



# **NOTICE OF MEETING**

Okanagan Regional Library Board  
will meet virtually via Microsoft Teams  
on Wednesday, November 17, 2021

## **REGULAR MEETING**

**9:30 AM**

## **IN-CAMERA MEETING**

**Immediately following the regular meeting**

Public wishing to attend the regular meeting must provide e-mail contact information to [lsamson@orl.bc.ca](mailto:lsamson@orl.bc.ca) by 3:00 PM on Monday, November 15<sup>th</sup> in order to receive a link to join the meeting.

**AGENDA**  
**LIBRARY BOARD MEETING**  
**HELD VIRTUALLY VIA MICROSOFT TEAMS**  
**WEDNESDAY, NOVEMBER 17, 2021**  
**9:30 AM**

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*"The purposes of this (Library Act) are...to encourage the extension and use of public library service throughout British Columbia...to enable the delivery of public service in British Columbia...to support improvements in Public Library service."*

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**ESTABLISH QUORUM** (*A majority of all the members of the library board is a quorum: 13+*)

**1. CALL TO ORDER / INTRODUCTION OF GUESTS**

**2. ADOPTION OF THE AGENDA**

**RECOMMENDATION 1**

*THAT the Agenda be adopted.*

**3. ADOPTION OF PREVIOUS MINUTES** <sup>5 pages</sup> (pgs. 3 – 7)

**RECOMMENDATION 2**

*THAT the Minutes of the Regular Library Board Meeting held September 8, 2021, be approved.*

**4. PUBLIC DELEGATION** – Alison Beaumont

**5. PRESENTATION ON NEW WEST KELOWNA LIBRARY PROJECT** – Shelley Craig,  
Architect, Urban Arts Architecture

**6. POLICY AND PLANNING COMMITTEE REPORT** – Chair Loyal Wooldridge

**6.1. Policy Update - Section V: Materials** (attached) <sup>7 pages</sup> (pgs. 8 – 14)

**COMMITTEE RECOMMENDATION 3**

*THAT the recommended changes to Board Policy Section V: Materials, be approved as presented.*

**6.2. Policy Update – Section VII: Rules of Conduct** (attached) (pg. 15)

**COMMITTEE RECOMMENDATION 4**

*THAT the recommended additional language to Board Policy Section VII: Public Relations, Rules of Conduct, be approved as presented.*

**6.3. New Policy Statement: Diversity and Inclusion Statement & Special Recognition Days** (attached) (pg. 16)

**COMMITTEE RECOMMENDATION 5**

*THAT the draft statement on diversity and inclusion be approved as presented.*

## 6.4. Strategic Planning

### COMMITTEE RECOMMENDATION 6

*THAT strategic planning be postponed until 2023 after the 2022 General Election.*

## 7. STAFF REPORTS

7.1. **CEO Report** - Don Nettleton (attached) <sup>4 pages</sup> (pgs. 17 – 20)

### RECOMMENDATION 7

*THAT the CEO Report be received for information.*

7.2 **CFO Financial Update Report to September 30, 2021** (File 100.36) <sup>8 pages</sup> (attached)  
(pgs. 21 – 28)

### RECOMMENDATION 8

*THAT the CFO Report be received for information.*

## 8. CORRESPONDENCE TO THE BOARD

8.1. **Letter from Minister of Finance re annual assessment roll data** <sup>3 pages</sup> (attached)  
(pgs. 29 – 31)

## 9. BOARD CHAIR REPORT – Sherry Philpott-Adhikary

## 10. TRUSTEE REPORTS

An opportunity for board member to report on any library related activities in their region

11. **2022 BOARD MEETING SCHEDULE** (attached) (pg. 32)

Note: Meeting dates have been moved forward in the second half of the year to avoid conflict with the BC General Local Elections in October 2022.

### RECOMMENDATION 9

*THAT the 2022 Board Meeting Schedule be approved as distributed.*

12. **NEXT MEETING** – See 2022 Board Meeting Schedule Above

## 13. ADJOURNMENT OF REGULAR MEETING

In-Camera Meeting will begin after the regular meeting ends



DRAFT MINUTES

Note: These Minutes Have Not Yet Been Approved by the Board

LIBRARY BOARD REGULAR MEETING
WEDNESDAY, SEPTEMBER 8, 2021
HELD VIRTUALLY VIA MICROSOFT TEAMS

The purposes of this (Library Act) are...to encourage the extension and use of public library service throughout British Columbia...to enable the delivery of public service in British Columbia...to support improvements in Public Library service.

TRUSTEES IN ATTENDANCE:

- Pat Cochrane, Coldstream
Caleb Moss, Golden
Loyal Wooldridge, Kelowna
Sherry Philpott-Adhikary, Keremeos
Todd McKenzie, Lake Country
Lori Mindnich, Lumby
David Mattes, Oliver
Brian Harvey, Osoyoos
Michael Brooks-Hill, Revelstoke
Louise Wallace Richmond, Salmon Arm
Kari Gares, Vernon
Doug Findlater, West Kelowna
Wayne Carson, CORD
Jay Simpson, CSRD
Amanda Shatzko, NORD

TRUSTEES ABSENT:

- Linda Fisher, Armstrong
Tundra Baird, Enderby
Patrick Van Minsel, Peachland
George Elliott, Princeton
Bob Evans, Sicamous
Todd York, Spallumcheen
Erin Carlson, Summerland
Subrina Monteith, OSRD
Christopher Derickson, WFN

ADMINISTRATIVE STAFF IN ATTENDANCE:

- Don Nettleton, Chief Executive Officer
Jeremy Sundin, Chief Financial Officer
Christine McPhee, Director of Public Services South
Michal Utko, Director of Marketing and Communications
Leah Samson, Administrative Services Manager (Recording Secretary)

GUESTS IN ATTENDANCE:

- Rose Jurkic, CUPE President
Ashley Machum, PEA President
Naomi Van Caillie, ORL Community Learning and Assessment Coordinator

1. CALL TO ORDER / INTRODUCTION OF GUESTS

A majority of all the members of the library board is a quorum.

Quorum was established and the meeting was called to order at 10:19 AM.

2. ADOPTION OF THE AGENDA

MOTION 1
It was moved and seconded
THAT the Agenda be adopted.
CARRIED

### 3. ADOPTION OF PREVIOUS MINUTES

#### *MOTION 2*

*It was moved and seconded*

*THAT the Minutes of the Regular Library Board Meeting held May 19, 2021, be approved as distributed.*

*CARRIED*

### 4. WEIGHTED VOTE REPORT: September 2021-2022 – Administrative Services Manager Leah Samson

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

The ORL receives population figures annually from the BC Libraries Branch and updates the ORL’s weighted votes based on these figures. In accordance with Board Policy Section II, the following revised weighted votes will be effective September 2021 through to September 2022:

- a. Kelowna increased by 4, from 144 to 148.
- b. Lumby increased by 1, from 1 to 2.
- c. Princeton increased by 1, from 2 to 3.
- d. Vernon increased by 1, from 43 to 44.
- e. West Kelowna increased by 1, from 35 to 36.

