(2,505)
Technology & software	(311,008)	(311,008)	(311,008)
Vehicle replacement	(25,425)	(25,425)	(25,426)
	137,074	1,684,923	(5,072,298)
Change in fund balance	3,215,711	3,649,548	(3,071,898)
Deficit, beginning of year	-	(3,071,898)	-
Deficit, end of year	3,215,711	577,650	(3,071,898)

Okanagan Regional Library District Schedule 3 - Assessments (Unaudited)

For the year ended December 31, 2025

	2025 Budget	2025 Actual	2024 Actual
Municipalities			
Armstrong	231,847	231,847	220,608
Coldstream	552,493	552,493	520,346
Enderby	127,654	127,654	121,989
Golden and area	379,673	379,673	355,013
Kelowna	8,417,691	8,417,691	7,859,246
Keremeos	69,584	69,584	66,734
Lake Country	877,395	877,395	825,880
Lumby	88,361	88,361	81,768
Oliver	243,161	243,161	230,364
Osoyoos	314,266	314,266	300,153
Peachland	311,694	311,694	300,659
Princeton	147,431	147,431	142,329
Revelstoke	460,367	460,367	421,266
Salmon Arm	891,890	891,858	845,344
Sicamous	182,631	182,631	172,932
Spallumcheen	254,873	254,873	239,921
Summerland	602,854	602,854	583,034
Vernon	2,187,049	2,188,792	2,071,213
West Kelowna	1,944,593	1,944,593	1,858,723
	18,285,507	18,287,219	17,217,520
First Nation Members			
Westbank First Nation	551,843	551,843	510,141
	18,837,350	18,839,062	17,727,661
Regional Districts			
Central Okanagan	352,074	352,074	349,099
Columbia - Shuswap	886,995	886,995	846,517
North Okanagan	924,215	924,215	884,427
Okanagan - Similkameen	994,541	994,541	966,998
	3,157,825	3,157,824	3,047,040
Total	21,995,175	21,996,885	20,774,701

Okanagan Regional Library District
Schedule 4 - Other Revenue (Unaudited)

For the year ended December 31, 2025

	2025 Budget	2025 Actual	2024 Actual
Actuarial earnings	356,295	356,294	319,538
Bank interest	185,000	121,077	338,457
Book bag revenue	1,630	615	783
Copying and printing	39,525	50,536	41,482
Donation revenue	-	166,381	195,881
Fines, damaged and lost books	52,506	54,140	43,579
Interdepartment rent	909,650	909,650	909,650
Meeting room rental	19,207	10,924	14,437
Non resident charges	2,720	2,925	2,499
Sundry	1,052	13,271	24,777
Total before adjustment	1,567,585	1,685,813	1,891,083
Interdepartment rent	(909,650)	(909,650)	(909,650)
Total	657,935	776,163	981,433

Okanagan Regional Library District
Schedule 5 - Direct Local Branch Expenses (Unaudited)

For the year ended December 31, 2025

	2025 Budget	Salaries & Benefits	Building	Other	2025 Actual	2024 Actual
Armstrong	253,279	235,978	82,936	2,738	321,652	277,353
Book deposit	3,200	-	-	5,500	5,500	5,500
Cherryville	48,836	28,661	12,782	2,895	44,338	41,153
Enderby	229,021	182,788	129,570	4,063	316,421	238,012
Falkland	89,411	62,422	28,202	3,685	94,309	88,774
Golden	259,827	161,846	82,253	21,239	265,338	265,787
Hedley	24,199	19,669	1,167	4,770	25,606	21,773
Kaleden	85,302	69,104	17,036	3,954	90,094	87,210
Kelowna						
Downtown	2,559,666	1,477,207	1,058,761	18,273	2,554,238	2,439,354
Mission	836,677	597,121	197,469	9,025	803,615	759,988
Rutland	902,830	571,809	376,659	6,738	955,206	895,681
Keremeos	187,570	142,178	42,460	4,775	189,413	160,657
Lake Country						
Central	385,039	366,270	146,494	7,214	519,978	415,249
Oyama	50,325	-	-	1,324	1,324	(2,934)
Lumby	175,562	146,605	59,820	3,315	209,740	316,850
Naramata	84,022	55,574	51,250	3,138	109,962	78,029
North Shuswap	111,591	64,720	15,924	2,408	83,052	60,978
Okanagan Falls	144,945	83,283	72,662	2,809	158,754	139,492
Oliver	308,067	218,128	132,405	5,779	356,312	323,873
Osoyoos	249,674	181,887	89,268	5,465	276,620	237,676
Peachland	215,798	163,988	94,151	6,069	264,208	240,360
Princeton	122,571	91,683	33,838	5,510	131,031	125,760
Revelstoke	270,234	216,287	74,497	46,175	336,959	408,105
Salmon Arm	887,507	560,507	317,853	6,779	885,139	871,613
Sicamous	195,395	117,041	57,862	5,002	179,905	170,261
Silver Creek	45,295	31,877	38,549	3,247	73,673	46,319
South Shuswap	238,283	155,029	82,987	5,906	243,922	233,931
Summerland	502,394	248,732	232,858	4,841	486,431	487,541
Vernon	2,173,659	1,427,915	804,304	9,932	2,242,151	2,218,221
West Kelowna & Learning Lab	1,262,598	684,812	535,478	18,083	1,238,374	1,526,747
Branch						
Shared Expenses	791,249	9,347	-	113,750	123,097	970,821
Total before adjustment	13,694,026	8,372,467	4,869,495	344,401	13,586,362	14,150,134
Interdepartment rent net of interest cost			(442,984)		(442,984)	(444,695)
Total	13,694,026	8,372,467	4,426,511	344,401	13,143,378	13,705,439

Okanagan Regional Library District
Schedule 6 - Headquarters Support Services (Unaudited)

For the year ended December 31, 2025

	2025 Budget	2025 Actual	2024 Actual
Advertising and marketing	136,679	153,785	121,052
Association dues and membership	21,601	24,321	15,772
Binding and mending	23,221	-	2,180
Board and committee expenses	21,368	12,005	10,684
Board strategic plan	-	5,000	8,390
Communications	63,816	8,674	40,593
Computer maintenance and telecommunications	732,905	901,655	886,197
Insurance	65,644	76,286	67,110
Interest, bank charges, and foreign exchange	11,500	17,849	13,710
Interest on long-term debt	193,500	193,500	48,560
Maintenance and utilities	198,027	191,263	255,213
Penticton library contract	49,778	45,320	44,220
Postage and freight	24,966	8,512	10,606
Professional fees	72,306	103,387	139,347
Sundry and collection agencies	3,000	(1,937)	1
Supplies	61,119	66,138	117,771
Staff development	142,577	178,569	128,651
Transportation	31,922	21,513	17,725
Total operating expenses	1,853,929	2,005,840	1,927,782
Salaries and benefits	3,221,819	4,657,815	3,419,524
Total	5,075,748	6,663,655	5,347,306

Okanagan Regional Library District
Schedule 7 - Reserve Fund Continuity (Unaudited)

For the year ended December 31, 2025

	2024	Contributions	Expenses	Transfers	2025
Branch furnishings	300,307	45,000	(135,228)	-	210,079
Building maintenance (owned)	540,990	60,000	(70,674)	-	530,316
Building maintenance (non-owned)	205,255	32,000	(17,162)	-	220,093
Capital building projects	1,596,422	114,000	-	(1,596,422)	114,000
Donation	913,234	166,331	(109,574)	-	969,991
Integrated Library Systems (ILS)	170,221	-	-	-	170,221
Materials	91,684	-	-	-	91,684
Provincial Enhancement Grant	1,188,844	-	(359,682)	-	829,162
Rent stabilization	82,729	-	-	-	82,729
Staff development	96,320	-	-	-	96,320
Staff appreciation	13,455	1,550	(9,449)	-	5,556
Strategic planning	555,030	-	(71,321)	-	483,709
Technology & software	807,156	311,228	(337,404)	-	780,980
Vehicle replacement	43,108	25,425	(7,044)	-	61,489
Total	6,604,755	755,534	(1,117,538)	(1,596,422)	4,646,329

Schedule 11 - Provision of Goods and Services
Financial Information Act - Statement of Financial Information

Library Name:	Okangan Regional Library District
Fiscal Year Ended:	2025

Table 1: Suppliers of Goods and Services

Name of Individual, Firm or Corporation	Total Amount Paid During Fiscal Year
6-4 BUILDING MAINTENANCE	\$128,417
BLONDE HOLDINGS LTD. (FORMERLY 654412 BC LTD.)	\$68,749
A.C.E. COURIER SERVICES	\$34,424
ANTHEM OLIVER PLACE MALL LTD.	\$124,869
BC HYDRO	\$65,120
BC LIBRARIES COOPERATIVE	\$197,012
BIBLIOCOMMONS CORP.	\$151,678
BRIDGEALL LIBRARIES LIMITED	\$38,926
CARMI JANITORIAL SERVICES	\$49,533
CAPITAL NEWS CENTRE	\$186,340
CANADIAN UNION OF PUBLIC EMPLOYEES	\$135,606
CENTRE FOR EQUITABLE LIBRARY ACCESS	\$27,485
WESTBANK FIRST NATIONS	\$104,353
CITY OF WEST KELOWNA	\$138,469
CITY OF WEST KELOWNA	\$58,308
THE CO-OPERATORS GENERAL INSURANCE COMPANY	\$72,631
STAPLES PROFESSIONAL INC.	\$27,600
COLUMBIA SHUSWAP REGIONAL DIST	\$87,338
CVS MIDWEST TAPE	\$27,474
DISTRICT OF LAKE COUNTRY	\$124,700
DISTRICT OF SICAMOUS	\$58,145
DIRECTDIAL.COM	\$321,118
ENVISIONWARE, INC	\$25,259
EQUITABLE LIFE OF CANADA	\$762,635
FFD DEVITO INVESTMENTS	\$65,241
FORTIS BC - ELECTRICITY	\$54,140
FORTIS BC - NATURAL GAS	\$46,937
GALLAGHER BENEFIT SERVICES (CANADA) GROUP INC.	\$32,414
EVERGREEN BUILDING MAINTENANCE INC	\$45,915
HI-CUBE STORAGE PRODUCTS	\$69,034
HOULE ELECTRIC LIMITED	\$49,976
HOXHUNT INC	\$27,213
INCITE COACHING	\$25,200
INDEL INDUSTRIES LTD.	\$35,968
INNOVATIVE INTERFACES INC	\$113,216
BOSCH TRUCK GROUP LTD. (FORMERLY DAWSON/IRL IDEALEASE)	\$69,309
KANOPY LLC	\$35,766
CITY OF KELOWNA	\$946,685
KELOWNA FLOORS	\$105,495
KEREMEOS VILLAGE OF	\$34,792
KIMCO CONTROLS LTD	\$24,067
LIBRARY BOUND INC.	\$162,329
MANULIFE CANADIAN POOLED REAL ESTATE FUND	\$306,205
MOAIC BOOKS	\$56,071
MUNICIPAL PENSION PLAN	\$711,823
OKANAGAN OFFICE SYSTEMS	\$34,130
OKANAGAN VALLEY PAINTING SERVICES LTD.	\$26,276
TOWN OF OSOYOOS	\$60,418
PALADIN SECURITY GROUP LTD.	\$194,610
PEACHLAND VILLAGE LTD.	\$68,700
PENTICTON PUBLIC LIBRARY	\$45,320
SUNCOR ENERGY PRODUCTS PARTNERSHIP	\$53,925
PRODUCTIONS CAZABON INC.	\$27,776
TOWN OF PRINCETON	\$34,958

PRO JANITORIAL INC.	\$61,698
PRECISION PAINTING OKANAGAN	\$26,807
RAINCOAST BOOKS	\$239,949
RECEIVER GENERAL FOR CANADA	\$1,492,610
REGIONAL DISTRICT OF CENTRAL OKANAGAN	\$820,618
REGIONAL DIST. OF NORTH OKANAGAN	\$566,079
REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN	\$47,857
CITY OF REVELSTOKE	\$72,309
ROYAL BANK VISA-WESTERN CENTRE	\$293,653
SANDHILL BOOK MARKETING	\$76,288
BALANCED+ INC. (FORMERLY SECURE LINKS)	\$246,455
ROGERS BUSINESS (SHAW)	\$31,514
SHEARDOWN'S FOODLINER LTD.	\$40,273
SOURCE OFFICE FURNISHINGS	\$67,567
TELUS COMMUNICATIONS (B.C.)	\$66,082
THE CLEANING CO LTD	\$125,412
THOMSON REUTERS CANADA	\$32,007
ACCELERATE360 CANADA INC. (FORMERLY TNG CALGARY)	\$54,155
TRANE CANADA CO.	\$26,687
UNITED LIBRARY SERVICES INC.	\$630,527
BAKER & TAYLOR BOOKS	\$128,250
EBSCO CANADA LTD.	\$33,895
OVERDRIVE, INC	\$1,335,495
PROQUEST INFORMATION & LEARNIN	\$25,378
WESTERN GATEWAY INVESTMENT LTD	\$334,789
Total of all suppliers exceeding \$25,000	\$13,456,450

Totals	Amount
Total (Suppliers with payments exceeding \$25,000 (total from above))	\$13,456,450
Total (Suppliers with payments less than or equal to \$25,000)	\$1,657,555
Consolidated Total	\$15,114,005

Table 2: Reconciliation of Goods and Services

Reconciliation of Goods and Services	Amount
Total of Aggregate Payments Exceeding \$25,000 Paid to Suppliers	\$13,456,450
Consolidated total of suppliers with payments less than or equal to \$25,000	\$1,657,555

Reconciling Items	Amount
Remuneration	\$10,788,395
Amortization	\$2,455,337
Board and employee expenses	\$176,242
Capitalized items	-\$1,646,185
Change in Accounts Payable	-\$1,911,389
Change in Prepays	-\$75,559
Principal Portion above	-\$729,647
Board and employee expenses	\$176,242
Timing Differences, Other	\$56,213
Total Reconciling Items	\$9,289,648

Reconciliation	Amount
Total Per Statement of Revenue and Expenditure	\$24,403,653
Variance	\$0

Schedule 8 - Remuneration and Expenses
Financial Information Act - Statement of Financial Information

Library Name:	Okanagan Regional Library
Fiscal Year Ended:	2025

Table 1: Total Renumeration and Expenses - Board and Employees

Board Members	Total Remuneration (Wages/Salaries)	Total Expenses (Reimbursement for Conferences/Mileage etc.)
BENNETT, MYERS - MEMBER	\$0	\$729
COCHRANE, PAT - MEMBER	\$0	\$460
CONDON, TERRY - MEMBER	\$0	\$265
DA SILVA, TASHA - BOARD CHAIR	\$0	\$278
ELLIOTT, GEORGE - MEMBER	\$0	\$1,079
EVANS, BOB - MEMBER	\$0	\$504
FEDRIGO, ADRIENNE - POLICY COMMITTEE CHAIR	\$0	\$492
GARES, KARI - FINANCE COMMITTEE CHAIR	\$0	\$456
HENDERSON, TRACY - MEMBER	\$0	\$755
HOPKINS, ALLYSA - MEMBER	\$0	\$0
KRAFT, KEVIN - MEMBER	\$0	\$259
LINDGREN, SYLVIA - MEMBER	\$0	\$459
LOVEGROVE, GORD - MEMBER	\$0	\$122
MANUEL, JOHN - MEMBER	\$0	\$826
MATTES, DAVID - MEMBER	\$0	\$459
MINDNICH, LORI - PERSONNEL COMMITTEE CHAIR	\$0	\$471
MONTEITH, SUBRINA - MEMBER	\$0	\$0
PALMER, TIM - MEMBER	\$0	\$1,627
RAMEY, DAVID - MEMBER	\$0	\$656
REED, CARA - MEMBER	\$0	\$0
SCHAFFER, TERRY - MEMBER	\$0	\$309
SIMPSON, JAY - MEMBER	\$0	\$662
TODD, NEIL - MEMBER	\$0	\$574
TRAINER, ERIN - MEMBER	\$0	\$0
TRONSON, SARA - MEMBER	\$0	\$0
YORK, TODD - MEMBER	\$0	\$0
Total Board Members	\$0.0	\$11,442

