



NOTICE OF MEETING

Okanagan Regional Library Board
will meet
October 21, 2026

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

IN-CAMERA MEETING
9:30 AM – 10:00 AM

REGULAR MEETING
10:10 AM – 11:00 AM

**OKANAGAN REGIONAL LIBRARY
REGULAR BOARD MEETING
AGENDA**

Wednesday, October 21, 2026

10:10 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 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 Wednesday, October 21, 2026.

Staff Recommendation:

THAT the Wednesday, October 21, 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 Wednesday, September 9, 2026, Board of Trustees Meeting Minutes.

Staff Recommendation:

THAT the Wednesday, September 9, 2026, Board of Trustees Meeting Minutes be adopted.

6. RISE AND REPORT

7. STAFF REPORTS

7.1 CFO REPORTS

- 7.1.1 CFO REPORT – Jeremy Feddersen** (10 mins)
All Trustees - Unweighted Vote - Simple Majority (Board Policy Section II.C / Community Charter s.123)
(Attached pgs. 6 – 13)

To receive for information the Financial Update Report Package to September 30, 2026.

Recommendation:

THAT the CFO report, dated October 21, 2026, pertaining to the Financial Update to September 30, 2026, be received for information.

7.2 CEO REPORTS

- 7.2.1 ORL 2027 BOARD MEETING SCHEDULE – Danielle Hubbard** (5 mins)
All Trustees - Unweighted Vote - Simple Majority (Board Policy Section II.A)
(Attached pg. 14)

To approve the ORL 2027 Board Meeting Schedule.

Staff Recommendation:

THAT the ORL Board of Trustees Meeting Schedule for Year 2027 be adopted.

- 7.2.2 CEO REPORT – Danielle Hubbard** (10 mins)
All Trustees - Unweighted Vote - Simple Majority (Board Policy Section II.C / Community Charter s.123)
(Attached pgs. 15 – 21)

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

Recommendation:

THAT the CEO report, dated October 21, 2026, be received for information.

- 7.2.3 NOMINATIONS COMMITTEE REPORT – Danielle Hubbard** (5 mins)
All Trustees - Unweighted Vote - Simple Majority (Board Policy Section II.C / Community Charter s.123)
(Attached pgs. 22 – 23)

To recommend to the Board that ORL staff function as the Nominations Committee this year, due to the complications of the General Local Government Elections.

Recommendation:

THAT the Board approves the CEO and Administrative Services Manager to act as the Nominations Committee for the 2027 year due to the 2026 General Local Government Elections.

7.3 BOARD CHAIR REPORT

- 7.3.1 BOARD CHAIR REPORT – Tasha Da Silva** (5 mins)

To express appreciation to members for their contributions and highlight key achievements from 2026.

8. CORRESPONDENCE

9. NEW BUSINESS

10. TRUSTEE ITEMS

11. ADJOURN

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

To adjourn the meeting.

Recommendation:

THAT the October 21, 2026, Regular Board meeting be adjourned.

OKANAGAN REGIONAL LIBRARY REGULAR BOARD MEETING MINTUES

Date: Wednesday, September 9, 2026
Location: Boardroom Library Administration Building, 1430 K.L.O. Road, Kelowna, BC and Virtually via MicroSoft Teams

Trustees Present: Neil Todd, Armstrong
Stephanie Hoffman, Coldstream
David Ramey, Enderby
Petra Veintimilla, Oliver
Myers Bennett, Osoyoos
Terry Condon, Peachland
George Elliott, Princeton
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: Gord Lovegrove, Kelowna
Tracy Henderson, Keremeos
Cara Reed, Lake Country
Tim Palmer, Revelstoke
Sylvia Lindgren, Salmon Arm
Bob Evans, Sicamous
Mike DeGuevara, Westbank First Nation
Jay Simpson, Regional District Columbia Shuswap
Allysa Hopkins, Regional District North Okanagan

Trustees Absent: John Manuel, Golden
Lori Mindnich, Lumby
Todd York, Spallumcheen
Erin Trainer, Summerland

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 and Collections Officer
Michal Utiko, Director of Marketing and Communications
Corinne Boback, Administrative Services Manager (Recording Secretary)
Shilo Jones, ORL Copywriter
Nicole Cabrejos, CUPE 1123 President
Ashley Machum, PEA President, ORL Chapter

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 10:17 am.

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 September 9, 2026.

It was moved and seconded

THAT the Wednesday, September 9, 2026, Board of Trustees Meeting Agenda be adopted.

CARRIED UNANIMOUSLY

5. ADOPTION OF THE PREVIOUS MINUTES

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

To adopt the May 20, 2026, Board of Trustees Meeting Minutes and the July 15, 2026, Special Board of Trustees Meeting Minutes.