All other votes remain the same.

#### *MOTION 3*

*It was moved and seconded*

*THAT the Weighted Vote Report be received for information.*

*CARRIED*

### 5. FINANCE COMMITTEE REPORT – Chair David Mattes

CFO Jeremy Sundin presented a walkthrough report of key items in the 2022 Budget. Due to population and assessment growth in the ORL region, the additional budget increase of approximately 2% will be covered by new growth so that the per capita costs on average should be the same or moderately less than the current year for most ORL members.

#### **a) 2022 Budget Report (File 100.32) – CFO Jeremy Sundin**

#### *MOTION 4*

*It was moved and seconded*

*THAT the 2022 Budget be approved with a funding requirement of \$18,777,950 as presented in the Budget Report.*

*By Weighted Vote*

*Opposed: None.*

**CARRIED UNANIMOUSLY BY WEIGHTED VOTE**

**b) 2022 Library Levy Allocation Spreadsheet**

**MOTION 5**

It was moved and seconded

*THAT the Library Levy Allocation Spreadsheet be received and approved as distributed.*

**CARRIED UNANIMOUSLY**

**c) Letter to Ministry re BC Assessment Data to the Library District (File 100.34) – CFO Jeremy Sundin**

**MOTION 6**

It was moved and seconded

*THAT on behalf of the Library Board of Trustees, the Board Chair be authorized to sign and send the letter regarding assessment data to the Minister of Finance.*

**CARRIED**

**6. STAFF REPORTS**

**a) Library of Things Presentation – Naomi Van Caillie, Community Learning and Assessment Coordinator**

The Board viewed a presentation on the new 'Library of Things' Collection, which will include snap circuit kits, birding backpacks, microscopes, and ozobots. More information will follow over the next few weeks as the kits are rolled out to the branches.

**b) CEO Report - Don Nettleton**

The Board heard a report on recent Library activities, including that:

- the wildfire season and the ongoing pandemic has had significant impact on Library operations and staff;
- Leslie Brecht has been hired as the ORL's new Director of Human Resources;
- in-person programming will increase in many of branches in the fall, though there will be some restrictions in compliance with public health orders'
- the new West Kelowna building and Revelstoke 'RevLab' projects continue to move forward;
- the ORL will close system wide on September 30th in recognition of the first National Day for Truth and Reconciliation;
- the ORL is working to increase its Indigenous materials collection.

A Board member raised discussion around First Nations Land acknowledgements for Library Board meetings. The matter was referred to the Policy and Planning Committee to come back to the Board with recommendations.

The Board reviewed the Operational Plan to May 2022 and discussed timelines around the creation of a new strategic plan. The matter was referred to the Policy and Planning Committee to come back to the Board with recommendations.

**MOTION 7**

*It was moved and seconded*

*THAT the CEO Report and Operational Plan be received for information.*

*CARRIED*

**c) CFO Financial Update Report** (File 100.33) - Jeremy Sundin

The Board heard the key financial highlights and results to July 31, 2021, which are generally consistent with expectation and variances explainable, and that there does not appear to be anything that requires specific Board attention at this time.

***MOTION 8***

*It was moved and seconded*

*THAT the CFO Financial Update Report to July 31, 2021, be received for information.*

*CARRIED*

**d) Public Services Report** - Christine McPhee

The Board heard a report on programming, including that:

- staff had anticipated we would be in Step 4 of the provincial Restart Plan; adjustments are being made, including to fall in-person programming, to ensure compliance with provincial and local public health orders;
- children's programming will be delayed to early October to allow time for staff training and community communication around the provincial vaccine requirements for public libraries;
- public communication updates about vaccine requirements for in-person programming, meeting room bookings, and one on one appointments with staff will be on the ORL's website and social media platforms;
- the programming guides which had been produced over the summer are being updated to reflect the current situation;
- online programming will be maintained;
- the BC Vaccine Card is not required to enter the library, use the space, ask for help from staff at the desks, or borrow library materials.

***MOTION 9***

*It was moved and seconded*

*THAT the Public Services Report be received for information.*

*CARRIED*

**7. BOARD CHAIR REPORT** – Sherry Philpott-Adhikary

Chair Philpott-Adhikary expressed appreciation for the support of staff, board, and committee members in their efforts regarding the considerable impacts that the wildfires and pandemic have had on our communities.

**8. TRUSTEE REPORTS**

Opportunity for Board Members to report on library related activities in their area.

Mr. Nettleton encouraged Trustees to campaign for public library funding at the upcoming UBCM Annual Convention.

**9. NEXT MEETING** – Wednesday, November 17, 2021

**10. MOTION TO ADJOURN**

*MOTION 10*

*It was moved and seconded*

*THAT the meeting be adjourned.*

*CARRIED*

Adjourned: 11:35 AM.

DRAFT



DRAFT FOR LIBRARY BOARD APPROVAL

**SECTION V: MATERIALS**

**A. INTRODUCTION**

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

**B. GENERAL STATEMENT INTELLECTUAL FREEDOM**

The Okanagan Regional Library endorses the Statement on Intellectual Freedom adopted by the Canadian Library Association, 1985: the Statement on Intellectual Freedom and Libraries adopted by the Canadian Federation of Library Associations (amended 2015).

*All persons in Canada have the fundamental rights, as embodied in the nation's Bill of Rights and the Canadian Charter of Rights and Freedoms, to have access to all expressions of knowledge, creativity and intellectual activity, and to express their thoughts publicly. This right to intellectual freedom is essential to the health and development of Canadian society. Libraries have a basic responsibility for the development and maintenance of intellectual freedom.*

*It is the responsibility of libraries to guarantee and facilitate access to all expressions of knowledge and intellectual activity including those which some elements of society may be considered to be unconventional, unpopular, or unacceptable. To this end, libraries shall acquire, and make available the widest variety of materials. It is the responsibility of libraries to guarantee the right of free expression by making available all the Library's public facilities and services to all individuals and groups who need them.*

*Libraries should resist all efforts to limit the exercise of these responsibilities while recognizing the right of criticism by individuals and groups. Both employees and employers in libraries have a duty, in addition to their institutional responsibilities, to uphold these principles.*

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

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

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

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

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

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

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

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

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


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

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

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

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

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

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



### **C. GENERAL STATEMENT GENERAL PRINCIPLES**

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

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

In selecting materials, the Library strives to provide **content that supports** materials to support the Library's **Strategic Plan** ~~three diverse roles as identified by the Okanagan Regional Library Board (2003)~~. Materials selected include popular materials, reference materials, and materials for lifelong literacy support. **will support popular demand, diversity of our communities, and lifelong learning**

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

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

The Library welcomes suggestions from the public for the purchase of library materials. All library materials are collected under the terms of the Okanagan Regional Library Materials Policy.