Detailed Employees Exceeding \$75,000	Total Remuneration (Wages/Salaries)	Total Expenses (Reimbursement for Conferences/Mileage etc.)
BAIRD, MICHAEL	\$93,280	\$1,650
BERG, CHARLENE	\$98,091	\$1,813
BERNDT, KERRY	\$82,667	\$875
BOBACK, CORINNE	\$76,873	\$5,704
CAMPBELL, JEFF	\$160,993	\$10,813
CAVENAILE, CHRISTOPHER	\$86,523	\$0
DESIMONE, KARA M.	\$79,638	\$161
FARELLA, AMY	\$89,881	\$0
FEDDERSEN, JEREMY	\$153,832	\$2,419
HARDIE, COLLEEN	\$134,844	\$446
HENNINGS, KRISTY	\$97,456	\$3,634
HOWK, MICHAEL	\$88,476	\$2,086
HUBBARD, LEE	\$203,601	\$11,393
KENNEDY, RENATA H.	\$85,345	\$2,940
KICKSEE, RICHARD G.	\$94,209	\$0
MACHUM HUTTON, ASHLEY	\$93,357	\$3,404
NICHOLSON, KIRSTY-LEE	\$90,310	\$0
PLOTNIKOFF, ELENA	\$78,284	\$0

REINELT, MARK	\$146,547	\$6,741
SMITH, KRISTY	\$90,787	\$296
THOMPSON, TARA	\$101,360	\$6,209
TORRES, SHELLEY	\$88,140	\$0
UTKO, MICHAL	\$140,883	\$4,215
WEEKES, LISA	\$121,740	\$2,088
WELLINGHAM, MICHELLE	\$124,048	\$0
YAGHI, ALICE	\$93,238	\$0
Total Employees Exceeding \$75,000	2,794,403	\$66,888

Total Employees Equal to or Less Than \$75,000	Total Remuneration (Wages/Salaries)	Total Expenses (Reimbursement for Conferences/Mileage etc.)
DO NOT USE - list totals only	\$7,993,992	\$97,913

Consolidated Total	Total Remuneration (Wages/Salaries)	Total Expenses (Reimbursement for Conferences/Mileage etc.)
DO NOT USE - list totals only	\$10,788,395	\$176,242

Table 2: Total Employer Premium to Receiver General for Canada

Total Employer Premium for Canada Pension Plan and Employment Insurance (Component of Receiver General for Canada Supplier Payment)	\$1,492,610
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Table 3: Reconciliation of Remuneration and Expenses

	Amount
Total Remuneration	\$10,788,395

Reconciling Items	Amount
Employer paid benefits and remittances	\$2,239,640
Total Reconciling Items	\$2,239,640.00

	Amount
Total Per Statement of Revenue & Expenditure	\$13,028,035

	Amount
Variance	\$0

To: Okanagan Regional Library Board of Directors
From: Chief Financial Officer
Date: May 20th, 2026
Subject: Financial Update Report to March 31, 2026 (3 Months)

Voting Entitlement: Unweighted Vote – Simple Majority

Purpose:

To receive for information the Financial Update Report Package to March 31, 2026.

Executive Summary:

Please find attached the Financial Update Report Package to March 31, 2026. Results for the period demonstrate that the ORL is operating within its budget and that there haven't been any significant challenges for the organization in the 2026 fiscal year.

Please also note the change in format, as the items discussed below are meant to highlight those areas of the budget that are outside of the normal variances and therefore warrant further information.

Recommendation:

THAT the CFO report, dated May 20th, 2026, pertaining to the Financial Update to March 31, 2026 be received for information.

Background:

The attached **Appendix 1** provides the Board with a financial report to the end of March 31, 2026. The report has been prepared on a modified cash basis, meaning not all accounting accruals have been made.

DISCUSSION

Receipts

Tax Levy

- Levies from the RDOS as well as the Town of Osoyoos were received just after March 31st, however they were included in this report to give a better representation of the financial status of the ORL.

From Government & Own Resources

- MFA Actuarial Debt Adjustment – This entry is not typically made until fiscal year end. As a note, I plan on changing the presentation of this item to be clearer as part of next year's budget by removing this line and netting it out from the LTD Principal, Actuarial, and Interest line below.

From Reserves and Internal Rent

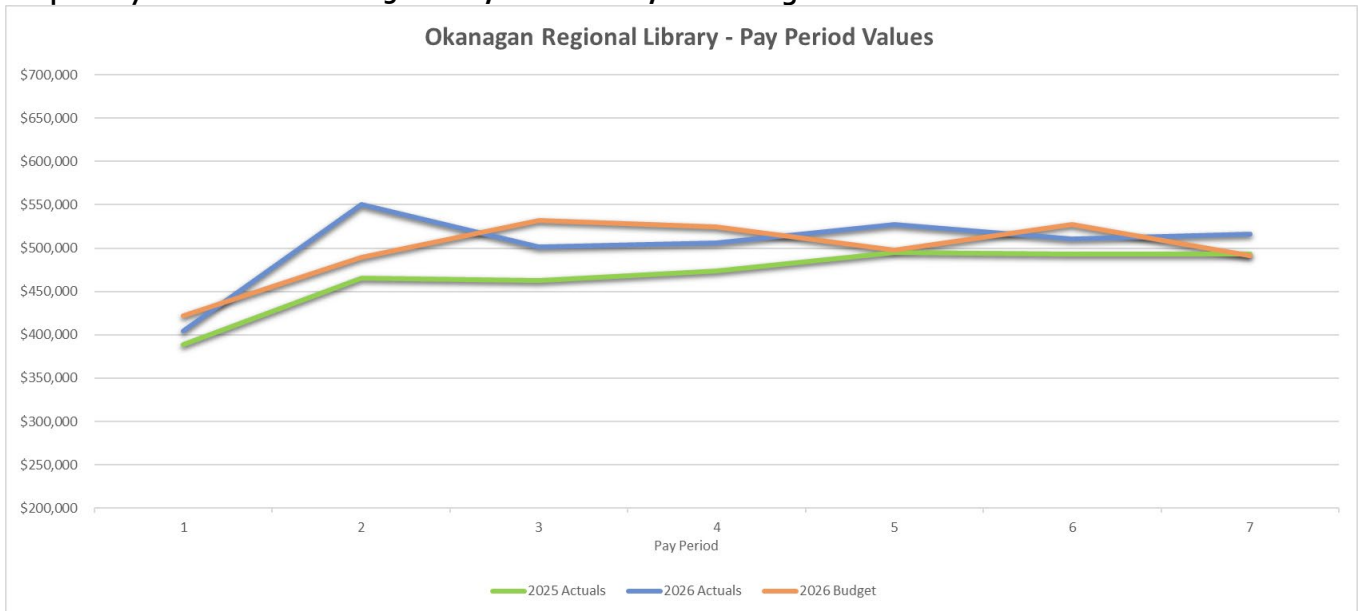
- The transfers from reserves are an accounting adjustment that relates to planned amounts drawn out of reserves for technology replacement, furnishings and amounts from the donation reserves for programming and capital expenditures.

Total receipts to March 31st \$6,069,835

Disbursements

Remuneration and benefits are tracking very close to budget on a period by period basis as outlined in the graph below:

Graph: Pay Period Values: 2025 Actual, 2026 Actual, 2026 Budget



Rent and Property Expenses

- LTD payments are elevated this period, as these are large invoices received at various times throughout the year that make it difficult to match timing. This line should be on budget at end of year unless a change to our loans is made.
- Property expenses were also higher than budget this period due in large part to some large HVAC repairs in our owned buildings. We expect property expenses to be a line item that will continue to require extra attention as our buildings get older, though I will work to ensure this line stays as close to budget as possible.

Library Materials

- This line, along with Books and Other Physical Material form the combined Library Collections Budget. These two lines are perennially on budget as the team does a great job tracking these figures.

Other Expenses

- Penticton Library Fee is an annual amount that came in earlier than the budget had anticipated. However, this line is likely to come in a little under budget on the year as a whole.
- Technology Expenses will be closely monitored in an effort to keep this line as close to budget as possible.

Total disbursements before capital expenditures and reserve transactions are \$6,284,064.

Capital Expenditures

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

Total disbursements to March 31st are \$6,587,340.

The net disbursements over receipts to March 31st are \$517,505.

BUDGET AND COST IMPACTS

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

CONCLUSION

The ORL's financial results to March 31st demonstrate that the ORL is holding close to its budget, with no areas of concern that require the board's approval at this time.

Strategic Plan Alignment:

Strive for organization and service excellence.

Respectfully submitted by:



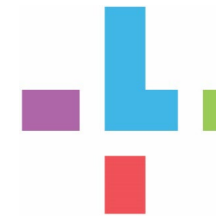
Jeremy Feddersen, CPA, CA
Chief Financial Officer

Approved for Board Agenda

Danielle Hubbard, CEO

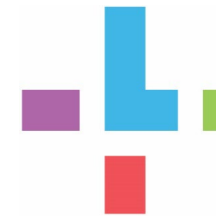


Okanagan Regional Library
Appendix 1
Interim Financial Report
(Receipts & Disbursements)
January 1, 2026 to March 31, 2026

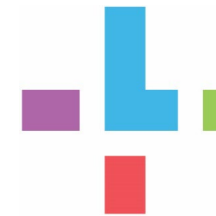


**OKANAGAN REGIONAL LIBRARY
RECEIPTS & DISBURSEMENTS
To March 31, 2026**

	ACTUAL YR.TO D	BUDGET YR.TO D	VARIANCE YR.TO D	BUDGET -YEAR--
RECEIPTS				
TAX LEVY ON MUNICIPALITIES AND REGIONAL DISTRICTS				
ARMSTRONG, CITY	\$58,546	\$58,546	-\$0	\$234,182
CENTRAL OKANAGAN RD	\$90,740	\$90,740	-\$0	\$362,960
COLDSTREAM, DISTRICT	\$139,026	\$139,026	-\$0	\$556,104
COLUMBIA SHUSWAP RD	\$240,014	\$240,014	-\$0	\$960,054
ENDERBY, CITY	\$32,851	\$32,851	-\$0	\$131,403
GOLDEN, CITY	\$103,696	\$103,696	\$0	\$414,784
KELOWNA, CITY	\$2,228,879	\$2,228,879	-\$0	\$8,915,515
KEREMEOS, VILLAGE	\$17,624	\$17,624	\$0	\$70,496
LAKE COUNTRY, DISTRICT	\$218,891	\$218,891	-\$0	\$875,564
LUMBY, VILLAGE	\$23,587	\$23,587	-\$0	\$94,348
NORTH OKANAGAN RD	\$242,865	\$242,865	\$0	\$971,459
OLIVER, TOWN	\$60,343	\$60,343	-\$0	\$241,371
OKANAGAN SIMILKAMEEN RD	\$255,925	\$255,925	\$0	\$1,023,700
OSOYOOS, TOWN	\$83,790	\$83,790	\$0	\$335,159
PEACHLAND, DISTRICT	\$79,982	\$79,982	\$0	\$319,929
PRINCETON, TOWN	\$37,909	\$37,910	\$0	\$151,638
REVELSTOKE, CITY	\$126,034	\$126,034	\$0	\$504,135
SALMON ARM, CITY	\$229,636	\$229,636	\$0	\$918,544
SICAMOUS, DISTRICT	\$46,581	\$46,581	-\$0	\$186,325
SPALLUMCHEEN, TOWNSHIP	\$66,234	\$66,234	\$0	\$264,934
SUMMERLAND, DISTRICT	\$151,958	\$151,958	\$0	\$607,831
VERNON, CITY	\$579,381	\$579,381	\$0	\$2,317,523
WESTBANK FIRST NATION	\$149,937	\$149,937	-\$0	\$599,747
WEST KELOWNA, CITY	\$505,330	\$505,330	-\$0	\$2,021,318
	\$5,769,756	\$5,769,756	-\$0	\$23,079,023

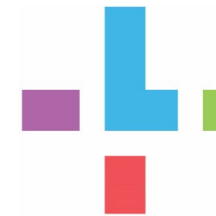


	ACTUAL YR.TO D	BUDGET YR.TO D	VARIANCE YR.TO D	BUDGET -YEAR--
FROM GOVERNMENT & OWN RESOURCES				
PROVINCE OF BC - PER CAPITA GRANT	\$0	\$0	\$0	\$1,038,411
GRANTS - FEDERAL	\$0	\$0	\$0	\$49,000
GRANTS - OTHER	\$2,000	\$0	-\$2,000	\$6,500
FINES, FEES AND DAMAGED MATERIALS	\$13,227	\$13,125	-\$102	\$52,499
SPACE RENTALS	\$3,110	\$4,802	\$1,692	\$19,207
PRINTING REVENUE	\$13,531	\$7,494	-\$6,037	\$29,975
KEYCARD REVENUE	\$383	\$63	-\$320	\$251
INTEREST AND EXCHANGE	\$35,752	\$46,250	\$10,498	\$185,000
COPIER REVENUE	\$3,388	\$2,388	-\$1,000	\$9,550
SUNDRY INCOME	\$1,297	\$1,250	-\$47	\$5,000
MFA ACTUARIAL , DEBT REDUCTION	\$0	\$98,590	\$98,590	\$394,360
INTER LIBRARY LOANS, NET	-\$23	\$38	\$60	\$150
SUBTOTAL GOVERNMENT & OWN RESOURCES	\$72,666	\$173,998	\$101,332	\$1,789,904
TRANSFERS FROM RESERVES	\$0	\$0	\$0	\$796,007
ORL OWNED BUILDINGS, RENT CHARGEBACK	\$227,413	\$227,413	\$0	\$909,650
	\$227,413	\$227,413	\$0	\$1,705,657
TOTAL RECEIPTS	6,069,835	6,171,166	101,332	26,574,584



**OKANAGAN REGIONAL LIBRARY
RECEIPTS & DISBURSEMENTS
To March 31, 2026**

	ACTUAL YR.TO D	BUDGET YR.TO D	VARIANCE YR.TO D	BUDGET -YEAR--
DISBURSEMENTS				
REMUNERATION AND FRINGE BENEFITS				
REMUNERATION	2,682,275	2,772,199	89,924	11,088,797
EMPLOYEE BENEFITS	516,755	513,247	-3,508	2,052,989
WCB	26,629	18,536	-8,094	74,143
	3,225,660	3,303,982	78,323	13,215,930
RENT AND PROPERTY EXPENSES				
RENT	627,658	687,595	59,936	2,750,378
LTD PRINCIPAL, ACTUARIAL AND INTEREST	772,395	478,035	-294,359	1,912,142
PROPERTY EXPENSES	624,356	530,053	-94,303	2,120,213
	2,024,410	1,695,683	-328,726	6,782,733
LIBRARY MATERIALS	585,412	446,766	-138,645	1,787,066
OTHER EXPENSES				
BOARD EXPENSES	2,380	5,342	2,962	21,367
BOOK DEPOSIT GRANTS	0	1,375	1,375	5,500
COLLECTION AGENCY	-336	750	1,086	3,000
EQUIPMENT REPAIRS & RENEWALS	6,021	3,883	-2,137	15,533
INSURANCE	17,909	17,653	-256	70,613
INTEREST & BANK CHARGES	3,357	2,875	-482	11,500
MARKETING & COMMUNICATIONS	8,542	35,195	26,653	140,778
MEMBERSHIPS	8,126	5,562	-2,563	22,249
PENTICTON LIBRARY FEE	46,200	12,818	-33,382	51,271
POSTAGE & FREIGHT	12,058	17,869	5,810	71,476
PROFESSIONAL FEES	20,603	19,868	-735	79,474