It was moved and seconded

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

CARRIED UNANIMOUSLY

It was moved and seconded

THAT the July 15, 2026, Special Board of Trustees Meeting Minutes be adopted as amended.

CARRIED UNANIMOUSLY

6. Population Figures for Levy Calculations and Weighted Votes –Jeremy Feddersen

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

Jeremy Feddersen, CFO, provided an update to the Board on the annual provincial population figures used for levy calculations and weighted votes and was available for questions and comments from the Board.

Bob Evans joined the meeting remotely at 10:21 a.m.

Questions were raised on how the levy calculations will work once OK Falls is incorporated.

It was moved and seconded

THAT the report from the CFO dated September 9, 2026, pertaining to the annual provincial population figures used for levy calculations and weighted votes be received for information.

CARRIED UNANIMOUSLY

7. DELEGATIONS

8. COMMITTEE REPORTS

8.1 BOARD FINANCE COMMITTEE REPORTS

8.1.1 Okanagan Regional Library 2027 Budget Proposal– Jeremy Feddersen

Jeremy Feddersen, CFO provided a PowerPoint presentation bringing forward the draft 2027 budget for the Okanagan Regional Library as approved by the Finance Committee for approval by the Board and was available for questions and comments.

Questions were raised on how the funds are distributed between communities, the role Friends of the Library (FOL) play with the ORL, and protection of patron data. Board members thanked the CFO for his fiscal responsibility.

Tracy Henderson left the meeting at 10:36 am.

It was moved and seconded

THAT the Board approve the draft 2027 budget with a levy requirement of \$24,062,498, as presented in the Finance Committee report dated September 9, 2026.

CARRIED UNANIMOUSLY

8.1.2 2027 Library Levy Allocation Spreadsheet –Jeremy Feddersen

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

Jeremy addressed the 2027 Library Levy Allocation Spreadsheet and was available for questions and comments from the Board.

It was moved and seconded

THAT the 2027 Library Levy Allocation Spreadsheet as presented by the CFO, at the September 9, 2026, Board meeting, be received for information.

CARRIED UNANIMOUSLY

9. STAFF REPORTS

9.1 CFO REPORT –Jeremy Feddersen

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

Jeremy Feddersen, CFO, provided an update to the Board on the Financial Update Report Package to July 31, 2026, and was available for questions and comments.

It was moved and seconded

THAT the CFO report, dated September 9, 2026, pertaining to the Financial Update to July 31, 2026, be received for information.

CARRIED UNANIMOUSLY

9.2 CEO REPORT –Danielle Hubbard

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

Danielle Hubbard, CEO, provided the Board with an update on the operational and strategic activities of the ORL, including topics for the October Board meeting, upcoming Minister meetings, the \$25,000 SPARC BC Accessibility Grant award, facility upgrades, and the successful completion of the 2026 Summer Reading Club.

Gord Lovegrove left the meeting at 11:05 am.

It was moved and seconded

THAT the CEO report, dated September 9, 2026, be received for information.

CARRIED UNANIMOUSLY

9.3 Wildfire Impact and Response Report–Danielle Hubbard

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

Danielle Hubbard, CEO, provided an update to the Board on the impacts of the 2026 wildfire season on the ORL, and the ORL's responses, and was available for questions and comments.

Danielle expressed her appreciation for Mark Reinelt and Colleen Hardie for their hard work throughout the fire season. Discussion was held around the impacts of the fires in both the North and South Okanagan on staff and local communities and Board members commented on the new relationship established with United Way as the ORL provided items for those evacuated. It was noted that all RDOS branches opened as heating and cooling centres and that the Princeton branch extended its hours to provide additional support and assistance to evacuees.

It was moved and seconded

THAT the Board receive for information the CEO's report dated September 9, 2026.

CARRIED UNANIMOUSLY

9.4 Provincial Funding –Danielle Hubbard

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

Danielle Hubbard, CEO, provided background on the reduction in provincial funding announced in June and outlined the advocacy efforts undertaken by ORL board members and in collaboration with other public libraries. Through these efforts, 2026 provincial funding was subsequently restored.

It was moved and seconded

THAT the Board receive for information the CEO's report dated September 9, 2026.

CARRIED UNANIMOUSLY

10 CORRESPONDENCE

10.1 Letter from Myrna Tracy, dated June 10, 2026

Danielle Hubbard, CEO, summarized the letter from Myrna Tracy to the Board and was available for questions and comments.

Tim Palmer commented that there have been minimal complaints over the years and this is an indicator of the excellent service the ORL provides to its communities.

11 NEW BUSINESS

12 TRUSTEE ITEMS

13 ADJOURN

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

It was moved and seconded

THAT the September 9, 2026, Regular Board meeting be adjourned at 11:30 a.m.

