



NOTICE OF MEETING

Okanagan Regional Library Board
will meet

February 18, 2026

Library Administration Building
1430 KLO Road, Kelowna, BC / Virtual

ANNUAL GENERAL MEETING

9:30 AM – 10:00AM

IN-CAMERA MEETING

10:00 AM – 11:20 AM

REGULAR MEETING

11:30 AM – 10:45 AM

**OKANAGAN REGIONAL LIBRARY
AGM BOARD MEETING
AGENDA**

Wednesday, February 18, 2026

9:30 a.m.

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

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

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

2. CALL TO ORDER

The Chief Executive Officer to call the meeting to order

3. LAND ACKNOWLEDGEMENT

The ORL acknowledges our presence on the traditional, ancestral, and unceded t̓mx̓ʷúlaʔx̓ʷ (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 AGM agenda of the Board of Trustees meeting of February 18, 2026.

Recommendation:

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

5. ANNUAL ELECTIONS AND APPOINTMENTS

9:35am – 10:00am

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

5.1. Board Nominations Committee Report

(Attached pgs. 1-2)

To inform the Board of nominations for the positions of Board Chair, Vice Chair, Committee Chairs, and Committee membership.

Recommendation:

THAT the Nominations Committee Report from the CEO dated February 18, 2026, be received for information.

5.2. Election of Library Board Chair and Vice Chair

(Library Act Part 3 Section 19 (1))

- a) Elect the Board Chair
- b) Elect the Board Vice Chair

5.3. Election of Library Board Officers

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

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

5.4. Appoint Signing Officers

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

To appoint the following positions as the ORL Signing Officers for 2026:

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

6. ADJOURN

Recommendation:

THAT the February 18, 2026 AGM Board meeting be adjourned.

ORL Regular Board Report

Request for Decision

To: Okanagan Regional Library Board

From: Danielle Hubbard, CEO

Date: February 18, 2026

Subject: Nominations Committee Report to the Library Board 2026

Voting Entitlement: Unweighted Vote – Simple Majority

Purpose:

To inform the Board of nominations for the positions of Board Chair, Vice Chair, Committee Chairs, and Committee membership.

Recommendation

THAT the Nominations Committee Report from the CEO dated February 18, 2026 be received for information.

Executive Summary:

The Nomination Committee (Tracy Henderson, Gord Lovegrove, Sylvia Lindgren), along with staff connected with members of the Board for those who wish to serve as Chair, Vice Chair and committee members for 2026 as follows:

POSITION	Nominees for Chair positions	Committee Member Volunteers
Board Chair	Tasha Da Silva, West Kelowna	n/a
Board Vice Chair	Kari Gares, Vernon	n/a
Personnel Committee	Lori Mindnich, Lumby	Adrienne Fedrigo, RDOS Bob Evans, Sicamous Terry Condon, Peachland Tracy Henderson, Keremeos
Finance Committee	Kari Gares, Vernon	Gord Lovegrove, Kelowna Tim Palmer, Revelstoke Tracy Henderson, Keremeos
Policy & Planning Committee	Adrienne Fedrigo, OSRD	Lori Mindnich, Lumby David Ramey, Enderby John Manual, Golden Myers Bennett, Osoyoos

ORL Regular Board Report

Request for Decision

Will Sit on a Committee as a Member Where Needed	n/a	Gord Lovegrove, Kelowna
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Background:

As outlined in the ORL Board Policy, Section II: Board Organization and Structure, D. Committees, a Nominating Committee is established by the outgoing Chair at the final meeting of the previous year. The Committee consists of three current Board members.

With the support of staff, the Committee divides responsibilities to identify nominees and submits its recommendations to the CEO no later than ten (10) days prior to the February Annual Board Meeting.

It is at the discretion of the current Board to appoint the members accordingly.

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 on behalf of the Nomination Committee

Attachment(s):

n/a

Approved for Board Agenda

Danielle Hubbard, CEO

**OKANAGAN REGIONAL LIBRARY
REGULAR BOARD MEETING
AGENDA**

Wednesday, February 18, 2026

11:30 a.m.

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

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 ORL acknowledges our presence on the traditional, ancestral, and unceded $\text{tmx}^w\text{úla}^?x^w$ (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.

Recommendation:

THAT the February 18, 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 – 5)

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

Recommendation:

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

6. RISE AND REPORT

7. PRESENTATIONS

(Attached pgs. 6 – 15)

7.1 The Lifecycle of a Book Presentation

11:35 am – 11:55 pm

Ashley Machum, Rita Verokosky, Michael Baird, Lisa Farquharson

To update to the Board on the Lifecycle of a Book.

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)
(Attached pgs. 16 – 20)

8.1.1 Artificial Intelligence Policy

11:55 pm – 12:05 pm

To propose the introduction of an Artificial Intelligence (AI) Policy for the Okanagan Regional Library.

Recommendation:

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

9. STAFF REPORTS

9.1 CEO REPORT – Danielle Hubbard

12:05 pm – 12:35pm

All Trustees - Unweighted Vote - Simple Majority (Board Policy Section II.C / Community Charter s.123)
(Attached pgs. 21 – 40)

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

Recommendation:

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.

9.2 CFO REPORT – Jeremy Feddersen

12:35 pm – 12:45 pm

All Trustees - Unweighted Vote - Simple Majority (Board Policy Section II.C / Community Charter s.123)
(Attached pgs. 40 – 48)

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

Recommendation:

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

10. CORRESPONDENCE

11. NEW BUSINESS

12. TRUSTEE ITEMS

13. ADJOURN

Recommendation:

THAT the February 18, 2026 Regular Board meeting be adjourned.

**OKANAGAN REGIONAL LIBRARY
REGULAR BOARD MEETING
MINTUES**

Wednesday, November 19, 2025

9:30 a.m.

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

Trustees Present:	Neil Todd, Armstrong Pat Cochrane, Coldstream David Ramey, Enderby Gord Lovegrove, Kelowna Tracy Henderson, Keremeos Lori Mindnich, Lumby Myers Bennett, Osoyoos Terry Condon, Peachland George Elliott, Princeton Tim Palmer, Revelstoke Bob Evans, Sicamous (arrived at 9:34 a.m.) 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:	Cara Reed, Lake Country Sylvia Lindgren, Salmon Arm Erin Trainer, Summerland Jay Simpson, Regional District Columbia Shuswap Allysa Hopkins, Regional District North Okanagan
Trustees Absent:	John Manuel, Golden Dave Mattes, Oliver Todd York, Spallumcheen Mike DeGuevara, Westbank First Nation
Staff Present:	Danielle Hubbard, Chief Executive Officer Jeremy Feddersen, Chief Financial Officer Mark Reinelt, Director of Public Services Colleen Hardie, Director of Human Resources Jeff Campbell, Chief Technology Officer Michal Utko, Director of Marketing and Communications Corinne Boback, Administrative Services Manager (Recording Secretary) Ashley Machum, PEA President, ORL Chapter Nicole Cabrejos, CUPE Representative, ORL Chapter (Virtual) Shilo Jones, ORL Copywriter

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 10:16 am.

3. LAND ACKNOWLEDGEMENT

The ORL acknowledges our presence on the traditional, ancestral, and unceded tñxʷúlaʔxʷ (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 Wednesday, November 19, 2025.

It was moved and seconded

THAT the November 19, 2025, 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 Wednesday, September 17, 2025 Board of Trustees Meeting Minutes.

It was moved and seconded

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

CARRIED UNANIOUSMLY

6. DELEGATIONS

7. STAFF REPORTS

7.1 CEO REPORTS

7.1.1 LIBRARY TRUSTEES MEETING SCHEDULE YEAR 2026 – Danielle Hubbard

All Trustees - Unweighted Vote - Simple Majority (Board Policy Section II.A)

The Board amended the proposed 2026 meeting schedule, changing the September meeting date to Wednesday, September 9, 2026 in order to accommodate members away for UBCM during the third week of September.

It was moved and seconded

THAT the ORL Board of Trustees Meeting Schedule for Year 2026 be adopted as amended.

CARRIED UNANIOUSMLY

Allysa Hopkins, Regional District North Okanagan joined the meeting at 10:24 am.

7.1.2 CEO REPORT – Danielle Hubbard

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

Danielle Hubbard provided a PowerPoint presentation on the operational and strategic activities of the ORL and recapped the ORL Strategic Plan, Vision, Mission, Values, and Goals.

It was moved and seconded

THAT the CEO report, dated November 19, 2025, be received for information.

CARRIED UNANIOUSMLY

7.2 CFO REPORTS

7.2.1 CFO REPORT – Jeremy Feddersen

All Trustees - Unweighted Vote - Simple Majority (Board Policy Section II.C / Community Charter s.123)
(Attached pgs. 46-53)

Jeremy Feddersen presented the Financial Update Report Package for the period ending September 30, 2025.

It was moved and seconded

THAT the CFO report, dated November 19, 2025, pertaining to the Financial Update to September 30, 2025 be received for information.

CARRIED UNANIOUSMLY

7.3 BOARD CHAIR REPORT

7.3.1 BOARD CHAIR REPORT – Tasha Da Silva

Board Chair Tasha Da Silva expressed her gratitude to the Board for electing her as Chair and for their contributions throughout the year. She also acknowledged and thanked the members who served on the Standing Committees, commending them for their commitment and hard work.

Pat Cochrane (Coldstream) and Dave Mattes (Oliver) have completed their eight-year terms on the Board. Tasha thanked both members for their longstanding dedication.

Tasha further extended her thanks to Leadership for guiding the library through challenging times, and to all ORL staff for their continued hard work and dedication.

In accordance with Board Policy Section II. D, she then appointed the following board members to the Nominations Committee:

North: Sylvia Lindgren

Central: Gord Lovegrove

South: Tracy Henderson

COMMITTEE REPORTS

8.1 BOARD POLICY AND PLANNING COMMITTEE REPORTS

8.1.1 Finance Policies - Revisions

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

Adriene Fedrigo, Chair of the Policy and Planning Committee, provided a brief overview of the process through which the proposed amendments to the Finance Policies were reviewed by both the Finance Committee and the Policy and Planning Committee.

It was moved and seconded

THAT the revisions to the “Budget Planning Cycle (E),” “Buildings (F),” “Reserve Funds (H),” and “Purchasing Authority (N)” as outlined in the report from the Policy and Planning Committee dated November 19, 2025 be approved;

AND THAT the “Reallocation of Funds (B)” policy be repealed;

AND FURTHER THAT the new “Equity Model” policy be adopted.

CARRIED UNANIMOUSLY

8.1.2 Revision to the ORL’s Statement of Diversity and Inclusion

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

Adriene Fedrigo, Chair of the Policy and Planning Committee, provided a brief introduction, followed by an update from Danielle Hubbard on the proposed revisions to the ORL’s “Statement of Diversity and Inclusion,” which is recommended to be updated to the “Statement of Diversity, Inclusion, and Accessibility” to align with the new Accessibility Standards issued by the province.

It was moved and seconded

THAT the Board approve the revision to the Board Policy and Regulations, Diversity and Inclusion section as outlined in the report from the Policy and Planning Committee dated November 19, 2025.

CARRIED UNANIMOUSLY

8. CORRESPONDENCE

9. NEW BUSINESS

10. TRUSTEE ITEMS

11. ADJOURN

It was moved and seconded

THAT the Board Regular Meeting of November 19, 2025, be adjourned at 11:29 a.m.