	ACTUAL YR. TO D	BUDGET YR. TO D	VARIANCE YR. TO D	BUDGET -YEAR--
PROGRAMS	11,183	37,901	26,718	151,603
RECRUITMENT, TRAVEL & SUNDRY	13	4,412	4,400	17,650
STAFF DEVELOPMENT & MEETINGS	31,237	37,301	6,064	149,203
SUPPLIES	28,078	41,074	12,997	164,297
TECHNOLOGY EXPENSES	196,805	179,613	-17,192	718,453
TELEPHONE & INTERNET	21,819	21,917	98	87,667
TRANSPORTATION	34,589	44,332	9,743	177,328
VIRTUAL BRANCH	0	2,500	2,500	10,000
	448,583	492,240	43,657	1,968,961
DISBURSEMENTS BEFORE CAPITAL EXPENDITURES AND TRANSFERS TO RESERVES	6,284,064	5,938,672	-345,392	23,754,689
CAPITAL EXPENDITURES				
BOOKS AND OTHER PHYSICAL MATERIALS	303,276	358,273	54,998	1,433,093
TECHNOLOGY ASSETS	0	0	0	383,806
FURNITURE, EQUIPMENT & OTHER	0	0	0	264,495
	303,276	358,273	54,998	2,081,394
TRANSFERS TO RESERVES				
TO BRANCH FURNISHING RESERVE	0	0	45,000	45,000
TO CAPITAL PROJECTS RESERVE	0	0	375,000	375,000
TO IT REPLACEMENT RESERVE	0	0	200,000	200,000
TO NON-OWNED BUILDING MNTC RESERVE	0	0	32,000	32,000
TO OWNED BUILDING MNTC RESERVE	0	0	60,000	60,000
TO STAFF APPRECIATION OR DEVELOPMENT RESERVE	0	0	11,500	11,500
TO VEHICLE REPLACEMENT RESERVE	0	0	15,000	15,000
	0	0	738,500	738,500
TOTAL DISBURSEMENTS	6,587,340	6,296,946	448,106	26,574,583
NET DISBURSEMENTS OVER RECEIPTS	-517,505	-125,779	-346,774	0

To: Okanagan Regional Library Board
From: Danielle Hubbard, CEO
Date: May 20, 2026
Subject: CEO Report

Voting Entitlement: Unweighted Vote – Simple Majority

Purpose:

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

Executive Summary:

The CEO Report is a quarterly summary of operational and strategic activities at the ORL. This quarter, the report also seeks Board approval of the *2025 Annual Report*, attached.

Recommendation:

THAT the CEO report, dated May 20, 2026, be received for information;

AND THAT the Board approve the *2025 Annual Report*.

Operational and strategic updates

Leadership & Strategy

- The ORL participated in SILGA with a booth, a tour of the Revelstoke branch, and a presentation about the expanding mandate of public libraries.
- Annual Council presentations are underway, scheduled for completion in mid-July.
- Danielle represented the ORL at the Canadian Urban Libraries Council Conference and coordinated a mini conference for BC and Albertan regional library directors. Topics of focus included intellectual freedom challenges (especially in Alberta), labour relations, and strategic planning.
- The ORL has entered into an agreement with the RDOS to operate as official Heating and Cooling Centres. This agreement encompasses all nine branches in the RDOS.

Facilities

- The new North Shuswap (Scotch Creek) branch enjoyed a well-attended grand opening on March 11.
- Enhancement Grant improvements are near completion, with Salmon Arm being the only notable project still outstanding.
- A groundbreaking ceremony for the new Glenmore Branch took place on April 16.
- The ORL supports library services along Westside Road via the North Westside Book Deposit. This year, the ORL installed a new AV setup for the mini branch.

ORL Regular Board Report

Request for Decision

Human Resources

- A new cohort of Assistant Community Librarians were onboarded at the end of April.
- Negotiations have been scheduled with each of our unions – PEA in August and CUPE in September.
- Danielle and several other staff members represented the ORL at the BC Library Association Conference.
- New Working Alone procedures have been rolled out, supported by a system called *SafetyLine*.

Public Services

- Summer Reading Club registration opens June 15, with the theme “Under the Sea.”
- Thanks to Enhancement Grant funding, we will be offering a Maker Tour this summer, bringing STEAM programming to every branch of the ORL.
- The spring Public Services Supervisors Meeting took place in April, bringing together branch leaders from across the ORL service area.
- Year-to-date, the ORL has experienced 222 incidents system-wide (135 in Kelowna Downtown, and 30 in Vernon). At this time last year, the system total was 159, with 79 in Kelowna and 36 in Vernon.

Information Technology and Collections

- 30,401 physical items have been added to the ORL’s collection since January 1.
- We are onboarding LOTE4Kids, a multi-lingual digital collection for kids.
- The IT Department participated in the IT Library Conference in Vancouver. Themes included cybersecurity and Artificial Intelligence, which continue to be areas of high operational priority.
- The IT Department has supported ORL staff with 713 support tickets to date this year.

Marketing and Communications

- The *2025 Annual Report* is complete and seeks Board approval. The highlighted themes this year are community impact and the work of staff.
- So far this year, the ORL has offered 476 programs and distributed over 7,000 promotional materials.

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.

Respectfully submitted by:

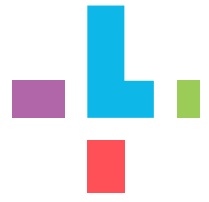
Danielle Hubbard, CEO

Attachment(s):

Attachment No. 1: *2025 Annual Report*

Approved for Board Agenda

Danielle Hubbard, CEO



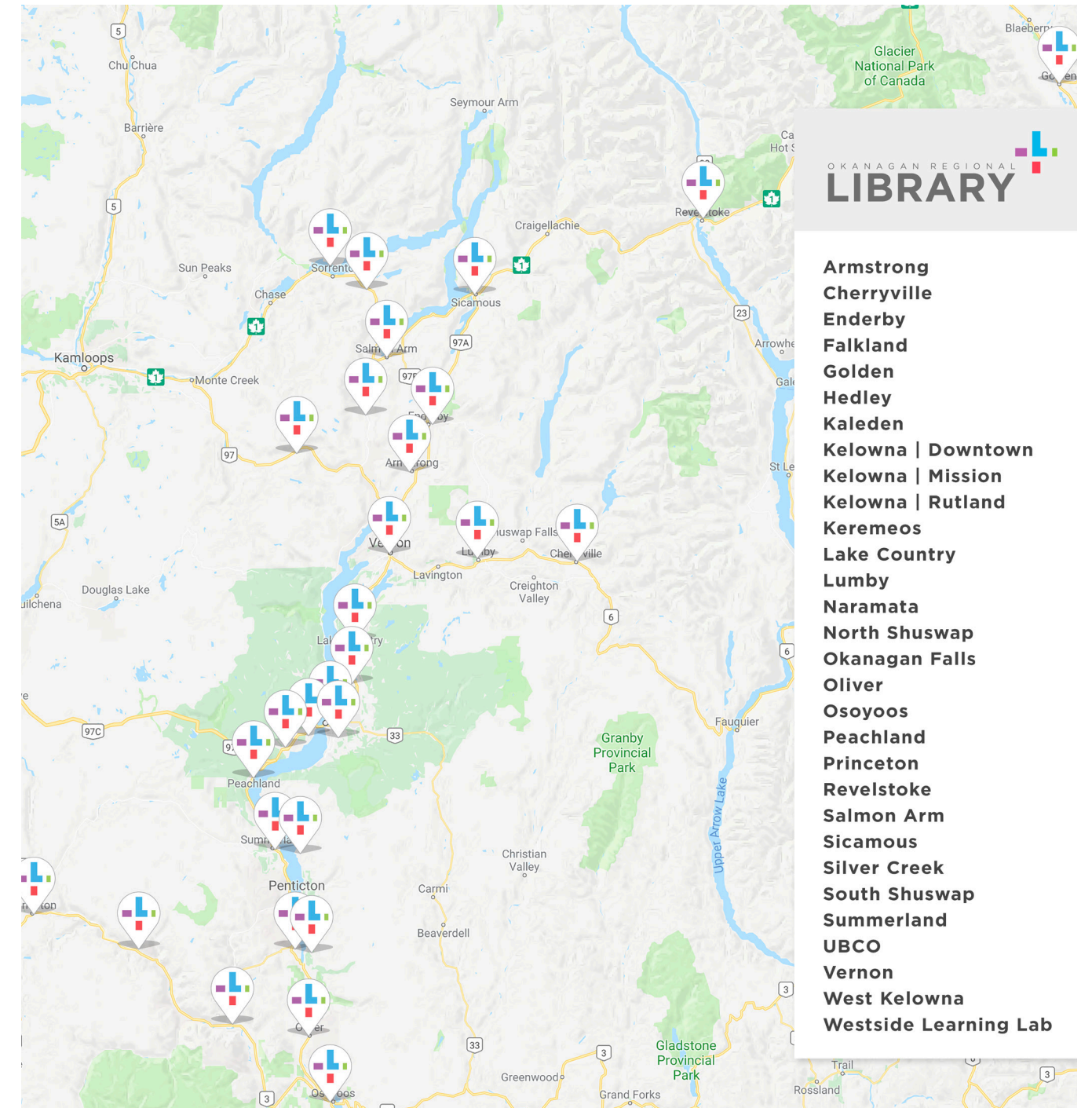
2025

Annual Report

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A Message from the CEO

It is an honour to serve as Chief Executive Officer of the Okanagan Regional Library, and to work alongside a dedicated Board of Trustees, staff, and community partners who share a commitment to public library service. Each year offers an opportunity to reflect on the reach and relevance of this work, and 2025 was marked by meaningful progress across the system.

This year focused on stabilization and system-building, with an emphasis on strengthening the foundations that support consistent, high-quality library service across our branches. Investments in staff training, operational systems, and facilities improvements reflect a deliberate effort to build capacity and ensure we meet growing demand for library services. As communities change, so do expectations, and our work continues to respond in practical, measurable ways.

Throughout the year, I visited each branch and community served by the ORL and presented to every member council. These conversations reinforced the

importance of our relationships with local governments and communities. They shape priorities, inform decisions, and help ensure each branch reflects the needs of the people it serves.

The ORL also continued to strengthen its role within the broader library community. Hosting the Canadian Urban Libraries Council and contributing to professional dialogue through the British Columbia Library Association reflect a commitment to shared learning and continuous improvement. This exchange supports a system that remains informed, adaptable, and responsive.

This year marks the final full year of service for the current Board of Trustees. I extend my sincere thanks for their continued support and leadership. Their guidance has helped advance key priorities, including investments that expand staffing capacity and support service levels that align with increasing community use.

As this report outlines, the ORL continues to provide essential

public value across the region. Libraries contribute to quality of life in ways that are often quiet but significant. They offer trusted spaces where community members can access information without barriers, build a shared sense of belonging, and find practical support for learning. I'm grateful for the opportunity to contribute to this work and look ahead with confidence to the continued growth and impact of the ORL.

Danielle Hubbard
Chief Executive Officer
Okanagan Regional Library

BOARD CHAIR INTRODUCTION

Serving as Board Chair of the Okanagan Regional Library offers a unique perspective on how a shared public service connects communities across a diverse and growing region. The role of the Board is to provide governance, accountability, and long-term strategic oversight in support of sustainable library service. In 2025, this work

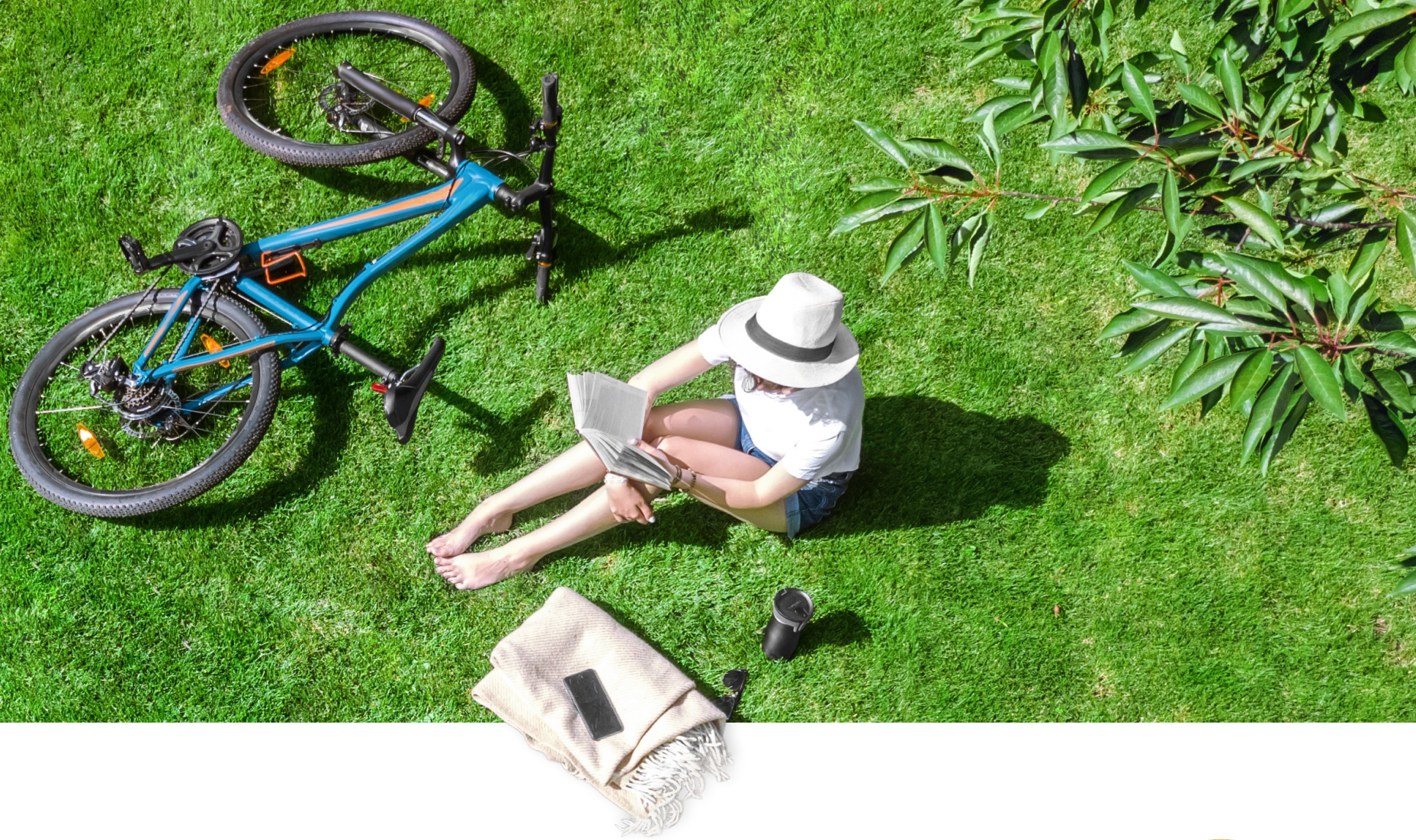
included ongoing attention to financial stewardship, policy development, and organizational planning as the ORL continued implementing priorities identified in its Strategic Plan.

This year, I would like to extend my appreciation to the Personnel, Finance, and Policy & Planning committees for the considerable time and expertise they contribute. I was also honoured to participate in provincial funding advocacy at the

Union of British Columbia Municipalities (UBCM), helping highlight the important role libraries play in communities throughout the province.