CARRIED UNANIMOUSLY

Tasha Da Silva, Chair, West Kelowna
Adopted:

To: Okanagan Regional Library Board of Directors
From: Jeremy Feddersen, Chief Financial Officer
Date: October 21st, 2026
Subject: Financial Update Report to September 30, 2026 (9 Months)

Voting Entitlement: Unweighted Vote – Simple Majority

Purpose:

To receive for information the Financial Update Report Package to September 30, 2026.

Executive Summary:

Please find attached the Financial Update Report Package to September 30, 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 October 21, 2026, pertaining to the Financial Update to September 30, 2026, be received for information.

Background:

The attached **Appendix 1** provides the Board with a financial report to the end of September 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 City of Revelstoke were not received as of September 30th. I have followed up with them to let them know and they have committed to catching up.

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.

ORL Regular Board Report

For Information

- The Province of BC Grant has been graciously restored for the current year and should be received sometime in the near future. This was a huge win from the Board, Danielle, and other library system leaders!

From Reserves and Internal Rent

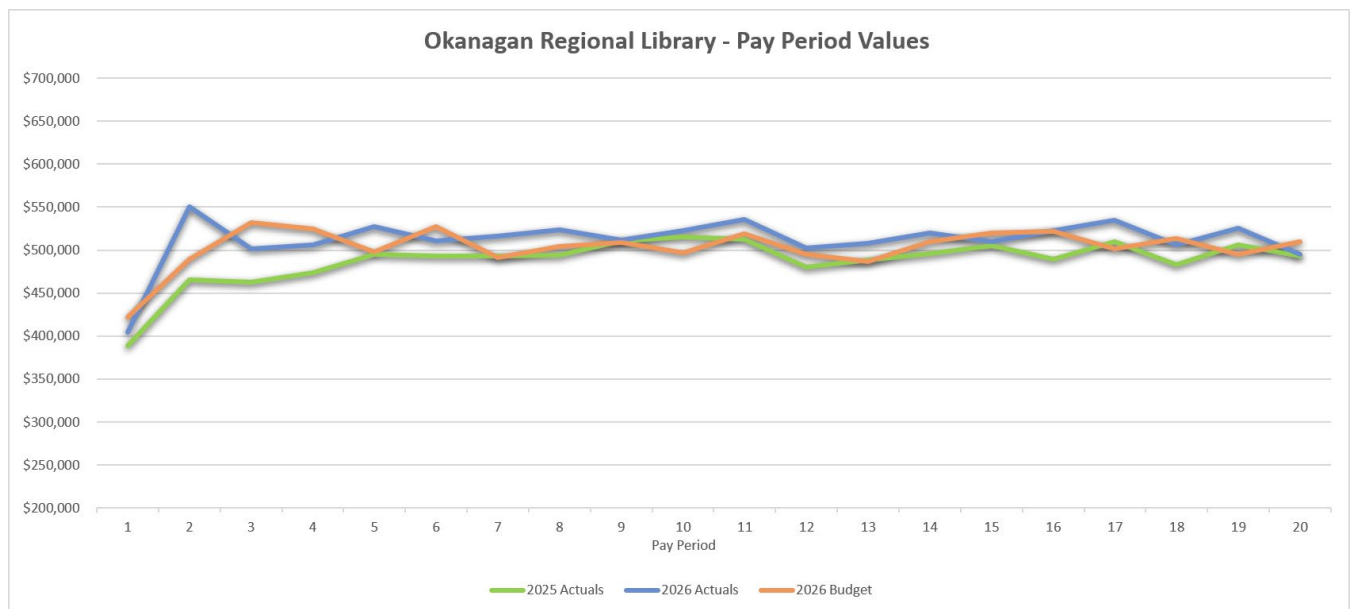
- The transfers from reserves are an accounting adjustment that relates to planned amounts drawn out of reserves for technology replacement, furnishings and amounts from the donation reserves for programming and capital expenditures.

Total receipts to September 30th are \$18,980,865.

Disbursements

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

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



Rent and Property Expenses

- LTD payments appear under budget 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 continue to be higher than budget 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.

Total disbursements before capital expenditures and reserve transactions are \$17,649,358.

Capital Expenditures

- These figures will come up as part of the 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 September 30th are \$18,396,328.

The net disbursements over receipts to September 30th are \$685,574.