CARRIED UNANIMOUSLY

Tasha Da Silva, Chair, West Kelowna

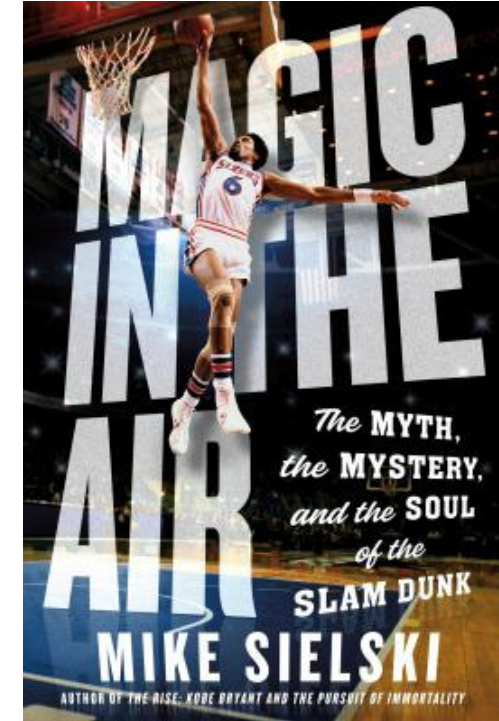
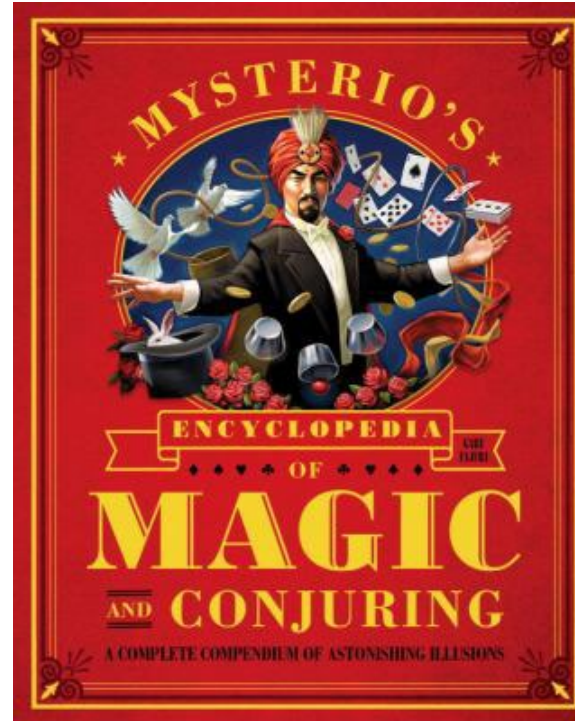
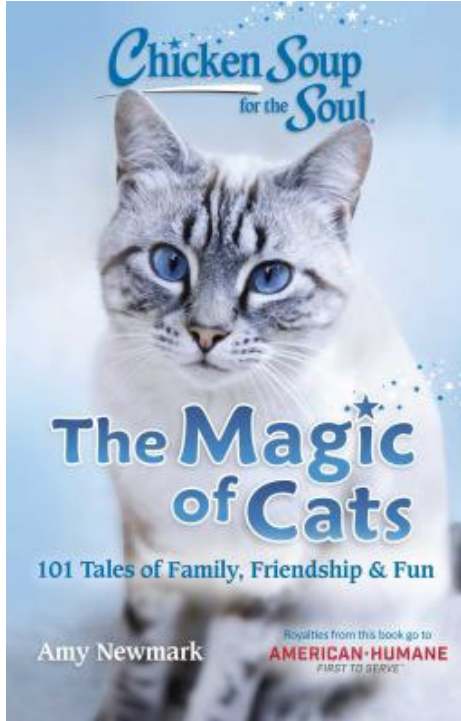
Adopted: February 18, 2026

DRAFT



Lifecycle of a book
Okanagan Regional Library Board
Feb 18, 2026

The Magic of HQ: Lifecycle of a Book at ORL



Michael Baird, Head of Technical Services

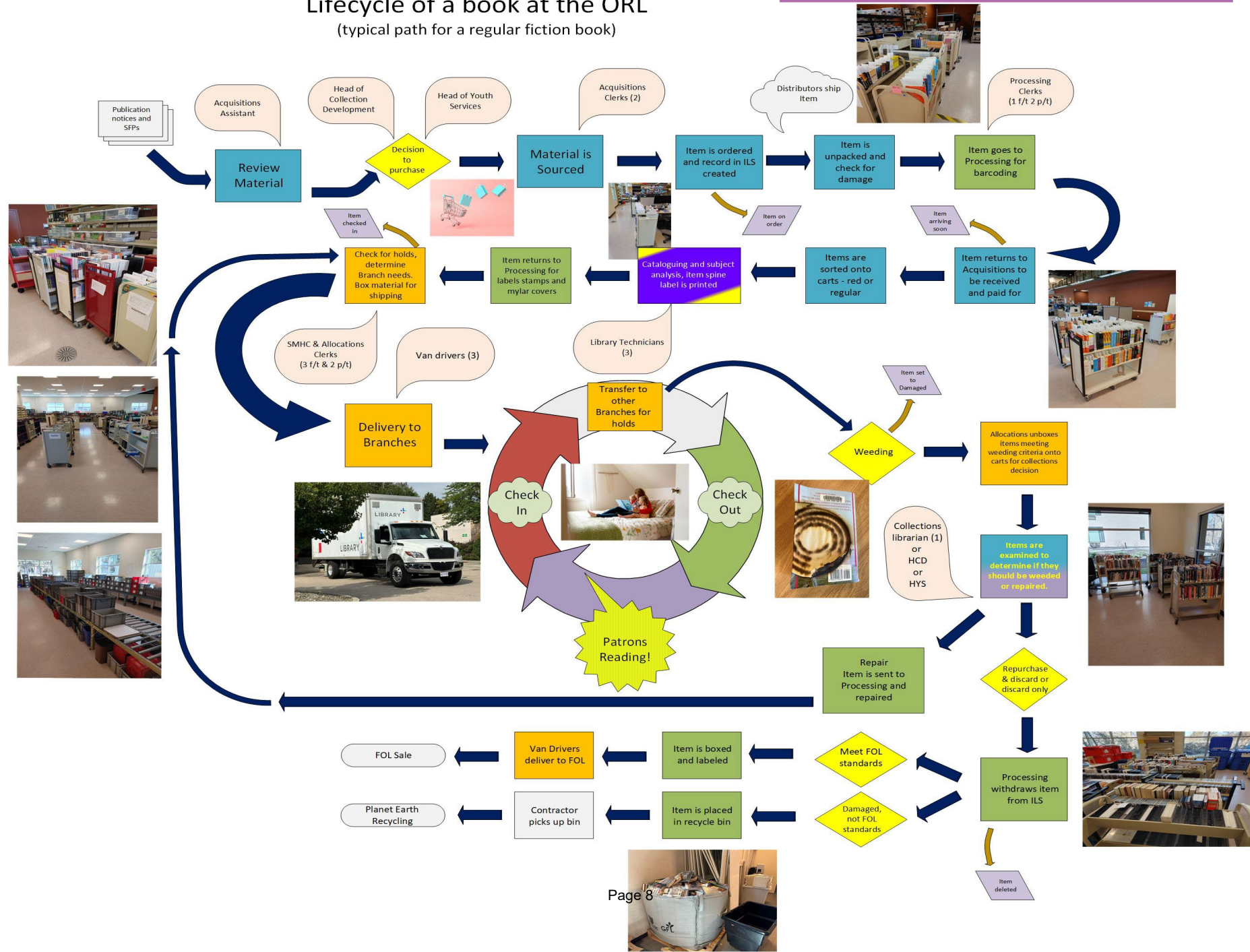
Lisa Farquharson, Head of Collection Development

Rita Verokosky, System Materials Handling Coordinator

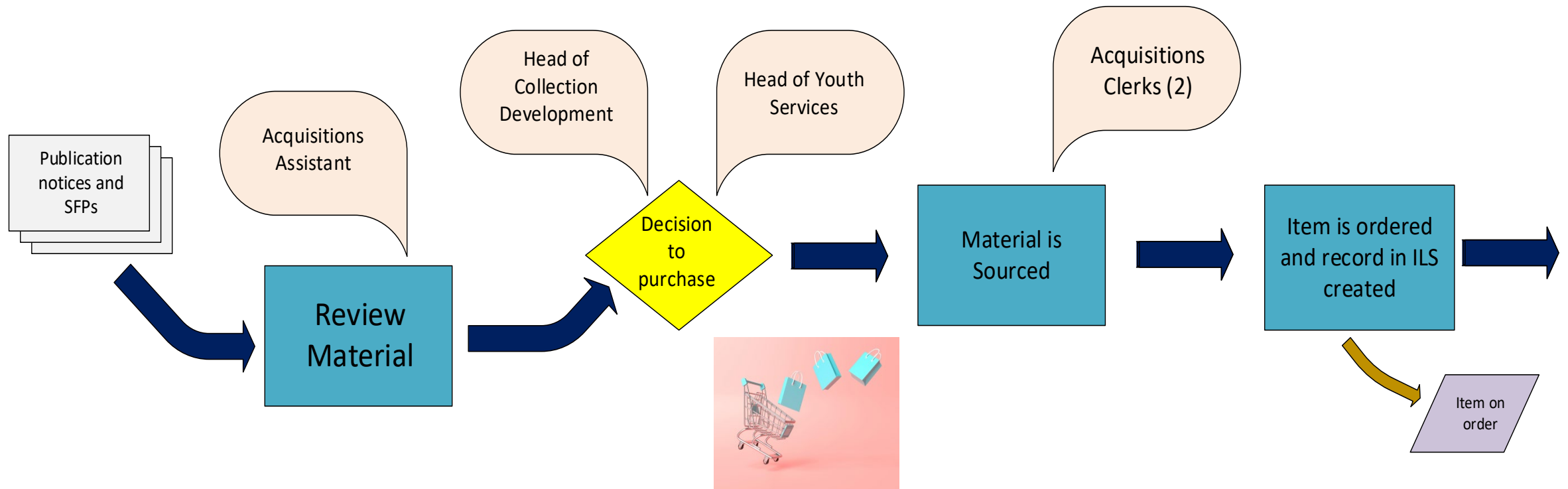
Ashley Machum, Head of Youth Services

Lifecycle of a book at the ORL

(typical path for a regular fiction book)