~~Segregation and~~ **Maintenance of permanently segregated** special collections representing a particular ~~religious, political or sociological~~ viewpoint are not permitted. Amended February 14, 1985

Materials that are no longer useful in the light of stated Library objectives will be systematically weeded from the collection according to accepted professional practices. De-selected materials will be disposed of at the discretion of the Chief Executive Officer **or delegate**. Amended September 28, 1989

~~The Library considers Internet information resources an extension of our material collections.~~

~~Free Internet access will be made available throughout the Library. Decisions regarding the number of workstations will be made according to space availability, telecommunications capability, and system-wide resources.~~

~~The Internet is an unregulated, worldwide environment. It contains information and opinions that range in scope from reliable and authoritative to controversial or extremely offensive. Some information found on the Internet may not be accurate, complete or current. Users must assess the validity of the information found. Users should be aware that the Internet is not a secure medium and that third parties may be able to obtain information about users' activities.~~

~~For these reasons, the Library is not responsible for the content or quality of information retrieved over the Internet.~~

~~While Library staff will attempt to guide individuals and groups to materials suitable for their use, ultimate responsibility for the choice of materials lies with the customer.~~ Amended May 16, 2007

## **D. COLLECTION GUIDELINES**

### **Print Collection**

Branches with a service area population of more than 7,500 should house two print volumes per capita. Branches with a population of less than 7,500 should house three volumes per capita. 25% to 30% of the print collection shall be junior and young adult materials. Amended May 16, 2007

### **Periodicals**

Large branches should house .006 subscriptions per capita. Small branches with a population of less than 7,500 should house .008 subscriptions per capita. Satellite branches should house .004 subscriptions per capita. Amended May 16, 2007

### **Electronic Resources and Reference**

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

## E. SELECTION POLICY

### Authority

Final authority for the determination of policy in the selection, acquisition and de-selection of materials is vested in the Okanagan Regional Library Board. <sup>Amended</sup>  
May 16, 2007

### Responsibility

Ultimate responsibility for materials selection rests with the Chief Executive Officer **or delegate**, who operates within the framework of policies determined by the Regional Library Board. <sup>Amended May 16, 2007</sup>

### Selection Criteria

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

The Library will attempt to make available a wide diversity of views and expressions in keeping with the the Statement on Intellectual Freedom and Libraries adopted by the Canadian Federation of Library Associations (amended 2015) ~~Canadian Library Association's Statement on Intellectual Freedom~~. The Library does not advocate all the ideas and opinions found in its collection.  
<sup>Amended May 16, 2007</sup>

**Materials may be excluded for inaccurate information, intent to promote hatred or intolerance, and content that is too limited or specialized in focus. For controversial issues, variety and balance of opinions are sought whenever available, subject again to accuracy of the content. The Library does not**

**purchase, retain, or make accessible in its collections resources in violation of the statutes of Canada or British Columbia.**

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

### **Parental Responsibility**

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

### **Review Process**

Notwithstanding the Okanagan Regional Library Board's adherence to the ~~Canadian Library Association's Statement on Intellectual Freedom~~ **Statement on Intellectual Freedom and Libraries adopted by the Canadian Federation of Library Associations (amended 2015)** in the event that any individual or group has an objection to any of the selection decisions, a Request for Reconsideration of Material may be made. This request must be made on the prescribed form, a copy of which is appended to and forms part of this Materials Policy. It will be pointed out to the person making the request that the Okanagan Regional Library endorses the ~~Canadian Library Association's Statement on Intellectual Freedom~~ **the Statement on Intellectual Freedom and Libraries adopted by the Canadian Federation of Library Associations (amended 2015)**. A letter detailing the Library's decision will be sent in response to any Request for Reconsideration of Material. *(Adopted September 1983) Amended May 16, 2007*

### **Duplication**

Multiple copies of materials are a practical necessity in a regional library system.  
*Amended May 16, 2007*

### **De-selection**

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

- Customer demand for new materials
- Shelf space needed to accommodate new materials
- ~~Thee~~ **The** desirability of highlighting new materials. *Amended May 16, 2007*

### **De-selection Criteria**

Unless of other value to the Library collection, the following material will be de-selected:

- ~~Material with low visual appeal: antiquated appearance or poor production quality~~
- Worn material that is dirty, brittle, or yellow; material with missing pages, frayed binding, broken backs, or dirty or dingy covers; material with missing or damaged components
- Superfluous or duplicate material; old editions unless still of value; highly specialized items when the collection contains more up-to-date material on the same subject
- Material with poor content: containing dated information, or information that is proven incorrect; or material superseded by new, revised, expanded, or otherwise improved editions
- Material based on criteria in Weeding Guidelines used by staff older than ten years, except items that are out of production yet likely to be of use, or items deemed to be of enduring value and still in demand
- Material that, according to circulation records data, is not being used by Library customers. Amended May 16, 2007

## F. SALE OF WITHDRAWN MATERIALS

### Goals

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

To allow the Library to raise money from the disposal of withdrawn library materials, so that money will be available for items not normally appearing in the budget.

Costs and profits shall be on a 60% (Friends of the Library) and 40% (Okanagan Regional Library) basis. Amended May 16, 2007

### Criteria for Book Sales

- The Library shall stockpile withdrawn material for the purpose of stocking book sales. No charge shall be made for this service. Items will be allocated for sales on a first come, first served basis.
- A community group shall be charged for the transportation of materials from the Library's storage point to the point of sale, or the community group shall provide transportation.
- The community group shall be responsible for sorting, arranging, and selling library material and renting space for the sale.
- The community group shall not make a charge for its members' time.
- After costs for transportation, rental, etc. are paid, profits shall be shared on a 60-40 basis, with 60% of the profit going to the local community group for local library improvement, and 40% going to the library system for improvements to system-wide library services.
- Should materials remain unsold after the sale, remaining materials shall be the responsibility of the community group.
- An accounting of all expenditures and revenue shall be sent to the Okanagan Regional Library at the end of each sale. (Adopted September 15, 1988) Amended May 16, 2007



**SECTION VII: PUBLIC RELATIONS**

**DRAFT FOR LIBRARY BOARD APPROVAL**

**A. RULES OF CONDUCT**

For the comfort of all users, please respect the following rules when in the Library:

**Animals**

Only registered assistance animals are allowed in the library.

**Cell phones**

Cell phones, pagers, laptop computers, or other devices must be used in a manner that does not disturb others.

**Clothing**

Shirts and footwear must be worn.

**Disruptive behaviour and language**

- Behavior that interferes with any person's comfort and use of the library is not allowed.
- Threatening, abusive, harassing language or behavior toward staff or other users is not allowed.
- No person shall beg or sell services, goods or merchandise.
- No person shall traffic in, consume, or appear to be under the influence of alcohol or illegal drugs and substances.

*Recommendation: Add the following under disruptive behavior and language:*

- *No persons shall gather signatures on petitions or distribute literature of any kind in the Library.*
- *No persons shall engage in protests in the Library.*

**Food and drink**

- Only beverages with a lid are permitted.
- Food is allowed in designated branches and areas only.
- No food or drink is permitted when operating the library's computer equipment.