BUDGET AND COST IMPACTS

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

CONCLUSION

The ORL's financial results to September 30th 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:

1. Strive for organization and service excellence.

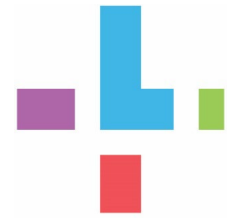
Respectfully submitted by:



Jeremy Feddersen, CPA, CA
Chief Financial Officer

Approved for Board Agenda

Danielle Hubbard, CEO



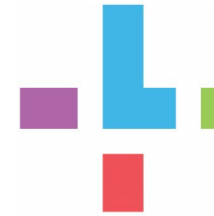
Okanagan Regional Library

Appendix 1

Interim Financial Report

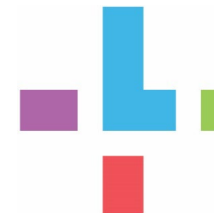
(Receipts & Disbursements)

January 1, 2026 to September 30, 2026

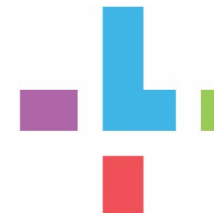


**OKANAGAN REGIONAL LIBRARY
RECEIPTS & DISBURSEMENTS
To September 30, 2026**

	ACTUAL YR.TO D	BUDGET YR.TO D	VARIANCE YR.TO D	BUDGET -YEAR--
RECEIPTS				
TAX LEVY ON MUNICIPALITIES AND REGIONAL DISTRICTS				
ARMSTRONG, CITY	\$176,811	\$175,637	-\$1,174	\$234,182
CENTRAL OKANAGAN RD	\$272,220	\$272,220	-\$0	\$362,960
COLDSTREAM, DISTRICT	\$417,078	\$417,078	-\$0	\$556,104
COLUMBIA SHUSWAP RD	\$720,041	\$720,041	-\$0	\$960,054
ENDERBY, CITY	\$98,552	\$98,552	-\$0	\$131,403
GOLDEN, CITY	\$311,088	\$311,088	\$0	\$414,784
KELOWNA, CITY	\$6,686,637	\$6,686,636	-\$0	\$8,915,515
KEREMEOS, VILLAGE	\$52,872	\$52,872	\$0	\$70,496
LAKE COUNTRY, DISTRICT	\$656,673	\$656,673	-\$0	\$875,564
LUMBY, VILLAGE	\$70,761	\$70,761	-\$0	\$94,348
NORTH OKANAGAN RD	\$728,594	\$728,594	\$0	\$971,459
OLIVER, TOWN	\$181,028	\$181,028	-\$0	\$241,371
OKANAGAN SIMILKAMEEN RD	\$767,775	\$767,775	-\$0	\$1,023,700
OSOYOOS, TOWN	\$251,370	\$251,369	-\$0	\$335,159
PEACHLAND, DISTRICT	\$239,947	\$239,947	\$0	\$319,929
PRINCETON, TOWN	\$113,728	\$113,729	\$0	\$151,638
REVELSTOKE, CITY	\$126,034	\$378,101	\$252,068	\$504,135
SALMON ARM, CITY	\$688,908	\$688,908	\$0	\$918,544
SICAMOUS, DISTRICT	\$139,744	\$139,744	-\$0	\$186,325
SPALLUMCHEEN, TOWNSHIP	\$199,875	\$198,701	-\$1,174	\$264,934
SUMMERLAND, DISTRICT	\$455,873	\$455,873	\$0	\$607,831
VERNON, CITY	\$1,738,142	\$1,738,142	\$0	\$2,317,523
WESTBANK FIRST NATION	\$449,810	\$449,810	-\$0	\$599,747
WEST KELOWNA, CITY	\$1,515,989	\$1,515,989	-\$0	\$2,021,318
	\$17,059,550	\$17,309,267	\$249,717	\$23,079,023

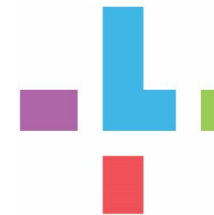


	ACTUAL YR.TO D	BUDGET YR.TO D	VARIANCE YR.TO D	BUDGET -YEAR--
FROM GOVERNMENT & OWN RESOURCES				
PROVINCE OF BC - PER CAPITA GRANT	\$992,669	\$1,038,411	\$45,742	\$1,038,411
GRANTS - FEDERAL	\$0	\$24,500	\$24,500	\$49,000
GRANTS - OTHER	\$66,799	\$0	-\$66,799	\$6,500
FINES, FEES AND DAMAGED MATERIALS	\$32,593	\$39,374	\$6,782	\$52,499
SPACE RENTALS	\$6,853	\$14,405	\$7,553	\$19,207
PRINTING REVENUE	\$34,141	\$22,481	-\$11,660	\$29,975
KEYCARD REVENUE	\$1,099	\$188	-\$911	\$251
INTEREST AND EXCHANGE	\$92,042	\$138,750	\$46,708	\$185,000
COPIER REVENUE	\$9,694	\$7,163	-\$2,531	\$9,550
SUNDRY INCOME	\$3,182	\$3,750	\$568	\$5,000
MFA ACTUARIAL , DEBT REDUCTION	\$0	\$295,770	\$295,770	\$394,360
INTER LIBRARY LOANS, NET	\$7	\$113	\$105	\$150
SUBTOTAL GOVERNMENT & OWN RESOURCES	\$1,239,077	\$1,584,905	\$345,828	\$1,789,904
TRANSFERS FROM RESERVES	\$0	\$0	\$0	\$796,007
ORL OWNED BUILDINGS, RENT CHARGEBACK	\$682,238	\$682,238	\$0	\$909,650
	\$682,238	\$682,238	\$0	\$1,705,657
TOTAL RECEIPTS	18,980,865	19,576,410	595,545	26,574,584



