NOTICE OF MEETING

Okanagan Regional Library Board
will meet
Wednesday, September 18, 2019
at Library Headquarters
1430 K.L.O. Road, Kelowna, BC

IN-CAMERA MEETING
9:30 AM – 9:45 AM

REGULAR MEETING
9:45 AM – 11:45 AM

~ Lunch will be served ~

AGENDA

LIBRARY BOARD MEETING
HELD AT LIBRARY HEADQUARTERS, BOARDROOM
1430 KLO ROAD, KELOWNA, BC
WEDNESDAY, SEPTEMBER 18, 2019
9:45 AM – 11:45 AM

"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.

CALL TO ORDER
INTRODUCTION OF GUESTS

1. **AGENDA REVIEW**
   9:45 – 9:46 AM

   MOTION:
   THAT the Agenda be adopted.

2. **APPROVAL OF PREVIOUS MINUTES** – May 22, 2019 (pgs. 4 – 10)
   9:46 – 9:47 AM

   MOTION:
   THAT the Minutes of the Regular Meeting of the Library Board of Trustees held May 22, 2019 be approved.

3. **WEIGHTED VOTE SHEET YEAR 2019 / 2020** – CFO Jeremy Sundin
   9:47 – 9:52 AM

   3.1. Changes to Weighted Votes & Updated Weighted Vote Sheet (pgs. 11 – 12)

   MOTION:
   To accept the 2019/2020 Weighted Vote Sheet.

4. **FINANCE COMMITTEE REPORT** – Committee Chair David Mattes
   9:52 – 10:30 AM

   4.1. Draft Year 2020 Budget

   a) **CFO Report and Presentation** – CFO Jeremy Sundin (pgs. 13 – 26)
      ORL 2020 Draft Budget as Recommended by the Finance Committee

      FINANCE COMMITTEE RECOMMENDED MOTION:
      THAT the Board of Trustees approve the Draft 2020 Budget as presented, which includes budget disbursements and reserve transfers totalling $21,505,711.

      BY WEIGHTED VOTE

b) Member Assessment Levy Spreadsheet – Year 2019 / 2020 (pg. 27)

RECOMMENDED MOTION:

THAT the Board of Trustees accept the Year 2019/2020 Member Assessment Levy Spreadsheet as presented.

BY WEIGHTED VOTE

5. **POLICY AND PLANNING COMMITTEE REPORT** – Committee Chair Tim Lavery
   10:30 – 10:50 AM

   5.1. Political Use of Library Space – CEO Don Nettleton (pgs. 28 – 30)
   5.2. New Patron Type for On-Line Library Card Registration – Director of Public Services Christine McPhee (pg. 31)
   5.3. Children's Programming Policy Discussion – CEO Don Nettleton (pgs. 32 – 34)

   ~ Break 10:50 AM - 11:05 AM ~

6. **RECOGNITION OF STAFF** - CEO Don Nettleton
   11:05 – 11:10 AM

   - Linda Youmans Community Leader of the Year Award (pg. 35)

7. **STAFF REPORTS**

   7.1. CFO Report – CFO Jeremy Sundin
   11:10 – 11:15 AM

   - Financial Update Report to June 30, 2019 (pgs. 36 – 43)

     MOTION:
     To receive for information.

   7.2. Revelstoke Branch: RevLab Update Funding and Request – CEO Don Nettleton
   11:15 – 11:20 AM

   - Memo and Revelstoke Review Articles (pgs. 44 – 53)

8. **CANADIAN URBAN LIBRARIES COUNCIL (CULC): eContent for Libraries Campaign: Next Steps, Candidate Outreach**
   11:20 – 11:25 AM

   CULC Documents to Assist the Board:
   a) Campaign Roadmap (pgs. 54 – 55)
   b) FAQ, July 2019 (pgs. 56 – 57)
   c) Updated Fact Sheet for talking to Candidates, August 2019 (pg. 58)
   d) Key Messages, August 2019 (pg. 59)
   e) Letter Template to send to Local Candidates (pg. 60)
   f) Current List of Local Candidates in the ORL Region (pg. 61)

9. **CEO REPORT** – CEO Don Nettleton
   11:25 – 11:35 AM

   a) Golden Branch: Tech Space Grand Opening Celebration (Sat. Oct. 19) – Director of Public Services Monica Gaucher
   b) Kelowna Branch: Maker Space Update – Director of Public Services Christine McPhee (refer to Item 8 of FYI Memo)
   c) Provincial Funding for Public Libraries Campaign (refer to Item 6 of FYI Memo)
   d) Chief Technology Officer Assistance to Greater Victoria Public Library
   e) Strategic Planning: Discussion and Request for Board Appointment of Strategic Planning Committee to Plan the Plan

10. **CHAIR REPORT** – Karla Kozakevich
    11:35 – 11:40 AM

    - UBCM Convention September 25 – 26, 2019
    - Minister Meetings

11. **BCLTA REPORT** – Erin Carlson
    11:40 – 11:45 AM

12. **TRUSTEE REPORTS**

    Board members are encouraged to update the Board about branch visits or other library related events in their community

13. **NEXT MEETING** – Wednesday, November 20, 2019

14. **MOTION TO ADJOURN**

BOARD LUNCHEON
~ 11:45 AM - 12:30 PM ~
Networking & visiting opportunity
In order to build Board relations, we encourage all Trustees to stay for lunch

DRAFT MINUTES

LIBRARY BOARD REGULAR MEETING
HELD AT LIBRARY HEADQUARTERS, BOARDROOM
1430 KLO ROAD, KELOWNA, BC
WEDNESDAY, MAY 22, 2019
10:00 AM

"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."

CALL TO ORDER
INTRODUCTION OF GUESTS

Chair Karla Kozakevich called the meeting to order at 10:08 AM.

1. **AGENDA REVIEW**

   Under Item 3 'Finance Committee Report', Item 3.b.1 '2018 Audited Financial Statements' was moved to the first order of business followed by Item 3.a.1 'Auditor's Final Report to the Board'.

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

2. **ADOPTION OF PREVIOUS IN-CAMERA MINUTES** – February 20, 2019

   MOTION 2
   It was moved and seconded,
   THAT the Board approve the Minutes of the Board Meeting held February 20, 2019.
   CARRIED

3. **FINANCE COMMITTEE REPORT** – Chair David Mattes

   David Mattes reported that the Finance Committee has set dates to discuss the 2020 budget.

   3.1. 2018 AUDITED FINANCIAL STATEMENTS – Presented by Markus Schrott, BDO Canada

   a) **Year 2018 Audited Financial Statements**

      Markus Schrott presented the highlights of the Auditor's Report and 2018 Audited Financial Statements, which showed a small surplus for 2018.

      MOTION 3
      It was moved and seconded
      THAT the Board approve the draft Year 2018 Audited Financial Statements.
      CARRIED

   b) **Auditor's Final Report to the Board**

      MOTION 4
      It was moved and seconded
      THAT the Board receive the Auditor's Report to the Board dated May 22, 2019, for information.
      CARRIED

c) Year 2018 Statement of Financial Information (SOFI) Report – Jeremy Sundin

As per Board Policy, the Finance Committee had approved the Year 2018 SOFI Report at their meeting on May 7, 2019.

MOTION 5
It was moved and seconded
THAT the Board receive the Year 2018 Statement of Financial Information Report for information.
CARRIED

The approved 2018 Audited Financial Statements will form part of this SOFI Report, which will be submitted to the Libraries Branch Ministry of Education as mandated.

3.2. APPOINT AUDITOR FOR 2019 AUDIT

MOTION 6
It was moved and seconded,
THAT the Board appoint BDO Canada as auditor for the Okanagan Regional Library's audit for year 2019.
CARRIED

Board Policy Section XI: Finance, 'Tender for Financial Services' reads: "The Board shall go out to tender for all financial services on a five-year cycle. Such services to include auditing, banking and insurance."

MOTION 7
It was moved and seconded,
THAT the Board refer to the Policy and Planning Committee, a review of policy Section XI in regards to the appointment of auditor, and report back to the Board with their recommendations.
CARRIED

3.3. FINANCIAL UPDATE REPORT TO MARCH 31, 2019 – CFO Jeremy Sundin

A financial report dated May 17, 2019 was distributed. Jeremy Sundin reported that the ORL's financial results to March 31st are generally consistent with expectation and there does not appear to be anything that requires specific Board attention at this time.

MOTION 8
It was moved and seconded,
THAT the Board receive the Financial Update Report t for information.
CARRIED

4. STAFF REPORTS

   a) Programming Update – Director of Public Services Christine McPhee

   The Board viewed a presentation on system-wide technology programming over the past few years, as well as a demonstration of the new tech equipment and teaching strategies currently underway, including a robot tour scheduled for the summer.

   b) Homelessness Challenges: Overview of Library Approach and Training – System Circulation Coordinator Mark Reinelt

   The Board viewed a presentation on homelessness training that was provided to staff system-wide, in order for staff to better understand and serve its homeless and diverse library patrons.

   c) 2018 Annual Report – Director of Marketing & Communications Michal Utko

   Print copies of the 2018 Annual Report were distributed. The Report will be available on the Library's website.

   MOTION 9
   It was moved and seconded,
   THAT the Board approve the 2018 Annual Report as presented.
   CARRIED

   d) CEO Report – Don Nettleton

   a) Columbia Basin Trust Grants (Golden and Revelstoke)

   The Board viewed a presentation of the final approved grants from the Columbia Basin Trust, along with the ORL's funding portion needed for each of Golden and Revelstoke Branches.

   MOTION 10
   It was moved and seconded,
   THAT the Board approve the expenditures from non-capital ORL maintenance reserves for Golden's 30% portion up to $42,955; and Revelstoke's 30% portion of equipment funds needed up to $32,594, for a total of up to $75,549.
   By weighted vote
   Opposed   0
   CARRIED UNANIMOUSLY BY WEIGHTED VOTE.

   MOTION 11
   It was moved and seconded,
   THAT the Board authorize the Finance Committee to approve funds as they see fit from ORL maintenance reserves should community

fundraising fall short of required matching funds, up to a maximum of $119,000, for the capital expansion in Revelstoke.
By weighted vote
Opposed   0
CARRIED UNANIMOUSLY BY WEIGHTED VOTE.

b) Canadian Urban Libraries Council (CULC)

The Board heard an overview of Mr. Nettleton's attendance at the CULC spring meeting held May 14 and 15, which included: the impact of CELA and NNELS on public library services to persons with print disabilities; a Canada wide digital reading program called 'One ERead Canada'; and an eContent for Libraries campaign to raise awareness of issues facing Canadian public libraries with regards to eAudiobook access and fair eBook pricing. CULC members recently met with the Minister of Heritage and the Ottawa Finance Minister on this topic.

A report, letter and draft motion were distributed, setting out the background, issues and costs in regards to Canadian public libraries' inability to access digital publications. Mr. Nettleton asked that board members take the letter to their councils to request the support and endorsement of CULC's efforts to increase access to digital publications, and to call on federal government to develop solutions, and to forward the letter and municipal motion to their local Member of Parliament, local federal election candidate, and Federal Minister of Canadian Heritage.

The Board of Trustees directed staff to forwards the correspondence to all mayors and councils within the ORL district, with a request that they send a letter of support and endorsement of CULC's efforts to increase access to digital publications for library users across Canada.

c) Kelowna Branch Maker Space
The Board heard a progress report in regards to the new space, which is expected to open this summer.

d) Diversabilities Workshop
Seventy-five library staff attended an internal workshop, whose aim was to bring awareness to the perspective of patrons with different diversabilities such as learning challenges and autism.

e) Salmon Arm Renovations
Renovations are near completion.

f) Staff Leadership Retirements
Several long-term employees were thanked for their commitment and service to the Library. We wish them well as they embark upon well-earned retirement:

- Deb Dolman, Systems Material Handling Coordinator: 40+ years
- Kathy Charlton, Golden Branch Community Librarian: 30+ years
- Karen Barrett, Human Resources Assistant: 10+ years

g) General Items
- Armstrong Branch Recognition Event will be held May 30, to acknowledge the generous support of the Askew Family towards the branch relocation project.
- Director of Public Services Christine McPhee and Vernon Branch Head Kristy Hennings are undergoing public library leadership training programs.