Tasha Da Silva
Chair, Board of Trustees
Okanagan Regional Library

Community Impact



Supporting Regional Needs

Public libraries are often described through their services, but their broader value lies in their role as civic infrastructure—shared spaces that support learning, cultural enrichment, and meaningful participation in public life. ORL branches serve as flexible, multi-purpose spaces that accommodate a wide range of activities, from independent study and technological exploration to creative programming and civic engagement.



“At the Kelowna Downtown Branch alone, more than 215,000 visits were recorded”

In 2025, the Okanagan Regional Library’s thirty branches continued to serve as vital community spaces for learning, connecting, and exploring across a region defined by geographic diversity and sustained population growth. The importance of ORL branches to their communities is reflected in the volume and range of activity they support. At the Kelowna Downtown Branch alone, more than 215,000 visits were recorded, and 1,287 programs welcomed nearly 30,000 participants.

The incredible scale of community use informs both system-wide initiatives and local service improvements. Expanded hours improved access for working families and students, while renovated and reconfigured spaces created more flexible environments for study, collaboration, and programming. At the individual level, staff supported patrons in practical ways, from navigating digital tools to preserving personal and community histories through digitization technology.



NEW LIBRARY MEMBERS

Community engagement took on a playful edge in autumn through the ORL’s annual library card drive. Framed around a retro-inspired “Monster Reader” radio campaign, the initiative invited residents to embrace their reading habits with humour and curiosity, using playful messaging that echoed classic infomercials. Beneath

the creative approach was a clear goal: to connect more people with library services. The campaign saw strong participation, with new library card registrations increasing by 26% compared with the previous year, contributing to an overall 5.81% increase in active card holders, rising from 119,447 in 2024 to 126,385 in 2025.

Bringing Families Together

Programs for children and families remained a consistent and valued part of library life in 2025. Through our popular Story Time and related Youth Services programs, children are introduced to books, language, and play in ways that build foundational literacy skills while encouraging a positive relationship with reading from an early age. Regularly scheduled sessions provide consistency for families and create opportunities for children to interact with peers, developing social and participation skills that support school readiness.

For many families, the benefits of Youth Services programming extend beyond the time spent in the library. In survey results, caregivers described learning something new to share with their child, feeling more confident helping their child learn at home, and finding themselves singing, reading, talking, writing, or playing more often together. Respondents also reported increased awareness of library resources and services, suggesting that early-years

programming serves as an entry point into broader library use. Just as importantly, these free and accessible programs provide opportunities for informal community connection, with children engaging one another through play and movement, and caregivers meeting others at similar stages of parenting.

Survey feedback points to both the value and growing demand for these programs. Families highlighted the energy and engagement of staff, the balance of stories and interactive elements, and the importance of socializing with neighbours. Many also expressed a desire for additional sessions, expanded scheduling options, and programming for a wider range of ages. Together, these responses reflect the role of family programming as both a core service and an area of continued growth within the ORL.



SUMMER READING CLUB

Early literacy programming remains central to library service. Summer Reading Club builds on this foundation, encouraging children to make reading part of their daily routines while strengthening their connection to the library. In 2025, 7,602 children participated in Summer Reading Club.

The scale of the ORL's Youth Services summer programming was substantial. ORL branches delivered 654 Summer Reading Club programs, welcoming a total of 30,114 participants. Survey responses point to meaningful

engagement: 95% of children reported learning something new, enjoying reading more, and reading more often, while many families indicated that their use of library services increased as a result of the program.

Together, these results highlight the ORL's continuing success in making reading visible, engaging, and rewarding for children and families. They reinforce the library's role not only as a place to access books, but as an active partner in supporting literacy development, childhood curiosity, and social engagement.

Circulation and Collections

Library collections continued to see strong use in 2025, with total circulation reaching more than 2.07 million items. This level of activity reflects the ongoing role of the ORL as a reliable and widely used resource in our communities. While formats and reading habits continue to evolve, the consistent use of collections across categories highlights the library's ability to meet a broad range of needs, from leisure reading and research to entertainment and skill development.

Core adult collections remained central to circulation activity.

Adult nonfiction led with 272,693 circulations, followed by adult fiction at 229,022 and mystery titles at 72,072, demonstrating continued interest in both informational materials and popular genres.

Children's collections accounted for a significant share of overall use, with more than 533,000 items circulated across picture books, junior nonfiction, and board books. This demand reinforces the popularity of early literacy programming, with families regularly borrowing materials that support

learning and development.

Beyond print collections, circulation data highlights the library's role as a multi-format access point. Film collections remained popular, with over 100,000 feature films and more than 84,000 additional DVD items circulated. Emerging services such as the Library of Things and Quick Read collections offered additional points of access, supporting practical needs and varied reading preferences.

Volunteers and Community Partnerships

The ORL's work is supported by a network of dedicated volunteers, community advocates, and partner organizations who contribute to the strength and reach of library services. Friends of the Library groups continue to play an important role in supporting branch activities and fundraising efforts, demonstrating strong and ongoing community investment in library spaces and programs.

Partnerships with local organizations further expand

what the library can offer. Throughout the year, the ORL collaborated with groups such as Interior Health, the BC Bat Society, the City of Kelowna, the Kelowna Art Gallery, the Vernon Public Art Gallery, and other regional partners. These collaborations support a wide range of initiatives, including educational programming, environmental awareness, and community events, such as the Exploring STEAM Futures event at UBCO. In Kelowna, partnerships

with organizations such as KCR and Claro brought job fairs and family resource events into the library, connecting hundreds of community members with employment supports and essential services. A pilot outreach initiative with the Ministry of Social Development further expanded access by offering in-library services to individuals who may not otherwise be able to access government offices.



The Work Behind the Service



Operational Foundations

Behind every program, collection, and welcoming library is the coordinated work of staff whose expertise, planning, and care ensure ORL branches run smoothly. In a regional system serving dozens of communities across a large geographic area, this work happens in public and behind the scenes. In 2025, the

ORL focused on a period of stabilization and system-building, strengthening the internal structures that support consistent, high-quality library service.

Key initiatives included the implementation of new HR systems, organization-wide approaches to training and

staff support, and facilities improvements at multiple branches. The launch of a new workforce management system marked an important step in improving payroll, scheduling, and supporting more coordinated operations.

STAFF EXPERTISE AND PROFESSIONAL DEVELOPMENT

Effective library service depends on staff who are equipped to support a wide range of patron needs. The introduction of a system-wide training plan strengthened the organization's approach to staff development, creating greater consistency and coordination in learning. This work was supported by targeted initiatives, including Leadership Essentials training for

supervisors, ongoing professional development opportunities, and staff participation in conferences and sector learning.

The ORL also contributed to professional knowledge-sharing within the library community by hosting the Children's and Teen Services (CATS) conference. Staff continued to build their expertise through learning

focused on accessibility, truth and reconciliation, community engagement, and emerging technologies. Together, these efforts support a workforce that is adaptable, informed, and responsive to evolving community expectations.

RECRUITING AND SUPPORTING STAFF

Maintaining strong library service across a large regional system requires ongoing investment in recruitment and staffing support. In 2025, the ORL continued efforts to strengthen staffing capacity across branches and administrative teams. New leadership appointments brought additional experience and

expertise to the organization's operational work, supporting the coordination of services across the system. At the branch level, staffing investments helped expand service capacity and ensure that communities continue to receive consistent support when visiting their local library.

SAFETY AND WORKPLACE IMPROVEMENTS

Supporting staff safety and wellbeing is an essential part of maintaining effective library service. As part of a broader focus on stabilization and system-building, the ORL continued to strengthen workplace practices and procedures to ensure safe and supportive environments for staff.

This work included updates to internal policies, improvements to operational procedures, and more consistent approaches to communication between branches and administrative

teams. Staff working in libraries encounter a wide variety of situations each day, from helping children discover books to assisting community members with technology or research. To better support staff in these environments, new Working Alone safety procedures were developed, and a Safety Line monitoring system was pilot tested to strengthen staff safety and response protocols.

FACILITY IMPROVEMENTS

Facility improvements throughout the year focused on enhancing usability, accessibility, and flexibility, allowing spaces to better support a range of activities, from quiet study to group programming.

Several branches saw targeted upgrades to core infrastructure and layout. Flooring and interior refreshes were completed in locations including Peachland and Okanagan Falls, improving both durability and the overall experience of the space. Service areas were also enhanced, with new service desks introduced in Hedley, Naramata,

Keremeos, and Princeton, supporting more efficient and accessible interactions between staff and patrons. In Osoyoos, improvements included updated flooring, refreshed interior finishes, and new children's shelving designed to better support family use of the space.

Other branches focused on improving flexibility and layout. In Naramata, changes to floor configuration and service areas created a more functional environment, while in Keremeos, the addition of mobile shelving allows for adaptable use of space to support both collections and programming. At the Princeton Branch, updates included enhancements to the teen area and magazine seating, creating a more inviting and usable environment for a broader range of patrons.



TECHNOLOGY AND DIGITAL INFRASTRUCTURE

Technology plays an increasingly important role in library collections and services. The ORL continues to maintain and improve the systems that support both in-branch services and digital access, while developing policies that guide the responsible use of emerging technologies, including the creation of the ORL's first Artificial Intelligence (AI) Policy.

Online program registration, digital borrowing platforms, and the library's website all form part of the infrastructure that allows patrons to discover materials, attend events, and access information from anywhere in the region. Digital reading platforms continue to expand accessibility features, supporting patrons who benefit from tools such as adjustable text and dyslexic-friendly fonts.

Behind the scenes, library staff work continuously to maintain these systems, ensuring that they remain reliable, accessible, and easy for patrons to use. As technology continues to evolve, the ORL's investment in digital tools and thoughtful policy development helps ensure that innovation is implemented in ways that are responsible, practical, and aligned with the needs of our communities.



BUILDING AND MANAGING THE COLLECTION

Collection development remains at the heart of library service. Staff continually assess community interests and emerging trends to build collections that reflect the diverse reading and learning needs of patrons. In 2025, nearly 197,000 new items were added to the collection,

including approximately 79,600 physical items and 117,000 digital items, reflecting continued growth in both traditional and digital formats. Each year, tens of thousands of new items expand access to books, films, educational materials, and digital resources. This work includes the ongoing expansion of World Languages items and improvements to cataloguing practices for non-English materials.

In addition to traditional formats, the ORL continues to develop innovative lending collections that broaden borrowing opportunities. The Library of Things collection continues to grow, with new additions such as themed kits like the BatPack Kit offering hands-on opportunities to explore topics such as environmental science. Makerspace enhancements, including the introduction of Glowforge laser cutters, heat presses, and 3D printers, have further expanded access to creative technologies. Together, these evolving collections support learning, curiosity, and practical problem-solving, offering patrons new ways to engage with their library.



Vision and Direction

Guided by the Strategic Plan

The ORL's 2024-2029 Strategic Plan provides a clear framework for decision-making, guiding how the organization invests in services, spaces, and resources. Grounded in a vision of the library as a vital community space for learning, connecting, and exploring, the plan establishes key priorities that shape both day-to-day operations and long-term strategy.

Work throughout the year continued to advance the Strategic Plan's core priorities, including learning and literacy, inclusive community spaces, community partnerships, cultural engagement, and organizational excellence. These priorities are reflected in initiatives that strengthen literacy programming, expand access to services, support welcoming and adaptable spaces, and deepen relationships

with community partners. They also guide internal work focused on improving service delivery, strengthening organizational capacity, and ensuring that the library remains responsive to community needs. Through this approach, the Strategic Plan serves not only as a guiding document, but as an active framework shaping how the library continues to evolve.

FINANCIAL STEWARDSHIP

Sustaining a regional library system requires careful financial planning and responsible stewardship of public funds. Throughout 2025, the ORL continued to demonstrate strong financial management while investing in services that support community learning and connection.

The Board of Trustees approved the library's financial reports and reviewed the results of the annual audit process, confirming that the organization remains on stable financial footing. Budget planning also continued for future service needs, including staffing, collections, and facility development.

In addition, the ORL Board approved the 2026 budget earlier than usual, reflecting confidence in the library's financial planning and the long-term sustainability of its programs and services.



Accessibility and Inclusion

EXPANDING LIBRARY SPACES

Library buildings are among the most visible expressions of the ORL's commitment to community service. Across the region, branches serve as gathering places where residents can access information, attend programs, and spend time in welcoming public spaces.

In 2025, construction continued on several important branch developments. Work progressed on the new North Shuswap (Scotch Creek) Branch for a

grand opening scheduled for early 2026. Construction also continued on the new branch located within the Parkinson Recreation Centre in Kelowna, a partnership that will integrate library services into a major community recreation hub. Planning also began for a future branch in Glenmore, supporting continued population growth

in one of Kelowna's fastest-growing neighbourhoods.

Improving access to library services remained a key area of focus, supported by both practical enhancements and longer-term strategic planning. This work included updating the ORL's *Statement of Diversity and Inclusion* to the *Statement of Diversity, Inclusion, and Accessibility*, aligning the organization with emerging BC Accessibility Standards and supporting the development of its first Accessibility Plan. Guidance from the Accessibility and Inclusion Advisory Committee, made up of staff and community members, helped ensure that this work reflects a range of lived experiences and community perspectives.

A significant milestone was the completion of the *Public*

Library Accessibility Project, developed in partnership with UBC Okanagan's Collaborative and Experimental Ethnography Lab. This initiative produced practical tools, including accessibility workbooks, organizational assessments, and a language guide designed to support more accessible service delivery.

Enhancements to collections and services continued to expand access for patrons with diverse needs. This included the development of Braille Discovery Kits, ergonomic equipment, and portable audiobook players, as well as the introduction of sensory kits to support neurodiverse families. Accessible computer stations equipped with specialized keyboards and ergonomic devices were

made available in all branches. Programming and outreach efforts, including the return of ASL Basics, further strengthened inclusive service delivery.

Circulation numbers for accessible and inclusive collections reflect the importance of this work. In 2025, accessible formats such as DAISY materials were circulated more than 5,400 times, while multilingual collections saw nearly 6,000 circulations. These figures point to the essential access these resources provide for patrons using alternative formats or seeking materials in languages other than English. Together, these efforts reflect a more coordinated and intentional approach to accessibility, supporting both immediate needs and long-term service improvement.

Advocacy and Regional Leadership

As one of the largest library systems in Canada, the ORL plays an active role in regional collaboration and advocacy. The library works with municipal partners, provincial organizations, and community groups to strengthen access to information, literacy programs, and cultural resources throughout the region.

This work includes participation in provincial forums such as the Union of BC Municipalities conference, as well as direct engagement with Ministry of Housing and Municipal Affairs staff. Through these channels, the ORL continues to advocate

“

“At the local level, regional engagement remains a key priority”

for increased provincial funding and sustained support for public library services, emphasizing the essential role libraries play in community well-being and access to information.

At the local level, regional engagement remains a key priority. ORL leadership regularly participates in council delegations across member municipalities, building relationships, sharing updates, and ensuring that local priorities are reflected in library planning and service delivery.

CONTINUING COMMUNITY PARTNERSHIPS

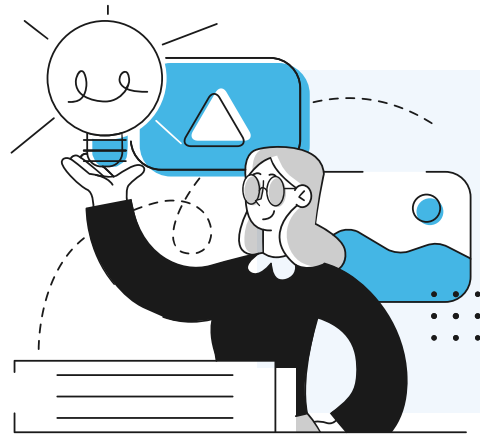
Partnerships with local organizations remain an important part of the library’s future. By working alongside community groups, educational institutions, and public agencies, the ORL can expand the range of programs and resources available to residents.