**OKANAGAN REGIONAL LIBRARY
RECEIPTS & DISBURSEMENTS
To September 30, 2026**

	ACTUAL YR.TO D	BUDGET YR.TO D	VARIANCE YR.TO D	BUDGET -YEAR--
DISBURSEMENTS				
REMUNERATION AND FRINGE BENEFITS				
REMUNERATION	8,412,085	8,316,598	-95,487	11,088,797
EMPLOYEE BENEFITS	1,555,384	1,539,742	-15,642	2,052,989
WCB	77,296	55,607	-21,689	74,143
	10,044,765	9,911,947	-132,818	13,215,930
RENT AND PROPERTY EXPENSES				
RENT	2,089,737	2,062,784	-26,954	2,750,378
LTD PRINCIPAL, ACTUARIAL AND INTEREST	1,243,579	1,434,106	190,527	1,912,142
PROPERTY EXPENSES	1,630,615	1,590,160	-40,455	2,120,213
	4,963,931	5,087,050	123,118	6,782,733
LIBRARY MATERIALS	1,382,492	1,340,299	-42,193	1,787,066
OTHER EXPENSES				
BOARD EXPENSES	7,936	16,025	8,089	21,367
BOOK DEPOSIT GRANTS	5,500	4,125	-1,375	5,500
COLLECTION AGENCY	-608	2,250	2,858	3,000
EQUIPMENT REPAIRS & RENEWALS	6,021	11,650	5,629	15,533
INSURANCE	53,850	52,960	-890	70,613
INTEREST & BANK CHARGES	10,127	8,625	-1,502	11,500
MARKETING & COMMUNICATIONS	71,441	105,584	34,142	140,778
MEMBERSHIPS	17,309	16,687	-623	22,249
PENTICTON LIBRARY FEE	46,200	38,453	-7,747	51,271
POSTAGE & FREIGHT	38,031	53,607	15,576	71,476
PROFESSIONAL FEES	42,207	59,605	17,399	79,474



	ACTUAL YR.TO D	BUDGET YR.TO D	VARIANCE YR.TO D	BUDGET -YEAR--
PROGRAMS	76,232	113,702	37,471	151,603
RECRUITMENT, TRAVEL & SUNDRY	716	13,237	12,522	17,650
STAFF DEVELOPMENT & MEETINGS	86,164	111,903	25,738	149,203
SUPPLIES	99,599	123,223	23,624	164,297
TECHNOLOGY EXPENSES	508,285	538,839	30,554	718,453
TELEPHONE & INTERNET	56,383	65,750	9,367	87,667
TRANSPORTATION	132,777	132,996	219	177,328
VIRTUAL BRANCH	0	7,500	7,500	10,000
	1,258,169	1,476,720	218,551	1,968,961
DISBURSEMENTS BEFORE CAPITAL EXPENDITURES AND TRANSFERS TO RESERVES	17,649,358	17,816,017	166,658	23,754,689
CAPITAL EXPENDITURES				
BOOKS AND OTHER PHYSICAL MATERIALS	746,970	1,074,820	327,850	1,433,093
TECHNOLOGY ASSETS	0	0	0	383,806
FURNITURE, EQUIPMENT & OTHER	0	0	0	264,495
	746,970	1,074,820	327,850	2,081,394
TRANSFERS TO RESERVES				
TO BRANCH FURNISHING RESERVE	0	0	0	45,000
TO CAPITAL PROJECTS RESERVE	0	0	0	375,000
TO IT REPLACEMENT RESERVE	0	0	0	200,000
TO NON-OWNED BUILDING MNTC RESERVE	0	0	0	32,000
TO OWNED BUILDING MNTC RESERVE	0	0	0	60,000
TO STAFF APPRECIATION OR DEVELOPMENT RESERVE	0	0	0	11,500
TO VEHICLE REPLACEMENT RESERVE	0	0	0	15,000
	0	0	0	738,500
TOTAL DISBURSEMENTS	18,396,328	18,890,837	494,509	26,574,583
NET DISBURSEMENTS OVER RECEIPTS	584,537	685,574	101,037	