**Furniture use**

- Sleeping is not allowed.
- Feet must not be placed on the furniture.

**Library materials may not be taken into the washrooms.**

**Smoking is not allowed.**

**Sports equipment**

- Bicycles are not allowed in the Library.
- Other sports equipment (skateboards, inline skates etc.) must not be used inside the library.

**Theft / Damage to property**

Stealing, damaging, or vandalizing property of the library is prohibited by law. Cutting or removing pages or articles from books or magazines, hacking into or altering computer settings, and writing in library materials or on furniture or walls is not allowed.

**Unattended children**

Young children must be supervised at all times by someone responsible for their safety and conduct.

**Recording**

Photographing, filming, videotaping or audio recording conducted within the Library must be authorized in advance by senior staff.

Violation of any of the above rules may result in suspension or restriction of library privileges, including banning from library premises. Criminal offences may result in prosecution.



**DIVERSITY AND INCLUSION STATEMENT**

It is the responsibility of Canadian public institutions, including libraries, to support a society that respects diversity and fosters social inclusion. Okanagan Regional Library is responsible for working with its communities to create services that diverse communities identify as respectful, inclusive, and accessible.

The Library strives to deliver inclusive service, affirming the dignity of those they serve, regardless of heritage, education, beliefs, ethnicity, religion, gender, age, sexual orientation, gender identity, physical or mental health, physical or cognitive capabilities, or socio-economic status.

Library staff act to ensure that people can enjoy services free from any attempt by others to impose values, customs, or beliefs. (Adapted from the CLA Statement on Diversity.)

ORL staff will strive to:

- Identify populations that may be under-represented or hard to reach based on diverse life circumstances.
- Seek to understand how diverse community groups define and describe themselves.
- Listen directly to communities rather than relying on indirect sources such as statistical reports, other public libraries, or community service providers.
- Work with diverse communities to develop inclusive consultation and engagement processes.
- Work with diverse communities to determine appropriate ways to design, deliver, and evaluate services.

**SPECIAL RECOGNITION DAYS**

As part of its strategic role in supporting learning and discovery, the Okanagan Regional Library each fall will have staff identify specific days for the following calendar year that will be notable system wide days. For these days the Library will coordinate with other system services to provide fact sheets, programming (passive and active) for our branches, and reminders using our website and other publicity about these days.

Questions that may be taken into considerations when selecting the annual group of days include:

- What best practices exist in other public library systems?
- Looking at the Strategic Plan, are they reflecting our diverse communities?
- What are branches already doing? Let's not repeat this work (i.e., Branches are already doing programming and displays for Spring Break, SRC, Science Literacy, Freedom to Read week, NaNoWriMo, and major holidays like Christmas, Halloween, Easter, etc.)
- When are staff already busy? Let's support our branches and fill gaps while avoiding being overwhelmed with work. Ideally avoid times staff are already busy such as during SRC/Spring/March Break and September when staff are on vacation or re-grouping from SRC (good time for system project?)
- Are these notable days relevant and current?
- What is reasonable for the Programming Teams to accomplish this year?
- What are our partnerships with other institutions doing that we can collaborate on? (e.g., UBC Okanagan Library).

**Okanagan Regional  
Library**

# Memo

**To:** ORL Board Members

**From:** Don Nettleton, CEO

**cc:**

**Date:** November 10, 2021

**Re:** November Board update

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Since the last Board meeting in September, things have been approaching more of a normal than we have seen in almost 2 years.

**Branch operations:**

We have gradually been restarting some in person programming in our branches, while continuing with a number of our virtual programs. The initial feedback from staff and the public has been great excitement. It is very encouraging to see people seated in chairs, at tables and more working on computers once again, and to hear children and adults coming in excited to attend programs in person. Our circulation levels are still down slightly from prior to covid but have significantly recovered and are higher than I would have expected considering the fact that we have not had in person programming until the last few weeks.

Covid rules and protocol have stayed about the same, so there has not been the need to redo and re-figure out procedures and protocol as frequently as before, other than setting out guidance for the new programming. The ORL has not been impacted by the vaccination cards or vaccination mandates to this point in time, as our in-person programs are still restricted below 50-person attendance and entering to receive basic

library service is something that does not require vaccine confirmation. Masks of course continue to remain mandatory everywhere in public places, which makes it much simpler for staff to deal with - so we are not getting as many fights over this from members of the public as previous (I think the fights and challenges have primarily moved their focus to vaccination proof instead of the masks).

We unfortunately did have a person have an overdose in Vernon branch last week who staff were able to find and intervene with administering the nasal spray in time that he was brought back to life. We are happy with the end conclusion but events like these are very challenging for our staff and unfortunately becoming more common in our communities. We have our security guards (in Kelowna and Vernon branches) and there and everywhere else staff regularly monitoring washrooms and other areas checking on people but there have been several instances in the two largest branches over the past number of years. To this point in time, taking the training and having naloxone or the nasal spray available is something that staff can do voluntarily. Calling 911 to get first responders there ASAP is the directed action for staff.

### **Lake Country and Oyama Changes have been Implemented**

The implementation of the decision approved by the Board in September to re-allocate money historically used to operate the tiny Oyama branch to open the main Lake Country Branch an additional 8 hours a week was fully done at the end of October. Lake Country are now open all 7 days with new hours being open 11-3 on Sunday and 1-5 on Mondays beginning November 1<sup>st</sup>. Unfortunately, the bulk of the media focus was the fact that Oyama branch was closing rather than these additional hours of service to better serve the entire Lake Country community. A small but very highly organized group of Oyama residents organized a social media campaign, contacted the local television and news outlets, created an on-line petition, and made a very heart-warming video. The petition and the video were forwarded to the Board as these citizens requested as part of your FYI package, and the creator of the video has asked to speak to the Board and will be doing so as a delegate in the November regular Board meeting. Although I believe the Board made the right decision that will bring the best benefit to everyone, it is always sad to see any service stopped in a small community and it is heartwarming to know that the Library is appreciated. All furnishings and all the books and shelving have now been removed from the Oyama building, the sign taken down, and there are only a couple of remaining things to clear out such as moving the return and the wi-fi service. The Oyama community librarian was able to bump into the community librarian position in Cherryville which had the same number of hours as Oyama, and the person who was bumped from that Cherryville position was able to

apply for and get a position with additional hours in Vernon branch which will allow her to now qualify for benefits so fortunately no employees ended up losing hours.

### **Management Team Changes**

As the Board was made aware, our CFO Jeremy Sundin resigned to take the top finance position in District of Coldstream at the end of October (so give Pat Cochrane and his CAO congratulations and a hard time for poaching him). We are currently in the midst of recruiting for his replacement and in the meantime, I will be taking on his duties as CFO. We have also had some family illness for members of our team which has resulted in us running lean for the past couple of months in public services. I expect that it will be the new year before we get positions filled and hopefully can start to regain some of our lost capacity.