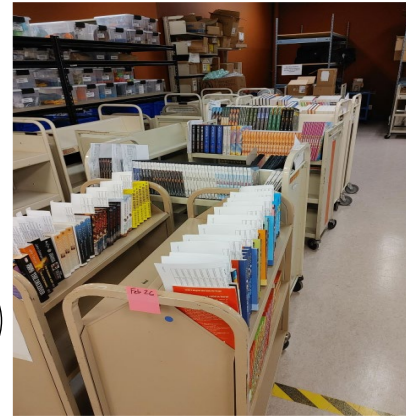


Acquisitions - Purchasing



Acquisitions - Receiving

Distributors ship Item



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Item arriving soon

Item returns to Acquisitions to be received and paid for



Items are sorted onto carts - red or regular



Cataloguing & Processing

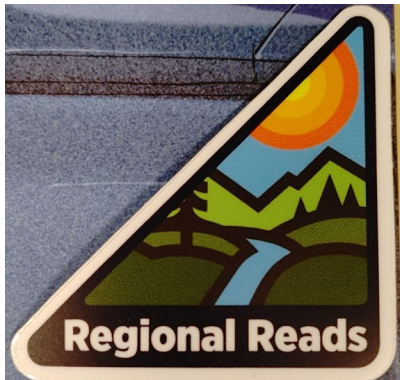
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Item returns to
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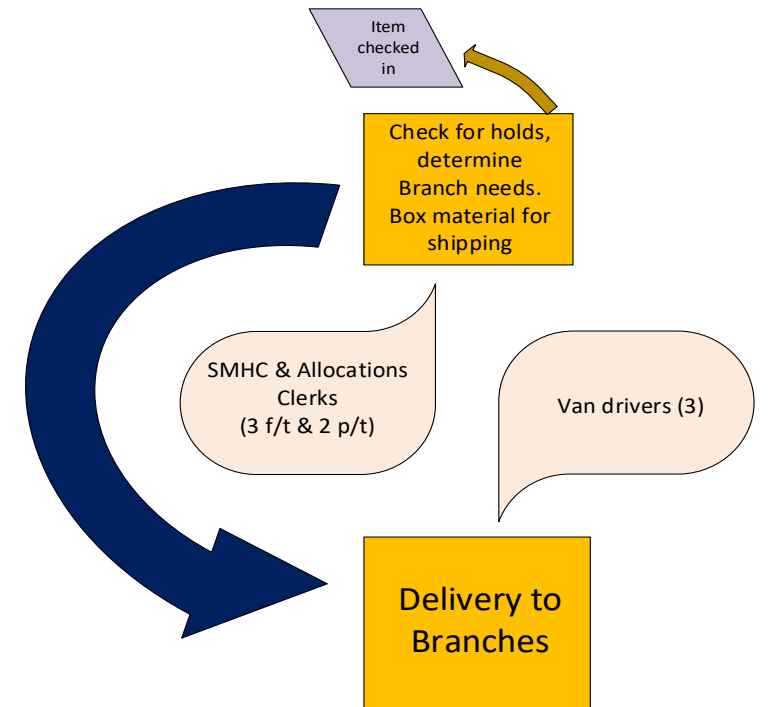
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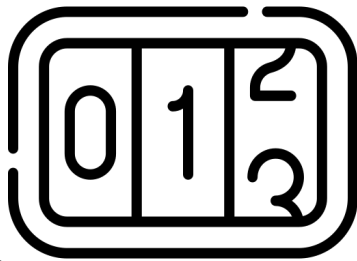
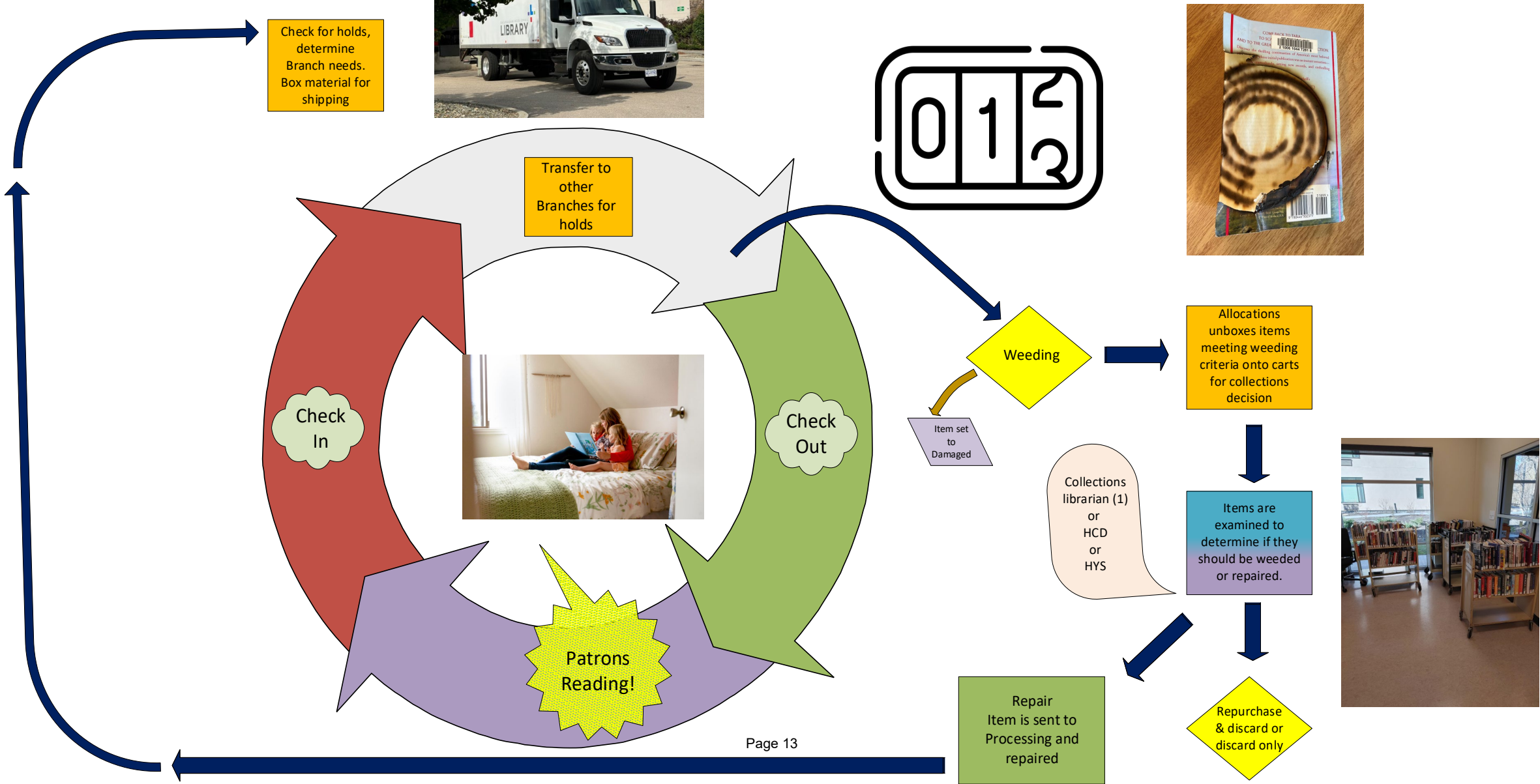
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zbyraiut'sia vidvazhnyi zvirachopartyzans'kyi zahin. Kolyshniil detektyv, a teper bezstrashnyi zakhysnyk, ZHerar
razom iz myshachoiu teroboronoiu, kotamy Stepanom i Tymkom ta inshymy mistsevy my meshkantsiamy
hotuiut'sia zadaty zharu moskovs'kym zaidam. Kliati orky shche ne znaiut', iz kym dovedet'sia maty spravu. Bo
vid ZHerara ta ZSU nikhto ne vteche! = It seems that just yesterday the Guinea pig detective was investigating
all kinds of strange or incomprehensible events, scandals, scandals, and even real crimes and lived an
interesting peaceful life. And now he is a brave soldier! At a time when enemy tanks are approaching the village
of Vytivka, a brave animal partisan unit is going to oppose them. A former detective and now a fearless
defender, Gerard, together with the mouse army, cats Stepan and Timko, and other local residents, are
preparing to give the Moscow invaders a run for their money. The damn orcs don't know who they're dealing
with yet. Because no one can escape from Gerard and the Armed Forces!
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650          0      #aFarms#vJuvenile fiction.
650          0      #aDomestic animals#vJuvenile fiction.
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збирається відважний звірячопартизанський загін. Колишній детектив, а тепер безстрашний
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мати справу. Бо від Жерара та ЗСУ ніхто не втече!
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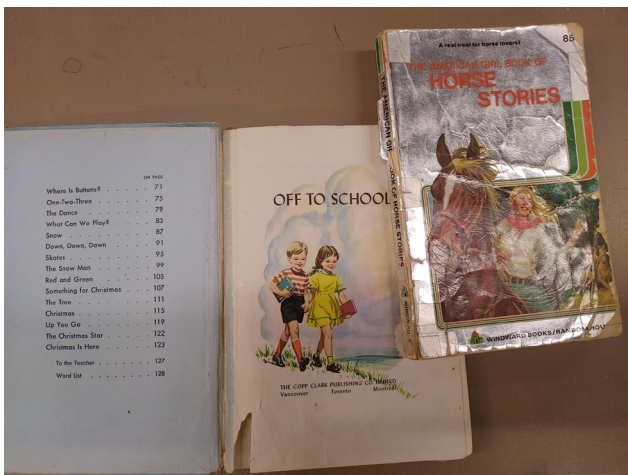
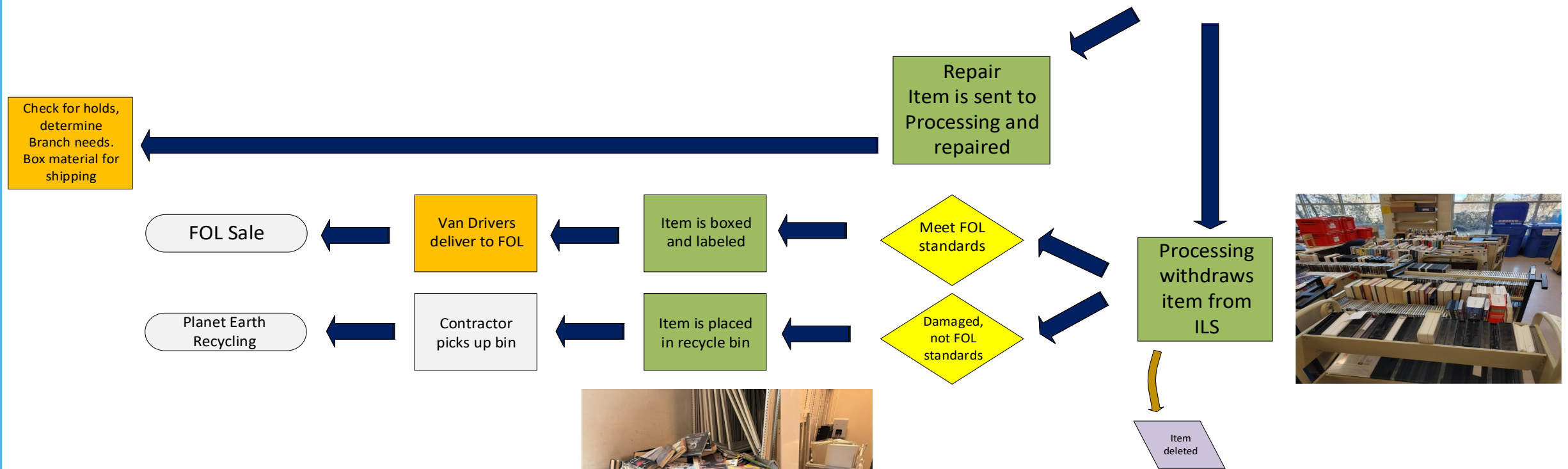


Allocations



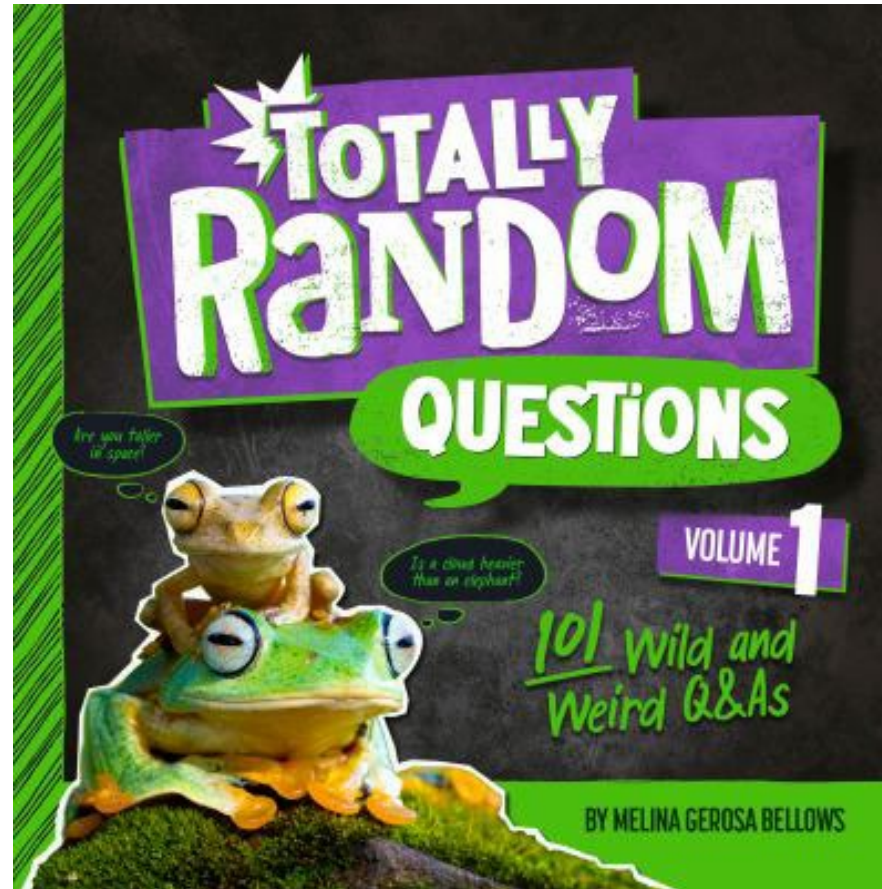
Circulation





Processing – Repair/Withdraw Sale/Disposal

Questions?