2027 BOARD OF TRUSTEES MEETING SCHEDULE

BOARD POLICY & REGULATIONS

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

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

In-Camera Meetings begin at 9:30 AM (subject to change)
 Regular Meetings begin immediately following the In-Camera Meeting (subject to change)

Meetings are held at Library Administration Building Boardroom
 1430 KLO Road, Kelowna, BC

Wednesday February 17 Regular Meeting & AGM

Wednesday May 19 Regular Meeting

Wednesday September 15 Regular Meeting

Wednesday November 17 Regular Meeting

2027 Dates of Interest to Library Board Trustees:

BC Library Association Annual Library Conference

April 21-23 (Richmond, Sheraton Vancouver Airport Hotel)

SILGA AGM and Convention

April 28 – May 1 (Penticton, Penticton Trade and Convention Centre)

UBCM Convention

September 20-24 (Whistler, Whistler Conference Centre)

To: Okanagan Regional Library Board

From: Danielle Hubbard, Chief Executive Officer

Date: October 21, 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 is shorter than usual, because the last Board meeting was only slightly over a month ago and this is the last meeting of this Board composition.

Recommendation:

THAT the CEO report, dated October 21, 2026, be received for information.

Operational and Strategic Updates

Leadership & Strategy

- A Board orientation will be held in February 2027, to welcome our new Board before the 2027 AGM.
- Due to upcoming provincial elections, the Public Library Branch's engagement on provincial library funding priorities has been postponed to 2027.
- Thanks to the advocacy work of the ORL and other libraries, the NDP has committed to doubling funding for public libraries if they are re-elected to provincial office.
- The Senior Leadership Team will be conducting our annual update of the Operational Plan in December.
- Danielle represented the ORL at the Canadian Urban Libraries Council conference in October.
- Senior staff supported the Board in participating in UBCM 2026 (See Board Chair Report).
- Danielle delivered a guest lecture on library governance to Dalhousie University graduate students in October and has been invited to the Program Advisory Council for Dalhousie University's MLIS program.

Facilities

- Planning continues on the new Parkinson Rec Centre and Glenmore Express Branches, still with anticipated opening dates of late 2027.
- Electrical vehicle charging stations have been installed at Headquarters.
- Final outstanding deficiencies are being addressed at the West Kelowna branch.

Human Resources

- Negotiations with CUPE took place in September. Negotiations with PEA will commence in November.
- Joint Job Evaluations are underway for all PEA positions, and several CUPE positions.
- Recruitment for a new West Kelowna Branch Head will commence shortly.
- New on-call staff are being onboarded this week (October 19 – 23).

Public Services

- Summer Reading Club 2026 broke participation records (again!), with total participation landing at 9,095, a 19.6% increase over last year. A full report is attached (*Attachment 1*).
- October is Library Month. We're celebrating with posters and bookmarks, a staff BBQ on October 18, and a system-wide Challenge (similar to the Amazing Race), with the winning branch receiving a prize.
- The fall Public Services Supervisors Meeting took place on October 14.
- The ORL is partnering with Okanagan College on a pilot project, "Papertrail," to upcycle used textbooks.
- The ORL hosted the CATS (Children and Teen Services) conference on October 7.

Information Technology and Collections

- Expanded digital access: Patrons can now use Palace and access reciprocal Libby borrowing with Fraser Valley Regional Library and Greater Victoria Public Library. Early uptake has been encouraging. As of September 29, there were 849 ORL checkouts from the partner collections since the previous day, and 1,221 checkouts of ORL material by their patrons.
- Cybersecurity awareness: September's interactive staff messages focused on recognizing suspicious requests, checking before acting and reporting concerns, with positive early feedback from staff.
- Cyber preparedness: ORL is hosting Fortinet's regional ransomware crisis simulation in Kelowna on November 3, bringing IT and other organizational roles together to practise incident response and decision-making.

Marketing and Communications

- Year-to-date, the Marketing Department has supported 1,230 programs, has printed 110,163 bookmarks, and 15,345 activity sheets (for Summer Reading Club).
- This year's most popular bookmarks were the "Creatures of the Ocean" series with 4,720 distributed 😊

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

Attachments:

Attachment 1: *Summer Reading Club 2026 Report*

Approved for Board Agenda

Danielle Hubbard, CEO



Summer Reading Club 2026: Under the Sea 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 *Under the Sea* which was popular with kids and staff!

SRC Participation

In 2026, 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.