### **Revelstoke Library**

The Revelstoke addition is still slated to start some work over Christmas on the preparation of the existing building, with the new modular buildings slated for construction and arrival/setup sometime late February and early March. Staff and the public are really looking forward to having this long-promised makerspace available to them.

### **West Kelowna New Library Branch**

The exciting new West Kelowna Library is moving along. A significant amount of dirt has been moved, underground services relocated and worked on, the skateboard park moved, and they are hoping to start pouring concrete foundations later in November. The Library staff and our architect have largely designed the new spaces and we are excited by what will be coming. The architect will be presenting a walk-through of the latest model of the space at the November meeting.

### **Mission Library Renovations**

We had been working with Urban Arts Architecture just prior to covid on doing some major renovations on this library branch. It is one of our busiest branches and has been in its present space for between 15-20 years and needs painting and reflooring. We are planning to do this and adjust the layout to add a large glassed off programming space, some additional staff workspace, and some adjustment of the circulation desk and entrance to be more inviting and functional. We are anticipating that work will begin in late December and run for close to 3 months. For much of this period, the branch will

be operating in only about 1/3 of its space while the contractor works on the rest. We may also have to have a small window of time when we totally close to the public, but we are attempting to keep that as minimal as possible.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Don Nettleton", with a long horizontal flourish extending to the left.

Don Nettleton, CEO

# REPORT

File No. 100.36

To: Okanagan Regional Library Board of Directors  
From: Chief Financial Officer  
Date: October 26, 2021  
Subject: Financial Update Report to September 30, 2021 (9 Months)

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## **RECOMMENDATION**

THAT the Board receive the CFO's Financial Update Report to September 30, 2021 for information.

## **BACKGROUND**

The attached **Appendix 1** provides the Board with an interim financial report (receipts and disbursements) to September 30<sup>th</sup> along with the year-to-date (YTD), annual budget and other useful information such as variances. The report has been prepared on a modified cash basis, meaning not all accounting accruals have been made. This report will briefly discuss some of the financial information that staff felt may be of interest to the Board.

## **DISCUSSION**

### Receipts – Tax Levy

There are no variances and the results are consistent with expectation.

### Receipts – Government, Grants and Own Resources

This category is under budget by a total of \$147,922, which is attributed to loss of revenue from the ongoing impacts of the COVID19 pandemic. Fines, space rentals and printing are all well below historic levels and the budget. As the Board will recall, fines for late books and materials was paused early in the COVID pandemic; these charges have not yet resumed.

### From Reserves and Internal Rent

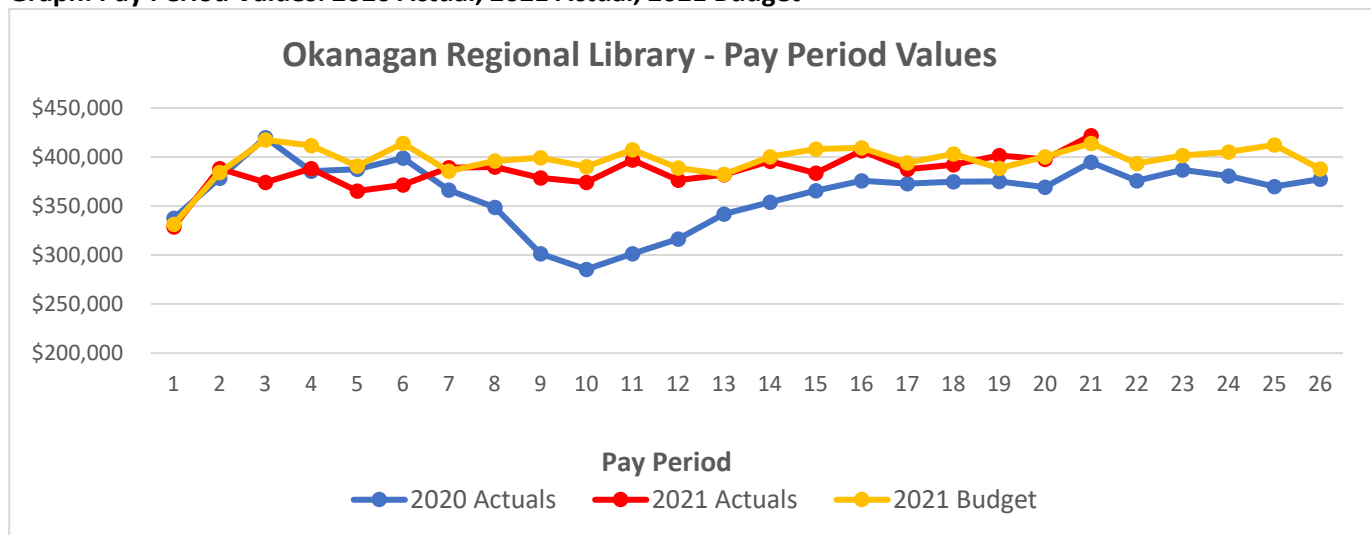
The transfers from reserves is an accounting adjustment that relates to planned amounts drawn out of reserves for technology replacement, furnishings and amounts from the donation reserves for programming and capital expenditures. The internal rent chargeback relates to adjustments for the owned branches. There's a small variance with the internal rent chargebacks because when the 2021 budget was assembled and approved the information from the market rents appraisal, used to determine the internal rates, was not yet known and so an estimate was made that ended up being slightly higher. This is insignificant, however if a Board member was interested in why there would be any variance on an internal figure this would explain why.

Total receipts to September 30<sup>th</sup> are \$15,413,733

Disbursements

Remuneration and benefits continues to be impacted by COVID19, with less programming and less on-call coverage occurring while regular staff are away. From January to mid-August for example, there was \$141,467 less in programming and on-call wages compared to the same period in 2019. Because most of the variance relates to pay periods earlier in the year, we would expect to be under budget right through to year-end. The variance has shrunk slightly from 7.01% of budget at July 31<sup>st</sup> to 6.76% of budget at September 30<sup>th</sup>. The variance will likely continue to shrink to the end of the year as each pay period, from about mid-way through the year and onward, is now quite close to budget.

**Graph: Pay Period Values: 2020 Actual, 2021 Actual, 2021 Budget**



Rent is as expected, with less than half a percent variance between actual and budget. Long term debt, actuarial adjustments and interested have a variance of \$150,150, this will persist through to the end of the year but has been addressed in the Board approved 2022 budget. Property expenses are lower than expected, but these are not necessarily incurred evenly each month, so any uptick in property activities to the end of year could certainly reduce this to a smaller variance.

The library materials, along with books and other physical materials, form the combined Library Collection budget. The exact mix between the two categories is determined by the Acquisitions team. Although library materials appears well over budget, the other component – books and other physical materials, is under budget. Taken together, given where we are in the year, overall spending in this area is a little low with an overall variance of 4.4% of budget.