These collaborations support

a wide range of initiatives, from educational programming and environmental awareness projects to cultural events and community learning opportunities. Partnerships also help the library respond more effectively to local needs by drawing on the expertise and resources of neighbour organizations.

Looking ahead, the ORL will continue to strengthen its partnerships while identifying new opportunities to collaborate. This work will support more responsive services, broaden access to programs and resources, and ensure the library remains closely aligned with the needs of the communities it serves.



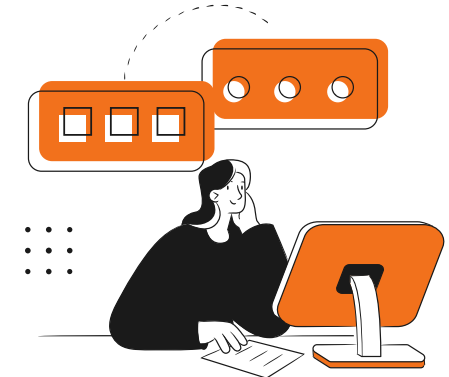


12,811

Total number of programs offered

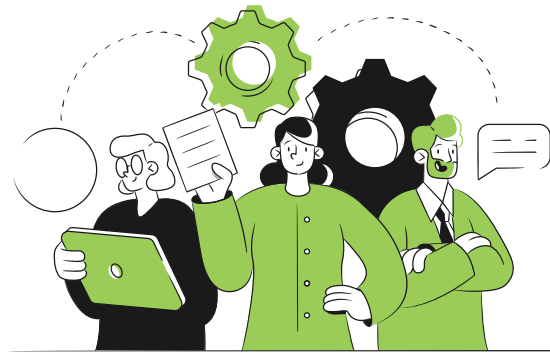
26,470

Niche Academy tutorials viewed



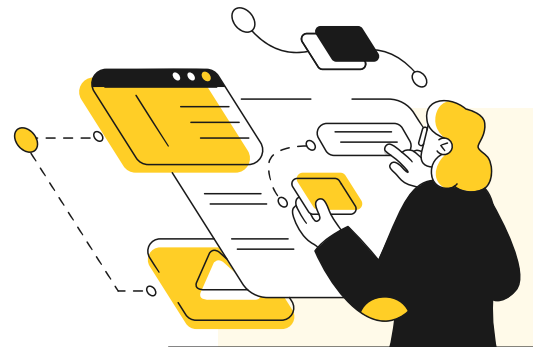
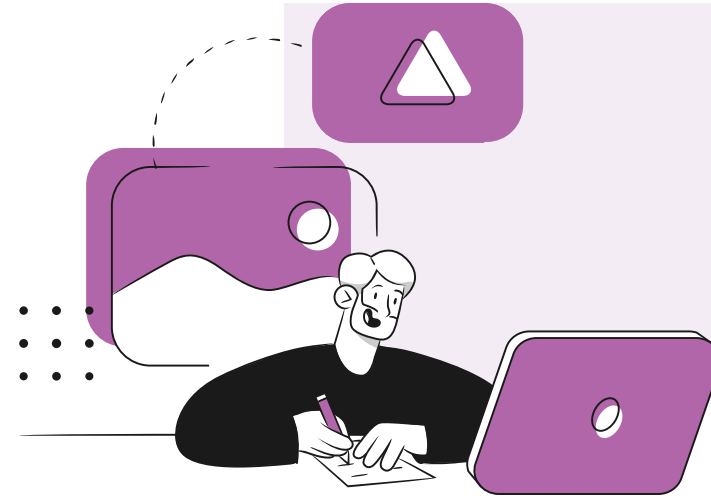
247,621

Total attendance at ORL Programs



3,806

Hours spent learning new skills through LinkedIn Learning



1,341,896

ORL ebooks and e-audio checkouts

1,479,912

Number of Patrons walked through our doors



2,102,178

Books, magazines, and other materials borrowed



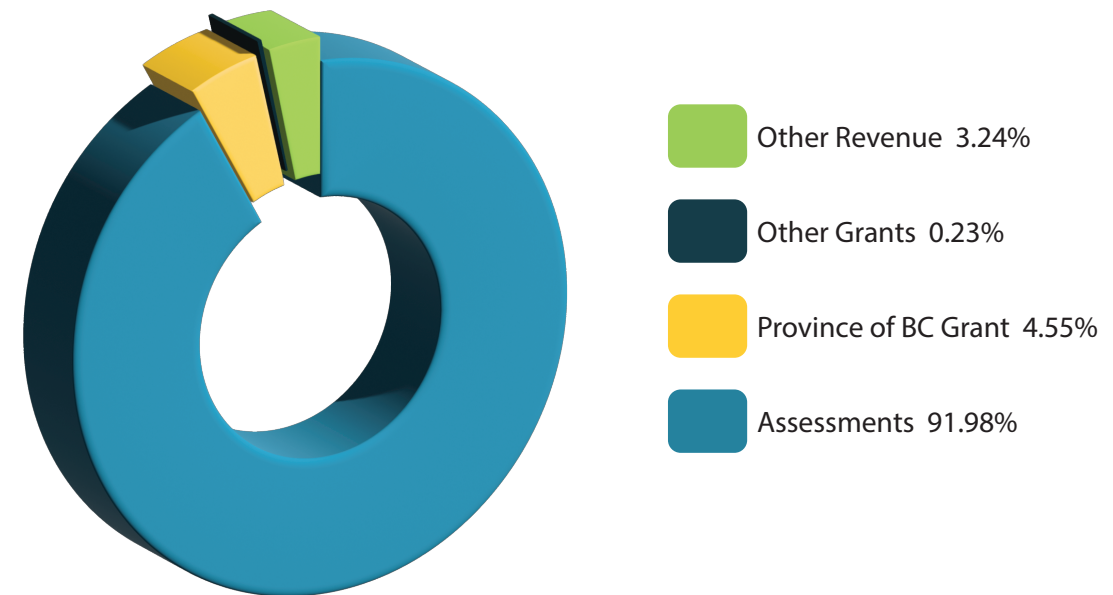
126,385

Active cardholders

Expenses by Object	2025	2025	2024
	Budget \$	Actual \$	Actual \$
Advertising and marketing	136,678	154,377	122,171
Amortization		2,455,337	2,356,411
Association dues and memberships	21,601	24,321	15,772
Board and committee expenses	21,367	12,005	10,684
Board strategic planning		5,000	8,390
Book binding and mending			2,180
Collection agency	3,000	(1,937)	1
Communications	83,175	86,347	92,646
Computer maintenance and telecommunications	673,255	836,826	799,785
Electronic materials	1,736,176	1,949,556	1,694,323
Insurance	65,644	76,286	67,110
Interest, bank charges and foreign exchange	15,861	17,849	13,710
Long term debt interest	973,991	656,200	511,260
Maintenance and utilities	2,044,415	2,446,480	2,552,258
Penticton library contract	49,778	45,320	44,220
Postage and freight	69,393	41,065	45,824
Professional fees	43,304	103,387	139,347
Programs	167,161	135,202	123,255
Rent	1,787,534	1,728,274	1,744,598
Staff development	290,118	180,823	259,938
Supplies	191,656	240,793	539,741
Transportation	157,891	182,107	178,914
Wages and benefits	12,393,169	13,028,035	11,954,111

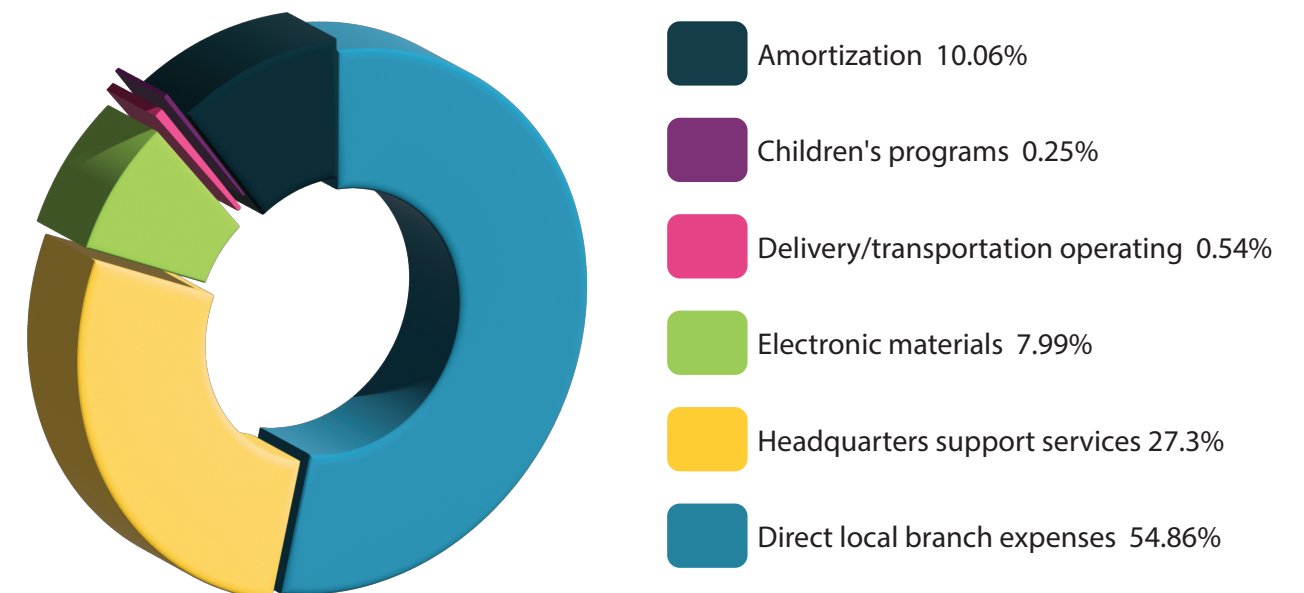
REVENUE

\$23,915,172



EXPENSES

\$24,403,653



Need Help? Contact Us!

Visit us at your nearest ORL library,

www.orl.bc.ca/hours-locations or email us at help@orl.bc.ca

ORL LIBRARY BRANCHES

Armstrong	250.546.8311	Osoyoos	250.495.7637
Cherryville	250.547.9776	Peachland	250.767.9111
Enderby	250.838.6488	Princeton	250.295.6495
Falkland	250.379.2705	Revelstoke	250.837.5095
Golden	250.344.6516	Rutland	250.765.8165
Hedley	250.292.8259	Salmon Arm	250.832.6161
Kaleden	250.497.8066	Sicamous	250.836.4845
Kelowna	250.762.2800	Silver Creek	250.832.4719
Keremeos	250.499.2313	South Shuswap	250.675.4818
Lake Country	250.766.3141	Summerland	250.494.5591
Lumby	250.547.9528	UBC-O	N/A
Mission	250.764.2254	Vernon	250.542.7610
Naramata	250.496.5679	Westbank	250.768.4369
North Shuswap	250.955.8198	Westside Learning Lab	778.755.6235
Okanagan Falls	250.497.5886	Administration	250.860.4033
Oliver	250.498.2242		

CONTACT INFORMATION

@ help@orl.bc.ca



www.orl.bc.ca



OKRegLib

To: Okanagan Regional Library Board
From: Danielle Hubbard, CEO
Date: May 20, 2026
Subject: Endorsement of CULC Open Letter on Alberta Bill 28

Voting Entitlement: Unweighted Vote – Simple Majority

Purpose:

To obtain support from the Board to endorse the Canadian Urban Libraries Council's Open Letter.

Executive Summary:

This report recommends that the Board endorse the Canadian Urban Libraries Council's Open Letter, dated April 14, 2026, that expresses concerns over the Government of Alberta's Bill 28, the *Municipal Affairs and Housing Statutes Amendment Act, 2026*.

Recommendation:

THAT the Board receive for information the CEO's May 20, 2026, report on Bill 28, the *Municipal Affairs and Housing Statutes Amendment Act, 2026*;

AND THAT the Board endorse the Canadian Urban Libraries Council's Open Letter, dated April 14, 2026, that expresses concerns over Bill 28, the *Municipal Affairs and Housing Statutes Amendment Act, 2026*.

Background:

On April 2, 2026, the Government of Alberta introduced Bill 28, the *Municipal Affairs and Housing Statutes Amendment Act, 2026* (See Attachment no. 1 for link). The bill includes significant changes to the *Alberta Libraries Act* that would affect every public library in the province.

The bill would allow the Minister to appoint inspectors to enter any public library service point and inspect library property and materials that the public can access, use, or borrow. Inspectors could examine board records, and require library employees to answer questions and provide information. According to the bill, the Minister has the authority to make any order the Minister considers appropriate following an inspection.

The bill would also give the Minister the power to make regulations restricting who can access, use, or borrow public library materials based on age. This is new as no such authority currently exists in the Libraries Act of any province. The bill does not define what materials would be restricted, what age thresholds would apply, or how restrictions would be enforced. Those details would come later through regulations.

Bill 28 has raised significant concern among library staff, boards, and advocates in Alberta and across the country. Concerns focus on impacts to intellectual freedom, freedom of access, and patron privacy, all of which are fundamental values identified in the ORL's strategic plan.

Bill 28 is a shift in decision-making authority over collections and access from local library boards to the provincial government. The bill would shift this authority to a single minister, applying uniform access rules across all 324 library service points in Alberta, supported by inspection and enforcement powers.

The Canadian Urban Libraries Council (CULC), a professional organization that represents all Canadian public libraries serving a population of over 100,000, issued an Open Letter (Attachment No. 2) on April 14, 2026, expressing concerns with Bill 28. Since April 14, many CULC member library boards – including Halifax, Toronto, Barrie, Greater Victoria, Guelph, London, Richmond, Cambridge, Kingston, Fraser Valley, Clarington, Pickering, London, and Coquitlam – have passed motions endorsing CULC's open letter.

Endorsing CULC's Open Letter would be a welcome gesture of solidarity for our colleagues in Alberta, and a clear sign of commitment to intellectual freedom, the core value that underpins all public libraries.

Strategic Plan Alignment:

1. Value: Intellectual Freedom
2. Value: Responsiveness

Respectfully submitted by:

Danielle Hubbard, CEO

Attachments:

Attachment No. 1: [Bill 28, the Municipal Affairs and Housing Statutes Amendment Act, 2026.](#)

Attachment No. 2: CULC Open Letter, dated April 14, 2026

Approved for Board Agenda

Danielle Hubbard, CEO



Canadian Urban Libraries Council
Conseil des Bibliothèques Urbaines du Canada

OPEN LETTER

April 14, 2026

Hon. Dan Williams
Minister of Municipal Affairs
320 Legislature Building
10800 - 97 Avenue
Edmonton, AB
T5K 2B6

Dear Minister Williams,

I am writing on behalf of the Canadian Urban Libraries Council (CULC) regarding the changes proposed to Alberta's *Library Act* in Bill 28, the *Municipal Affairs and Housing Statutes Amendment Act*.

CULC represents over 50 of the largest public library systems in Canada, along with Library and Archives Canada and the Bibliothèque et Archives Nationales du Québec, including libraries throughout Alberta. Our members serve more than 8 million active users across Canada who annually visit more than 720 locations and utilize virtual services. More than 77% of all Canadians are served by a CULC member library.

Bill 28 directly threatens the integral role libraries play in communities across Alberta by creating new barriers to access, raising serious questions about privacy, and undermining local democratic governance and accountability.

The proposed legislation removes local communities' ability to manage local library operations and imposes direct ministerial oversight and regulation, thereby restricting Alberta residents' access to library materials. Libraries make decisions about collections and access at the local level, informed by community needs, professional judgment, and individual and parental choice. Recent polling has shown that 69% of Albertans prefer that decisions about materials be made by locally trained staff, guided by local boards, rather than by province-wide rules.