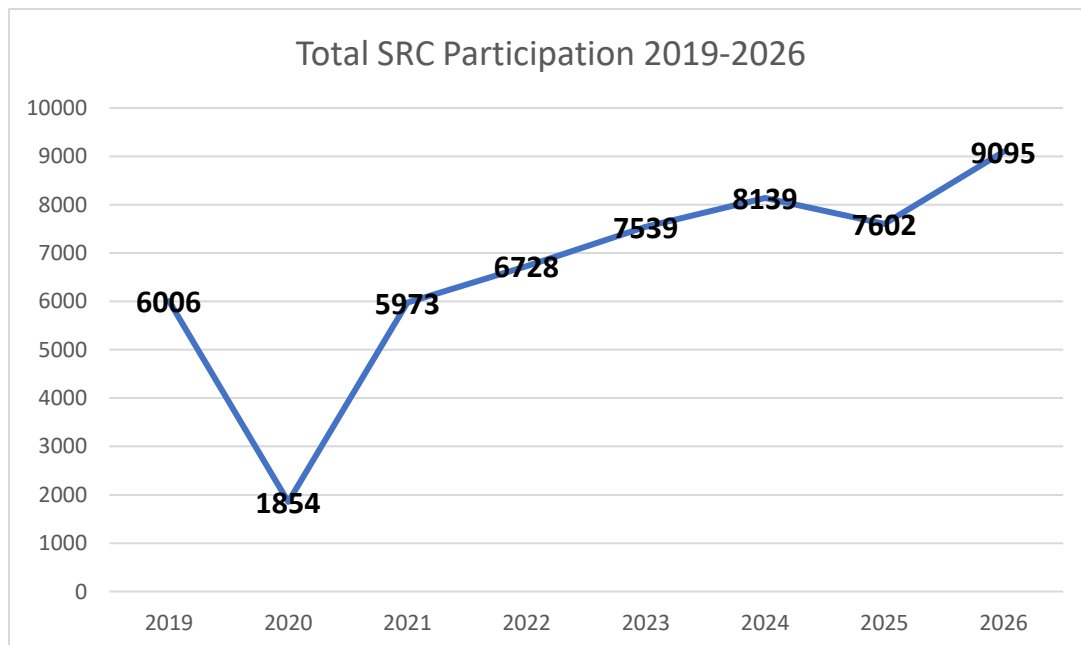
In 2026, participation for ages 5-12 increased by 19.6 % from 2025. This is a new ORL record!

2026

- BCCLA Website Online Participants 42
- ORL In-Person Participants 9053
- **ORL Total SRC Participants 9095**

2025

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



BC SRC 0-5 Expansion Pilot

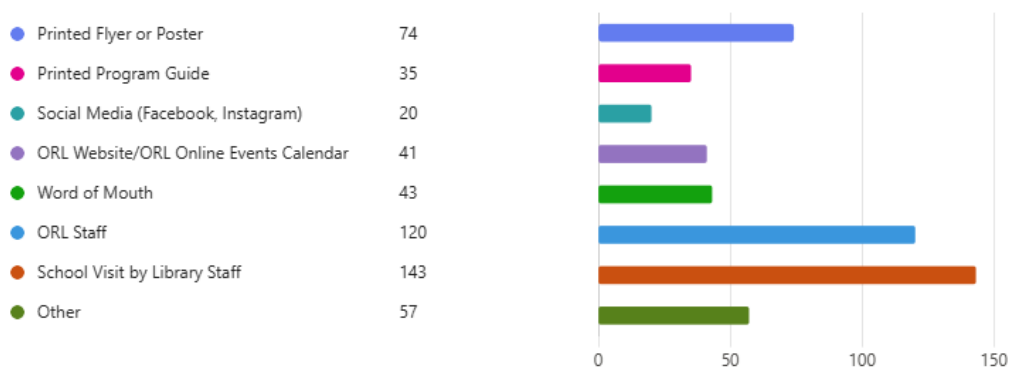
In 2026, BC SRC piloted an age expansion to formally include children aged zero to five. This was the first year of a multi-year exploration into how to best include families with young children. This pilot came about for several reasons, such as offering consistency and access throughout the province. The expansion is a unique opportunity for BC SRC to bridge multiple age ranges, fostering strong connections between families and libraries and creating a family tradition that can last throughout an entire young childhood.

ORL had 2088 participants aged 0-5 in 2026 and received positive feedback on the pilot, “I liked that my littlest could join in, making it easier to do it all at once with the kids.” Also, “Thank-you for including medals for the littler kids this year too-it was noticed and exciting for my youngest!”

SRC Promotion

Branch staff were fantastic at promotion. School visits and ORL staff continue to be the top two ways that participants learn about SRC.

Sarah Hotson collaborated with fellow staff, including Danielle Hubbard, to create an online promotional video to be shared. <https://youtu.be/uTAv8HxZX-o>



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

SRC Programs

2026

- Total number of programs (Online & In-Person) **695**
- Total program attendance **32,719**

2025

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

In 2026, attendance was 8.6% higher than 2025. 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 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 Ocean Wise to present three unique online learning experiences.