5. CHAIR REPORT – Karla Kozakevich

Councillor Kozakevich reported on her and Keremeos Mayor Bauers' meeting in April with Minister Fleming, to advocate for public libraries and rural library funding. She also reported on a recent outreach meeting in the Similkameen with local delegates, where she expressed the need to highlight with the Minister, other services offered by libraries, such as online health care for seniors.

6. BCLTA REPORT – Erin Carlson & Thomas Konek

Councillors Carlson and Konek reported on their attendance at the BC Public Libraries Summit, held May 11, 2019 in Surrey, where speakers presented on the importance of public libraries for community development and well-being. Ninety-five public library trustees, library directors, staff, and public library supporters gathered to share their experiences and expertise; to hear ideas; and to be part of building an ongoing province-wide shared understanding of the public library's unique role and value in communities across the province and the importance of investment in public libraries. A summary report was prepared to use in preparations for the upcoming BC Budget Consultations, UBCM resolutions, and any ongoing advocacy with government funders.

BC Public Library Partners meet on May 30 to review advocacy actions to date and to plan next steps. They will provide a letter template and key messages for submissions to the Select Standing Committee on Finance and Government Services budget consultations. The Partners have a meeting scheduled in Victoria with Minister Fleming on June 11 and a meeting with Assistant Deputy Minister Jennifer McCrea on June 18. The BC Public Library Partners will also attend the UBCM Convention Trade Show on September 25 and 26, to meet with delegates and talk about the importance of investing in public libraries.

Councillor Carlson is back on the BCLTA Board of Directors for 2019 to 2021.

7. TRUSTEE REPORTS

Councillor Konek thanked the Board for supporting the creation of the Westside Learning Lab and its location on first nations land.

8. **NEXT MEETING** – Wednesday, September 18, 2019

9. MOTION TO ADJOURN

MOTION 12
It was moved and seconded,
THAT the meeting be adjourned.
CARRIED

The meeting adjourned at 12:18 PM.

MEMO

Okanagan Regional Library 1430 K.L.O. Road, Kelowna, BC   V1W 3P6 (250) 860-4033 Fax: (250) 861-8696

To:	ORL Library Board of Trustees
From:	Leah Samson, Administrative Services Manager
Re:	Year 2019 /2020 Population Figures for Levies and Weighted Votes
Date:	September 13, 2019

Population figures are received annually from the Libraries Branch at the Ministry of Education. The population figures are used for levy calculations and all weighted board votes. The _Library Act_, Part 3, Voting on Expenditures, Section 23 states: "*(1) on questions involving the expenditure of money (a) each member of the library board has one vote plus one additional vote for each complete 1000 after the first 1000 of the population of the municipality represented by the member or the electoral participating areas of the regional district represented by the member, and (b) a majority of the weighted votes cast decides those questions"*. The population figures for CORD and WFN have been adjusted as per a Board motion passed at the February 20, 2019 meeting. Changes to this year's votes are:

1. Armstrong increased by 1, from 4 to 5;
2. Enderby increased by 1, from 2 to 3;
3. Golden + E. Area A increased by 1, from 6 to 7;
4. Kelowna increased by 9, from 129 to 138;
5. Lake Country increased by 1, from 13 to 14;
6. Oliver increased by 1, from 4 to 5;
7. Osoyoos increased by 1, from 4 to 5;
8. Revelstoke increased by 1, from 7 to 8;
9. Summerland increased by 1, from 11 to 12;
10. West Kelowna increased by 1, from 33 to 34;
11. CSRD (Areas B,C,D,E,F) increased by 1, from 16 to 17;
12. NORD (Areas B,C,D,E,F) increased by 1, from 18 to 19;
13. OSRD (Areas A,B,C,D,E,F,G,I) decreased by 2, from 21 to 19.

All other votes remain the same. As per Board Policy, Section II, the attached revised weighted vote sheet will be used at the upcoming Board meeting. Any questions on population or weighted votes can be directed to our CFO Jeremy Sundin.

Respectfully submitted,

Leah Samson
Administrative Services Manager
Okanagan Regional Library

OKANAGAN REGIONAL LIBRARY BOARD - WEIGHTED VOTE SHEET

Effective September 2019 to September 2020

2020 ORL Apportionment – 2018 Population for Apportionment and Weighted Vote Purposes

Municipalities	Population	Weighted Vote
Armstrong	5,447	5
Coldstream	11,395	11
Enderby	3,122	3
Golden + Electoral Area A	7,327	7
Kelowna	138,052	138
Keremeos	1,590	1
Lake Country	14,027	14
Lumby	1,929	1
Oliver	5,355	5
Osoyoos	5,073	5
Peachland	5,671	5
Princeton	2,921	2
Revelstoke	8,129	8
Salmon Arm	19,299	19
Sicamous	2,571	2
Spallumcheen	5,422	5
Summerland	12,213	12
Vernon	42,574	42
West Kelowna	34,883	34
Westbank First Nation	9,953	9
Total	**336,953**	**328**
Regional District Electoral Participating Areas	**Population**	**Weighted Vote**
Central Okanagan I & J	5,829	5
Columbia Shuswap B, C, D, E and F	17,587	17
North Okanagan B, C, D, E and F	19,849	19
Okanagan Similkameen A, B, C, D, E, F and G	19,633	19
Total	**62,898**	**60**
Regional Library Totals	**399,851**	**388**

REPORT

File No. 100.14

To: Okanagan Regional Library Board of Directors

From: Chief Financial Officer

Date: August 2, 2019

Subject: O.R.L. 2020 Draft Budget as Recommended by the Finance Committee

RECOMMENDATION
THAT the Board approve the Okanagan Regional Library Draft 2020 budget as recommended by the Finance Committee.

BACKGROUND
The *Library Act*, Part 3, Section 25 – Budget and Financing, requires the library board to prepare and approve a budget for providing library services.

The Board's Finance Committee met on two occasions, June 4th and June 28th 2019, with senior staff to draft the 2020 recommended budget for the Library system. The following is included with this report:

- Appendix 1: Draft 2020 Budget as Recommended by the Finance Committee
- Appendix 2: Draft 2020 Budget Worksheet
- Appendix 3: Reserve Schedule

DISCUSSION
The Finance Committee has thoroughly reviewed and discussed the required changes which consist primarily of:

- Inflationary changes;
- Contractual obligations such as those contained in the union Collective Agreements, or facility leases, etc.
- Other requirements such as the triennial market rent analysis due in 2020, or the impact of CAD/USD exchange rate.

Accordingly, the remainder of this report will focus on the "proposed additions" (those items not considered unavoidable required changes) that can be summarized into four (4) categories:

1) Additional IT device replacements;
2) Two new staff positions to address high priority service deficits;
3) Greater tech resources (STEAM kits and tech programming supplies); and
4) A "placeholder budget" so the strategic plan updates can be actioned following the update that is expected in 2019/2020.

Page **1** of **14**

1) Additional IT Device Replacements

A further, annual, $60,000 is proposed to fund additional device (hardware) replacement.

As noted by the ORL's Chief Technology Officer (CTO) the number of devices (computers, laptops, tablets or iPads) in the system has significantly increased over the last 5 – 10 years as the use of technology by staff (as part of their regular job duties and to carry out programming) and patrons – including both adults and children, has constantly been on the rise. The IT budget to replace these devices has not kept pace and as a result the replacement cycle has dramatically increased (worsened). This is an issue because older devices cause numerous problems including slower operations leading to staff and patron annoyance and frustration, more time spent out of service ("down time"), contributes to negative public perception toward the branch and/or the Library system and creates greater demand on IT staff.

An additional $60,000 annual infusion into this area will greatly improve the replacement cycle time and have immediate benefit. This was also the single request of the CTO and had unanimous support from the senior management team when it was brought forward during budget discussions.

Table 1: Age of IT Devices, Expected as of 2020 if no additional funding			
Year	Age	Number of Devices	Percentage
2011 +	9 or more Years	17	3%
2012	8 Years	8	1%
2013	7 Years	9	1%
2014	6 Years	69	10%
2015	5 Years	124	18%
2016	4 Years	134	19%
2017	3 Years	134	19%
2018	2 Years	127	18%
2019	1 Year	75	11%
		697	100%

** The useful life of computer equipment in accordance with ORL amortization policy is 25% (4 years)

At the June 4, 2019 Finance Committee Meeting, the Committee requested further information in order to make an informed decision regarding the CTO's request for an additional $60,000 per annum for IT device replacements. In response to this request the ORL IT staff were tasked to 'dig in and drill down' to gather more detailed information. The following summarizes the results of this additional investigation:

- Total devices = 622 at December 31, 2018 and 697 expected by the end of 2019.

  Note: in 2019 the number of new devices is expected to increase by 75 – 85 devices related to the Westside Learning Lab, Vernon, Kelowna, Rutland, Golden & Revelstoke.

- Average cost of a device is approximately $770. This varies depending on the specific mix of devices being purchased in a given year.

- Replacement cycle in 2018 was 8.0 years. Due to the significant increase in the number of devices and greater than inflation increases in cost the replacement cycle is expect to climb to 8.9 years by the end of 2019 if no additional funding is approved.
- A $60,000 additional annual investment in IT device replacements will enable ORL to replace approximately 77 more devices annually starting in 2020 and reduce the replacement cycle time from 8.94 years to 4.5 years.

2) <u>Two (2) New Staff Positions: Accessibility Assistant, and a Curriculum and Assessment Coordinator</u>

The proposed additions to the 2020 budget include two new positions that were brought forward jointly by the Public Service Directors. Before delving into the request there are two considerations that may be helpful to bring to the Board's attention as these are contemplated; the first being an extract from the current Board Strategic Plan and the second being from Library statistics.

The Boards Strategic Plan, which Board members may recall, is divided into four (4) sections: Mission, Vision, Values and Themes.
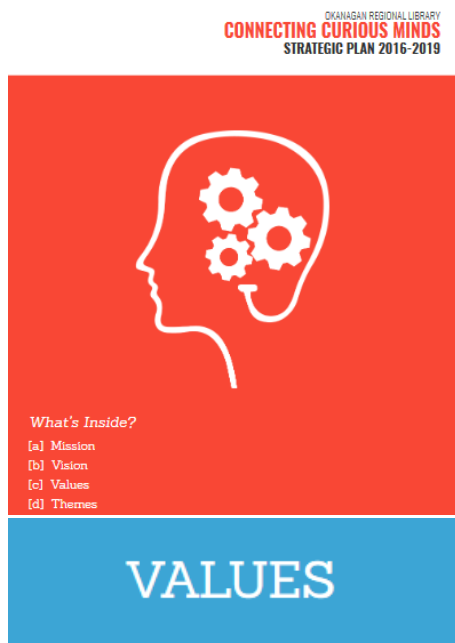
The Values section includes a particularly bold statement that is applicable to this request:

Equity
To the best of our ability, we provide equity of access to the tools of discovery, learning, creation, and connection.

To address an identified deficiency related to Equity staff is proposing the position of Accessibility Assistant be created. This position will serve the estimated 14% of our population who have difficulty accessing a physical branch or who require a specialized format due to a print disability. This group is more likely to be disconnected and isolated from the community and serving them, as other Library systems do, would align with ORL's stated values. This position is budgeted to be $55,000 per annum including fringe benefits and requires $5,000 in other program expenses.

The second new position being proposed is a Curriculum and Assessment Coordinator. Currently the process for program development is rather decentralized, arbitrary and more reactive than proactive – i.e. staff at a particular branch anticipate demand for "program A" based on their connectivity to their community and networking with other community stakeholders, while staff at another branch anticipate demand for "program B" based on the same considerations.