**Table: Combined Library Collection Budget**

COMBINED LIBRARY COLLECTION BUDGET	ACTUAL YR.TO D	BUDGET YR.TO D	VARIANCE YR.TO D	BUDGET -YEAR--	VARIANCE -From Annual--	% SPENT -Annual--	% of the Year Completed
LIBRARY MATERIALS	\$ 1,025,348	\$ 637,679	-\$ 387,670	\$ 850,238	-\$ 175,110		
BOOKS AND OTHER PHYSICAL MATERIALS	\$ 849,957	\$ 1,354,433	\$ 504,476	\$ 1,805,910	\$ 955,953		
	\$ 1,875,305	\$ 1,992,111	\$ 116,806	\$ 2,656,148	\$ 780,843	70.6%	75.0%

Other expenses as a whole makes up less than 9% of the total budget, so variances within the individual line items are relatively insignificant. A few of the individual line items are noticeably low such as programs, staff development and transportation. COVID19 still hampers what would otherwise be “normal” operations with in-person programming and staff travel to in-person professional development opportunities. Technology expense is one line that appears a bit high, but as also mentioned in past updates, these expenses are often incurred in ‘lump sums’ or ‘batches’ so the expense will often veer over or under budget depending on the timing of these transactions.

Total disbursements before capital expenditures and reserve transactions to September 30<sup>th</sup> are \$13,209,108.

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. The above table (Combined Library Collection Budget on the previous page) is also a useful reference when considering this.

The Transfers to Reserves were recorded bi-annually, instead of annually, for 2021. This is a more accurate approach, as it more closely matches the receipts (the levy payments) that the Library collects to fund these transfers. The expense and budget are the same, which is to be expected.

Total disbursements to September 30<sup>th</sup> are \$14,428,103

Total net receipts over disbursements to September 30<sup>th</sup> are \$985,630

#### **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 30<sup>th</sup> are generally consistent with expectation and variances explainable. There does not appear to be anything that requires specific Board attention at this time.

Signing off,



Jeremy Sundin, BBA, CPA, CA  
Chief Financial Officer





**Okanagan Regional Library**

**Appendix 1**

**Interim Financial Report**

**(Receipts & Disbursements)**

**January 1, 2021 to September 30, 2021**



**RECEIPTS & DISBURSEMENTS  
To September 30, 2021**

	<b>ACTUAL YR.TO D</b>	<b>BUDGET YR.TO D</b>	<b>VARIANCE YR.TO D</b>	<b>BUDGET -YEAR--</b>	<b>VARIANCE -From Annual--</b>	<b>% RECEIVED -Annual--</b>
<b>RECEIPTS</b>						
<b>TAX LEVY ON MUNICIPALITIES &amp; REGIONAL DISTRICTS</b>						
ARMSTRONG, CITY	\$148,315	\$148,315	\$0	\$197,754	\$49,438	75.0%
CENTRAL OKANAGAN RD	\$236,609	\$236,609	\$0	\$315,478	\$78,870	75.0%
COLDSTREAM, DISTRICT	\$348,971	\$348,971	\$0	\$465,295	\$116,324	75.0%
COLUMBIA SHUSWAP RD	\$641,116	\$641,116	\$0	\$854,822	\$213,705	75.0%
ENDERBY, CITY	\$81,382	\$81,382	\$0	\$108,510	\$27,127	75.0%
GOLDEN, CITY	\$245,071	\$245,071	\$0	\$326,761	\$81,690	75.0%
KELOWNA, CITY	\$5,194,902	\$5,194,902	\$0	\$6,926,536	\$1,731,634	75.0%
KEREMEOS, VILLAGE	\$43,239	\$43,239	\$0	\$57,651	\$14,413	75.0%
LAKE COUNTRY, DISTRICT	\$518,132	\$518,132	\$0	\$690,842	\$172,711	75.0%
LUMBY, VILLAGE	\$55,163	\$55,163	\$0	\$73,551	\$18,388	75.0%
NORTH OKANAGAN RD	\$583,681	\$583,681	\$0	\$778,242	\$194,560	75.0%
OLIVER, TOWN	\$156,754	\$156,754	\$0	\$209,005	\$52,251	75.0%
OKANAGAN SIMILKAMEEN RD	\$652,412	\$652,412	\$0	\$869,883	\$217,471	75.0%
OSOYOOS, TOWN	\$202,624	\$202,624	\$0	\$270,166	\$67,541	75.0%
PEACHLAND, DISTRICT	\$196,096	\$196,096	\$0	\$261,461	\$65,365	75.0%
PRINCETON, TOWN	\$86,623	\$86,623	\$0	\$115,497	\$28,874	75.0%
REVELSTOKE, CITY	\$276,956	\$276,956	\$0	\$369,274	\$92,319	75.0%
SALMON ARM, CITY	\$567,256	\$567,256	\$0	\$756,341	\$189,085	75.0%
SICAMOUS, DISTRICT	\$99,760	\$99,760	\$0	\$133,014	\$33,253	75.0%
SPALLUMCHEEN, TOWNSHIP	\$162,737	\$162,737	\$0	\$216,982	\$54,246	75.0%
SUMMERLAND, DISTRICT	\$391,343	\$391,343	\$0	\$521,791	\$130,448	75.0%
VERNON, CITY	\$1,392,050	\$1,392,050	\$0	\$1,856,067	\$464,017	75.0%
WESTBANK FIRST NATION	\$328,827	\$328,827	\$0	\$438,437	\$109,609	75.0%
WEST KELOWNA, CITY	\$1,197,296	\$1,197,296	\$0	\$1,596,395	\$399,099	75.0%
	<b>\$13,807,316</b>	<b>\$13,807,316</b>	<b>\$0</b>	<b>\$18,409,755</b>	<b>\$4,602,439</b>	<b>75.0%</b>



	ACTUAL YR.TO D	BUDGET YR.TO D	VARIANCE YR.TO D	BUDGET -YEAR--	VARIANCE -From Annual--	% RECEIVED -Annual--
<b>FROM GOVERNMENT &amp; OWN RESOURCES</b>						
PROVINCE OF BC - PER CAPITA GRANT	\$1,008,382	\$1,008,000	-\$382	\$1,008,000	-\$382	100.0%
GRANTS - FEDERAL	\$5,558	\$0	-\$5,558	\$49,000	\$43,442	11.3%
GRANTS - OTHER	\$0	\$0	\$0	\$6,500	\$6,500	0.0%
FINES, FEES AND DAMAGED MATERIALS	\$26,370	\$151,875	\$125,505	\$202,500	\$176,130	13.0%
SPACE RENTALS	\$0	\$13,500	\$13,500	\$18,000	\$18,000	0.0%
PRINTING REVENUE	\$12,043	\$22,481	\$10,439	\$29,975	\$17,932	40.2%
KEYCARD REVENUE	\$1,118	\$187	-\$931	\$250	-\$868	447.3%
INTEREST AND EXCHANGE	\$25,573	\$26,250	\$677	\$35,000	\$9,427	73.1%
COPIER REVENUE	\$3,965	\$7,144	\$3,179	\$9,525	\$5,560	41.6%
SUNDRY INCOME	\$47,479	\$49,004	\$1,525	\$65,338	\$17,859	72.7%
MFA ACTUARIAL , DEBT REDUCTION	\$0	\$0	\$0	\$135,488	\$135,488	0.0%
INTER LIBRARY LOANS, NET	-\$82	-\$113	-\$30	-\$150	-\$68	54.8%
<b>SUBTOTAL GOVERNMENT &amp; OWN RESOURCES</b>	<b>\$1,130,406</b>	<b>\$1,278,328</b>	<b>\$147,922</b>	<b>\$1,559,426</b>	<b>\$429,020</b>	<b>72.5%</b>
TRANSFERS FROM RESERVES	\$0	\$0	\$0	\$946,075	\$946,075	0.0%
ORL OWNED BUILDINGS, RENT CHARGEBACK	\$476,012	\$485,532	\$9,520	\$647,376	\$171,364	73.5%
<b>TOTAL RECEIPTS</b>	<b>\$15,413,733</b>	<b>\$15,571,176</b>	<b>\$157,443</b>	<b>\$21,562,632</b>	<b>\$6,148,899</b>	<b>71.5%</b>