ORL Regular Board Report

Request for Decision

To: Okanagan Regional Library Board

From: Policy and Planning Committee

Date: February 18, 2026

Subject: Artificial Intelligence Policy

Voting Entitlement: Unweighted Vote – Simple Majority

Purpose:

To propose the introduction of an Artificial Intelligence (AI) Policy for the Okanagan Regional Library.

Recommendation:

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

Executive Summary:

The recent proliferation of AI technologies has changed how people access and process information, create documents, and communicate – both in everyday life and at work. This report proposes the ORL adopt an AI Policy. This is not a detailed, operational, technical policy. It does not mandate the use of AI, nor does it approve specific tools or vendors. Because AI technology continues to evolve so rapidly, this level of specificity would very likely become outdated – repeatedly – in the span of time between creation and board adoption.

Rather, the proposed policy establishes guiding principles for the responsible, ethical, and transparent use of AI. These principles will be reevaluated on an ongoing basis as the technology continues to progress. Oversight of this policy and any associated operational guidelines rest with Senior Leadership, with proposed policy updates brought forward to the Board as required.

Background:

According to the AI function of Google, “Artificial Intelligence” is defined as “the ability of computer systems to perform tasks that typically require human intelligence, such as learning, reasoning, problem-solving, perception, and understanding language, allowing machines to learn from data and act autonomously or assist humans.”

Without going into great detail, common and relevant uses of AI include smart web searches, drafting/writing documents, creating visual images, and data management, such as sorting, filtering, and calculating. Many repetitive – and surprisingly refined – tasks can, in theory, be performed by AI tools.

Because the ORL is publicly funded, with finite resources, it is in the organization’s best interest to adopt AI tools to increase efficiencies and improve public services. Because AI is already ubiquitous in so many day-to-day

ORL Regular Board Report

Request for Decision

activities (eg. your average Internet search), it would be unrealistic and self-defeating to try to prohibit ORL staff from using AI tools in the completion of their work.

It is important, however, that the ORL use AI tools ethically and responsibly, to ensure the personal information the ORL has been entrusted with is not compromised, and to ensure staff remain accountable for delivering high quality work that they themselves can speak to.

In creating this policy, the Senior Leadership Team consulted with the following organizations that already have AI policies in place: Calgary Public Library; Edmonton Public Library; Toronto Public Library; Fraser Valley Regional Library; Oakville Public Library; St. Catharine's Public Library; and the Province of BC. Many of these organizations sought legal counsel in the creation of their policies. The draft policy here presented was vetted by ORL legal counsel.

The proposed AI Policy espouses five guiding principles:

- Responsibility and ethical use
- Privacy and data protection
- Accuracy, accountability, and human oversight
- Transparency and intellectual property
- Operational flexibility

Strategic Plan Alignment:

1. Goal: Cultivate learning, literacy, creativity and imagination.
2. Goal: Strive for organization and service excellence.
3. Value: Responsiveness, "We embrace change, are innovative, and are creative problem-solvers"

Policy and Planning Committee Recommendations:

January 28, 2026

THAT the Policy and Planning Committee approve the drafted Artificial Intelligence Policy and bring the Policy forward for Board adoption.

Respectfully submitted by:

Danielle Hubbard, CEO

Attachment(s):

Attachment No. 1: Draft Artificial Intelligence Policy

Approved for Board Agenda

Danielle Hubbard, CEO

Artificial Intelligence (AI) Policy No. 003

Purpose

This policy establishes guiding principles for the responsible, ethical, and transparent use of Artificial Intelligence (AI) at the Okanagan Regional Library (ORL). It provides a flexible framework that allows for innovation while maintaining compliance with statutory (privacy, security, etc.) and contractual obligations.

AI technologies have the potential to enhance efficiency, service delivery, and staff and patron experiences. The policy aims to ensure that the ORL can explore and integrate AI tools where appropriate, while safeguarding privacy, accuracy, and accountability.

Scope

This policy applies to all ORL staff, contractors, and volunteers who use AI tools for library work.

It applies only to internal ORL activities and does not govern how members of the public use AI tools on library premises or public computers. It covers both public and enterprise AI systems (e.g., ChatGPT, Gemini, Copilot, etc.).

Policy Statement

The ORL recognizes the growing role of Artificial Intelligence in supporting the delivery of modern library services.

When used responsibly, AI can:

- Assist staff by enhancing learning, communication, and service delivery.
- Expand the Library's capacity for innovation and community-focused programs and services.
- Strengthen access, responsiveness, and overall service quality for patrons.

Use of AI must always align with ORL policies, guidelines, and applicable laws and regulations. The ORL may explore and integrate emerging technologies, including AI, in alignment with organizational priorities, or for the purpose of improved efficiency and/or enhanced patron services.

Guiding Principles

These five principles guide how the ORL approaches the use of Artificial Intelligence. They establish expectations for staff, contractors, and volunteers for ethical conduct, privacy protection, integrity of work outputs, accountability, transparency, and flexibility as the organization adopts and manages AI technologies.

1. **Responsible and Ethical Use**

Use AI lawfully, transparently, and in accordance with ORL policies. All outputs must be reviewed and validated by staff; professional judgment remains essential.

2. **Privacy and Data Protection**

- Do not enter confidential or personal information into public AI systems (e.g., ChatGPT, Gemini).
- Use only ORL-approved enterprise AI tools when handling identifiable data.
- All AI use must comply with statutory privacy (protection of personal information) rules and ORL policies.

3. **Accuracy, Accountability, and Human Oversight**

Staff must verify all AI-generated content; staff will remain accountable for its accuracy and appropriateness. A.I. is a reference/support tool and, regardless of the source, employees are always responsible for their work product.

4. **Transparency and Intellectual Property**

AI-generated materials created using ORL systems are ORL property. Outputs produced for ORL work are official records and must follow Records Management requirements.

5. **Operational Flexibility**

The ORL may explore or implement AI tools that improve services or efficiency. Any introduction or evaluation of new AI-related software or hardware must follow the IT Department's Procurement Policy to ensure compliance with organizational standards, privacy, and security requirements.

Training and Awareness

The ORL supports ongoing learning and exploration of AI technologies. Staff are encouraged to stay informed about both opportunities and risks, including inaccuracies, bias, and emerging security concerns. Learning approaches will evolve as technology and organizational needs change.

Non-Compliance

The ORL may monitor system use to ensure compliance with this AI policy, including monitoring of all computer-based activities by staff, contractors, and volunteers.

Unauthorized or inappropriate use of AI tools may result in disciplinary action, up to and including termination. Consequences will align with the nature and severity of the non-compliance.

Review

This policy will be reviewed – and may be amended at the ORL’s discretion - periodically as AI technologies and organizational needs evolve.

Policy and Planning Committee Approval Date:	
Board Approval / Effective Date:	
Department:	Information Services

ORL Regular Board Report

For Information

To: Okanagan Regional Library Board

From: Danielle Hubbard, CEO

Date: February 18, 2026

Subject: CEO Report

Voting Entitlement: Unweighted Vote – Simple Majority

Purpose:

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

Recommendation:

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.

Executive Summary:

The CEO Report is a quarterly summary of activities at the ORL. In addition to the standard operational update, the following updates are included:

- A. The Public Library Grant Report, seeking Board approval.
- B. North Shuswap (Scotch Creek) branch update.
- C. Glenmore and Parkinson Recreation Centre updates, plus images.
- D. The 2025 Summer Reading Club report, for information.

Operational Updates:

Leadership & Strategy

- 2026 Council presentations are underway, with an aim to complete before the end of Q2.
- Danielle has been elected Vice Chair of the Association of BC Public Libraries (ABCPLD), a professional association that represents the Directors/CEOs of each public library in BC.
- Danielle is organizing a regional library director mini conference in Calgary this April.
- The ORL is co-hosting a showing of The Librarians with Okanagan College and UBCO on Saturday, February 28, at 6:00 pm at the College. Danielle will be part of a panel discussion on intellectual freedom. Board members are invited!

Facilities

- The new North Shuswap (Scotch Creek) branch will open on March 11 (update attached).
- Progress continues on the new Glenmore and Parkinson Rec Centre branches (update attached).

ORL Regular Board Report

For Information

- Enhancement Grant renovations are anticipated to be complete by the end of Q2. Kaleden and Princeton have new circulation desks. Vernon, Salmon Arm, and Kelowna Downtown are next.
- A new Facilities Ticketing system has been introduced, allowing for better management and prioritization of branch facility needs.

Human Resources

- Additional staff hours are now in place at our busiest ten branches:
- The Collective Agreements with each of our unions (CUPE and PEA) expire at the end of 2026. Negotiations are anticipated to take place in late summer/early fall.
- Internal movement continues to be a struggle for the HR Department, with 156 job postings in 2025.
- Colleen, our HR Director, continues to lead her team in the development of standardized systems for the ORL, including Leave of Absence, Retirement, and Recruitment processes.

Public Services

- In 2025, the ORL averaged 3,939 daily visits, and 35 daily programs facilitated system wide.
- Summer Reading Club 2025 was another success, with 7,602 registrants, 650 programs run, and a total program attendance of 29,951 (Report attached).

Information Technology and Collections

- We have added a new vendor, Whitehots, increasing our material selection options.
- 7,471 new items (eg. books and magazines) have been added to the ORL collection so far in 2026.
- The IT Department resolved 1,470 support tickets in 2025.
- Jeff, our CTO, took the lead on drafting the proposed Artificial Intelligence policy for the ORL.

Marketing and Communications

- Work has begun on the 2025 Annual Report, which will be presented to the Board when complete.
- The 2025 Card Drive resulted in a 22% membership increase over last November.
- The Public Library Grant Report (Attached) is complete and ready for submission to the province – a requirement to receive provincial funding.

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, Chief Executive Officer

ORL Regular Board Report

For Information

Attachment(s):

Attachment No. 1: Public Library Grant Report

Attachment No. 2: North Shuswap (Scotch Creek) update

Attachment No. 3: Glenmore and Parkinson Recreation Centres update

Attachment No. 4: Summer Reading Club 2025 Report

Approved for Board Agenda

Danielle Hubbard, CEO

Provincial Library Grant Report

The Provincial Library Grant Report provides an opportunity for libraries to demonstrate how provincial funding supports the delivery of equitable, responsive, and communityfocused public library service across British Columbia. Using this form, libraries should present their community profile, major initiatives, and emerging challenges from the past year, showing how they continue to adapt to evolving community needs while ensuring responsible stewardship of provincial investments. For guidance on completing each section, please refer to the PLGR instructions [online](#).

For technical support, please contact PLB: publib@gov.bc.ca.

Completed reports must be submitted by March 6, 2026.

You can pause working on this report at any time before submitting. Click "Save and continue later" at the bottom of the page to generate a unique link for your saved responses. Use this link to come back and pick up where you left off.

Overview

Library Name*

Okanagan Regional Library

Library and Community Profile*

Provide a brief description of your library and the community it serves, focusing on significant changes in the community that have happened within the last year (e.g., demographics, local economy, governmental relations, historical context, current issues, etc.).