- Which program should proceed?
- Should branches offer different programs?
- Is this efficient and effective for the system as a whole?
- How is ORL management to decide between program A and program B?
- How will success be measured other than simple attendance, and who will track and record this information?
- Should either or both of these programs continue or should a new program be designed and implemented in the following year?

In addition, this position would be responsible for coordinating and developing system wide programs and assisting branches of all sizes with implementation.

This budget proposes the answer as being a Curriculum and Assessment Coordinator. The benefit brought to the Library system from such a position is believed to far outweigh the cost, which is expected to be $90,000 per annum including fringe benefits as a PEA skill set would be required for this role.

Additional Notes related to Staff/Wages of ORL
These two proposed budget additions, the Accessibility Assistant and the Curriculum and Assessment Coordinator add approximately $145,188 per annum to the ORL payroll, however the value derived is expected to be much greater. Committing to additional ongoing staffing is a significant commitment to carefully consider. To assist with this decision the following table (Table 2) may be helpful.

Table 2: ORL / Provincial Average for Libraries Per Capita Expenditure on Salaries and Wages

	Provincial Average	Okanagan Regional Library
2017 Total expenditures on salaries and benefits per capita	$ 35.41	$ 23.75
2020 Total expenditures on salaries and benefits per capita	$ Not yet known	$ 25.34 **
* Assumes the same population growth in 2020 as was experienced in 2019 of 2.72% ** The Okanagan Regional Library per capita figure for 2020 includes the two newly proposed positions.		

3) Increased technology resources (STEAM kits and tech programming supplies)

An additional $10,000 per annum for the purchase of new and replacement STEAM kits (Science, Technology, Engineering and Math) for the branches. The current number of kits are insufficient given the demand, as well as the items do get worn out and/or broken from all the use they get.

An additional $5,000 per annum for tech programming supplies for Vernon, Rutland and surrounding branches. As tech is being added to the area, maker spaces, technical assistant roles, etc. it will be necessary to support the programming with adequate supplies to keep the success. This additional funding will help ensure that happens.

4) A "Placeholder Budget" so the strategic plan updates can be actioned following the update that is expected in 2019/2020.

A $300,000 strategic initiatives 'placeholder budget' is being brought forward by the CEO. This placeholder budget is being recommended as the Library budget process is completed well in advance of the year to which it relates, and the ORL Strategic Plan is expected to be updated in late 2019 or early in 2020. In order to ensure that work can immediately begin on implementation of the updated plan without waiting until 2021, funding will be required in the 2020 budget.

It is also recognized that in areas like staffing, the Library is more than 30% below the Provincial average (as of the most recent figures from 2017) and the ORL will need to strategically focus its efforts if it wishes to keep pace with other systems in meeting and adapting to the needs of Library patrons. The provision being suggested is about 1.5% of budgeted expenditures. This strategy served the Board well in the early 2000's - enabling it to strategically plan for service improvements. The specific expenditures from the strategic planning process would be approved by the Board in 2020 once the strategic plan update is complete.

BUDGET AND COST IMPACTS

The 2020 budget as presented has increased funding of 2.2% for the required changes and a further 2.8% to cover the proposed additions (5.0% combined). Non-market change (also referred to as new growth) within the member communities would reasonably be expected to pay for some of the increase. Due to the structure of the library district it is difficult to determine or even accurately estimate new growth across the system. An estimate thought to be reasonable is 1.25%, meaning existing ratepayers in this budget scenario could be asked to fund 3.95% more than the previous year. This would translate into an increase of $2.76 for the average valued home in the Library system.

CONCLUSION

The *Library Act* requires the board to prepare and approve a budget for providing library services. The Board has structured itself to have a Finance Committee to direct and work with senior staff to draft the required budget. The Finance Committee met on two separate occasions (June 4th and June 28th) to go over the budget and discuss in detail the various aspects of the budget documents, which were separated into required changes and proposed additions. Following their review the Finance Committee passed a motion to recommended to the board that the 2020 budget for the Okanagan Regional Library as provided in Appendix 1 be approved as presented.

Respectfully submitted,

Jeremy Sundin, BBA, CPA, CA
Chief Financial Officer

Okanagan Regional Library

Appendix 1

Draft 2020 Budget

As Recommended by the Finance Committee

January 1, 2020 to December 31, 2020

Okanagan Regional Library
2020 Draft Budget as Recommended by the Finance Committee

INCOME (RECEIPTS)		
OTHER INCOME		
PROVINCIAL GRANT	-$	1,008,000
GRANTS - FEDERAL	-$	49,000
GRANTS - OTHER	-$	6,500
FINES, DAMAGE & REPLACEMENT	-$	225,000
OTHER	-$	97,600
DONATIONS REVENUE	$	-
MFA ACTUARIAL, DEBT REDUCTION	-$	135,488
	-$	**1,521,588**
INTERNAL RENTS	-$	**634,682**
SUBTOTAL BEFORE TRANSFERS FROM RESERVES	-$	**2,156,270**
TRANSFERS FROM RESERVES (APPENDIX 3)	-$	**1,018,000**
TOTAL RECEIPTS AND RESERVE TRANSFERS	-$	**3,174,270**
EXPENDITURES (DISBURSEMENTS)		
REMUNERATION AND FRINGE BENEFITS		
REMUNERATION	$	8,222,997
FRINGE BENEFITS	$	1,760,572
WCB	$	30,112
	$	**10,013,681**
RENT AND PROPERTY EXPENSES		
RENT	$	2,771,003
LTD PRINCIPAL AND INTEREST	$	1,113,017
PROPERTY EXPENSES	$	1,452,514
	$	**5,336,534**
LIBRARY ELECTRONIC MATERIALS	$	**829,500**

Continued…

EXPENDITURES (DISBURSEMENTS) continued

OTHER EXPENSES

BOARD EXPENSES	$	20,141
BOOK DEPOSIT GRANTS	$	3,200
COLLECTION AGENCIES	$	14,566
EQUIPMENT REPAIRS	$	13,260
INSURANCE	$	55,363
INTEREST & BANK CHARGES	$	11,500
MARKETING & COMMUNICATIONS	$	47,475
MEMBERSHIPS	$	19,380
PENTICTON LIBRARY FEE	$	46,000
POSTAGE & FREIGHT	$	62,260
PROFESSIONAL FEES	$	97,489
PROGRAMS - CHILDRENS	$	20,114
PROGRAMS - OTHER	$	95,517
RECRUITMENT, TRAVEL & SUNDRY	$	15,374
STAFF DEVELOPMENT, & MEETINGS	$	150,380
SUNDRY (FAMA REALLOCATIONS)	$	162,181
SUPPLIES	$	155,629
STRATEGIC INITIATIVES	$	300,000
TECHNOLOGY EXPENSES	$	498,000
TELEPHONE, INTERNET AND DATA LINES	$	25,000
TRANSPORTATION	$	136,668
VIRTUAL BRANCH	$	15,000
	$	1,964,496

DISBURSEMENTS BEFORE CAPITAL EXPENDITURES AND TRANSFERS TO RESERVES	$	18,144,211

CAPITAL EXPENDITURES

BOOKS	$	1,770,500
IT EQUIPMENT	$	323,000
ALL OTHER CAPITAL	$	315,000
	$	2,408,500

SUBTOTAL	$	20,552,711
TRANSFERS TO RESERVE (APPENDIX 3)	$	953,000
TOTAL DISBURSEMENTS & RESERVE TRANSFERS	$	21,505,711
FUNDING REQUIREMENT	$	18,331,441

Okanagan Regional Library

Appendix 2

Draft 2020 Budget Worksheet

January 1, 2020 to December 31, 2020

Okanagan Regional Library
2020 Draft Budget as Recommended by the Finance Committee

		A		B		C		D		E		F	G
		ACTUAL 2018		**BUDGET 2018**		**BUDGET 2019**		**REQUIRED CHANGES**		**PROPOSED ADDITIONS**		**PROPOSED BUDGET 2020**	**% CHANGE FROM 2019 BUDGET**
INCOME (RECEIPTS)													
OTHER INCOME													
PROVINCIAL GRANT	-$	1,008,062	-$	1,008,808	-$	1,008,808					-$	1,008,000	
GRANTS - FEDERAL	-$	49,205	-$	77,000	-$	77,000					-$	49,000	
GRANTS - OTHER	-$	6,957	-$	6,500	-$	6,500					-$	6,500	
FINES, DAMAGE & REPLACEMENT	-$	229,700	-$	232,509	-$	232,509					-$	225,000	
OTHER	-$	151,355	-$	60,330	-$	60,330					-$	97,600	
DONATIONS REVENUE	-$	85,071	$	-	$	-					$	-	
MFA ACTUARIAL, DEBT REDUCTION	-$	161,979	-$	135,488	-$	135,488					-$	135,488	
	-$	1,692,329	-$	1,520,635	-$	1,520,635	-$	953	$	-	-$	1,521,588	0.1%
INTERNAL RENTS	-$	634,682	-$	634,682	-$	634,682	$	-	$	-	-$	634,682	0.0%
SUBTOTAL BEFORE TRANSFERS FROM RESERVES	-$	2,324,993	-$	2,153,299	-$	2,155,317	-$	953	$	-	-$	2,156,270	0.0%
TRANSFERS FROM RESERVES (APPENDIX 3)	-$	427,830	-$	714,000	-$	655,000	-$	3,000	-$	360,000	-$	1,018,000	
TOTAL RECEIPTS AND RESERVE TRANSFERS	-$	2,752,823	-$	2,867,299	-$	2,810,317	-$	3,953	-$	360,000	-$	3,174,270	13.0%
EXPENDITURES													
REMUNERATION AND FRINGE BENEFITS													
REMUNERATION	$	7,465,455	$	7,650,315	$	7,948,244	$	158,965	$	115,789	$	8,222,997	
FRINGE BENEFITS	$	1,399,705	$	1,627,618	$	1,760,738	-$	25,802	$	25,636	$	1,760,572	
WCB	$	21,563	$	24,570	$	25,061	$	1,287	$	3,763	$	30,112	
	$	8,886,724	$	9,302,503	$	9,734,043	$	134,450	$	145,188	$	10,013,681	2.9%
								1.4%		1.5%			
RENT AND PROPERTY EXPENSES													
RENT	$	2,623,711	$	2,650,829	$	2,749,011	$	21,992			$	2,771,003	
LTD PRINCIPAL AND INTEREST	$	1,214,267	$	1,214,267	$	1,113,017					$	1,113,017	
PROPERTY EXPENSES	$	1,306,229	$	1,229,714	$	1,425,014	$	27,500			$	1,452,514	
	$	5,144,207	$	5,094,810	$	5,287,042	$	49,492	$	-	$	5,336,534	0.9%
LIBRARY ELECTRONIC MATERIALS	$	787,801	$	760,000	$	790,000	$	39,500	$	-	$	829,500	5.0%

Continued...