**OKANAGAN REGIONAL LIBRARY  
RECEIPTS & DISBURSEMENTS  
To September 30, 2021**

	<b>ACTUAL YR.TO D</b>	<b>BUDGET YR.TO D</b>	<b>VARIANCE YR.TO D</b>	<b>BUDGET -YEAR--</b>	<b>VARIANCE -From Annual--</b>	<b>% SPENT -Annual--</b>
<b>DISBURSEMENTS</b>						
<b>REMUNERATION AND FRINGE BENEFITS</b>						
REMUNERATION	6,197,395	6,489,407	292,012	8,472,207	2,274,812	73.1%
FRINGE BENEFITS	1,144,806	1,389,188	244,382	1,813,645	668,839	63.1%
WCB	25,114	23,082	-2,032	30,775	5,661	81.6%
	<b>7,367,315</b>	<b>7,901,677</b>	<b>534,362</b>	<b>10,316,627</b>	<b>2,949,312</b>	<b>71.4%</b>
<b>RENT AND PROPERTY EXPENSES</b>						
RENT	1,882,580	1,890,455	7,875	2,520,606	638,026	74.7%
LTD PRINCIPAL, ACTUARIAL AND INTEREST	746,499	896,649	150,150	1,113,017	366,518	67.1%
PROPERTY EXPENSES	1,214,227	1,340,537	126,310	1,787,382	573,155	67.9%
	<b>3,843,306</b>	<b>4,127,640</b>	<b>284,334</b>	<b>5,421,005</b>	<b>1,577,699</b>	<b>70.9%</b>
<b>LIBRARY MATERIALS</b>	<b>1,025,348</b>	<b>637,679</b>	<b>-387,670</b>	<b>850,238</b>	<b>-175,110</b>	<b>120.6%</b>
<b>OTHER EXPENSES</b>						
BOARD EXPENSES	0	15,106	15,106	20,141	20,141	0.0%
BOOK DEPOSIT GRANTS	2,000	2,400	400	3,200	1,200	62.5%
COLLECTION AGENCY	1,877	10,924	9,047	14,566	12,689	12.9%
EQUIPMENT REPAIRS & RENEWALS	10,896	10,144	-752	13,525	2,629	80.6%
FAMA/REALLOCATIONS	0	0	0	99,281	99,281	0.0%
INSURANCE	0	0	0	56,470	56,470	0.0%
INTEREST & BANK CHARGES	7,487	8,625	1,138	11,500	4,013	65.1%
MARKETING & COMMUNICATIONS	37,305	36,319	-986	48,425	11,120	77.0%
MEMBERSHIPS	13,632	14,535	903	19,380	5,748	70.3%
PENTICTON LIBRARY FEE	41,030	46,000	4,970	46,000	4,970	89.2%
POSTAGE & FREIGHT	35,592	46,695	11,102	62,260	26,668	57.2%
PROFESSIONAL FEES	61,308	62,617	1,309	83,489	22,181	73.4%



	ACTUAL YR.TO D	BUDGET YR.TO D	VARIANCE YR.TO D	BUDGET -YEAR--	VARIANCE -From Annual--	% SPENT -Annual--
<b>DISBURSEMENTS (continued)</b>						
PROGRAMS	18,344	48,160	29,816	80,779	62,435	22.7%
RECRUITMENT, TRAVEL & SUNDRY	4,667	11,531	6,863	15,374	10,707	30.4%
STAFF DEVELOPMENT & MEETINGS	48,666	82,785	34,119	110,380	61,714	44.1%
STRATEGIC PLANNING	0	0	0	300,000	300,000	0.0%
SUPPLIES	158,478	144,611	-13,868	192,814	34,336	82.2%
TECHNOLOGY EXPENSES	389,613	344,287	-45,326	459,050	69,437	84.9%
TELEPHONE & INTERNET	68,975	57,300	-11,676	76,400	7,425	90.3%
TRANSPORTATION	66,610	102,501	35,891	136,668	70,058	48.7%
VIRTUAL BRANCH	6,658	11,250	4,592	15,000	8,342	44.4%
	<b>973,139</b>	<b>1,055,789</b>	<b>82,650</b>	<b>1,864,702</b>	<b>891,563</b>	<b>52.2%</b>
<b>DISBURSEMENTS BEFORE CAPITAL EXPENDITURES AND TRANSFERS TO RESERVES</b>						
	<b>13,209,108</b>	<b>13,722,784</b>	<b>513,676</b>	<b>18,452,572</b>	<b>5,243,464</b>	<b>71.6%</b>
<b>CAPITAL EXPENDITURES</b>						
BOOKS AND OTHER PHYSICAL MATERIALS	849,957	1,354,433	504,476	1,805,910	955,953	47.1%
TECHNOLOGY ASSETS	0	0	0	331,075	331,075	0.0%
FURNITURE, EQUIPMENT & OTHER	0	0	0	235,000	235,000	0.0%
	<b>849,957</b>	<b>1,354,433</b>	<b>504,476</b>	<b>2,371,985</b>	<b>1,522,028</b>	<b>35.8%</b>
<b>TRANSFERS TO RESERVES</b>						
TO BRANCH FURNISHING RESERVE	72,500	72,500	0	145,000	72,500	
TO CAPITAL PROJECTS RESERVE	57,000	57,000	0	114,000	57,000	
TO IT REPLACEMENT RESERVE	150,538	150,538	-1	301,075	150,537	
TO NON-OWNED BUILDING MNTC RESERVE	16,000	16,000	0	32,000	16,000	
TO OWNED BUILDING MNTC RESERVE	30,000	30,000	0	60,000	30,000	
TO STAFF APPRECIATION OR DEVELOPMENT RESERVE	750	750	0	1,500	750	
TO STRATEGIC INITIATIVES RESERVE	36,000	36,000	0	72,000	36,000	
TO VEHICLE REPLACEMENT RESERVE	6,250	6,250	0	12,500	6,250	
	<b>369,038</b>	<b>369,038</b>	<b>-1</b>	<b>738,075</b>	<b>369,037</b>	
<b>TOTAL DISBURSEMENTS</b>	<b>14,428,103</b>	<b>15,446,254</b>	<b>1,018,152</b>	<b>21,562,632</b>	<b>7,134,529</b>	
<b>NET DISBURSEMENTS OVER RECEIPTS</b>	<b>985,630</b>	<b>124,922</b>	<b>-860,709</b>	<b>-0</b>	<b>-985,631</b>	

**Correspondence Received from the Office of the Minister of Finance**

RECEIVED: 2021-Nov-09

(Their) Ref: 488409

Sherry Philpott-Adhikary, Board Chair  
Okanagan Regional Library

Dear Sherry Philpott-Adhikary:

Thank you for your letter dated September 8, 2021, in which you request that the Honourable Selena Robinson, Minister of Finance, direct the BC Assessment Authority (BCA) to provide annual assessment roll data ['non-market change' (NMC) data] to the Okanagan Regional Library Board for budget preparation purposes.