The Okanagan Regional Library (ORL) provides public library service across a large and diverse area of British Columbia's Southern Interior. The ORL serves communities within the Central Okanagan, North Okanagan, Okanagan-Similkameen, and Columbia-Shuswap regional districts through a network of libraries and outreach points supported by centralized administrative, technical, and digital services. Communities served by the ORL continue to experience social and economic change. Population growth in some areas, combined with aging infrastructure, housing pressures, and rising costs of living, has increased demand for accessible public services and shared community spaces. In rural and remote areas, transportation and connectivity barriers continue to affect access to services. In 2025, the ORL prioritized targeted service improvements, technology upgrades, and investments in flexible and inclusive library spaces. Provincial funding enabled the ORL to sustain core services and implement enhancements that support equitable access and responsive public library service across its geographically dispersed region. Through a combination of annual and Enhancement Grant funding, the ORL worked to ensure residents across all communities continue to have equitable access to responsive, high-quality library services.

Executive Summary*

Provide a concise, high-level narrative of the library's major achievements for the reporting year. Briefly outline how library funding (local, provincial, annual, one-time/targeted) has been used or earmarked for library services and/or special initiatives to meet community needs. Use the Featured Initiatives section starting on the next page to go into more detail on specific projects.

In 2025, the Okanagan Regional Library (the ORL) focused on strengthening access to public library services while building organizational capacity to respond to future community needs. Provincial funding, including annual operating support and Enhancement Grants, enabled the ORL to sustain essential services and invest strategically in priority areas. Key areas of focus included technology, facilities, accessibility and inclusion, programming, and community outreach. Investments supported upgrades to equipment and library spaces, expanded digital access, and enhanced the library's capacity to deliver responsive programming and support community use of library spaces. Enhancement funding also supported localized initiatives across the ORL's geographically dispersed service area, helping to improve equitable access for rural and remote communities. As service pressures and operating costs continue to evolve, provincial investment in 2025 enabled the ORL to address immediate service needs while laying the groundwork for sustainable, adaptable library services in the years ahead.

Major Themes*

Use the checkboxes below to indicate which areas your library primarily focused on this year. These themes should be reflected in the Featured Initiatives section starting on the next page, and/or in the Executive Summary section above. We recommend choosing only the top 3-5 most relevant themes.

- ☐ Staffing
- ☒ Facilities
- ☐ Strategic planning and governance
- ☐ Collections
- ☒ Technology
- ☒ Programming
- ☒ Community outreach
- ☐ Emergency preparedness
- ☒ Accessibility and inclusion
- ☐ Environmental sustainability, climate action
- ☐ Mental health and wellness
- ☐ Reconciliation and Indigenous relations
- ☐ Other (please specify):

You can pause working on this report at any time before submitting. Click "Save and continue later" at the bottom of the page to generate a unique link for your saved responses. Use this link to come back and pick up where you left off.

Featured Initiatives

Use this section to provide detail on up to four significant initiatives the library has undertaken in the past year, focusing particularly on use of the Enhancement Grants. Use one page per initiative. To add more pages, select Yes for "I have more initiatives to report" at the bottom of this page.

Initiative Title #1*

Technology and Digital Access Enhancements

Summary*

Provide a brief description of the activities undertaken this year. Please include details such as total project budget, and any partnerships or resources leveraged to accomplish this initiative.

In 2025, the ORL invested in technology upgrades to improve digital access, support programming, and expand the use of library spaces for meetings, learning, and collaboration. This initiative included upgrades to public access computers, audiovisual and projection equipment, meeting room technology, and system-wide cybersecurity improvements. Enhancement Grant funding supported projects such as the replacement of outdated public computers, installation of new projectors and microphones in meeting rooms, and completion of a system-wide cybersecurity audit.

Timeline and Progress Report*

What is the expected timeline for this initiative? What is the current status (e.g. planning, implementation, complete, ongoing). If you have reported on this initiative in a previous year's PLGR, what has changed since then? What progress has been made, or what obstacles have you encountered?

This initiative was implemented throughout 2025. Planning and procurement occurred early in the year, followed by phased implementation across multiple libraries. Major components, including technology replacements and the cybersecurity audit, were completed in 2025, with ongoing evaluation informing future upgrade planning.

Funding Sources*

Select from the following checkboxes which funding source(s) made this initiative possible.

☒ Local government funding

☒ Provincial annual grants

☒ Provincial Enhancement Grants

☐ Other government funding - please specify:

☐ Other local community funding (e.g. donations, fundraising, service club) - please specify:

☐ Other source not listed above - please specify:

Approximately what proportion of this initiative was funded using Enhancement Grant funds?

Approximately 40–60%

Rationale*

Why was this initiative prioritized? (e.g. fulfilling commitments under strategic plan, responding to emergent community need, availability of funding, etc.)

Access to reliable and secure technology is essential to equitable library service. This initiative addressed aging equipment, increased demand for technology-enabled spaces, and growing cybersecurity risks, ensuring libraries remain adaptable and resilient.

I have more initiatives to report*

If you select Yes, a new Initiatives page will be generated for you.

If you select No, you will be taken to the Challenges section of the report.

☒ Yes

☐ No

You can pause working on this report at any time before submitting. Click "Save and continue later" at the bottom of the page to generate a unique link for your saved responses. Use this link to come back and pick up where you left off.

Featured Initiatives

Use this section to provide detail on up to four significant initiatives the library has undertaken in the past year, focusing particularly on use of the Enhancement Grants. Use one page per initiative. To add more pages, select Yes for "I have more initiatives to report" at the bottom of this page.

Initiative Title #2*

Facility and Space Improvements

Summary*

Provide a brief description of the activities undertaken this year. Please include details such as total project budget, and any partnerships or resources leveraged to accomplish this initiative.

The ORL undertook targeted facility and space improvements in 2025 to enhance accessibility, flexibility, and overall user experience. Improvements included new flooring, interior painting, mobile shelving, updated furniture, and reconfiguration of service desks to improve accessibility. These enhancements focused on maximizing the usability of existing spaces rather than undertaking major capital renovations.

Timeline and Progress Report*

What is the expected timeline for this initiative? What is the current status (e.g. planning, implementation, complete, ongoing). If you have reported on this initiative in a previous year's PLGR, what has changed since then? What progress has been made, or what obstacles have you encountered?

Improvements were implemented throughout 2025, with several projects completed and others staged based on funding availability and local priorities. Work was planned and sequenced to minimize service disruptions.

Funding Sources*

Select from the following checkboxes which funding source(s) made this initiative possible.

☒ Local government funding

☒ Provincial annual grants

☒ Provincial Enhancement Grants

☐ Other government funding - please specify:

☐ Other local community funding (e.g. donations, fundraising, service club) - please specify:

☐ Other source not listed above - please specify:

Approximately what proportion of this initiative was funded using Enhancement Grant funds?

Approximately 30–50%

Rationale*

Why was this initiative prioritized? (e.g. fulfilling commitments under strategic plan, responding to emergent community need, availability of funding, etc.)

Library spaces are critical community assets, particularly in communities with limited public gathering spaces. Enhancement Grant funding enabled the ORL to complete essential upgrades that could not be accommodated within base operating budgets.

I have more initiatives to report*

If you click Yes, a new Initiatives page will be generated for you.

If you click No, you will be taken to the Challenges section of the report.

☒ Yes

☐ No

You can pause working on this report at any time before submitting. Click "Save and continue later" at the bottom of the page to generate a unique link for your saved responses. Use this link to come back and pick up where you left off.

Featured Initiatives

Use this section to provide detail on up to four significant initiatives the library has undertaken in the past year, focusing particularly on use of the Enhancement Grants. Use one page per initiative. To add more pages, select Yes for "I have more initiatives to report" at the bottom of this page.

Initiative Title #3*

Expanding Equitable Access Across Rural and Remote Communities

Summary*

Provide a brief description of the activities undertaken this year. Please include details such as total project budget, and any partnerships or resources leveraged to accomplish this initiative.

In 2025, the ORL invested in vehicles to strengthen service delivery and operational capacity across its geographically dispersed service area. This initiative included the purchase of a Toyota Tacoma truck to support facilities maintenance work across multiple library locations. Planning and approvals were also completed for the future purchase of a Toyota Prius to support outreach, administrative travel, and efficient service delivery between communities.

Timeline and Progress Report*

What is the expected timeline for this initiative? What is the current status (e.g. planning, implementation, complete, ongoing). If you have reported on this initiative in a previous year's PLGR, what has changed since then? What progress has been made, or what obstacles have you encountered?

The Toyota Tacoma was purchased and placed into service in 2025 and is actively supporting facilities maintenance and equipment transport across the system. Planning and approvals for the Toyota Prius were completed in 2025, with acquisition scheduled for a future year. Once implemented, the Prius will support outreach and operational travel while improving fuel efficiency and reducing operating costs.

Funding Sources*

Select from the following checkboxes which funding source(s) made this initiative possible.

☐ Local government funding

☒ Provincial annual grants

☒ Provincial Enhancement Grants

☐ Other government funding - please specify:

☐ Other local community funding (e.g. donations, fundraising, service club) - please specify:

☐ Other source not listed above - please specify:

Approximately what proportion of this initiative was funded using Enhancement Grant funds?

Approximately 50%

Rationale*

Why was this initiative prioritized? (e.g. fulfilling commitments under strategic plan, responding to emergent community need, availability of funding, etc.)

The ORL serves a large geographic area where distance and travel time directly affect service quality and response capacity. Investing in appropriate vehicles improved facilities maintenance response in 2025 and supports future improvements in efficient, sustainable outreach and operational travel, contributing to more equitable service delivery across the region.

I have more initiatives to report*

If you click Yes, a new Initiatives page will be generated for you.

If you click No, you will be taken to the Challenges section of the report.

☒ Yes

☐ No

You can pause working on this report at any time before submitting. Click "Save and continue later" at the bottom of the page to generate a unique link for your saved responses. Use this link to come back and pick up where you left off.

Featured Initiatives

Use this section to provide detail on up to four significant initiatives the library has undertaken in the past year, focusing particularly on use of the Enhancement Grants. Use one page per initiative. To add more pages, select Yes for "I have more initiatives to report" at the bottom of this page.

Initiative Title #4*

Community-Focused Programming and Outreach

Summary*

Provide a brief description of the activities undertaken this year. Please include details such as total project budget, and any partnerships or resources leveraged to accomplish this initiative.

The ORL continued to expand community-focused programming and outreach in 2025, with an emphasis on inclusive and responsive offerings that reflect local interests and needs. Improved spaces and technology supported a high volume of programs, partnerships, and outreach activities across the system, increasing opportunities for learning, connection, and community engagement.

Timeline and Progress Report*

What is the expected timeline for this initiative? What is the current status (e.g. planning, implementation, complete, ongoing). If you have reported on this initiative in a previous year's PLGR, what has changed since then? What progress has been made, or what obstacles have you encountered?

Programming and outreach activities took place throughout 2025 and continue to evolve in response to attendance trends, community feedback, and available resources.

Funding Sources*

Select from the following checkboxes which funding source(s) made this initiative possible.

☐ Local government funding

☒ Provincial annual grants

☒ Provincial Enhancement Grants

☐ Other government funding - please specify:

☒ Other local community funding (e.g. donations, fundraising, service club) - please specify:

Friends of the Library, Fundraising, Local Donations

☐ Other source not listed above - please specify:

Approximately what proportion of this initiative was funded using Enhancement Grant funds?

Approximately 20–40%

Rationale*

Why was this initiative prioritized? (e.g. fulfilling commitments under strategic plan, responding to emergent community need, availability of funding, etc.)

Programs and outreach are central to connecting communities with library services. This initiative supported the ORL's role as an inclusive, community-centred service and maximized the impact of improved spaces and technology.

You have reached the end of the Initiatives section of the report. You can edit your reported initiatives by clicking Previous Page below. Otherwise, click Next Page to proceed to the Challenges section of the report.

You can pause working on this report at any time before submitting. Click "Save and continue later" at the bottom of the page to generate a unique link for your saved responses. Use this link to come back and pick up where you left off.