	A	B	C	D	E	F	G
	ACTUAL 2018	BUDGET 2018	BUDGET 2019	REQUIRED CHANGES	PROPOSED ADDITIONS	PROPOSED BUDGET 2020	% CHANGE FROM 2019 BUDGET
EXPENDITURES							
OTHER EXPENSES							
BOARD EXPENSES	$ 7,083	$ 20,141	$ 20,141			$ 20,141	
BOOK DEPOSIT GRANTS	$ 3,190	$ 3,000	$ 3,000	$ 200		$ 3,200	
COLLECTION AGENCIES	$ -	$ 14,280	$ 14,566			$ 14,566	
EQUIPMENT REPAIRS	$ 12,759	$ 13,260	$ 13,260			$ 13,260	
INSURANCE	$ 55,363	$ 51,000	$ 52,020	$ 3,343		$ 55,363	
INTEREST & BANK CHARGES	$ 11,537	$ 8,000	$ 8,160	$ 3,340		$ 11,500	
MARKETING & COMMUNICATIONS	$ 38,700	$ 45,632	$ 46,545	$ 931		$ 47,475	
MEMBERSHIPS	$ 14,822	$ 19,380	$ 19,380			$ 19,380	
PENTICTON LIBRARY FEE	$ 36,190	$ 40,000	$ 40,000	$ 6,000		$ 46,000	
POSTAGE & FREIGHT	$ 49,700	$ 62,260	$ 62,260			$ 62,260	
PROFESSIONAL FEES	$ 91,437	$ 75,970	$ 77,489	$ 20,000		$ 97,489	
PROGRAMS - CHILDRENS	$ 44,032	$ 19,333	$ 19,719	$ 394		$ 20,114	
PROGRAMS - OTHER	$ 21,734	$ 38,270	$ 74,036	$ 1,481	$ 20,000	$ 95,517	
RECRUITMENT, TRAVEL & SUNDRY	$ 40,994	$ 14,777	$ 15,072	$ 301		$ 15,374	
STAFF DEVELOPMENT, & MEETINGS	$ 115,474	$ 132,775	$ 147,431	$ 2,949		$ 150,380	
SUNDRY (FAMA REALLOCATIONS)	$ -	$ 306,631	$ 159,001	$ 3,180		$ 162,181	
SUPPLIES	$ 138,106	$ 151,655	$ 154,088	$ 1,541		$ 155,629	
STRATEGIC INITIATIVES	$ -	$ -	$ -		$ 300,000	$ 300,000	
TECHNOLOGY EXPENSES	$ 417,468	$ 556,431	$ 479,560	$ 18,440		$ 498,000	
TELEPHONE, INTERNET AND DATA LINES	$ 20,946	$ 32,050	$ 32,050	-$ 7,050		$ 25,000	
TRANSPORTATION	$ 124,536	$ 131,173	$ 133,988	$ 2,680		$ 136,668	
VIRTUAL BRANCH	$ -	$ 15,000	$ 15,000			$ 15,000	
	$ 1,244,071	$ 1,751,018	$ 1,586,766	$ 57,730	$ 320,000	$ 1,964,496	
DISBURSEMENTS BEFORE CAPITAL EXPENDITURES AND TRANSFERS TO RESERVES	$ 16,062,802	$ 16,908,331	$ 17,397,851	$ 281,172	$ 465,188	$ 18,144,211	4.3%
CAPITAL EXPENDITURES							
BOOKS	$ 1,545,737	$ 1,725,589	$ 1,745,301	$ 25,199		$ 1,770,500	
IT EQUIPMENT	$ 263,055	$ 178,000	$ 263,000	$ -	$ 60,000	$ 323,000	
ALL OTHER CAPITAL	$ 193,639	$ 536,000	$ 370,000	-$ 55,000		$ 315,000	
	$ 2,002,431	$ 2,439,589	$ 2,378,301	-$ 29,801	$ 60,000	$ 2,408,500	1.3%
SUBTOTAL	$ 18,065,233	$ 19,347,920	$ 19,776,152	$ 251,371	$ 525,188	$ 20,552,711	
TRANSFERS TO RESERVE (SCHEDULE 3)	$ 1,557,967	$ 486,861	$ 486,861	$ 136,139	$ 330,000	$ 953,000	
TOTAL DISBURSEMENTS & RESERVE TRANSFERS	$ 19,623,200	$ 19,834,781	$ 20,263,013	$ 387,510	$ 855,188	$ 21,505,711	
FUNDING REQUIREMENT	$ 16,870,377	$ 16,967,482	$ 17,452,696	$ 383,557	$ 495,188	$ 18,331,441	5.0%

OKANAGAN REGIONAL
LIBRARY

Okanagan Regional Library

Appendix 3

Reserve Schedule

Okanagan Regional Library
Reserve Schedule

	ACTUAL 31-Dec-18	EXPECTED 31-Dec-19	PLANNED 2020 USED	PLANNED 2020 CONTRIBUTIONS	EXPECTED 2020	CHANGE FROM 2019
IT Replacement Reserve	$ 223,252	$ 175,102	($323,000)	$ 293,000	$ 145,102	-$ 30,000
ILS Computer Systems	$ 170,221	$ 170,221			$ 170,221	$ -
Donations	$ 273,454	$ 273,454			$ 273,454	$ -
Branch Furnishings	$ 546,626	$ 441,626	($250,000)	$ 145,000	$ 336,626	-$ 105,000
Vehicle Replacement	$ 75,510	$ 53,010	($35,000)	$ 12,500	$ 30,510	-$ 22,500
Non Owned Building Maintenance	$ 472,232	$ 447,232	($50,000)	$ 25,000	$ 422,232	-$ 25,000
ORL Owned Bld Maintenance	$ 359,197	$ 389,197	($30,000)	$ 60,000	$ 419,197	$ 30,000
Rent Stabilization	$ 82,729	$ 82,729			$ 82,729	$ -
Staff Development	$ 126,320	$ 36,320			$ 36,320	$ -
Staff Appreciation	$ 9,882	$ 11,382		$ 1,500	$ 12,882	$ 1,500
Strategic Initiatives	$ 199,934	$ 176,934	($330,000)	$ 302,000	$ 148,934	-$ 28,000
Capital Building Projects	$ 903,464	$ 1,017,464		$ 114,000	$ 1,131,464	$ 114,000
TOTAL	**$ 3,442,821**	**$ 3,274,671**	**($1,018,000)**	**$ 953,000**	**$ 3,209,671**	**-$ 65,000**
Change	-	168,150			-	65,000

OKANAGAN REGIONAL
LIBRARY

Member Assessment Levy Spreadsheet
OKANAGAN REGIONAL LIBRARY
Year 2020 Draft Library Levy

	Provincially supplied formula input factors which determine percentage of ORL budget paid				"C"	2020-2019	"D"					"E" = (D/A)		Quarterly
	"A"		"B"		(50% A/total A + 50% B/total B)	Change								
Municipalities	POPULATION		CONVERTED VALUE OF LAND AND IMPROVEMENTS		APPORTIONMENT PER $100 OF SHARED COSTS	per $100 of	Current Year Levy	Prior Year Levy	Total Difference	Change due apportionment	change due to budget	PER CAPITA LEVY		
	2020	2019	2020	2019	2020	2019	shared costs	2020	2019	in levy	formula	increase	2020	2019	2020
Armstrong	5,447	4,876	$99,714,103	$90,438,698	1.090	1.040	0.050	$199,174	$180,947	$ 18,228	$8,699	$9,528	$36.57	$37.11	$49,793.61
Coldstream	11,395	11,083	$285,571,219	$266,697,991	2.596	2.639	-0.043	$474,344	$459,076	$ 15,268	($7,425)	$22,693	$41.63	$41.42	$118,585.96
Enderby	3,122	2,794	$50,588,220	$47,051,387	0.598	0.575	0.023	$109,240	$99,955	$ 9,286	$4,060	$5,226	$34.99	$35.77	$27,310.09
Golden + E.Area A	7,327	6,823	$208,215,459	$188,714,428	1.770	1.735	0.035	$323,431	$301,794	$ 21,637	$6,164	$15,473	$44.14	$44.23	$80,857.83
Kelowna	138,052	129,329	$4,883,345,151	$4,432,415,812	37.289	36.723	0.566	$6,813,465	$6,389,123	$ 424,342	$98,387	$325,955	$49.35	$49.40	$1,703,366.18
Keremeos	1,590	1,345	$26,664,370	$24,075,975	0.308	0.283	0.025	$56,310	$49,232	$ 7,078	$4,384	$2,694	$35.41	$36.60	$14,077.39
Lake Country	14,027	13,294	$463,307,005	$425,710,800	3.654	3.640	0.013	$667,661	$633,373	$ 34,288	$2,348	$31,941	$47.60	$47.64	$166,915.26
Lumby	1,929	1,624	$36,926,793	$33,131,547	0.393	0.360	0.033	$71,745	$62,619	$ 9,126	$5,694	$3,432	$37.19	$38.56	$17,936.26
Oliver	5,355	4,681	$116,555,139	$104,582,582	1.148	1.078	0.069	$209,691	$187,594	$ 22,097	$12,066	$10,032	$39.16	$40.08	$52,422.87
Osoyoos	5,073	4,866	$198,669,095	$184,441,043	1.449	1.461	-0.012	$264,777	$254,205	$ 10,572	($2,095)	$12,667	$52.19	$52.24	$66,194.20
Peachland	5,671	5,079	$182,695,393	$170,323,301	1.458	1.425	0.033	$266,471	$247,985	$ 18,487	$5,739	$12,748	$46.99	$48.83	$66,617.79
Princeton	2,921	2,745	$66,037,514	$64,249,485	0.636	0.645	-0.009	$116,224	$112,291	$ 3,933	($1,627)	$5,560	$39.79	$40.91	$29,056.01
Revelstoke	8,129	7,336	$230,751,581	$203,649,885	1.963	1.868	0.094	$358,643	$325,069	$ 33,574	$16,417	$17,157	$44.12	$44.31	$89,660.65
Salmon Arm	19,299	19,661	$432,438,641	$400,750,115	4.187	4.356	-0.169	$764,990	$757,820	$ 7,170	($29,427)	$36,597	$39.64	$38.54	$191,247.58
Sicamous	2,571	2,456	$94,141,223	$87,538,739	0.708	0.713	-0.005	$129,285	$123,963	$ 5,323	($862)	$6,185	$50.29	$50.47	$32,321.32
Spallumcheen	5,422	5,120	$124,544,250	$110,918,497	1.189	1.164	0.025	$217,209	$202,473	$ 14,735	$4,344	$10,391	$40.06	$39.55	$54,302.16
Summerland	12,213	11,651	$328,086,133	$302,163,165	2.873	2.872	0.001	$524,891	$499,643	$ 25,248	$137	$25,111	$42.98	$42.88	$131,222.75
Vernon	42,574	42,199	$1,148,962,649	$1,066,783,777	10.035	10.277	-0.242	$1,833,695	$1,788,070	$ 45,625	($42,099)	$87,724	$43.07	$42.37	$458,423.84
West Kelowna	34,883	33,590	$1,071,762,306	$984,445,774	8.757	8.789	-0.032	$1,600,118	$1,529,052	$ 71,066	($5,483)	$76,549	$45.87	$45.52	$400,029.46
Municipal Totals	327,000	310,552	$10,048,976,244	$9,188,083,001	82.099	81.643	0.456	$ 15,001,365	$ 14,204,283	$ 797,082	$79,418	$717,663	$45.88	$45.74	$ 3,750,341
Regional Districts															
CORD I,J	5,829	5,817	$246,767,470	$230,359,384	1.741	1.796	-0.055	$318,091	$312,460	$ 5,631	($9,586)	$15,217	$54.57	$53.71	$79,522.76
CSRD B,C,D,E,F	17,587	16,242	$612,377,611	$568,501,035	4.710	4.679	0.031	$860,703	$811,651	$ 49,052	$5,459	$41,176	$48.94	$49.97	$215,175.72
NORD B,C,D,E,F	19,849	18,760	$426,851,591	$388,732,907	4.232	4.201	0.032	$773,371	$728,054	$ 45,317	$5,528	$36,998	$38.96	$38.81	$193,342.70
OSRD A,B,C,D,E,F,G, I	19,633	21,373	$591,312,461	$504,786,834	4.880	5.064	-0.184	$891,667	$877,858	$ 13,810	($32,027)	$42,657	$45.42	$41.07	$222,916.84
Regional District Totals	62,898	62,192	$1,877,309,133	$1,692,380,160	15.564	15.740	-0.176	$ 2,843,832	$ 2,730,023	$ 113,809	($30,626)	$136,049	$45.21	$43.90	$ 710,958
Westbank First Nation	9,953	9,479	$266,478,071	$247,533,085	2.337	2.352	-0.015	$ 427,089	$ 409,247	$ 17,842	($2,590)	$20,432	$42.91	$43.17	$106,772.28
2019 (One-Time) Adjustment	N/A	N/A	N/A	N/A	0.000	0.266	-0.266	$ -	$ 54,589	$ (54,589)	($46,202)	$0	N/A	N/A	N/A
Regional Library Total	399,851	382,223	$12,192,763,448	$11,127,996,246	100.000	100.0000	0.000	$ 18,272,286	$ 17,398,142	$ 874,144	$0.00	$874,144	$45.70		$4,568,071.50

POLICY AND PLANNING COMMITTEE REPORT

For Library Board of Trustees Approval: September 18, 2019

BOARD POLICY SECTION VII: PUBLIC RELATIONS

Proposed Addition to Policy:

Political Use of Library Space Policy

Objective

To provide guidance to staff in responding to requests from political parties or individual politicians seeking to use ORL space or to have access to ORL patrons in support of the political party's objectives or during an election period.