Alberta's public libraries are community based, locally governed, and primarily funded by municipalities. Bill 28 creates new and unprecedented ministerial powers related to inspection, access, borrowing and compliance. These changes would shift decision-making away from locally appointed library boards and highly educated and professional staff, to provincial



Canadian Urban Libraries Council Conseil des Bibliothèques Urbaines du Canada

representatives. This threatens the autonomy of all local officials and citizens and is a significant departure from Alberta's longstanding model of local governance.

Bill 28 will limit access to specific materials for everyone. Libraries already maintain rigorous collection policies, catalogue and shelve materials based on age and audience and uphold parents' rights to make decisions for their families and direct users to developmentally-appropriate materials. Restricting access to public library materials is censorship, regardless of whether these materials remain physically in library spaces. Censorship infringes on intellectual freedom and with broad-sweeping legislation such as what has been presented in Bill 28, the privacy of what one checks out becomes threatened.

As the representative organization of Canada's urban libraries, we are concerned that Alberta's legislation is a first step toward government control, in Alberta and other provinces, over which materials should be accessible in public libraries. We have seen the harm that results from moves to censor library materials in other countries, as some governments have sought to impose their ideological beliefs on community. We cannot allow this level of political interference in our public libraries.

CULC strongly opposes this move to censor what is accessible in Alberta's libraries and calls on the government to withdraw the changes to the Libraries Act in Bill 28.

I am available to further discuss the impact these changes will have on libraries.

Yours sincerely,

Mary Chevreau
Executive Director
Canadian Urban Libraries Council

Copy: Hon. Danielle Smith, Premier
Mr. Naheed Nenshi, Leader of Alberta's Official Opposition

To: Okanagan Regional Library Board
From: Policy & Planning Committee
Date: May 20, 2026
Subject: Updates to the *Board Policy and Regulations Manual*

Voting Entitlement: Unweighted Vote – Simple Majority

Purpose:

To receive Board approval on recommended amendments to the *Board Policy and Regulations Manual*.

Executive Summary:

This report seeks Board approval on amendments to the following three areas of the *Board Policy and Regulations Manual*:

1. "Lost and Damaged Material" (Clause C. of *Section III: Library Membership*);
2. "Confidentiality and Privacy" (Clause E. of *Section III: Library Membership*); and
3. The periodicals subclause of "Collection Guidelines" (Clause D. of *Section V: Materials*).

In the cases of "Lost and Damaged Material" and "Collection Guidelines – Periodicals," this report recommends updated wording to reflect changes in best practice. In the case of "Confidentiality and Privacy," this report recommends the complete removal of the current section of the *Policy and Regulations Manual* in exchange for the introduction of a completely new *Privacy Policy* that would pertain to all areas of the ORL's operations and governance, rather than being couched in the confined context of "Library Membership," as is currently the case.

Recommendation:

THAT the Board approve the amendment to "C: Lost and Damaged Material" under *Section III: Library Membership* of the *Board Policy and Regulations Manual* as outlined in the report from the Policy and Planning Committee dated May 20, 2026.

Recommendation:

THAT the Board approve deleting in its entirety "E. Confidentiality and Privacy" under *Section III: Library Membership* of the *Board Policy and Regulations Manual* as outlined in the report from the Policy and Planning Committee dated May 20, 2026;

AND THAT the Board approve the new *Board Privacy Policy No. 006*.

Recommendation:

THAT the Board approve the amendments to “C. Collection Guidelines – Periodicals” under *Section V: Materials of the Board Policy and Regulations Manual* as outlined in the report from the Policy and Planning Committee dated May 20, 2026.

Background:

Over the long run, it is the plan of ORL Senior Leadership and the Policy & Planning Committee to conduct a complete review of the *Board Policy and Regulations Manual* with the aim of converting this one massive tome into multiple, more easily navigable, standalone policies. The strictly operational areas of the current *Manual* will be converted into Administrative Policies/Guidelines, to be overseen by the CEO and Senior Leadership Team, rather than requiring Board motions to amend.

The level of operational detail present in the current “Lost and Damaged Material” and “Periodicals” clauses of the *Manual* is better suited to Administrative Guidelines. This report recommends amendments that better reflect best operational practice, clear customer service, and the shifting realities of the publishing world. The recommended changes to the “Confidentiality and Privacy” clause of the *Manual* come at the recommendation of Michelle Barroca of FYI Information Management Consulting, the consultant the ORL has contracted to assist with the implementation of stronger Records and Information Management practices for the ORL. Further detail is provided below.

Discussion: Lost and Damaged Material

The “Lost and Damaged Material” language in the *Board Policy and Regulations Manual* ties the refund period to the date a replacement fee is paid rather than the date an item is declared lost. This practice can result in inconsistent interpretation and application across branches. Establishing a single six-month period beginning on the date an item is declared lost provides clear guidance for both patrons and staff. This reflects the point at which the library typically considers the replacement process complete and has moved forward with collection or budget reconciliation.

Current wording to be deleted:

*If a lost item is found in good condition and returned before the fee is paid, the fee for the item will be waived.
If a lost item (paid) is subsequently found in good condition within six months of the date of payment, a refund is made for the replacement cost.*

Recommended replacement wording:

If a library item that has been declared lost is returned in good condition within six (6) months of the date it was declared lost, the associated replacement fee will be waived. If the replacement fee has already been paid and the item is subsequently returned in good condition within six (6) months of the date it was declared lost, the replacement fee will be refunded.

Items returned more than six (6) months after the date they were declared lost are not eligible for a waiver or refund of the replacement fee, regardless of condition.

Attachment No. 1, shows the current and proposed wording with strikeouts and yellow highlights.

Discussion: Confidentiality and Privacy

The ORL's Privacy Statement was updated in 2025 in conjunction with the launch of the new ORL website to better inform patrons about the purpose and methods of personal information collection. The statement also outlines patrons' rights to request access to records and emphasizes patrons' ability to maintain accurate personal information with the ORL.

As mentioned above, in the long run, the ORL's *Board Policy and Regulations Manual* will be converted into standalone policies, for easier navigation and maintenance purposes. The recommended introduction of a standalone *Privacy Policy* is a step in this direction and was strongly recommended to ORL Leadership by Michelle Barocca of FYI Information, the consultant who has been working with the Leadership Team on the development of stronger Record and Information Management practices.

Accordingly, this report recommends that the existing "Confidentiality and Privacy" section of the *Board Policy and Regulations Manual* be removed in its entirety (See Attachment 2. for current wording) and be replaced with the proposed new *Privacy Policy No. 006* (Attachment 3). This change will also ensure that the *Privacy Policy* apply to all operational and governance areas of the ORL.

Discussion: Collection Guidelines – Periodicals

The *Board Policy and Regulations Manual's* "Section V: Materials, Subsection D: Collection Guidelines – Periodicals" states: "Large branches should house .006 subscriptions per capita. Small branches with a population of less than 7,500 should house .008 subscriptions per capita. Satellite branches should house .004 subscriptions per capita."

This prescribed per capita formula for periodical subscriptions is no longer appropriate because it reflects a print-based publishing environment that is rapidly diminishing and does not account for the growth of system-wide digital licensing models. A fixed population ratio assumes stable print production and branch-level ownership, whereas today many titles have ceased print publication, shifted online, or are more effectively purchased once for access across the entire system. Maintaining the formula risks inefficient duplication, misaligned spending, and reduced flexibility in responding to publisher changes and community demand. Moving to a broader, principle-based policy statement will allow the ORL to uphold equity of access while enabling data-driven, financially responsible, and agile collection decisions that better reflect current realities and future trends.

With the removal of the population-based spending formula, the ORL will be able to move from branch-by-branch periodical spending to a coordinated, system-wide model.

General impacts of this change would include:

- Enable centralized digital subscription decisions for high-cost or speciality titles;
- Reduce duplication of low-use print titles across multiple branches;
- Support greater investment in digital platforms accessible to all ORL patrons, regardless of community size; and
- Align with the ORL's strategic direction around equity of access across urban and rural communities.

Financially, this change would have the following impacts:

- Reallocate funds from declining print subscriptions;
- Invest in shared digital platforms;
- Adjust quickly when publishers change pricing or cease publication; and
- Reduce duplication.

ORL Regular Board Report

Request for Decision

Attachment 4 shows the current and proposed wording of the "Periodicals" section of the *Board Policy and Regulations Manual*.

Strategic Plan Alignment:

1. Strive for organization and service excellence.

Respectfully submitted by:

Mark Reinelt, Director of Public Services
Corinne Boback, Administrative Services Manager

Attachments:

Attachment No. 1: Late Fees and Other Charges
Attachment No. 2: Current *Confidentiality and Privacy* wording
Attachment No. 3: New Privacy Policy No. 006
Attachment No. 4: Current & proposed wording of "Periodicals" clause of "Collection Guidelines"

Approved for Board Agenda

Danielle Hubbard, CEO

A. LATE FEES AND OTHER CHARGES Revised September 13, 2023**Lost and Damaged Material**

Items not returned will be set to lost 30 days after the due date. New, September 13, 2023

Customers are charged replacement costs for the loss of borrowed material. Customers are also charged for items damaged while on loan to their account. The Library reserves the right to assess damage and determine the need to withdraw damaged material from the collections.

Replacement costs for catalogued materials are at the ORL purchase price and are normally entered in the item record. The price entered is converted to Canadian dollars. Processing charges are added to the replacement cost of withdrawn items. Where no replacement cost is known, the default prices are as follows:

Adult fiction	\$31	
Adult non-fiction	33	
Junior fiction	21	
Junior non-fiction	24	
Picture books	20	
Book Club Kits	350	
Music CDs	20	
Audiobook CDs	38	
Daisy Format CDs	30	
CNIB taped books	30	
Feature Films	30	
Interlibrary Loan		Cost adjusted to amount charged by lending library
Kits	30	
Microfilm, per roll	55	
Multi-lingual	20	
Multi-Volumes	Variable	Cost is pro-rated for lost item.
Pamphlet File	5	
Paperbacks (Mass Market only)	12	
Periodicals	8	
Quick Reads	31	
Victor (Daisy) Players	500	

~~If a lost item is found in good condition and returned before the fee is paid, the fee for the item will be waived. If a lost item (paid) is subsequently found in good condition within six months of the date of payment, refund is made for the replacement cost.~~

If a library item that has been declared lost is returned in good condition within six (6) months of the date it was declared lost, the associated replacement fee will be waived. If the replacement fee has already been paid and the item is subsequently returned in

good condition within six (6) months of the date it was declared lost, the replacement fee will be refunded.

Items returned more than six (6) months after the date they were declared lost are not eligible for a waiver or refund of the replacement fee, regardless of condition.

Repair Charges

Customers returning materials in a damaged condition will be charged a replacement fee or a physical repair fee as follows:

Books

Rebinding	\$12.00	
Mending	\$ 8.00	Maximum
Replacing Barcode	\$ 0.50	
Replacing End Pages	\$ 1.00	Per page

Other Materials

CD Cases		
Single	\$ 2.00	
Multiple	\$ 5.00	
DVD Cases		
Single	\$ 3.00	
Multiple	\$ 5.00	
CD & DVD Disc Repair	\$ 3.50/disc	
Victor (Daisy) Players		Actual charges passed on to the customer.
Kit Bag	\$ 2.00	
Taped Book		No charge

*All prices include label and barcode.

Customers may choose to keep damaged materials if they have paid the full replacement cost for the damaged item(s). Unclaimed damaged items will be held for a maximum of 90 days.

Service Charges

Replacement Card (including keyset card) = \$2.00

No charge for the replacement of worn or defective library cards.

The Library is not responsible for damage to customer equipment used to play items borrowed from Library Collections.

D. SUSPENSIONS

The use of the Library and/or its services may be denied for due cause. Such cause may be failure to return library material or to pay fees or charges, unacceptable use of access to the Internet, illegal and/or unethical use of the Internet, destruction of library property, disturbance of other customers or any other objectionable conduct on Library premises.

Borrowing privileges on physical material will be suspended if there is a lost item(s) on the customer record. Revised September 13, 2023

Access to the Internet may be denied for unacceptable, illegal, and/or unethical use of the Internet.

E. CONFIDENTIALITY AND PRIVACY

Introduction

The Okanagan Regional Library's legal authority to collect personal information flows from the Library Act and section 26 of the Freedom of Information and Protection of Privacy Act. Any personal information collected, used, or disclosed by the Library is in accordance with the Freedom of Information and Protection of Privacy Act. (FOIPPA)

What is Personal Information?

Examples of personal information are name, age, home address, phone number, email address, IP address, identification numbers, reading choices, etc. Personal information does not include work contact information.

Collection of Personal Information

When the Library collects personal information, staff will advise why it is collected, and the legal authority for doing so. The Chief Executive Officer or designate acts as the Library's Freedom of Information and Protection of Privacy Officer.

The following are some examples of purposes for which the Library may collect personal information:

- Issuing library cards
- Identifying materials on loan
- Placing and tracking interlibrary loans and requests
- Identifying and recording overdues
- Providing answers to reference questions
- Providing home service for customers with special needs
- Providing information about Library programs and services
- Recording comments or suggestions
- General Library operations and planning
- Recording donations

How is personal information used?

The Library will only use personal information for the purposes for which it was originally collected, and in a manner consistent with those purposes.

When is personal information disclosed?

The Library does not sell or rent personal information. Personal information is disclosed only in accordance with FOIPPA or as otherwise required by law.

When other organizations require personal information in order to provide services on behalf of the Library, the Library ensures that these organizations treat the personal information in compliance with FOIPPA and the Library's privacy policies. Examples include:

- When a customer explicitly consents to the disclosure
- To a collection agency for the purpose of collecting a debt
- For law enforcement purposes, such as where required by a subpoena, warrant, or other order
- Where there are compelling health and safety concerns
- To contact a person's next of kin if that person is injured or becomes ill while visiting the Library.

Requests for disclosure of customer information to an outside agency or, for adult members, persons other than the cardholder, must be submitted in writing to, and approved by, the Chief Executive Officer. Customers will receive notice of such disclosures when appropriate, from the Chief Executive Officer.

How Personal Information Is Kept Secure

The Library uses reasonable security measures to protect against risks such as unauthorized access, collection, use, disclosure, or disposal. Security measures include physical, technological, and operational safeguards that are appropriate to the nature and format of the personal information.

How Long Is Personal Information Kept?

If the Library uses personal information to make a decision that affects the customer, the Library must keep that information. Otherwise, the Library will keep personal information only for the length of time necessary to fulfill the purposes for which it was collected. Personal information is securely destroyed when it is no longer needed.

Accuracy of Personal Information

The Library will do its best to ensure that personal information is as accurate, complete, and up to date as necessary. This is a partnership with Library customers. The Library encourages all customers to keep their personal information up to date, and report lost cards immediately.

How Does A Customer Access or Correct Personal Information?

Individuals have a right to access any personal information that the Library has about them. They may access current account information held by the Library on-line by using their library card barcode and PIN to check their account in the Library catalogue. For other information, customers can contact Library staff, or send a written request to the Chief Executive Officer, at Library Headquarters. Individuals also have a right to request that their personal information be corrected, if they believe it is incorrect.

Children's Personal Information

Children have the same rights as adults with respect to their personal information. Where children are "incapable" of exercising their right to access, correct, or consent to the disclosure of their personal information, their parent or guardian may do so on their behalf.

The Library assumes that children of 13 years are generally capable of exercising their own rights for policy purposes. However, in rare circumstances, the Library may treat a request on an individual basis where a child or parent/guardian does not believe the guideline age is appropriate in their circumstances.

Surveillance

From time to time, the Library may install surveillance equipment in public parts of a Library branch. This will be done only when there have been repeated instances of threats of violence, or illegal activities.