Challenges

The following topics have been identified as recurrent themes in prior years' PLGRs, along with challenges that have surfaced throughout the current year. Select the level of concern each challenge presents for your library.

Financial pressure*

(e.g., rising costs, reduced revenues, forecasting uncertainty, local budget)

- ☐ High Concern
- ☒ Moderate Concern
- ☐ Low Concern
- ☐ Not a Concern

Describe how the challenge has affected your library in the past year, and what actions your library has taken to address it. If no action was taken, explain what the barriers are. If the issue is of low concern, you may leave this field blank.

Rising operating costs continued to place pressure on library budgets in 2025. Enhancement Grants played an essential role in enabling the ORL to complete priority improvements that could not be supported through base operating funding alone, while ongoing financial planning focused on long-term sustainability.

Governance*

(e.g., changes on the library board, relationship/conversations with local government)

- ☐ High Concern
- ☐ Moderate Concern
- ☒ Low Concern
- ☐ Not a Concern

Describe how the challenge has affected your library in the past year, and what actions your library has taken to address it. If no action was taken, explain what the barriers are. If the issue is of low/no concern, you may leave this field blank.

The ORL maintained stable governance in 2025, supported by regular communication and collaboration between the Library Board and local government partners.

Emergency response*

(e.g., fires, floods, extreme weather)

- ☐ High Concern
- ☐ Moderate Concern
- ☒ Low Concern
- ☐ Not a Concern

Describe how the challenge has affected your library in the past year, and what actions your library has taken to address it. If no action was taken, explain what the barriers are. If the issue is of low/no concern, you may leave this field blank.

No major emergency events significantly disrupted library operations in 2025. The ORL continued to review procedures and maintain staff awareness of emergency response protocols.

Staffing*

(e.g., recruitment and retention, mental health, and wellness)

- ☐ High Concern
- ☒ Moderate Concern
- ☐ Low Concern
- ☐ Not a Concern

Describe how the challenge has affected your library in the past year, and what actions your library has taken to address it. If no action was taken, explain what the barriers are. If the issue is of low/no concern, you may leave this field blank.

Recruitment, retention, and workload pressures persisted in 2025, reflecting broader labour market trends. The ORL responded by expanding Human Resources capacity and standardizing HR processes to better support staff and organizational resilience.

Connectivity*

(e.g., low bandwidth, lack of home internet in the community)

- ☐ High Concern
- ☒ Moderate Concern
- ☐ Low Concern
- ☐ Not a Concern

Describe how the challenge has affected your library in the past year, and what actions your library has taken to address it. If no action was taken, explain what the barriers are. If the issue is of low/no concern, you may leave this field blank.

Limited broadband access in some communities increased reliance on library technology. The ORL continued to maintain and upgrade public access connectivity where possible.

Infrastructure/facilities*

(e.g., aging/damaged, renovations, new builds/upgrades/expansions)

- ☐ High Concern
- ☒ Moderate Concern
- ☐ Low Concern
- ☐ Not a Concern

Describe how the challenge has affected your library in the past year, and what actions your library has taken to address it. If no action was taken, explain what the barriers are. If the issue is of low/no concern, you may leave this field blank.

Aging facilities remain a challenge across the system. Enhancement Grant funding was essential in addressing priority needs and completing targeted improvements.

Community access to the library*

(e.g., geographic isolation, lack of local public transit, building accessibility)

- ☐ High Concern
- ☒ Moderate Concern
- ☐ Low Concern
- ☐ Not a Concern

Describe how the challenge has affected your library in the past year, and what actions your library has taken to address it. If no action was taken, explain what the barriers are. If the issue is of low/no concern, you may leave this field blank.

Transportation barriers and geographic distance continue to affect access in some areas. The ORL continues to adapt library hours and service models to better align with community needs.

Disappearing services in the community*

(e.g., government, banking, health)

- ☐ High Concern
- ☒ Moderate Concern
- ☐ Low Concern
- ☐ Not a Concern

Describe how the challenge has affected your library in the past year, and what actions your library has taken to address it. If no action was taken, explain what the barriers are. If the issue is of low/no concern, you may leave this field blank.

As other public and private services decline or centralize, libraries increasingly serve as access points for technology, information, and assistance. Increased incidents and limited community supports, particularly in larger centres, have placed additional pressure on library services.

Public health*

(e.g., access to Telehealth, registering for vaccinations, COVID-19)

- ☒ High Concern
- ☐ Moderate Concern
- ☐ Low Concern
- ☐ Not a Concern

Describe how the challenge has affected your library in the past year, and what actions your library has taken to address it. If no action was taken, explain what the barriers are. If the issue is of low/no concern, you may leave this field blank.

Public health challenges, including the ongoing opioid crisis and shortages in community health and social support services, had a significant impact on library operations in 2025. Libraries increasingly encountered situations related to substance use, mental health crises, and unmet community support needs, placing additional demands on staff and facilities. The ORL continued to prioritize staff awareness, safety protocols, and partnerships where possible, while recognizing that limited external supports continue to affect the library's capacity to respond effectively.

Regulatory impacts*

(e.g., accessibility, privacy, employment standards)

- ☐ High Concern
☐ Moderate Concern
☒ Low Concern
☐ Not a Concern

Describe how the challenge has affected your library in the past year, and what actions your library has taken to address it. If no action was taken, explain what the barriers are. If the issue is of low/no concern, you may leave this field blank.

Evolving requirements related to accessibility, privacy, and employment standards require ongoing attention and place additional demands on leadership capacity.

Vulnerable communities*

(e.g., people experiencing homelessness, substance use disorder, mental health crisis)

- ☒ High Concern
☐ Moderate Concern
☐ Low Concern
☐ Not a Concern

Describe how the challenge has affected your library in the past year, and what actions your library has taken to address it. If no action was taken, explain what the barriers are. If the issue is of low/no concern, you may leave this field blank.

Libraries experienced increased interactions with individuals facing housing instability, mental health challenges, and other vulnerabilities. The ORL emphasized respectful service, staff awareness, and partnerships while recognizing ongoing capacity constraints.

Sociopolitical tensions*

(e.g. intellectual freedom, protests, global events, racism, homophobia)

- ☐ High Concern
☒ Moderate Concern
☐ Low Concern
☐ Not a Concern

Describe how the challenge has affected your library in the past year, and what actions your library has taken to address it. If no action was taken, explain what the barriers are. If the issue is of low/no concern, you may leave this field blank.

The ORL continued to navigate issues related to intellectual freedom and community discourse using established policies, procedures, and staff training.

Other (please specify)

- ☐ High Concern
☐ Moderate Concern
☐ Low Concern
☒ Not a Concern

Describe how the challenge has affected your library in the past year, and what actions your library has taken to address it. If no action was taken, explain what the barriers are. If the issue is of low/no concern, you may leave this field blank.

You can pause working on this report at any time before submitting. Click "Save and continue later" at the bottom of the page to generate a unique link for your saved responses. Use this link to come back and pick up where you left off.

Board Approval*

Download the board approval form [here](#).
Then upload the signed form below.

PUBLIC LIBRARY GRANT REPORT (PLGR) APPROVAL FORM

LIBRARY NAME

--

After completing your PLGR online and your board has reviewed your report, please have them sign this approval form. Upload the signed form to your online PLGR.

Board Approval

Electronic signatures are acceptable where physical signatures are not feasible.

Library Director Signature: _____

Date: _____

Board Chair Signature: _____

Date: _____

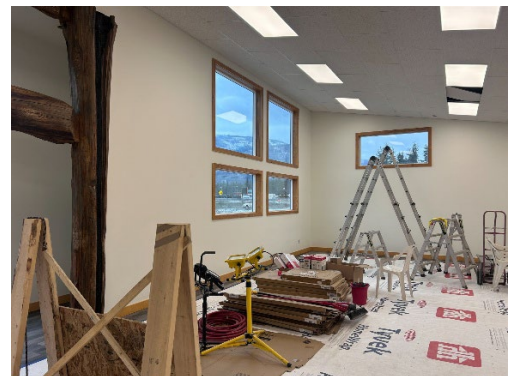
North Shuswap

Construction at our new North Shuswap location is substantially complete, with the final touches being completed over the next couple of weeks. We are planning on moving from our existing branch beginning on March 7th, with the grand opening being held on March 11th. There has been significant interest and excitement within the community as the new branch has begun to take shape, as the completion of the library is a significant milestone in the rebuilding of the community.

Barry, the owner of the location, and his son Dylan, have been fantastic partners in this project. Dylan has been working very hard on the construction, and we are very excited with what he has come up with. It is a very bright and inviting space, with extra touches such as the timber element at the main entrance that give it a very local feel.

Furthermore, there is interest from local artists in giving the branch some further local flavor, and we will be consulting with them once we have moved into the space.

The branch itself will feature a meeting space that can be used by the community, as well as a children's section and space for residents to access computers. To give a sense of the space, we've included some photos that were taken a couple of weeks back, but give an idea of the general branch layout:



Parkinson Rec Centre

Construction of the Parkinson Recreation Centre continues, with significant milestones being met on schedule, and a targeted opening of late 2027.

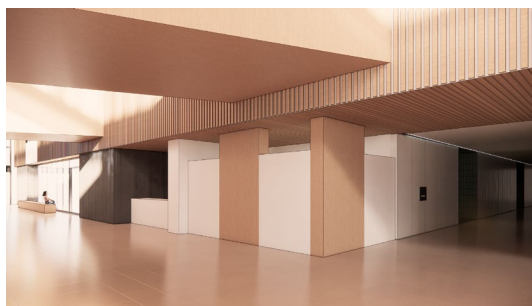
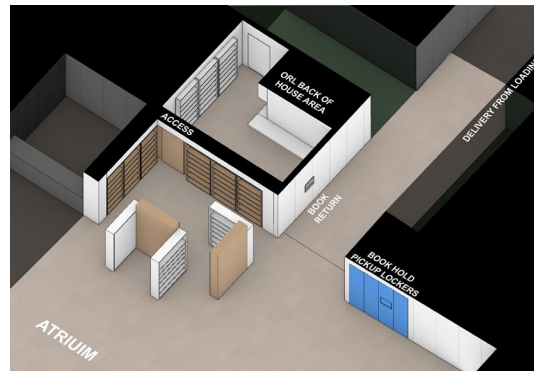
We are working with the design team to solidify the details of the physical space, as well as the workflow of the branch within the building. We are encouraged by the results, and while preliminary, the budget that we have set aside for these projects appears to be in line with our expectations.

The layout and positioning for the Parkinson branch will be similar to the pictures below, though with some modification to the movable shelves and how they open to the atrium. Additionally, there will be a holds locker (in blue) and a book drop on the outside wall for convenient book returns. The location of the branch within the rec center is ideal for driving traffic and provides easy access for our patrons.

Closed



Open



Glenmore Activity Centre

The Glenmore Activity Centre is also progressing nicely, though it is in the very preliminary stages. Initial consultations have resulted in positive progress as the space is planned out. Groundbreaking for the construction of the Centre is planned for April 16th, with a targeted opening of late 2027.

Summer Reading Club 2025: Colour Your Summer Report to the Library Board

Summer Reading Club

The Okanagan Regional Library participates in the BC Summer Reading Club (SRC). It is a free, fun, family and community-oriented program for kids ages 5-12. SRC brings communities together to celebrate reading, literacy, and libraries.

ORL branches had a busy summer! This summer saw the return of families and children on mass to the library. The theme was *Colour Your Summer* which inspired the colourful creativity of kids and staff!

SRC Participation

In 2025, we handed out physical reading records in branches and we supported online participation. Our participant numbers reflect that families continue to have a strong preference for physical reading records instead of online.