Background

The public library is a foundational institution for informed and inclusive democracies and plays an important role in civic dialogue and debate, ensuring that everyone has access to the information and wide range of opinions on social and economic matters they need to make informed decisions. In playing this role, it is essential that the public library be viewed and experienced as neutral toward political parties at all times. This commitment to political neutrality does not preclude the library from taking positions on and issuing statements in support of core library values and in protection of Human, Charter, and other legislated rights.

As active and trusted public institutions, public libraries are often approached by politicians or political parties to use public library spaces or to have access to patrons. Such requests vary broadly and have included, for example, requests for permission to host press conferences or announcements, permission to leaflet in the library, or permission to leave campaign materials in the library during election periods.

Requests for use of public library space or access to public library patrons have the potential to impact a public library in several ways, including:

- Engagement of library financial and personnel resources
- Potential risks to or enhancement of the library's reputation
- Effect on the patron experience

Scope

This policy applies to any requests for use of Library space, access to patrons, or participation in events that are related to a political party or during an election period.

"Election period" is broadly defined as the time during which parties, candidates, or supporters are seeking to promote their political platforms leading up to the writ or announcement or during the actual campaign period until the election itself.

Requests can come from anyone, including politicians, political staff, party volunteers, community organizations, and governments. Library use requests covered by this policy include, but are not limited to, requests related to the following activities:

- Use of library space to hold an announcement or press conference
- Display or distribution of campaign materials in the library
- Interaction with patrons inside or outside of the library
- Participation in events at the library
- Posting of candidate information on the library website

Policy Statements

1. The Library does not endorse political parties or candidates

2. Use of Library space to hold an announcement or press conference

As a general guideline, public library service spaces are not to be used by political candidates or parties to make policy announcements or hold press conferences. While such events may be space rentals, there is a high risk that the library will be seen to be endorsing the candidate or political party.

Exceptions may be made on occasion for rentals of meeting rooms provided that there are no identifying library logos or features in the meeting room, there is no attempt to engage library users in the event, and the event would not disrupt library services or operations. In such cases, the market rental rate will apply. Additional security charges may apply. The renter's media advisory must clearly state that the siting of the announcement or press event at the library does not signify endorsement by ORL.

During the election period, no press conferences or announcements by political parties or candidates will be permitted in the library, library meeting rooms, or on library grounds.

3. Participation in library events

The library supports democratic dialogue and is welcoming of candidate participation in all candidates' meetings to discuss issues of importance to the community. These all candidates meetings may be organized by the library or sited at the library by library partner or renting organizations.

During a government's term, Councillors, MLAs, and MPs are often invited to library events as active participants or to bring greetings from the government. The library welcomes and appreciates this participation from government elected officials. Once a writ is dropped – or the equivalent signal in provincial or municipal elections – no elected official or candidate from that level of government will be invited to speak or present at library events, with the exception of all candidates meetings, until after the election has concluded.

4. Distribution of campaign materials

The Library will create a web resource that links visitors to information about local candidates in Local, Provincial, and Federal elections.

Some library branches may have the space to display materials about the candidates. Discretion as to availability of space is assigned to the Branch Head, with the provision that the library will not display the materials of only one party. The display must include materials from at least two parties at all times and must include a list of all candidates from that riding

with links to their websites if available, with an invitation to candidates to display their material.

5. Active campaigning in the library

The Library does not permit solicitation of any kind in its service areas as it interrupts their use of the space and library resources.

During elections, candidates are welcome to interact with patrons outside of the library's exterior doors and – in non-co-located facilities – in an atrium or lobby area, excluding vestibules, outside of library security gates – provided such interaction does not impede access to the library, does not unduly disrupt people entering or exiting the library, and does not impact safe entrance or exit to the library. No furniture may be set-up in support of this activity.

Policy Administration Roles and Responsibilities

- **Policy and Planning Committee** - Oversees and updates the policy as required. Reviews policy as required and recommends changes to the Board.
- **Library Board** - Approves policy and revisions to the policy
- **Chief Executive Officer** - Administers the policy
- **Management and Supervisory staff** - Responsible for administration and implementation of this policy, and responsible for ensuring staff review the policy and are trained to ensure ongoing understanding in administering the policy within the scope of their duties.
- **Staff** - Must fully comply with the policy within the scope of their duties.
- **Volunteers** - Must fully comply with the policy within the scope of their volunteer duties.

PROPOSED MOTION:
To approve the addition of political use of library space to Board Policy and Regulations.

Respectfully submitted,

Don Nettleton, CEO
Okanagan Regional Library

POLICY AND PLANNING COMMITTEE REPORT

September 10, 2019

BOARD POLICY SECTION III: LIBRARY MEMBERSHIP
B. MEMBERSHIP

Proposed Addition to Policy:

<u>New Patron Type for Online Library Card Registration</u>

Online Registration Card

Any resident of the ORL service area can apply for a library card online. Online cards are valid for six months from date of registration. After that time, patrons must go to a branch to show ID and complete registration for a full access library card. Online card holders can place holds and check out up to five items at a time. This card does not provide interlibrary loan service.

PROPOSED MOTION:

To approve the addition of the new patron type for online library card registration to Board Policy Section III: Library Membership.

Respectfully submitted,

Christine McPhee
Director of Public Services
Okanagan Regional Library

**Okanagan Regional
Library**

Memo

To: ORL Board Members

From: Don Nettleton, CEO

Date: September 9, 2019

Re: Children's Programming Policy Discussion

Background:

The ORL has since inception and like most public libraries, offered story-time programming in our branches. Storytime is very connected to what the public, staff and Board see as the core purposes of libraries which revolve around literacy and getting children interested in reading, learning, and coming to the library at an early age.

Principal children's programs offered include:
- Babytime for newborns to age 2
- Story time for ages 3-6
- Summer reading club
- Other specialty programs such as digital training

These programs are designed with young parents in mind, providing a broad range of age-appropriate literature to also encourage them to read regularly to their children at home. This meets the core values of engaging children at an early age to love learning through reading and to enhance their literacy. The premise behind these offerings has been basic barrier free programming, aimed at all socio-economic groups and the community as a whole, and offered in a safe and welcoming space. Children's programming plays a vital and key role in developing future library users and supporters.

ORL basic branch programming selection has usually been delegated to the local branch staff. Training workshops for staff have provided guidance in how to set up a program that is purposeful while still being fun, and provide a community event that in general, all comers will feel comfortable attending. System support materials such as puppets and other types of books and materials are made available wherever possible. Depending upon the ages of the children, programming may also include basic crafts or other activities, or technical equipment. Parents or caregivers are expected to remain in the branch during the program, both to help their child feel safe and supported and, as already mentioned, to encourage these parents to continue taking out books and reading with their children at home.

Why is Storytime and consideration of the need for policy direction coming to the Board at this time:

A controversial and potentially very divisive story time program has arisen within the ORL. In the past week, the management team was made aware that the Kelowna downtown library has opted to offer Drag Queen storytelling on 2 Saturdays this fall (September 14 and November 16th). Drag Queen story-time originated in the US a few years ago and has spread through several public libraries in the US and is moving into some Canadian Libraries as well. The organization has rolled out of the LGBTQ movement in the US and is using this to help promote their message of gender diversity, sexual choice, and community acceptance - pushing the boundaries of what was traditionally accepted in North American society in these areas. Drag Queen Storytelling gets their website and much of their backing and promotion from the chapter in New York, although it originated out of San Francisco. The link to their website which provides further information on them is
https://www.dragqueenstoryhour.org/

The drag queen who will be doing the story-time in Kelowna is a local Okanagan Drag Queen artist named Miss Freida Whales.. The advertising which describes the program in Kelowna branch promotion states

Presented by Miss Freida Whales! Drag Queen Story Time is a fun program that celebrates diversity and freedom of expression! DQST helps children develop empathy, learn about gender diversity and difference, and tap into their own creativity. Come dressed to impress (costumes encouraged)!"
https://twitter.com/Kel_librarians/status/1163962816685940736

When this programming came to the attention of the ORL management team, it split the management team right down the middle.. Amongst the leadership team:

- Almost half of the leadership team was strongly in support of the library being involved in this type of programming and fully supportive of encouraging similar programs expanding throughout all our branches, which, without policy direction to the contrary, will most certainly take place. They see using the library as a front-line agent to affect societal change and part of our support of freedom of expression and diversity. I am not sure that is our primary role, or following that logic in this case may detract from our more central mission.
- The other half of the ORL leadership team see offering such a program targeted at 3-6 year olds as inappropriate for their age, needlessly divisive to the community, and deviating from our main purpose of early literacy encouragement in a safe and neutral environment that everybody in the community will find acceptable. They feel that our expressed values of freedom of expression and information is supported by having a diverse collection to draw from, which is already in place within the library system. Discussions related to sexual orientation, gender selection, religious teaching, politics, and other divisive issues should be promoted and debated in adult or age appropriate settings and not necessarily within the setting of ORL branches. Added to that thought is the concern about the very real danger of needlessly alienating and/or losing support from a significant section of our communities by opening opportunity for children's programming to become a potentially unsafe environment, or at least one that pushes a liberal political agenda to children which many will feel uncomfortable with or strongly oppose.

The reason why the Board now needs to become involved with setting policy and parameters about children's programming is the belief that this particular story-time will have the same divisive effect in our communities, and perhaps the ORL Board. And we can expect in the future to have other controversial programming from who knows what point of view come forward in the future - making it important that staff and the public have clear policy direction on what the ORL is trying to focus on for children's programming and what we will do or choose not to do

Question for the Board to consider:

It is important for the Board to consider at this time whether they wish to implement any policy or guidelines related to children's programming (just as policy and guidelines are implemented in regards to use of library space, meeting rooms, and what gets included within our collections).

There are several concerns that I have, and factors that I think the board need to consider which I will list below:

- The announced program, while claiming to be promoting diversity and acceptance, will be offensive to a significant segment of our society. While I can't fully predict how their reactions will be expressed, the Board and for sure staff will at the least receive letters or calls of complaint, and may have much stronger reactions – particularly in some of our smaller branches and communities.
- We may reposition ourselves away from being an accepted, middle of the road, non-controversial (neutral) and safe environment for children's programming in the minds of many. While they may or may not choose to express their concerns or displeasure to staff or the Board, they will be suspicious of library programming in general and may view the library as a place that they will not choose to participate in children's programming. Impact is not restricted to just this one or two programs.
- Related to the above, we currently enjoy strong support from throughout the community. Surveys tend to position the library as one of the most supported public bodies and one which people strongly support funding in our communities. This type of children's programming may very well decrease this broad support.
- In some communities, more radical groups have used the offering of such programs as means to stir up hatred, bigotry, and divisiveness within the community. Far from being a catalyst of acceptance for all lifestyles and beliefs, we may end up being a catalyst for polarization and bigotry. This is the opposite outcome of our goals as a library and would not be what any of us would want to see happen.
- These 2 story times are set to take place in a core program aimed at very young children. The age of this programming will be concerning to many. Staff currently have no guidance or direction from the Board in regards to what is appropriate or inappropriate for children's programming. This leaves the doors open to extreme interpretations on all sides. Up to now, staff have tended to keep within the safe, broadly accepted middle ground of avoiding extreme right or left or other viewpoints. Given societal trends, this is not likely to continue without Board guidance as there are activist groups on all sides who are searching for ways to promote agendas which may or may not be acceptable to much of society. Also to be considered is the fact that there will be activist librarians within our staff, either now or in the future.
- The major purpose of our children's program, which is developing literacy and getting all families and children within our communities loving to read may be distracted from, watered down or blocked to portions of our society that we are currently serving well.
- The Library does have as one of its goals to be inclusive and reflect the diversity of our communities within our services. This includes things like intellectual freedom, and exchanges of ideas and diverse points of view. We want to be a place where all will feel welcome to come in our doors. The question that needs to be answered is whether this would be accomplished through controversial young children's programming, or whether this is better done through the broad materials we offer in our collections, the welcoming of all people to access our services and be welcomed to enter and helped by staff – (regardless of their ethnicity, religion, age, wealth, social status, sexual orientation or ability) and through adult discussion groups, etc.