Internet

Information sent over the Internet cannot be secured and may be vulnerable to unauthorized access.

Privacy Policy No. 006

Definitions

"Personal information" is recorded information about an identifiable individual. Personal information includes, but is not limited to an individual's name, personal address, personal phone number, birth date, personal email address, social insurance number, signature, credit card information, and any other information that could identify an individual.

"Personnel" means staff, independent contractors, volunteers and Board members.

"Privacy Officer" means the individual who has been delegated powers from the head of the Okanagan Regional Library (ORL) in accordance with Freedom of Information and Protection of Privacy Act (FIPPA).

"Record" includes books, documents, maps, drawings, photographs, letters, vouchers, papers and any other thing on which information is recorded or stored by graphic, electronic, mechanical or other means, but does not include a computer program or any other mechanism that produces records.

Purpose

To identify how the Okanagan Regional Library (ORL) collects, uses, discloses, and protects personal information in compliance with FIPPA and to identify the ORL's processes for receiving and responding to requests for records in the custody or control of the ORL.

Scope

This policy applies to all ORL personnel.

Policy Statement

The Okanagan Regional Library is committed to ensuring the privacy of all library users and personnel and complies with the provisions of the *Freedom of Information and Protection of Privacy Act* ("FIPPA").

The ORL is committed to providing open, transparent, sound governance by balancing the following principles:

- The public has the right to access ORL information.
- Whenever possible, information held by the ORL should be available to the public.
- Individuals have the right to have their personal information protected.
- The ORL is responsible to collect or disclose personal information only as authorized by FIPPA.

Personal Information Privacy

The ORL is committed to safeguarding the privacy of all individuals whose personal information it collects, uses, discloses, and retains through responsible information management practices.

All ORL personnel are expected to protect the privacy and confidentiality of personal information entrusted to the ORL and to comply with the requirements of the FIPPA.

Questions about how the FIPPA applies to ORL records may be directed to the ORL's Privacy Officer at privacy@orl.bc.ca.

Limiting Collection, Use, and Disclosure

The ORL collects, uses, and discloses personal information about staff and library users only for purposes that are directly connected to and necessary for its programs, activities, or other uses authorized under FIPPA. The ORL ensures that personal information is handled solely for the purposes for which it was collected, unless the individual provides consent or FIPPA otherwise permits or requires its use or disclosure.

Identifying Purposes

The ORL informs individuals of the purposes for which their personal information is being collected at or before the time of collection. The ORL may collect, use, or disclose personal information of **library users** for purposes including but not limited to:

- tracking materials borrowed from the ORL;
- ensuring Library materials are returned on time and in good condition;
- monitoring compliance with ORL policies;
- communicating information about programs, contests, or events;
- processing payments, including outstanding fees, fines, or other charges;
- investigating incidents;
- evaluating and improving the ORL programs and services;
- maintaining the safety and security of the ORL, staff, property and facilities, including through the use of video surveillance technology; and
- any other purposes permitted or required by law.

The ORL may collect, use, or disclose **staff** personal information for purposes including but not limited to:

- establishing, managing, administering, or ending an employment or contractor relationship;
- evaluating staff performance;
- investigating potential breaches of Library policy or other misconduct and implementing corrective actions;
- processing salary and administering employment-related benefits;
- assessing and improving the ORL's employment-related programs and services;
- ensuring the safety and security of the ORL, its staff, and its property; and
- any other purposes permitted or required by law.

Only designated ORL staff may release relevant information to other libraries or companies acting on the ORL's behalf for the collection of library property, unpaid fees, fines or other charges as permitted by law.

Securing Personal Information

The ORL protects personal information by ensuring security safeguards appropriate to the sensitivity of the information are in place. Such security safeguards include physical, organizational, and electronic safeguards.

Access to personal information by staff is role-based and limited to a need-to-know basis.

All staff members are expected to participate in required privacy training, and to be familiar with their obligations under this policy and FIPPA.

Every member of staff has a duty to protect the privacy and security of personal information collected and used by them as part of their ongoing employment responsibilities.

The management and safekeeping of such information is the responsibility of all staff.

Any personal information that is no longer required for either administrative, financial, legal, or historical purposes shall be securely destroyed in a confidential manner in accordance with ORL-approved record retention protocols.

However, personal information will be retained for specified periods where required by law. The FIPPA requires that any personal information that is used by the ORL for making a decision that directly affects an individual is to be retained by the ORL for at least one year after being used.

Accuracy and Correction

The ORL endeavours to ensure the accuracy and completeness of the personal information it collects and uses.

If a person believes that there is an error or omission in their personal information collected by the ORL, they may request the correction of the information in writing to the department responsible for the information. The department head or designate is responsible for, as appropriate, correcting the information or annotating the information, in consultation with the Privacy Officer and in accordance with the requirements of the FIPPA.

If a correction is made, the ORL will notify any other public body or third party to whom it has provided the incorrect information during the one-year period before the correction was requested.

Access to Information Requests

Any person can make a request for access to records held by ORL.

All such requests must be in writing and be directed to the Library's Privacy Officer at privacy@ORL.bc.ca.

Records will be released in accordance with the requirements of FIPPA.

Access to information requests for records will be acknowledged upon receipt. A response is required within 30 days in accordance with FIPPA.

Only the ORL's Privacy Officer or designate will release records in response to an access to information request.

Staff are to ensure that compliance is also in conjunction with the ORL's Records and Information Management Policy.

Compliance and Contact Information

Requests for access to information, issues or complaints about the ORL's compliance with the FIPPA, and questions or comments about this Policy may be addressed to the Library's Privacy Officer at privacy@ORL.bc.ca

Policy and Planning Committee Approval Date:	April 15, 2026
Board Approval Date:	
Effective Date:	
Review Date:	
Department:	

SECTION V: MATERIALS

A. INTRODUCTION

The purpose of the Okanagan Regional Library Materials Policy is to guide staff and to inform the public about the principles upon which selection of materials is carried out. The policy is subject to review at all times and should be carefully reviewed at least every five years.

B. INTELLECTUAL FREEDOM

The Okanagan Regional Library endorses the Statement on Intellectual Freedom and Libraries adopted by the Canadian Federation of Library Associations.

The Canadian Federation of Library Associations recognizes and values the Canadian Charter of Rights and Freedoms as the guarantor of the fundamental freedoms in Canada of conscience and religion; of thought, belief, opinion, and expression; of peaceful assembly; and of association.

The Canadian Federation of Library Associations supports and promotes the universal principles of intellectual freedom as defined in the Universal Declaration of Human Rights, which include the interlocking freedoms to hold opinions and to seek, receive and impart information and ideas through any media and regardless of frontiers.

In accordance with these principles, the Canadian Federation of Library Associations affirms that all persons in Canada have a fundamental right, subject only to the Constitution and the law, to have access to the full range of knowledge, imagination, ideas, and opinion, and to express their thoughts publicly. Only the courts may abridge free expression rights in Canada.

The Canadian Federation of Library Associations affirms further that libraries have a core responsibility to support, defend and promote the universal principles of intellectual freedom and privacy.

The Canadian Federation of Library Associations holds that libraries are a key institution in Canada for rendering expressive content accessible and affordable to all. Libraries are essential gateways for all persons living in Canada to advance themselves through literacy, lifelong learning, social engagement, and cultural enrichment.

Libraries have a core responsibility to safeguard and facilitate access to constitutionally protected expressions of knowledge, imagination, ideas, and opinion, including those which some individuals and groups consider unconventional, unpopular or unacceptable. To this end, in accordance with their mandates and professional values and standards, libraries provide, defend and promote equitable access to the widest possible variety of expressive content and resist calls for censorship and the adoption of systems that deny or restrict access to resources.

Libraries have a core responsibility to safeguard and foster free expression and the right to safe and welcoming places and conditions. To this end, libraries make available their public spaces and services to individuals and groups without discrimination.

Libraries have a core responsibility to safeguard and defend privacy in the individual's pursuit of expressive content. To this end, libraries protect the identities and activities of library users except when required by the courts to cede them.

Furthermore, in accordance with established library policies, procedures and due process, libraries resist efforts to limit the exercise of these responsibilities while recognizing the right of criticism by individuals and groups.

Library employees, volunteers and employers as well as library governing entities have a core responsibility to uphold the principles of intellectual freedom in the performance of their respective library roles.

The library collection also should be representative of a diverse and inclusive population, as reflected by the Canadian Federation of Library Association's Position Statement on Diversity and Inclusion:

The Canadian Federation of Library Associations (CFLA-FCAB) believes that a diverse and pluralistic society is central to our country's identity. Libraries have a responsibility to contribute to a culture that recognizes diversity and fosters social inclusion.

Libraries strive to deliver inclusive service. Canada's libraries recognize and energetically affirm the dignity of those they serve, regardless of heritage, education, beliefs, race, religion, gender, age, sexual orientation, gender identity, physical or mental capabilities, or income.

Libraries understand that an acceptance of differences can place individual and collective values in conflict. Libraries are committed to tolerance and understanding. Libraries act to ensure that people can enjoy services free from any attempt by others to impose values, customs or beliefs.

Internet access and use is covered by the Library's Internet Use policy

C. GENERAL PRINCIPLES

All materials are part of a single system-wide collection. Overall responsibility for, and authority over, the collection rests with the Chief Executive Officer or delegate.

Most materials can be requested or rotated for use at any branch and will remain at that branch until re-requested or rotated again.

In selecting materials, the Library strives to provide content that supports the Library's Strategic Plan. Materials selected will support popular demand, diversity of our communities, and lifelong learning

The Library will acquire or provide access to diverse materials in print and non-print formats to meet its objectives.

The Library recognizes its role as a supplementary source of information and enrichment for students and independent learners of all ages, but it does not purchase textbooks unless they are the most appropriate source of information on a subject of interest to the general community.

The Library welcomes suggestions from the public for the purchase of library materials. All library materials are collected under the terms of the Okanagan Regional Library Materials Policy. Maintenance of permanently segregated collections representing a particular viewpoint are not permitted.

Materials that are no longer useful in the light of stated Library objectives will be systematically weeded from the collection according to accepted professional practices. De-selected materials will be disposed of at the discretion of the Chief Executive Officer or delegate.

D. COLLECTION GUIDELINES

Print Collection

~~Branches with a service area population of more than 7,500 should house two print volumes per capita. Branches with a population of less than 7,500 should house three volumes per capita. 25% to 30% of the print collection shall be junior and young adult materials.~~

Periodicals

~~Large branches should house .006 subscriptions per capita. Small branches with a population of less than 7,500 should house .008 subscriptions per capita. Satellite branches should house .004 subscriptions per capita.~~

Electronic Resources and Reference

~~Criteria for selection of electronic resources and reference materials are included in the Reference Collection Development Guidelines.~~

The Okanagan Regional Library branches will maintain physical collections that reflect the needs and interests of their local communities. Collection size will be guided by branch size, usage patterns, and available budget capacity and alignment with part C. General Principles.

Electronic Resources will be managed at a system-wide level. This collection will evolve to reflect changing community needs, usage patterns, technological advancements, and available budget capacity, ensuring equitable access to relevant digital resources across all branches. Selection guidelines of electronic resources and reference materials are included in the Reference Collection Development Guidelines.

E. SELECTION POLICY

Authority

Final authority for the determination of policy in the selection, acquisition and de-selection of materials is vested in the Okanagan Regional Library Board.

Responsibility

Ultimate responsibility for materials selection rests with the Chief Executive Officer or delegate, who operates within the framework of policies determined by the Regional Library Board.

Selection Criteria

- Quality of work, which may be based on reviews from professional journals and other review sources, or on the judgement of Collections Librarians
- Current and anticipated popular demand
- Materials that provide better accessibility to works for people with perceptual, physical, or visual disabilities
- Date of publication
- Suitability of format, and physical durability of format
- Relevance to community needs, and relevance to the experience and interests of diverse populations
- For a diverse and inclusive collection, material by authors/creators from underrepresented groups,
- Suitability of subject and style for intended audience, including accuracy, clarity, originality, innovation and presentation and currency of information
- Representation of important movements, genres, trends and cultures
- Relationship to the existing collection and other materials on the subject Reputation and/or significance of the work and creator/ producer and/or the publisher
- Clarity, quality, accuracy and logical presentation
- Budgetary and space priorities (including cost of specific formats).

The Library will attempt to make available a wide diversity of views and expressions in keeping with the Statement on Intellectual Freedom and Libraries adopted by the Canadian Federation of Library Associations. The Library does not advocate the ideas and opinions found in its collection.

Materials may be excluded for inaccurate information, intent to promote hatred or intolerance, and content that is too limited or specialized in focus. For controversial issues, variety and balance of opinions are sought whenever available, subject again to accuracy of the content. The Library does not purchase, retain, or make accessible in its collections resources in violation of the statutes of Canada or British Columbia.

The Library recognizes that some material in the collection may be controversial or offensive to some customers. Library staff may be able to assist customers in choosing materials, but library customers have ultimate responsibility for what they decide to borrow.

Parental Responsibility

Monitoring of a child's use of the Library is the responsibility of the parent or legal guardian. Selection of materials for the adult collection is not restricted by the possibility that children may obtain materials that their parents consider inappropriate. The Library believes in the freedom of the individual, and the right and obligations of parents to develop, interpret and maintain their own code of values within the family.

Review Process

Notwithstanding the Okanagan Regional Library Board's adherence to the Statement on Intellectual Freedom and Libraries adopted by the Canadian Federation of Library Associations, in the event that any individual or group has an objection to any of the selection decisions, a Request for Reconsideration of Material may be made. This request must be made on the prescribed form, a copy of which is appended to and forms part of this Materials Policy. It will be pointed out to the person making the request that the Okanagan Regional Library endorses the Statement on Intellectual Freedom and Libraries adopted by the Canadian Federation of Library Associations. A letter detailing the Library's decision will be sent in response to any Request for Reconsideration of Material.

Duplication

Multiple copies of materials are a practical necessity in a regional library system.

De-selection

The goal of de-selection, or weeding, is to maintain a useable collection that responds to the needs of Library customers. The following factors contribute to the need for ongoing de-selection:

- Customer demand for new materials
- Shelf space needed to accommodate new materials
- The desirability of highlighting new materials.

De-selection Criteria

Unless of SALE OF WITHDRAWN MATERIALS

Goals

To allow community groups, such as Friends of the Library, to raise money towards the enhancement of local and regional library services through book sales.

To allow the Library to raise money from the disposal of withdrawn library materials, so that money will be available for items not normally appearing in the budget. Costs and profits shall be on a 60% (Friends of the Library) and 40% (Okanagan Regional Library) basis.

Criteria for Book Sales

- The Library shall stockpile withdrawn material for the purpose of stocking book sales. No charge shall be made for this service. Items will be allocated for sales on a first come, first served basis.
- A community group shall be charged for the transportation of materials from the Library's storage point to the point of sale, or the community group shall provide transportation.
- The community group shall be responsible for sorting, arranging, and selling library material and renting space for the sale.
- The community group shall not make a charge for its members' time.

- After costs for transportation, rental, etc. are paid, profits shall be shared on a 60-40 basis, with 60% of the profit going to the local community group for local library improvement, and 40% going to the library system for improvements to system-wide library services.
- Should materials remain unsold after the sale, remaining materials shall be the responsibility of the community group.
- An accounting of all expenditures and revenue shall be sent to the Okanagan Regional Library at the end of each sale.

Request for Decision

To: Okanagan Regional Library Board
From: Policy and Planning Committee
Date: May 20, 2026
Subject: One employee model statement

Voting Entitlement: *Unweighted Vote – Simple Majority*

Purpose:

To propose the introduction of a “one employee model” statement at the beginning of the “Personnel” section (Section X) of the *Board Policy and Regulations Manual*.