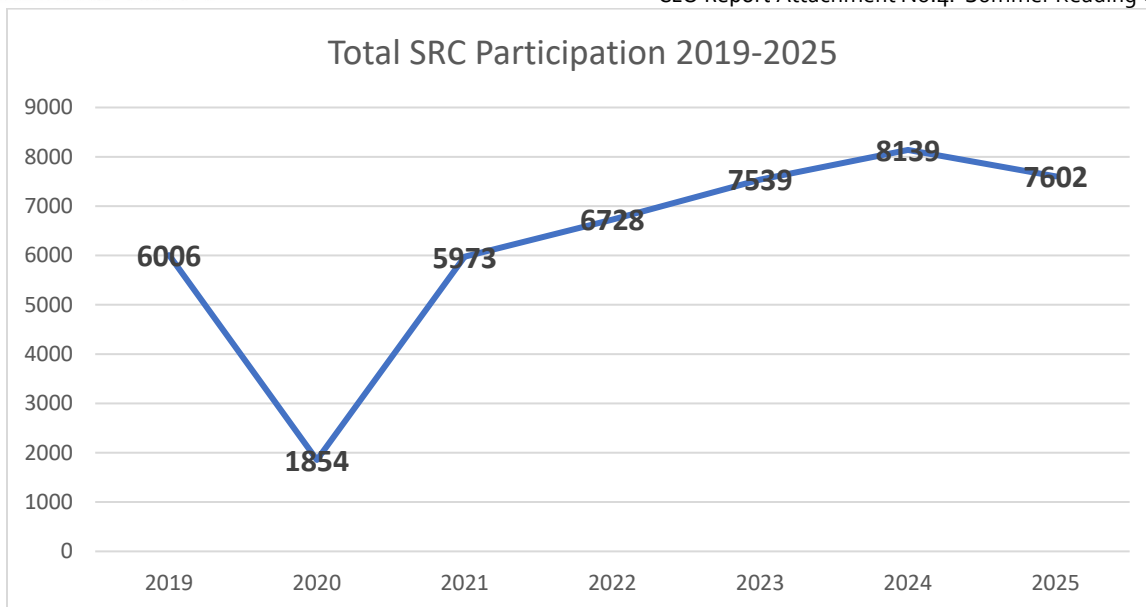
In 2025, participation decreased by 6.5% from 2024. However, ORL continues to surpass pre-pandemic participation by 26%.

2025

- BCLA Website Online Participants 237
- ORL In-Person Participants 7365
- **ORL Total SRC Participants 7602**

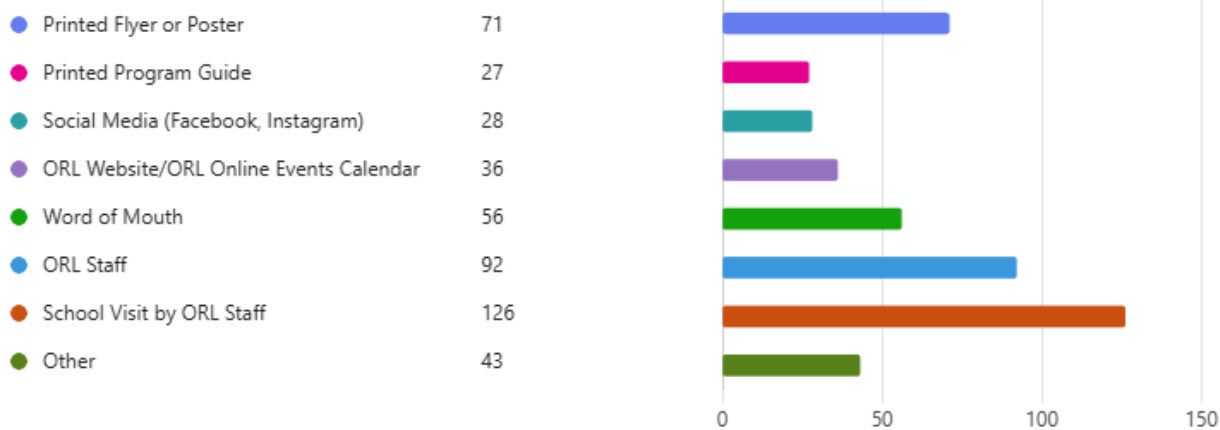
2024

- BCLA Website Online Participants 529
- ORL In-Person Participants 7610
- **ORL Total SRC Participants 8139**



SRC Promotion

- Branch staff were fantastic at promotion. They promoted SRC at the library, community events and at schools. School visits and ORL staff continue to be the top two ways that participants learn about SRC.
- Sarah Hotson collaborated with fellow staff to create an online promotional video to be shared.
<https://youtu.be/dl5vtgtw14>



Survey results for "How did you learn about Summer Reading Club?"

SRC Programs

2025

- Total number of programs (Online & In-Person) **654**
- Total program attendance **30,114**

2024

- Total number of programs (Online & In-Person) **561**
- Total program attendance **28,713**

The ORL staff created a rich and diverse offering of programs for their communities. Families showed their appreciation for the high-quality programs by participating regularly. In 2025, attendance was 4.9% higher than 2024.

In addition to the amazing in-person programs offered by library staff, the Youth Services Committee recognized the continued need to provide online programs for all branches across the system. ORL hired the Ripley's Aquarium of Canada, Erin Boniferro from Collage, Collage and the BCLA SRC artist, Lauren Achtem to present unique online learning experiences.

SRC System-Wide Tour



Through the generous funding of the Friends of the Library, ORL hired Magician Leif David to tour throughout our communities. There were 28 performances that occurred this summer.

The interactive performance was packed with audience participation, and kids had the chance to join Leif David on stage to help make the magic happen. Our participation survey highlighted the impact of this performance, "they all LOVED the magic show Leif David did."

SRC Prizes

- Klutz activity packs and book prizes were purchased by the Head of Youth Services and distributed to branches.
- SRC themed T-shirts and temporary tattoos were purchased by branches using branch funding.
- CUPE BC sponsored the SRC medals for the province. Participants received these medals for completing their reading goals.
- System-Wide prizes were purchased by the Head of Youth Services for the ORL Challenge Trackers. These included \$100 gift cards, STEM activity kits, Lego, Perplexus 3D Mazes and a Fujifilm Instax Camera.

Youth Services would like to thank the Library Board, Friends of the Library, the Province of British Columbia, Ministry of Education and CUPE BC for their financial support.

What We Learned

ORL conducted the 5th annual system-wide survey of SRC participants. We received 304 responses. We asked customers to rate or answer:

1. My child/I learned something new from what we read or experienced.
95% of respondents strongly agree or agree they learned something new.
2. My child/I enjoy(s) reading more.
88% of respondents strongly agree or agree they enjoyed reading more.
3. My child/I read(s) more often.
82% of respondents read a lot more or a little more. *Some respondents reported they maintained the same level of reading because they already read a lot.
4. My child/I use(s) the library more often because of Summer Reading Club.
78% of respondents visited the library a lot more or a little more.
5. What did your child/you like most about Summer Reading Club?
 - "It helps us build a routine to visit the library and read every day."
 - "Reading outside in the sun."
 - "Discovering the Libby App for Audio Books."
 - "Staff execute an engaging and meaningful program where kids connect with each other and the library in a joyful yet organized fashion."
 - "Challenges to try new things, explore and create."
6. What could the library do to help your child/you continue to learn more?
 - "Evening activities for youth."
 - "More author visits for kids 😊."
 - "Keep adding a variety of French readers for Immersion students to enjoy."
 - "Continue offering incentive programs. One of my 3 children struggles reading and is very driven by incentive programs."

Conclusion

ORL learned a tremendous amount this summer that we will continue to use in all aspects of Youth Services. Some key points:

- ORL staff are amazing! They are responsible for the success of SRC. The promotion, planning and delivery of programs is repeatedly noted throughout the survey responses.
- SRC is impacting the overall wellbeing of children. Reading for pleasure increases focus, reduces stress, builds empathy, and has lifelong benefits for learning and success.
- SRC directly increases library visits and borrowing for families and children.
- Families and youth want more programs, contests and reading challenges throughout the year.

Preparations have already started for SRC 2026 with the exciting theme of *Under the Sea*!

Respectfully submitted,
Asheley Machum, Head of Youth Services

To: Okanagan Regional Library Board of Directors
From: Chief Financial Officer
Date: February 18th, 2026
Subject: Financial Update Report to December 31, 2025 (12 Months)

Voting Entitlement: Unweighted Vote – Simple Majority

Purpose:

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

Recommendation:

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

Executive Summary:

Please find attached the Financial Update Report Package to December 31, 2025. 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 2025 fiscal year.

Background:

The attached **Appendix 1** provides the Board with a financial report to the end of 2025. The report has been prepared on a modified cash basis, meaning not all accounting accruals have been made. It should also be noted that not all year-end entries have been made, however the data should provide the board with a more accurate representation of how the library has performed in keeping to its budget.

DISCUSSION

Receipts – Tax Levy

All levies have been received at period end, which is much appreciated.

Receipts – Government, Grants and Own Resources

This category has seen revenues come in very close to budget. A decrease in interest revenue that was due to our cash flow being much tighter as we waited on our loan was offset by the BC Provincial Grant was a little higher than expected. We expect both of these factors to normalize in the next year.

From Reserves and Internal Rent

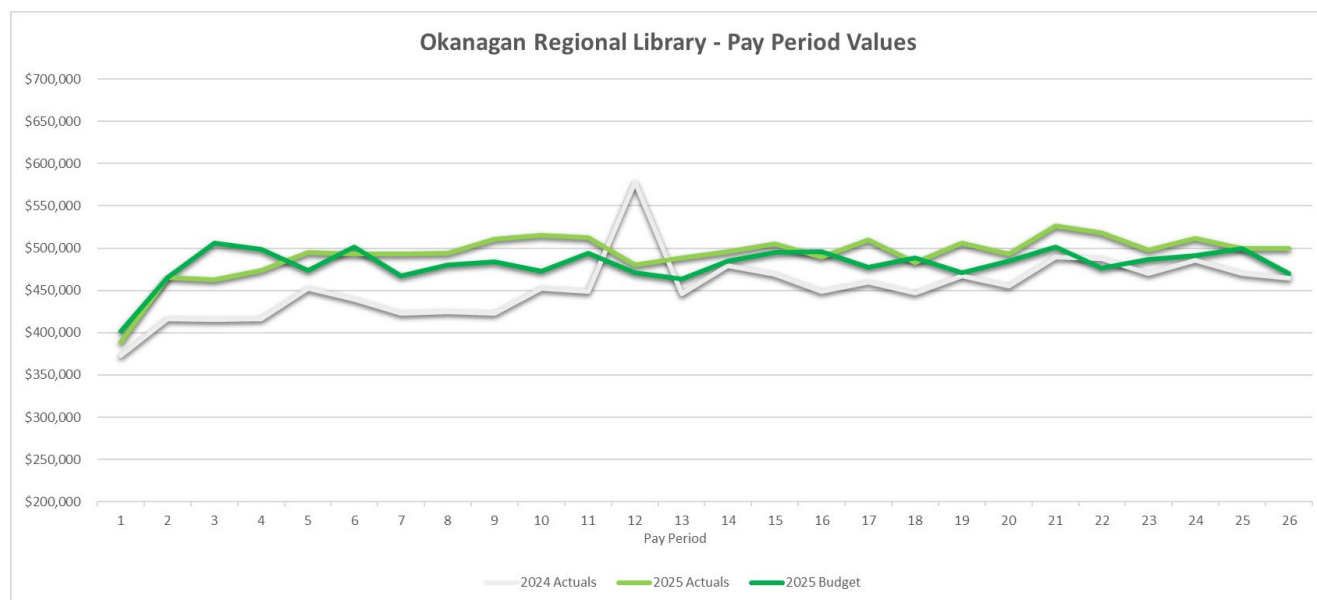
The transfers from reserves are an accounting adjustment that relates to planned amounts drawn out of reserves for technology replacement, furnishings and amounts from the donation reserves for programming and capital expenditures. The internal rent chargeback relates to adjustments for the owned branches.