Recommendation of CEO

I would recommend that the Board consider providing broad policy direction to staff for Children's programming while still allowing staff significant leeway for interpretation and ability to evolve as society and technology and other things change over time. I would suggest wording something like the following

"The primary goal of ORL Children's programming is to encourage child literacy, love of learning, and introducing the Library as a safe and interesting source for lifelong learning. Programming choices should be made on the basis of being suitable and safe for the age of the children attending and include a wide range of topics that are of interest and appropriateness to the age of the audience while avoiding controversial and/or potentially divisive community issues as these may detract from our main focus and restrict our audience and community support."

This would provide direction for all children's programming going forward. The program for November that has already been announced for Kelowna would still proceed as planned and publicized.

2019 COMMUNITY LEADER AWARDS

LEADER OF THE YEAR

Linda Youmans

LEADER OF THE YEAR

Category Sponsored by:

okanagan college

Capital News Staff

Instilling a passion for reading among children has been a lifelong goal for Linda Youmans.

Don Nettleton, CEO of Okanagan Regional Library, says Youmans has focused her energy and time on youth in the community to embrace the joy of reading, particularly those who face what is referred to today as diversabilities.

Nettleton notes Linda has been a children's librarian in the Kelowna area for the past 25 years, including putting in time to oversee the selection of children's materials for the entire regional library system.

Outside of her demanding day job, Linda also volunteers much of her time to serving as a community liaison for the Learning Disability Association of B.C. in Victoria, a council member of South Okanagan Living BC and self-advocate advisor for Okanagan Self-Advocate Group.

"Linda has been working to start up a social group for young adults with diversabilities. And all of this is undertaken while working a demanding full-time job and raising her own two children, one of whom has autism," Nettleton said.

"Her most recent project was organizing and running a Diversability library staff workshop for over 70 participants which included a panel of adults with various diversabilities.

"This fall she is helping to put together a provincewide session, which will be held in Kelowna, to spread this knowledge throughout the province."

Joanne Poole, an instructor at Okanagan College, said her connection with Linda dates back 10 years ago as her own son, who has autism, was growing out of children's books.

"One of the biggest challenges families with disabilities have is finding good resources as we do not have the energy for 'trial and error' or for searching data banks of information," related Poole.

"One of our big gaps in the community is helping children learn and read about their disability in a positive and empowering way. This is a very immense task.

"Linda took on the task of searching and reading every book she felt might be worth reading for children who have a disability. We now have an amazing resource of positive books for children to read, nicely divided into specific headings.

"She went above and beyond just creating the list and included a picture of the book and a short summary. She did not stop there.

"She has also created a community services booklet that is clearly divided up into detailed categories. She went above and beyond to actually contact each agency to gather accurate information."

Linda is not one to draw attention to herself, but the energy she has for the library, for reading resources carries throughout her life.

"My fondest memories, which have impacted my life, have come from working in a library," Linda said.

"It is in the library that I was fortunate to work with a librarian who was very dedicated to children. She would express, with such enthusiasm: 1'I believe children are the readers and leaders of the future.'

"Words of wisdom she imparted to me in the library still resonate with me today, and I recall them often: 'Let's give the children who come into our library today and every day a great gift—a passion for reading.'"

REPORT

File No. 100.15

To: Okanagan Regional Library Board of Directors

From: Chief Financial Officer

Date: September 10, 2019

Subject: Financial Update Report to June 30, 2019 (6 Months)

RECOMMENDATION

THAT the Board receive the CFO's report dated September 10, 2019 - Financial Update Report to June 30, 2019 for information.

BACKGROUND

The attached **Appendix 1** provides the Board with an interim financial report (receipts and disbursements) to June 30, 2019, along with the 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 is not an uncommon practice for the presentation of internal interim financial results. This report will briefly discuss some of the financial information that staff felt may be of interest to the Board.

DISCUSSION

Receipts – Tax Levy

The results are consistent with expectation. The YTD negligible variances relate to the inflationary impact of the additional services certain communities have decided to have.

Receipts – Government Grants, Own Resources and Other Income

The Province of BC grant has been received and was almost identical to budget. The Grants – Federal have not yet been received. The fines and damaged/replacement material charges are low; this will be monitored and further investigated if the trend continues. Interest is exceeding budget due to rates being higher than in prior years. The higher rate has been considered when drafting next year's 2020 budget. The Sundry income is made up primarily of funding from the Salmon Arm branch landlord who contributed $75,000 toward the recent renovations at the branch. Donation revenue is not budgeted; as they come in donations are transferred to reserve and then used according to the donor's wishes or at the approved discretion of the branch leaders for branch programming or improvements.

From Reserves

This amount is an accounting adjustment and relates to amounts drawn out of reserves (as planned) for IT replacement, furnishings and amounts from the donation reserves for programming and capital expenditures.

Total receipts to June 30th are $10,622,118 representing 54.2% of budgeted receipts (reduces to 52.8% if amounts from reserves are removed). These results are in line with budget and expectation.

Disbursements
Remuneration and benefits are lower than budgeted to June 30, 2019 by 1.8%, however the pay period in June ended on the 26th and we have not accrued the four (4) days.

Rent and property expense is almost right on target at 50.3% of the budget half way through the year. We do expect to see increase in this category as the renovation expenses for Salmon Arm, most of which were reimbursed by the Landlord, are included in Capital Expenditures but will be reclassified to building expenses at year-end.

Library materials is right in line with budget at 51.5% spent.

The other expenses category as a whole is under budget by $96,542 or about 6% of the category's annual budget (or 0.49% of the total annual budget). Marketing and Communications may appear high, however this because the system purchased a large amount of promotion material expected to last for multiple years; this was funded by accumulated donations from prior year book sale proceeds. On the other hand staff development appears low, however these expenses are not necessarily incurred on a regular and consistent basis each month but instead "more choppy" as opportunity for staff development comes available and branch leaders/HR are able to plan and enable it. Technology expense is the line most under budget in this category. These expenses are incurred as the Chief Technology Officers (CTO) orders/approves related expenses. This category is expected to come up during the later half of the year and will be much closer to budget (or on budget) at year end.

Total disbursements before capital expenditures and reserve transaction is $9,378,023, which is 48.9% of budget for a total variance of 1.1%.

The Capital Expenditures figure will come up by year's end as many of these transactions are accounting adjustments related to reserve funded activities (so both transfers from reserves and capital expenditures will increase resulting in a limited or nil impact on the "net" bottom line).

The Transfers to Reserves are made at year-end, with some exception related to the donations reserve. The Donations reserve is unique compared to the other reserves as we cannot easily predict the dollar amount of donations that will be received each year, when they will be received during the year, or how exactly the donors would like the funding used.

Total disbursements to June 30th is $9,860,302.

The net receipts over disbursements to June 30th is $761,816

BUDGET AND COST IMPACTS

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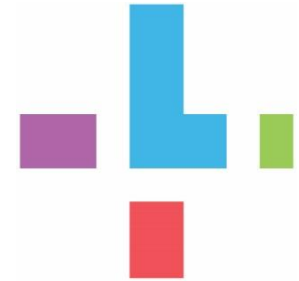
CONCLUSION

The ORL's financial results to June 30th are generally consistent with expectation, and there does not appear to be anything that requires specific Board attention at this time.

Respectfully submitted,

Jeremy Sundin, BBA, CPA, CA
Chief Financial Officer

Okanagan Regional Library

Appendix 1

Interim Financial Report

(Receipts & Disbursements)

January 1, 2019 to June 30, 2019

OKANAGAN REGIONAL LIBRARY
RECEIPTS & DISBURSEMENTS
For the 6 Months Ending June 30, 2019

	ACTUAL YR.TO D	BUDGET YR.TO D	VARIANCE YR.TO D	BUDGET -YEAR-	VARIANCE -From Annual-	% RECEIVED -Annual-	% OF YEAR COMPLETED
RECEIPTS							
TAX LEVY ON MUNICIPALITIES AND REGIONAL DISTRICTS							
ARMSTRONG, CITY	$90,473	$90,474	$0	$180,947	-$90,474	50.0%	
CENTRAL OKANAGAN RD	$156,230	$156,230	$0	$312,460	-$156,230	50.0%	
COLDSTREAM, DISTRICT	$229,538	$229,538	$0	$459,076	-$229,538	50.0%	
COLUMBIA SHUSWAP RD	$405,826	$405,826	$0	$811,651	-$405,825	50.0%	
ENDERBY, CITY	$49,977	$49,978	$0	$99,955	-$49,978	50.0%	
GOLDEN, CITY	$150,897	$150,897	$0	$301,794	-$150,897	50.0%	
KELOWNA, CITY	$3,194,561	$3,194,562	$0	$6,389,123	-$3,194,562	50.0%	
KEREMEOS, VILLAGE	$24,616	$24,616	$0	$49,232	-$24,616	50.0%	
LAKE COUNTRY, DISTRICT	$316,686	$316,687	$0	$633,373	-$316,687	50.0%	
LUMBY, VILLAGE	$31,310	$31,310	$0	$62,619	-$31,309	50.0%	
NORTH OKANAGAN RD	$364,027	$364,027	$0	$728,054	-$364,027	50.0%	
OLIVER, TOWN	$93,797	$93,797	$0	$187,594	-$93,797	50.0%	
OKANAGAN SIMILKAMEEN RD	$438,929	$438,929	$0	$877,858	-$438,929	50.0%	
OSOYOOS, TOWN	$127,102	$127,103	$0	$254,205	-$127,103	50.0%	
PEACHLAND, DISTRICT	$123,992	$123,993	$0	$247,985	-$123,993	50.0%	
PRINCETON, TOWN	$61,627	$61,519	-$108	$123,038	-$61,411	50.1%	
REVELSTOKE, CITY	$162,534	$162,535	$0	$325,069	-$162,535	50.0%	
SALMON ARM, CITY	$378,910	$378,910	$0	$757,820	-$378,910	50.0%	
SICAMOUS, DISTRICT	$72,957	$72,742	-$215	$145,484	-$72,527	50.1%	
SPALLUMCHEEN, TOWNSHIP	$101,237	$101,237	$0	$202,473	-$101,236	50.0%	
SUMMERLAND, DISTRICT	$249,822	$249,822	$0	$499,643	-$249,821	50.0%	
VERNON, CITY	$906,683	$905,178	-$1,505	$1,810,356	-$903,673	50.1%	
WESTBANK FIRST NATION	$204,624	$204,624	$0	$409,247	-$204,624	50.0%	
WEST KELOWNA, CITY	$764,526	$764,526	$0	$1,529,052	-$764,526	50.0%	
	$8,700,882	**$8,699,054**	**-$1,828**	**$17,398,108**	**-$8,697,226**	**50.0%**	**50.0%**