Recommendation:

THAT the Board approve the drafted “one employee model” statement for inclusion at the opening of the “Personnel” section (Section X) of the *Board Policy and Regulations Manual* as outlined in the report from the Policy and Planning Committee dated May 20, 2026.

Discussion:

At the February 18, 2026, in-camera Board Meeting, the Board passed a motion “THAT the re-assessment of existing policies pertaining to staff decision-making in service delivery be referred to the Policy & Planning Committee.”

Rather than combing through the ORL’s entire *Policy Manual* and peppering it with numerous mentions of the CEO’s role, this report recommends the introduction of a short “one employee model” statement to appear at the beginning of the “Personnel” section of the *Policy Manual*.

Staff brought forward proposed wording to the April 15, 2026, Policy and Planning Committee meeting that read:

The ORL follows the “one employee model,” wherein the CEO (Chief Librarian) is the sole employee of the Board and takes governance and strategic direction from the Board. All other ORL employees report – either directly or indirectly – to the CEO. The CEO has directive and decision-making authority over all operational aspects of the ORL and is responsible for ensuring all employees adhere to the Board’s governance decisions.

Members of the committee recommended a few changes based on local government CAO one employee model policies and bylaws (Eg. District of Lake Country, City of West Kelowna, and the RDOS) and provided the amendment below.

The Committee’s recommendations have been incorporated, and the following is the proposed wording for Board approval:

The ORL follows the “one employee model,” wherein the Chief Executive Officer (CEO) is the sole employee of the Board and takes governance and strategic direction from the Board. All other ORL employees report –

ORL Regular Board Report

either directly or indirectly – to the CEO. The CEO is the link between policy makers (the Board) and policy implementors (the staff).

The CEO is responsible for providing the Board with background information to make policy decisions, and for ensuring that administration carries out the policies in a neutral and efficient manner.

The CEO has decision-making authority over all operational aspects of the ORL and is responsible for ensuring all employees adhere to the Board's governance decisions.

Strategic Alignment:

Strive for organizational and service excellence

Policy and Planning Committee Meeting Recommendation – April 15, 2026

THAT the Policy and Planning Committee approve the drafted "one employee model" statement for inclusion at the opening of the "Personnel" section (Section X) of the *Board Policy and Regulations Manual*;

AND THAT the Policy and Planning Committee direct staff to bring the amended statement forward to the Board for final approval.

CARRIED UNANIMOUSLY

Respectfully submitted by: Danielle Hubbard, CEO

Attachment(s):

Attachment 1: Sample wording from Lake Country, RDOS and West Kelowna

Approved for Committee Agenda
Danielle Hubbard, CEO

District of Lake Country CAO-One Employee of Council Policy No. 14.139

Policy Statement

The District of Lake Country endorses the 'CAO-One Employee of Council' model of corporate structure. This model identifies the CAO as Council's only employee; all other District employees report (directly or indirectly) to the CAO rather than to Council. The CAO is the link between policy makers (Council) and policy implementers (staff).

Policy

Section 1 that reads;

The Chief Administrative Officer is Council's chief policy advisor. The CAO is responsible for providing Council with background information to make policy decisions, and for ensuring that administration carries out the policies in a neutral and efficient manner.

Section 3 that reads:

The CAO is the link between Council and District employees. All Council directives, correspondence, and requests for information on behalf of the District will be channeled through the CAO who will forward to the appropriate staff and ensure follow-up actions. All submissions to Council, including Staff Reports, delegation requests, and correspondence will be channeled through the CAO. Significant information provided to any member of Council, which is likely to be used in Council or in political debate, will also be submitted to the CAO who will ensure that all Council members are provided the information.

Regional District of Okanagan-Similkameen - Chief Administrative Officer Delegation Bylaw No. 2793, 2018

Operational Matters

The CAO or his designate shall:

- 3.11 Establish and implement all Administrative Directives, for all matters within the powers of the CAO.
- 3.13 Provide corporate leadership in ensuring that all Board Policies and programs of the Regional District are efficiently coordinated, are delivered in a responsive and effective manner and reflect the overall strategic priorities of the Regional District as defined by the Board.

CAO-One Employee of Council Policy - City of West Kelowna

Policy Statement:

The District of West Kelowna endorses the 'CAO-One Employee of Council' model of Corporate structure. This model identifies the CAO as Council's only employee; all other District employees report (directly or indirectly) to the CAO rather than to Council. The CAO is the link between policy makers (Council) and policy implementers (staff).

Policy

The Chief Administrative Officer is Council's chief policy advisor. The CAO is responsible for providing Council with background information to make policy decisions, and for ensuring that administration carries out the policies in a neutral and efficient manner.

The Chief Administrative Officer is the link between Council and District employees. All Council directives, correspondence, and requests for information on behalf of the District will be channeled through the CAO who will forward to the appropriate staff and ensure follow-up actions. All submissions to Council, including Staff Reports, delegation requests, and correspondence will be channeled through the CAO. Significant information provided to any member of Council, which is likely to be used in Council or in political debate, will also be submitted to the CAO who will ensure that all Council members are provided the information.

To: Okanagan Regional Library Board
From: Policy and Planning Committee
Date: May 20, 2026
Subject: New Social Media and RIM Board Policies

Purpose:

To receive Board approval in the adoption of a "*Social Media Policy*" and "*Records and Information Management*" Policy.

1. Recommendation:

THAT the Board approve the new "*Social Media Policy No. 005*" as outlined in the report dated May 20, 2026 from the Policy and Planning Committee.

2. Recommendation:

THAT the Board approve the new "*Records and Information Management Policy No. 007*" as outlined in the report dated May 20, 2026 from the CEO.

Executive Summary:

This report recommends the adoption of new policies governing social media and records and information management at the Okanagan Regional Library (ORL). These policies are part of a larger Records and Information Management project and are intended to establish clear guidance for all staff and ensure alignment with current practices and legislative requirements.

Discussion:

Between July and September 2025, members of the Senior Leadership Team participated in a comprehensive information-gathering process with Michelle Barroca of FYI Information Management Consulting. This work involved assessing the ORL's digital records environment, including storage practices, naming conventions, security measures, workflows, challenges, and areas of success. The ORL engaged these consulting services to support the advancement of its records management program and to strengthen compliance with applicable legislation.

Following a series of interviews, Ms. Barroca provided Leadership with recommendations to enhance records and information management practices, including proposed steps and implementation timelines.

Key recommendations included the development of a Records and Information Management (RIM) Procedures Manual, the provision of records and privacy training, engagement with external partners to improve the current SharePoint structure, enhancements to both physical and electronic records management practices, and the creation of additional supporting policies.

In alignment with these recommendations, the Policy and Planning Committee proposes the adoption of the following policies:

- A *Social Media Policy* to establish expectations and guidelines for appropriate use (Attachment No. 1 – *Social Media Policy No. 005*).
- A *Records and Information Management Policy* to define the ORL's RIM program standards, objectives, roles, and responsibilities (Attachment No. 2 – *Records Management Policy No. 007*).

Staff presented the proposed policies at the April 15, 2026, Policy and Planning Committee. The Committee is in support of the proposed policies, the committee's minor amendments have been added.

Strategic Plan Alignment:

1. Strive for organization and service excellence.

Policy and Planning Committee Recommendations – April 15, 2026

Recommendation No.1:

It was moved and seconded

THAT the Policy and Planning Committee approve the new "Social Media Policy No. 005" as outlined in the report from the CEO dated April 15, 2026;

AND THAT the Policy and Planning Committee direct staff to bring the new "Social Media Policy No. 005" forward to the Board for final approval.

CARRIED UNANIMOUSLY

Recommendation No.2:

It was moved and seconded

THAT the Policy and Planning Committee approve the new "Records and Information Management Policy No. 007" as outlined in the report from the CEO dated April 15, 2026;

AND THAT the Policy and Planning Committee direct staff to bring the new "Records and Information Management Policy No. 007" forward, as amended, to the Board for final approval.

CARRIED UNANIMOUSLY

Respectfully submitted by:

Danielle Hubbard, CEO

Attachment(s):

Attachment 1: Draft Social Media Policy No. 005

Attachment 2: Draft Records and Information Management Policy No. 007

Approved for Committee Agenda

Danielle Hubbard, CEO

Social Media Policy No. 005

Definitions

"Personnel" means employees including part-time, full-time, auxiliary, and temporary contract employees.

"Trustee" means all members of the ORL Board of Trustees.

"Content" means information including but not limited to, text, images, photographs, videos, links, and geographic markers uploaded, added to, or published on an online location.

"Social Media" or "social networking" means the use of any social networking and/or blogging sites including, but not limited to, Facebook, Instagram, Teams, YouTube, blogs, or any other apps or online sites that permit users to create and/or share content.

Purpose

To support the effective use of social media while safeguarding the Okanagan Regional Library's (ORL) reputation and maintaining public trust. This policy is also intended to ensure that all social media activity respects the privacy and confidentiality of information related to the ORL, its personnel, trustees, and patrons.

This Policy outlines the standards and expectations for the responsible use of social media, in alignment with applicable laws, ORL policies, and the guidelines described below.

Scope

This policy applies to all ORL personnel and ORL Trustees.

Policy Statement

The ORL recognizes the value of social media as a tool for engaging the public and promoting ORL programs and services.

The ORL's social media channels are valuable tools for communication and engagement with our community. To maintain a safe, productive and meaningful space, the ORL retains the right to disable the public comments. This protects both the community and staff from exposure to harmful content. Users can like and share ORL content within their own networks and direct messaging will remain open. The community is encouraged to reach out with their questions and staff will respond in a timely manner.

ORL Online Social Media Accounts and Websites

The ORL's website will remain the primary source of online information exchange with the public and is the ORL's official internet presence. Where possible, social media posts shall link back to the ORL website for the purpose of downloading forms, documents, and providing specific or additional information.

Content shared through ORL social media channels must:

- Align with all ORL policies, values, vision, mission statement; and
- Be accurate, current, and communicated in a professional manner that supports and reflects positively on the ORL's image and reputation.

Appropriate Content, Monitoring, and Enforcement

Only information that is publicly available may be posted to social media sites. It is unacceptable to publish or report on conversations or information that is confidential, pre-decisional, or speculative.

The Marketing and Communications Department of the ORL monitors social media channels to ensure adherence to this policy. Any content that violates this policy will be promptly addressed.

Only designated ORL employees are permitted to post on ORL social media platforms representing the organization with an ORL account.

The ORL reserves the right to determine the appropriateness of all content received. Posts will be deleted and direct messages will not receive a response if they:

- Contain language that is abusive, harassing, hateful, threatening, or defamatory toward any individual or organization;
- Include content that is discriminatory (under the B.C. Human Rights Code), graphic, or obscene; or
- Constitute spam, commercial solicitations, or content unrelated to the subject matter of the specific posting.

If repeated posts of the above nature are made by any individual, the ORL retains the right to block that person from further online activities associated with the ORL.

Social media accounts are monitored by ORL staff during regular business hours. While posts are scheduled to appear outside these hours, live response from the ORL are only to be expected during ORL operating hours.

Communication through social media is subject to all relevant provincial, federal, and municipal laws, regulations, and policies.

Employee Use of Social Media

The ORL encourages respectful and responsible use of social media. This includes following ORL policies related to conduct, confidentiality, and respectful workplace standards when posting on personal or work-related social media accounts.

While the ORL respects employees' personal expression, certain online activity may relate to the workplace when it has a real and material connection to an employee's role or the ORL's operations. This may include situations where social media activity:

- a) does not align with ORL policies (e.g., confidentiality, respectful workplace/anti-harassment, or other established standards of conduct),
- b) has the potential to negatively affect the ORL's reputation or operations, or
- c) impacts an employee's ability to perform their duties.

If concerns arise, the ORL will review the matter in a fair, balanced, and proportional way guided by applicable legislation, ORL policies, and relevant collective agreements, and may include corrective steps where appropriate.

Nothing in this policy alters employees' rights under the B.C. Human Rights Code or applicable privacy legislation.

Social media collection notice

Personal information posted by members of the public may be collected by the ORL under s. 26 of the *British Columbia Freedom of Information and Protection of Privacy Act* for the purposes of communicating and engaging with the public.

Information collected may be stored and / or accessed on servers located outside of Canada. In the interest of privacy and the privacy of others, members of the public are advised to not include any personal information including phone numbers and email addresses in the body of online comments. Personal information about others, including pictures, should not be shared.

Compliance

This policy complies with the *BC Freedom of Information and Protection of Privacy Act (FIPPA)*.

Policy and Planning Committee Approval Date:	April 15, 2026
Board Approval Date:	
Effective Date:	
Review Date:	
Department:	

Records Management Policy No. 007

Definitions

"Personnel" means employees including part-time, full-time, auxiliary, and temporary contract employees.

"Record" includes books, documents, maps, drawings, photographs, letters, vouchers, papers, and any other thing on which information is recorded or stored by graphic, electronic, mechanical or other means, but does not include a computer program or any other mechanism that produces records.

"Records Management Program (RMP)" means the corporate system used throughout the Okanagan Regional Library (ORL) to manage ORL records from their creation through to their final disposition.

The RMP will consist of:

- a) A system for the controlled creation, use, access, maintenance, retention, and disposition of ORL records;
- b) Procedures to support the implementation of this policy; and
- c) Support for departments to implement this policy.

"Records Retention Schedule" means the approved retention and disposition schedules prescribing the stages of a record classification's lifecycle from creation or receipt, to disposition, including its active and semi-active stages, final disposition method, and date.

Purpose

To establish the principles and responsibilities of the records management program to ensure the responsible management of the Okanagan Regional Library (ORL) records throughout their lifecycle to meet legislative, operational, and accountability requirements

Scope

This policy applies to all ORL records and to all ORL personnel.

Policy

1. All ORL records, in all media, will be classified according to the Records Retention Schedule.
2. All ORL records will be retained and disposed of according to the Records Management Program.

3. Electronic ORL records will be saved, classified, and managed through the official record keeping system.
4. Electronic mail created or received during the course of carrying out business activities and responsibilities is considered an ORL record and is not the property of the employee who wrote or received the correspondence. Electronic mail is subject to the RPM.
5. The RMP maintains the integrity and authenticity of ORL records created or received in the usual and ordinary course of ORL business.
6. Records in all formats will be maintained securely, as set out in the Records Management Program Procedures Manual.
7. The Chief Executive Officer or designate is responsible for the Records Management Program, including the administration of this policy, the Records Management Program Procedures Manual or related policies issued to staff, and the Records Retention Schedule approval process.
8. The Chief Executive Officer or designate is authorized to amend the manual as required to ensure it is current and complete. The Manual is guided by the *Freedom of Information and Protection of Privacy Act*, the LGMA Records Management Manual, applicable laws, and the Canadian Electronic Records as Documentary Evidence standard.
9. Every ORL personnel is responsible for managing ORL records under their custody or control in compliance with this policy.
10. Every ORL action regarding the creation, receipt, use, maintenance, retention, and disposition of ORL records is set out in the Records Management Program Procedures Manual.
11. The Information Technology Department is responsible for the proper functioning and maintenance of the official record-keeping system, including regular data backups, software upgrades, disaster recovery, technical support, and general administration of the system.
12. Staff are to ensure that compliance is also in conjunction with the ORL's *Privacy Policy*.

Compliance and Contact Information

This policy is in compliance with the *Freedom of Information and Protection of Privacy Act*, the LGMA Records Management Manual, applicable laws, and the Canadian Electronic Records as Documentary Evidence standard.

All records in the custody and control of ORL personnel, members of the Board, and ORL Committees which are created or received in the context of their functional responsibilities are the property of the ORL.

All departments of the ORL shall ensure that all records in the custody and control of their respective departments are classified and scheduled in accordance with the RMP.

Policy and Planning Committee Approval Date:	April 15, 2026
Board Approval Date:	
Effective Date:	
Review Date:	
Department:	