We have reviewed your request and unfortunately BCA cannot provide assessment data to entities which are not authorized under the *Assessment Act* (i.e., taxing authorities including municipalities, regional districts, and First Nations). These legislated requirements serve to facilitate the protection of privacy, limit the potential for unauthorized use of information, and mitigate other risks associated with the provision of data to an expanded body of organizations. Local governments must also adhere to the *Freedom of Information and Protection of Personal Privacy Act*, which stipulates the data they can receive and how it can be used.

Given this, we would recommend that you submit a data request to one of the municipalities or regional districts. All local government offices can access assessment data, including NMC data, via [Assessment LinkBC](#). Since this system allows a municipality or regional district to access other associated local government data, you should be able to request access to the comprehensive data set for all local governments served by the Okanagan Regional Library. You may also wish to request that the data be provided to you on an annual basis.

Thank you again for taking the time to write. We anticipate that you will be able to get the information you requested from one of the municipalities or regional districts served by your Board.

Sincerely,

Office of the Minister

## Attached for Background Information Only



September 8, 2021

Our File Reference: 100.34

### **Honourable Selina Robinson**

Minister of Finance  
PO Box 9056 Stn Prov Govt  
Victoria, BC V8W 9E2

Sent via email only to: [FIN.Minister@gov.bc.ca](mailto:FIN.Minister@gov.bc.ca)

**Subject:** Request for the Minister to Provide Authorization to BC Assessment

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Honourable Minister,

As you may know the Okanagan Regional Library ([www.orl.bc.ca](http://www.orl.bc.ca)) is a Library District that covers a significant area of B.C. with library branches as far south as Princeton and north as Golden. The Okanagan Regional Library includes 19 municipalities, 4 regional districts and 1 First Nation government. Each year the Library District prepares a levy that is allocated to its members who include it on their local property tax assessments, which are paid by their taxpayers; this levy is approaching \$19 million dollars annually.

Board Members for the Library District would like to have the information necessary to understand the impact to their residents, who have elected them and to whom we are accountable to. We do not presently have all the information we need, although the information does exist and is available.

When a municipality or regional district is preparing a budget (Financial Plan) they are provided non-market change data directly from B.C. Assessment, which enables them to determine how much additional tax revenue new growth in their community will provide. From this they can determine how much more tax they may need to collect from previously existing taxpayers. In an over simplified example, if a local government determined it required 3% additional tax revenue to carry out its services and determined new growth (based upon the non-market change data) would fund 1% of that, then they could reasonably conclude (all else being equal) that taxpayers from the previous year could expect to see about a 2% tax increase.

The Library District is not privileged to receive the same information from BC Assessment, and so we are unable to determine how much additional levy could be generated from new growth in our service areas. It might be suggested, can the Library District not ask each local government to forward this information? The answer is yes it could, but we do not believe this is an efficient or effective long-term approach. Our preference and request is that BC Assessment, who already has the data gathered and available, would provide it directly to the Library District. The Library Board Finance Committee previously directed staff to inquire with BC Assessment whether they could provide this valuable information. BC Assessment replied that they did not

have the authority to do so. The Library Board is therefore asking the Minister to authorize BC Assessment to directly provide this data, so we might use it for analysis and decision making. As mentioned, this information is already gathered and provided to the local governments and so this request is asking that the Library District be included in its regular distribution of non-market change data reporting.

If the Minister finds it helpful, the following are the service participants (local governments) included in the Library District for which we are seeking the non-market change data from BC Assessment:

Armstrong, City  
Coldstream, District  
Enderby, City  
Golden, Town  
Kelowna, City  
Lake Country, District  
Keremeos, Village  
Lumby, Village  
Oliver, Town  
Osoyoos, Town

Peachland, District  
Princeton, Town  
Revelstoke, City  
Salmon Arm, City  
Sicamous, District  
Spallumcheen, Township  
Summerland, District  
Vernon, City  
West Kelowna, City

- Regional District of Central Okanagan, Electoral Areas I, J
- Regional District of Columbia Shuswap, Electoral Areas B, C, D, E, F
- Regional District of North Okanagan, Electoral Areas B, C, D, E, F
- Regional District of Okanagan Similkameen, Electoral Areas A, B, C, D, E, F, G, I

Minister, the Board believes this to be a reasonable request that after initial set-up by BC Assessment is likely something that can be automated and folded into the process already established to communicate this information to all local governments in BC.

We are hopeful you will authorize and direct BC Assessment to provide this information to the Library District, so that our Library staff can do a similar analysis as their local government counterparts and provide the Library Board with valuable information for decision making.

We appreciate you receiving this letter and look forward to your response.

Sincerely,



Board Chair, on behalf of the Okanagan Regional Library District

cc: Honourable Josie Osborne, Minister of Municipal Affairs via email: [MAH.Minister@gov.bc.ca](mailto:MAH.Minister@gov.bc.ca)



**DRAFT FOR LIBRARY BOARD APPROVAL**

**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.”*

**BOARD MEETING SCHEDULE – Year 2022**

In-Camera meetings begin at 9:30 AM (subject to change)  
Regular meetings generally begin at 10:00 AM (subject to change)

Held Virtually or in the Library Administration Building Boardroom, 1430 KLO Road, Kelowna, BC

<b>Wednesday February 16</b>	Regular Meeting
<b>Wednesday May 18</b>	Regular Meeting
<b>Wednesday August 31</b>	Regular Meeting
<b>Wednesday October 5</b>	Regular Meeting

**Dates of Interest to Library Board Trustees:**

**BC Library Association Annual Conference**

April 20 - 22, 2022 (Richmond, Sheraton Vancouver Airport Hotel)

**SILGA AGM and Convention**

April 26 - 29, 2022 (Salmon Arm)

**UBCM Convention**

September 12 - 16, 2022 (Whistler)

BC General Local Elections are the third Saturday in October every four years. The next General Local Election is Saturday, October 15, 2022.

DRAFT – FOR BOARD APPROVAL