Library Board Regular Agenda - September 18, 2019

	ACTUAL YR.TO D	BUDGET YR.TO D	VARIANCE YR.TO D	BUDGET —YEAR—	VARIANCE —From Annual—	% RECEIVED —Annual—	% OF YEAR COMPLETED
GOVERNMENT GRANTS, OWN RESOURCES & OTHER INCOME							
PROV OF B.C.- PER CAPITA GRANT	$1,008,382	$1,008,808	$426	$1,008,808	-$426		
GRANTS - FEDERAL	$1,427	$38,500	$37,073	$77,000	-$75,573		
GRANTS - OTHER	$0	$0	$0	$6,500	-$6,500		
CIRC. REV. - FINES & DAMAGED BKS	$89,570	$116,254	$26,684	$232,509	-$142,939		
MEETING ROOM RENTAL	$8,014	$7,000	-$1,014	$14,000	-$5,986		
INTERNET PRINTING REVENUE	$15,289	$5,877	-$9,412	$11,755	$3,534		
KEYCARD REVENUE	$1,873	$0	-$1,873	$0	$1,873		
INTEREST AND EXCHANGE	$40,152	$11,300	-$28,852	$22,600	$17,552		
COPIER REVENUE	$4,288	$5,988	$1,700	$11,975	-$7,687		
SUNDRY INCOME	$95,062	$0	-$95,062	$60,000	$35,062		
DONATIONS REVENUE	$68,952	$0	-$68,952	$0	$68,952		
MFA ACTUARIAL, DEBT REDUCTION	$0	$0	$0	$135,488	-$135,488		
INTER LIBRARY LOANS-NET	$14	$0	-$14	$0	$14		
SUBTOTAL GOVERNMENT & OWN RESOURCES	**$1,333,022**	**$1,193,727**	**-$139,295**	**$1,580,635**	**-$247,613**	84.3%	50.0%
FROM RESERVES	$270,873	$0	-$270,873	$0	$270,873	0.0%	
ORL OWNED BULDINGS RENT CHARGEBACK	$317,341	$317,341	$0	$634,682	-$317,341	50.0%	
TOTAL RECEIPTS	**$10,622,118**	**$10,210,122**	**-$411,995**	**$19,613,425**	**-$8,991,307**	54.2%	50.0%

Library Board Regular Agenda - September 18, 2019

OKANAGAN REGIONAL LIBRARY
RECEIPTS & DISBURSEMENTS
For the 6 Months Ending June 30, 2019

	ACTUAL YR.TO D	BUDGET YR.TO D	VARIANCE YR.TO D	BUDGET —YEAR—	VARIANCE —From Annual—	% SPENT —Annual—	% OF YEAR COMPLETED
DISBURSEMENTS							
REMUNERATION AND FRINGE BENEFITS							
REMUNERATION	$3,857,532	$3,974,122	$116,590	$7,948,244	-$4,090,711		
FRINGE BENEFITS	$820,824	$880,370	$59,546	$1,760,738	-$939,915		
WCB	$12,676	$12,531	-$145	$25,061	-$12,385		
	$4,691,032	**$4,867,022**	**$175,990**	**$9,734,043**	**-$5,043,011**	**48.2%**	**50.0%**
RENT AND PROPERTY EXPENSES							
RENT	$1,320,642	$1,374,505	$53,864	$2,749,011	-$1,428,369		
LTD PRINCIPAL AND INTEREST	$665,649	$716,274	$50,625	$1,214,267	-$548,618		
PROPERTY EXPENSES	$698,807	$687,507	-$11,300	$1,375,014	-$676,207		
	$2,685,098	**$2,778,287**	**$93,189**	**$5,338,292**	**-$2,653,194**	**50.3%**	**50.0%**
LIBRARY MATERIALS	**$1,304,872**	**$1,267,650**	**-$37,222**	**$2,535,301**	**-$1,230,429**	**51.5%**	**50.0%**
OTHER EXPENSES							
BINDING & MENDING	$3,522	$15,000	$11,478	$30,000	-$26,478		
BOARD EXPENSES	$5,032	$11,631	$6,600	$20,141	-$15,110		
BOOK DEPOSIT GRANTS	$2,000	$3,000	$1,000	$3,000	-$1,000		
COLLECTION AGENCIES	$1,325	$7,283	$5,958	$14,566	-$13,241		
EQUIPMENT REPAIRS & RENEWALS	$7,325	$6,630	-$695	$13,260	-$5,935		
INSURANCE	$0	$0	$0	$52,020	-$52,020		
INTEREST & BANK CHARGES	$5,807	$4,080	-$1,727	$8,160	-$2,353		
MARKETING & COMMUNICATIONS	$44,232	$23,272	-$20,960	$46,545	-$2,313		
MEMBERSHIPS	$15,714	$9,690	-$6,024	$19,380	-$3,666		
PENTICTON LIBRARY FEE	$46,530	$40,000	-$6,530	$40,000	$6,530		

	ACTUAL YR.TO D	BUDGET YR.TO D	VARIANCE YR.TO D	BUDGET —YEAR—	VARIANCE —From Annual—	% SPENT —Annual—	% OF YEAR COMPLETED
POSTAGE & FREIGHT	$30,290	$31,130	$840	$62,260	-$31,970		
PROFESSIONAL FEES	$38,570	$46,179	$7,609	$77,489	-$38,919		
PROGRAMS	$55,704	$46,878	-$8,827	$93,755	-$38,051		
RECRUITMENT, TRAVEL & SUNDRY	$19,374	$7,536	-$11,838	$15,072	$4,302		
STAFF DEVELOPMENT & MEETINGS	$53,077	$73,715	$20,639	$147,431	-$94,354		
SUNDRY (FAMA / REALLOCATIONS)	$0	$0	$0	$56,751	-$56,751		
SUPPLIES	$71,855	$62,547	-$9,308	$125,088	-$53,234		
TECHNOLOGY EXPENSES	$204,431	$314,472	$110,041	$567,560	-$363,129		
TELEPHONE & INTERNET	$11,684	$16,025	$4,341	$32,050	-$20,367		
TRANSPORTATION	$68,871	$66,994	-$1,877	$133,988	-$65,117		
VIRTUAL BRANCH	$11,678	$7,500	-$4,178	$15,000	-$3,322		
	$697,020	$793,563	$96,542	$1,573,516	-$876,496	44.3%	50.0%
				6.1%			
DISBURSEMENTS BEFORE CAPITAL EXPENDITURES AND RESERVE TRANSACTIONS	$9,378,023	$9,706,523	$328,500	$19,181,152	-$9,803,129	48.9%	50.0%
CAPITAL EXPENDITURES	$413,328	$0	-$413,328	$0	$413,328		
TRANSFERS TO RESERVE							
TO BRANCH FURNISHING RESERVE	$0	$0	$0	$182,500	-$182,500		
TO IT REPLACEMENT RESERVE	$0	$0	$0	$126,850	-$126,850		
TO STAFF APPREC OR DEVELOPMENT RESERVE	$0	$0	$0	$0	$0		
TO STRATEGIC INITIATIVES RESERVE	$0	$0	$0	$2,000	-$2,000		
TO DONATION RESERVES	$68,952	$0	-$68,952	$0	$68,952		
TO CAPITAL BUILDING PROJ RESERVE	$0	$0	$0	$114,000	-$114,000		
TO ORL OWNED BUILDINGS RESERVE	$0	$0	$0	$61,511	-$61,511		
	$68,952	$0	-$68,952	$486,861	-$417,909		
TOTAL DISBURSEMENTS	$9,860,302	$9,706,523	-$153,780	$19,668,013	-$9,807,711		
NET RECEIPTS OVER DISBURSEMENTS	$761,816	$503,600	-$258,216	-$54,588	$816,403		

OKANAGAN REGIONAL LIBRARY

Memo

To: ORL Board members

From: Don Nettleton, CEO

Date: September 12, 2019

Re: Revelstoke Tech Lab update

As members will remember, we received significant funding from Columbia Basin Trust for tech equipment in both Golden and Revelstoke. In Revelstoke's case, it is also necessary to expand the branch as the current library is totally jammed and at capacity. The estimate to do the building expansion, based upon a simple $425 per square foot estimate Revelstoke used based upon recent work on other facilities in their community would be $170,000, and CBT agreed to fund up to 30% ($51,000) of that amount leaving $119,000 to be raised from other sources and/or the ORL.

Our Community Librarian Lucie Bergeron, has been working like a dynamo trying to fundraise, in addition to the work of leading the branch. She has been to meeting with groups, sending out letters, applying for grants, doing presentations, and making requests to businesses from throughout the community over the past 2-3 months. Michal Utko helped by setting up a RevLab website and store and promotional materials (some of which you saw at the last Board meeting) and Scott Wells, our contracted fundraiser provided some advice. She is really to be commended for her amazing work above and beyond what is normally asked. Summer is a difficult time, and there have been several other competing needs and groups within Revelstoke, but we have started to see some results with promises of further efforts in the future. We have already received donations of between $10,000 - $15,000 from the public.

In addition, the City of Revelstoke has just approved supporting the expanded space and contributing up to $50,000 toward the capital cost. This leaves just over $50,000 or approximately 30% of the capital cost still needed.

The initial advertised CBT grant terms for the tech grants when we applied was that they would pay for up to 70% with the rest (30%) being picked up by the Library or local community. They normally have chosen to not fund any capital building construction, but in this case, we were able to convince them to contribute 30%. With the money fundraised from the community and the City of Revelstoke contribution, the amount remaining is approximately the 30% the Library might have expected to have to contribute when we were first applying.

RECOMMENDATION:

I would recommend the following motion:

THAT the ORL Board of Trustees approves:

1. *proceeding to partner with the City of Revelstoke to plan and begin construction on the necessary addition to the Revelstoke Library;*
2. *that the Library will agree to make up any funding shortfall for this capital expansion that has not been fundraised by the time the funds are needed, up to a maximum of $55,000, with the funds to be taken from the building reserve fund;*
3. *That Library staff will negotiate an agreement with the city of Revelstoke that will ensure that the Library does not pay base rent for that portion of the space that they have fundraised and paid for, and that there is an agreed upon formula that ensures that the Library contribution will be amortized over the useful life of this space, such that if the Library has to relocate prior to this period, the unamortized cost will be reimbursed to the Library by the City.*

Respectfully submitted,

Don Nettleton, CEO
Okanagan Regional Library

City contributing $50,000 of forestry corporation money to Revelstoke library expansion

If completed the Revelstoke library's RevLab will include a virtual reality headset. (AP Photo/Eric Risberg)

The library needs more space for their Columbia Basin Trust funded technology lab

Revelstoke City Council has agreed to support the library's RevLab project with funds given to the city by the Revelstoke Community Forest Corporation.

The Okanagan Regional Library is currently working to raise money to build an addition to their current space to house a technology lab, which they have grant money to equip from the Columbia Basin Trust.

READ MORE: Revelstoke's Library Learning Lab Fundraising Campaign Gaining Momentum

Council voted unanimously to contribute $50,000 to the project, which city staff are estimating will cost between $170,000-$200,000.

According to a staff report on the project put together by Laurie Donato, director of parks, recreation and culture, the only option is to add on to the building–all closet space and rooms used for meetings are currently at capacity.

She brought forward three options in the report:

1. An addition to the main floor of the community centre.
2. An additional floor added to the community centre.
3. A portable purchased and placed in the parking lot.

Donato provided a rough cost estimate of $425 per square foot for the main floor addition, saying she pulled that number from another Parks and Recreation Complex she was working with an architect on.

"It could be high, which I am hoping it's higher... when I compare the two projects it seems it would be a bit high for the project at the rec centre," Donato said at the council meeting.

Councillor Cody Younker and several others expressed hesitancy at giving the library money, questioning what would happen to it if the project didn't move forward.

Because although the money is coming from the Revelstoke Forestry Corporation and not taxes collected by the city, "It is important to note that the taxpayers own those dollars, as a city owned (corporation)," Coun. Younker said.

READ MORE: New chairlift and beginner zone announced at Revelstoke Mountain Resort

The motion read that the money be used to assist with construction costs–it is not a grant for indiscriminate use, said Coun. Steven Cross. However, Younker questioned whether or not council should put a timeline on when the funds need to be used.

Donato recommended the city be gracious with the timeline, but added the library needs to recognize that there is a timeline for the city when it comes to planning and construction.

Donato said the money will be added to the Parks and Recreation capital plan and the funds will be allocated as they are needed.