SRC System-Wide Tour

Through the generous funding of the Friends of the Library, ORL hired Bob O'Donnell "The Fossil Guy" to tour throughout our communities. There were 28 presentations that occurred this summer. Children were invited to explore the wonders of ancient oceans. The under-the-sea fossil exhibit featured real marine fossils, from trilobites and ammonites to giant prehistoric sea life. Every attendee took home a fossilized shark tooth.

Our participation survey highlighted the impact of this presentation:

8. What did your child/you like most about Summer Reading Club?



SRC Prizes

- Klutz activity packs and book prizes were purchased by the Head of Youth Services and distributed.
- 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 kits, a scooter, a rock tumbler 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 Housing and Municipal Affairs and CUPE BC for their financial support of SRC.

What We Learned

ORL conducted the 6th annual system-wide survey of SRC participants. We received 325 responses. We asked customers to rate or answer:

1. My child/I learned something new from what we read or experienced.
91% 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.
79% 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.
- 79% of respondents visited the library a lot more or a little more.
5. What did your child/you like most about Summer Reading Club?
- “The variety of programs put on by the library staff. We attended the magic show, juggling show, paper making, beading activity, and the under the sea maker activities.”
 - “It encourages my child to be consistent on his reading habits every single night.”
 - “Reading a larger variety of books and coming to library often.”
 - “My kids loved coming to the library to meet new friends in their community.”
 - “Reading with my mom and getting my first medal.”
6. What could the library do to help your child/you continue to learn more?
- “More activities events after 4:30pm.”
 - “We love the summer themes and events like Leif David, The Fossil Guy, reptiles, art, etc. Please continue with these amazing, free opportunities.”
 - “Provide reading lists for different age groups.”
 - “Storytime has been huge in helping prepare my daughter to enter kindergarten this year!”
 - “Love the outreach to schools – keep it up 😊.”
 - “Continue to make reading seem cool.”

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 at the heart of SRC! They are responsible for the success of SRC. The promotion, planning and delivery of programs is repeatedly noted throughout the survey responses.
- ORL locations provide safe and welcoming spaces for families throughout environmental challenges during the summer months such as extreme heat, smoke and wildfire evacuations.
- SRC directly increases library visits and borrowing for families and children.
- 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.

Preparations have already started for SRC 2027 with the exciting theme of *Enchanted Tales*!

Respectfully submitted,

Ashley Machum

Head of Youth Services
Okanagan Regional Library

To: Okanagan Regional Library Board

From: Danielle Hubbard, Chief Executive Officer

Date: October 21, 2026

Subject: Nominations Committee

Voting Entitlement: Unweighted Vote – Simple Majority

Purpose:

To recommend to the Board that ORL staff function as the Nominations Committee this year, due to the complications of the General Local Government Elections.

Recommendation:

THAT the Board approves the CEO and Administrative Services Manager to act as the Nominations Committee for the 2027 year due to the 2026 General Local Government Elections.

Discussion:

The ORL's Nominations Committee Policy (*Attachment 1*) states that a Nominations Committee be appointed at the last Board meeting of each calendar year. The Committee's role is to contact all incoming Board members prior to the February AGM, to create a list of Board members interest in running for the roles of Board Chair, Vice Chair, and Committee Chairs. At the February AGM, the Board votes on who is to hold these roles.

Because of the recent Local Elections, we are unlikely to know the composition of the 2027 Board until the new year and are likely to have many new Board members who will require contextual information to understand the above roles and their responsibilities. For these reasons, it would be more practical and expedient to have ORL staff perform the functions of the Nominations Committee this year.

Strategic Plan Alignment:

1. Value: Organizational responsibility

Respectfully submitted by:

Danielle Hubbard, CEO

Attachment:

Attachment 1: *Nominations Committee Policy*

Approved for Board Agenda

Danielle Hubbard, CEO

ORL Regular Board Report

For Decision

Attachment 1: *Nominations Committee Policy*

Nominations Committee Policy Section II.D

The Okanagan Regional Library Nominations Committee is appointed by the Board Chair at the last meeting of each year. The term of the Committee ends with the election of new Committee Chairs, and a new Board Chair, and Vice-Chair, usually at the February Board meeting. The Nominations Committee, (three Board Members) as appointed by the outgoing Board Chair at the last meeting of the previous year, shall divide up the contact work, and report to the outgoing Board Chair, with a copy to the Chief Executive Officer, at least 10 days prior to the February Annual Board meeting, so that the Nominations Committee Report can be included in the February Board Package. Contact information for all Board Members is provided by Library Administration.