Total receipts to December 31st \$24,607,885

Disbursements

Remuneration and benefits tracked very close to budget on an annual basis, as well as on a period by period basis as outlined in the graph below:

Graph: Pay Period Values: 2024 Actual, 2025 Actual, 2025 Budget



Rent expenses are largely on course, as is to be expected. LTD payments were lower as the MFA loan for the West Kelowna project was received late in the year but was expected earlier, and interest was not due until 2026. Property expenses were also elevated this year 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.

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

“Other Expenses” as a whole are tracking very close to budget on the year. However, one line item of note continues to be technology. Costs for IT service providers have been rising much higher than inflation, and many of our providers have increased costs significantly. Our IT department does a fantastic job keeping us safe, while reviewing vendors that may provide similar services that are more cost-effective. Transportation costs were elevated due to some issues with our delivery van, as well as general cost increases due to our many branch reno projects.

Total disbursements before capital expenditures and reserve transactions are \$22,881,270.

ORL Regular Board Report

For Information

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

Total disbursements to December 31st are \$24,038,777.

The net disbursements over receipts to December 31st are \$569,108.

BUDGET AND COST IMPACTS

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

CONCLUSION

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

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



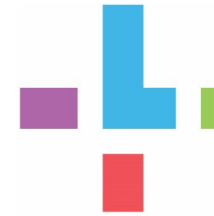
Okanagan Regional Library

Appendix 1

Interim Financial Report

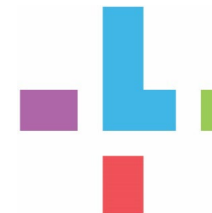
(Receipts & Disbursements)

January 1, 2025 to December 31, 2025

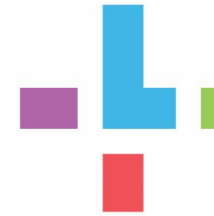


**OKANAGAN REGIONAL LIBRARY
RECEIPTS & DISBURSEMENTS
To December 31, 2025**

	ACTUAL YR.TO D	BUDGET YR.TO D	VARIANCE YR.TO D	BUDGET -YEAR--	VARIANCE -From Annual--
RECEIPTS					
TAX LEVY ON MUNICIPALITIES AND REGIONAL DISTRICTS					
ARMSTRONG, CITY	\$231,847	\$231,847	\$0	\$231,847	\$0
CENTRAL OKANAGAN RD	\$352,074	\$352,074	\$0	\$352,074	\$0
COLDSTREAM, DISTRICT	\$552,493	\$552,493	\$0	\$552,493	\$0
COLUMBIA SHUSWAP RD	\$886,995	\$886,995	\$0	\$886,995	\$0
ENDERBY, CITY	\$127,654	\$127,654	\$0	\$127,654	\$0
GOLDEN, CITY	\$379,673	\$379,673	\$0	\$379,673	\$0
KELOWNA, CITY	\$8,417,691	\$8,417,691	\$0	\$8,417,691	\$0
KEREMEOS, VILLAGE	\$69,584	\$69,584	\$1	\$69,584	\$1
LAKE COUNTRY, DISTRICT	\$877,395	\$877,395	\$0	\$877,395	\$0
LUMBY, VILLAGE	\$88,361	\$88,361	\$0	\$88,361	\$0
NORTH OKANAGAN RD	\$924,215	\$924,215	\$0	\$924,215	\$0
OLIVER, TOWN	\$243,161	\$243,161	\$0	\$243,161	\$0
OKANAGAN SIMILKAMEEN RD	\$994,541	\$994,541	\$0	\$994,541	\$0
OSOYOOS, TOWN	\$314,266	\$314,266	\$0	\$314,266	\$0
PEACHLAND, DISTRICT	\$311,694	\$311,694	\$0	\$311,694	\$0
PRINCETON, TOWN	\$147,431	\$147,431	\$0	\$147,431	\$0
REVELSTOKE, CITY	\$460,367	\$460,367	\$0	\$460,367	\$0
SALMON ARM, CITY	\$891,858	\$891,890	\$32	\$891,890	\$32
SICAMOUS, DISTRICT	\$182,631	\$182,631	\$0	\$182,631	\$0
SPALLUMCHEEN, TOWNSHIP	\$254,873	\$254,873	\$0	\$254,873	\$0
SUMMERLAND, DISTRICT	\$602,854	\$602,854	\$0	\$602,854	\$0
VERNON, CITY	\$2,188,792	\$2,187,049	-\$1,744	\$2,187,049	-\$1,744
WESTBANK FIRST NATION	\$551,843	\$551,843	\$0	\$551,843	\$0
WEST KELOWNA, CITY	\$1,944,593	\$1,944,593	\$0	\$1,944,593	\$0
	\$21,996,885	\$21,995,175	-\$1,710	\$21,995,175	-\$1,710

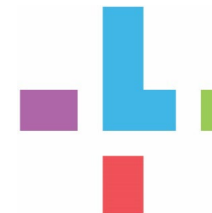


	ACTUAL YR.TO D	BUDGET YR.TO D	VARIANCE YR.TO D	BUDGET -YEAR--	VARIANCE -From Annual--
FROM GOVERNMENT & OWN RESOURCES					
PROVINCE OF BC - PER CAPITA GRANT	\$1,082,170	\$1,038,411	-\$43,759	\$1,038,411	-\$43,759
GRANTS-PROV.B.C.-BOOKS	\$5,000	\$0	-\$5,000	\$0	-\$5,000
GRANTS - FEDERAL	\$54,954	\$49,000	-\$5,954	\$49,000	-\$5,954
GRANTS - OTHER	\$2,000	\$6,500	\$4,500	\$6,500	\$4,500
FINES, FEES AND DAMAGED MATERIALS	\$54,140	\$52,499	-\$1,641	\$52,499	-\$1,641
SPACE RENTALS	\$10,924	\$19,207	\$8,283	\$19,207	\$8,283
PRINTING REVENUE	\$41,016	\$29,975	-\$11,041	\$29,975	-\$11,041
KEYCARD REVENUE	\$1,255	\$251	-\$1,004	\$251	-\$1,004
INTEREST AND EXCHANGE	\$118,283	\$185,000	\$66,717	\$185,000	\$66,717
COPIER REVENUE	\$9,520	\$9,550	\$30	\$9,550	\$30
SUNDRY INCOME	\$18,159	\$5,000	-\$13,159	\$5,000	-\$13,159
MFA ACTUARIAL , DEBT REDUCTION	\$356,294	\$356,295	\$1	\$356,295	\$1
INTER LIBRARY LOANS, NET	-\$5,019	\$150	\$5,169	\$150	\$5,169
SUBTOTAL GOVERNMENT & OWN RESOURCES	\$1,748,697	\$1,751,838	\$3,142	\$1,751,838	\$3,142
TRANSFERS FROM RESERVES	\$0	\$726,007	\$726,007	\$726,007	\$726,007
ORL OWNED BUILDINGS, RENT CHARGEBACK	\$909,650	\$909,650	\$0	\$909,650	\$0
	\$909,650	\$1,635,657	\$726,007	\$1,635,657	\$726,007
TOTAL RECEIPTS	24,655,232	25,382,670	727,438	25,382,670	727,438



**OKANAGAN REGIONAL LIBRARY
RECEIPTS & DISBURSEMENTS
To December 31, 2025**

	ACTUAL YR.TO D	BUDGET YR.TO D	VARIANCE YR.TO D	BUDGET -YEAR--	VARIANCE -From Annual--
DISBURSEMENTS					
REMUNERATION AND FRINGE BENEFITS					
REMUNERATION	10,525,734	10,497,833	-27,901	10,497,833	-27,901
EMPLOYEE BENEFITS	2,043,461	1,983,564	-59,897	1,983,564	-59,897
WCB	81,040	59,314	-21,727	59,314	-21,727
	12,650,236	12,540,711	-109,525	12,540,711	-109,525
RENT AND PROPERTY EXPENSES					
RENT	2,613,079	2,697,184	84,105	2,697,184	84,105
LTD PRINCIPAL, ACTUARIAL AND INTEREST	1,742,142	1,912,142	170,000	1,912,142	170,000
PROPERTY EXPENSES	2,091,558	2,029,334	-62,224	2,029,334	-62,224
	6,446,778	6,638,659	191,881	6,638,659	191,881
LIBRARY MATERIALS	1,941,882	1,736,176	-205,706	1,736,176	-205,706
OTHER EXPENSES					
BOARD EXPENSES	11,750	21,367	9,617	21,367	9,617
BOOK DEPOSIT GRANTS	5,500	3,200	-2,300	3,200	-2,300
COLLECTION AGENCY	-1,937	3,000	4,937	3,000	4,937
EQUIPMENT REPAIRS & RENEWALS	16,726	15,081	-1,644	15,081	-1,644
INSURANCE	72,631	65,644	-6,987	65,644	-6,987
INTEREST & BANK CHARGES	14,508	11,500	-3,008	11,500	-3,008
MARKETING & COMMUNICATIONS	139,606	136,678	-2,929	136,678	-2,929
MEMBERSHIPS	23,727	21,601	-2,126	21,601	-2,126
PENTICTON LIBRARY FEE	45,320	49,778	4,458	49,778	4,458
POSTAGE & FREIGHT	40,663	69,393	28,731	69,393	28,731
PROFESSIONAL FEES	73,815	72,305	-1,510	72,305	-1,510



	ACTUAL YR.TO D	BUDGET YR.TO D	VARIANCE YR.TO D	BUDGET -YEAR--	VARIANCE -From Annual--
PROGRAMS	96,864	167,162	70,298	167,162	70,298
RECRUITMENT, TRAVEL & SUNDRY	2,389	17,136	14,747	17,136	14,747
STAFF DEVELOPMENT & MEETINGS	135,699	125,440	-10,259	125,440	-10,259
SUPPLIES	142,190	159,455	17,265	159,455	17,265
TECHNOLOGY EXPENSES	767,941	677,616	-90,325	677,616	-90,325
TELEPHONE & INTERNET	86,347	83,175	-3,172	83,175	-3,172
TRANSPORTATION	168,637	147,891	-20,746	147,891	-20,746
VIRTUAL BRANCH	0	10,000	10,000	10,000	10,000
	1,842,373	1,857,422	15,048	1,857,422	15,048
DISBURSEMENTS BEFORE CAPITAL EXPENDITURES AND TRANSFERS TO RESERVES	22,881,270	22,772,968	-108,302	22,772,968	-108,302
CAPITAL EXPENDITURES					
BOOKS AND OTHER PHYSICAL MATERIALS	1,157,507	1,391,352	233,845	1,391,352	233,845
TECHNOLOGY ASSETS	0	372,627	372,627	372,627	372,627
FURNITURE, EQUIPMENT & OTHER	0	256,791	256,791	256,791	256,791
	1,157,507	2,020,770	863,263	2,020,770	863,263
TRANSFERS TO RESERVES					
TO BRANCH FURNISHING RESERVE	0	45,000	45,000	45,000	45,000
TO CAPITAL PROJECTS RESERVE	0	114,000	114,000	114,000	114,000
TO IT REPLACEMENT RESERVE	0	311,008	311,008	311,008	311,008
TO NON-OWNED BUILDING MNTC RESERVE	0	32,000	32,000	32,000	32,000
TO OWNED BUILDING MNTC RESERVE	0	60,000	60,000	60,000	60,000
TO STAFF APPRECIATION OR DEVELOPMENT RESERVE	0	1,500	1,500	1,500	1,500
TO VEHICLE REPLACEMENT RESERVE	0	25,425	25,425	25,425	25,425
	0	588,933	588,933	588,933	588,933
TOTAL DISBURSEMENTS	24,038,777	25,382,671	1,343,894	25,382,671	1,343,894
NET DISBURSEMENTS OVER RECEIPTS	616,455	-0	-616,456	-0	-616,456