Earlier this year, the Columbia Basin Trust announced that it was giving $127,000 to the Revelstoke library for technological resources including cutting machine, digitization station, recording studio, virtual-reality headsets and a renovation to the library, among other things.

**READ MORE:** Revelstoke library receives funding for technology upgrades

However, the funding covers only the cost of the equipment and the library was left to find the space on their own. They have turned to the community and the city for those funds to make it possible.

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Revelstoke's Library Learning Lab Fundraising Campaign Gaining Momentum
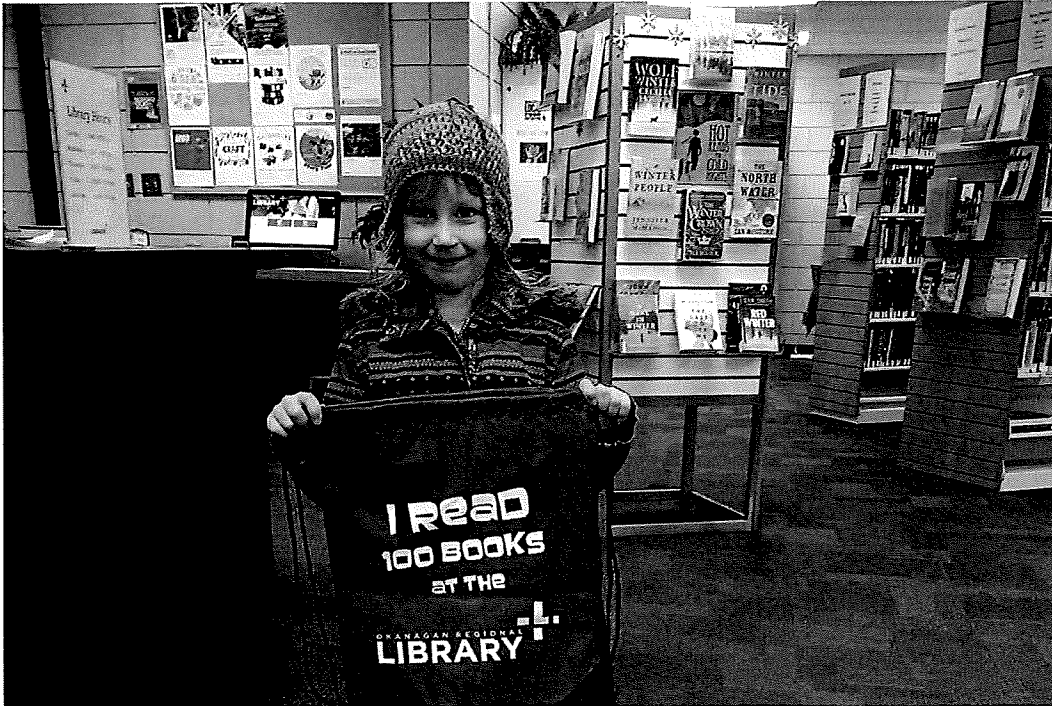
Submitted

Revelstoke's RevLab library learning lab fundraising campaign is gaining momentum thanks to generous donations from local businesses. A huge thank you to Amanda and Jamie Ngo from the Revelstoke Lodge and Louis-Marc Simard of the The Cube Boutique Hotel.

Beyond being motivated simply by generosity and a desire to contribute to the community, Amanda, Jamie, and Louis all mentioned the library's importance to the tourism industry in supporting visitors and service industry workers, and the fact that the library is a part of a suite of amenities that draws people to our community.

READ MORE: Revelstoke library fundraising for new technology centre

RevLab will be a technology-enabled maker space that will provide new and exciting opportunities for learning, innovation and creativity in the community. This no-barrier

facility will be physically part of the library and will feature the latest innovative and creative technologies and equipment that most people would otherwise not be able to access.

It will provide members of the community with the opportunity to experience and participate in hands-on digital and tech literacy and learning.

The Learning Lab will include the following:

- A multimedia recording studio that will include video recording equipment and a green screen.
- A whisper room for sound recording and podcasting.
- The full Adobe media suite installed on a computer dedicated to digital editing and production.
- A virtual gaming headset.
- Digitization equipment for converting old photos, film and audio to digital formats.
- A laptop cart for teaching digital and tech literacy.
- An expansion of current STEM teaching collection for children.

All this technology will be available free of charge, as will the teaching support provided by the library.

The Okanagan Regional Library and Columbia Basin Trust are currently contributing $175,000 to this project. This includes the cost of the above technology, as well as some of the money needed for the facility upgrade needed to house the lab.

In order to access the CBT grant, the Library needs to raise $120,000 by September. Efforts are already well underway to raise this money though the city, the CSRD, service clubs, grants, and a fundraising website: https://revlab.ca/

Many private citizens are making donations as well.

"It is increasingly apparent that being technically literate is as critical to survival in the 21st century as being able to read and write. The goal of the Revelstoke library learning lab (RevLab) is to help introduce and equip everybody in the community, no matter their age, background, or economic status, with digital literacy so that they have the oppor-

tunity to develop the skills necessary to effectively live and work in our modern world, "
Don Nettleton, CEO, Okanagan Regional Library

In our 21st century world, digital literacy is more necessary than ever before. It is the
mandate of libraries to be opportunity-makers and to provide free access to information
of all kinds. Lack of access to digital and tech learning opportunities creates significant
barriers for people as more and more business is conducted online.

The library staff routinely supports people trying to navigate government websites and
forms in order to access basic government services. The Learning Lab will provide
library staff and partners with the opportunity to be more proactive, teaching people the
transferable skills they need to better navigate the digital world.

Part of an integrated strategic tech plan that has become central to the evolution of Rev-
elstoke's vibrant entrepreneurial culture, the Library Learning Lab will provide free pub-
lic access to the opportunities created by technological and digital literacy. It will sup-
port and enhance other technology initiatives in our community.

Interested in becoming involved in the RevLab project? Go to: https://revlab.ca/ call the
library at 250-837-5095 or email community librarian Lucie Bergeron
lbergeron@orl.bc.ca.

@RevelstokeRevue
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Revelstoke library receives funding for technology upgrades

A youth checks out some virtual reality headgear at a past BC Tech Summit Youth Innovation Day in Vancouver. (File photo-Rich Lam/BC Tech Summit)

Columbia Basin Trust money will be used for virtual reality headsets and robotics equipment

Revelstoke's library has received $127,000 through the Columbia Basin Trust's Community Technology Program.

The Okanagan Regional Library applied for funding for a cutting machine, digitization station, recording studio, virtual reality headsets and a renovation to the library, among other things.

"In this digital world, technological resources are important, but obtaining them individually can be beyond the means of many," said Aimee Ambrosone, director, Delivery of Benefits, at Columbia Basin Trust. "By installing sophisticated equipment like this in

public facilities and offering digital literacy programming, people of all ages and abilities will be able to use and benefit from these tech-enabled spaces."

They were one of 19 projects selected for funding.

The two-year, $1.5-million program provides grants to registered non-profit organizations, First Nations and local governments that operate public spaces like libraries and community centres. The grants support the purchase of equipment like 3-D printers, robotics kits, recording studio equipment and computers with specialized software. If required, the organizations may also renovate their spaces and buy furniture to create suitable venues for the equipment. Programs such as classes and workshops that train people how to use the equipment are also supported.

The Community Technology Program has a two-stage application process. The next expression of interest deadline is May 6, 2019. Selected organizations will work with a program advisor to develop their project concept and write an application. Learn more at ourtrust.org/communitytech.

See the full list of projects funded through the program here.

———————————————————————————————

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CULC Government Relations Campaign - Accessing E-Content

Campaign Outreach

August 2019

Following successful outreach by CULC members at the municipal level, the e-content campaign will now focus on building further momentum through outreach to Federal Election candidates in Federal ridings within your member-library communities.

As outlined in the road map below, we want to ensure that Federal candidates are aware of the e-content issues and then ask them for a commitment that, if elected, they will work with CULC to ensure that a solution to the e-content challenge is identified and implemented.

At this time, the outcome of the election remains unclear - both in terms of which party will form government and if the government will be in a majority or minority position. Given that the Federal government's approach to the e-content challenge is likely to be different depending on which party takes power, we are seeking commitments to help solve the problem from candidates of all parties, rather than seeking support for a specific policy proposal at this time.

Road Map

- Most Federal Election candidates will be familiar with their local libraries and the importance of public library systems to their communities. However, other than some incumbents running for re-election (for example, the sitting MPs that CULC has engaged), candidates are likely unfamiliar with the problems that libraries face in accessing e-content, and the negative impact to local library users and the community.
- We are recommending three tools for your outreach to local candidates:
    1. An addressed letter to each candidate for the major political parties in your riding - so Liberal, Conservative, NDP, Green, and Bloc (in Quebec);
    2. A request for a meeting with each candidate, to further inform them on the e-content issue, and to seek their support during the campaign and if elected; and
    3. Social media messaging that will be provided to you and that can be used to further inform and engage candidates on the e-content issue.

Timing

- The Federal Election will take place on October 21, 2019.
- TSA will provide a list of all candidates (and contact information) within your region in advance of the expected official start of the election campaign (roughly September 15).
- We would ask that the addressed letter be sent to candidates no later than September 24, to maximize the amount of time for consideration and follow up.
- In person meetings should be sought before October 1 and take place no later than October 14, allowing appropriate time for follow-up to confirm support for the e-content campaign.
- Social media tools/content will be provided by TSA throughout the campaign, in order to recognize candidates who have made commitments in support of Canadians democratic

right to access information and resources and to further engage candidates who have not yet made a commitment.

Step 1 (Letter to Candidates)

- The attached letter detailing the e-content campaign and seeking support for resolving the digital content access challenges can be sent directly to candidates in early September, which will ensure that all local candidates have been identified and contacted.
- The letter can be sent by regular mail or as a pdf via email (TSA will provide addresses and/or email address for all candidates).

Step 2 (In-person Meeting)

- Once the letter has been sent, you will want to follow up with the local candidates to seek a meeting to further discuss the e-content issues.
- The attached FAQ and Key Messages will serve to guide you during the discussion with the candidate.
- Candidates will be very busy so you should expect the meeting to be short – which means ensuring you are comfortable with the messaging in advance of the meeting.
- TSA will provide a 'leave behind' document which can be left with each candidate at the conclusion of the meeting.

Step 3 (Social Media)

- Through both CULC's and local library's social media channels, we will seek to further nudge candidates to make a commitment to support the e-content campaign.
- TSA will provide social media messaging throughout the campaign which can be utilized by both CULC and local libraries.
- Via social media, we will want to show that the campaign is building momentum by drawing attention to those candidates who have agreed to support resolving the e-content issues.

Step 4 (Other opportunities)

- Each riding will have a number of all-candidate forums/debates throughout the campaign – it would be worthwhile to have library supporters (staff, board members, and users) attend those events to ask candidates where they stand on CULC's e-content campaign.
  - A question can be as simple as: "Our local public libraries play a fundamentalrole in the community. With increasing demand for digital content, how can the Federal government ensure that multinational publishers stop restricting access to material that public library users need?'

Step 5 (Follow-up)

- Send a note to all candidates you meet, thanking them for their time and consideration of the issue.
- Ask for a public statement of support for the e-content campaign.
- Provide Jefferson Gilbert and TSA (bklunder@tsa.ca) with updates on candidate responses and commitments.

Canadian Urban Libraries Council
Conseil des Bibliothèques Urbaines du Canada

CULC Government Relations Campaign - Accessing E-content
FAQ
July 2019

1. **Why is CULC launching a campaign to improve access to E-Content?**

   Multinational publishers, including Amazon, which are primarily headquartered outside Canada, are limiting public library access to e-content, and, even when a publication is made available, are making it prohibitively expensive to acquire. Licensing restrictions, embargoes, and high costs make it difficult for libraries to provide important services that contribute to a thriving and engaged democracy. Public libraries and the early literacy programs they provide are integral to developing proficient readers and to ensuring that children succeed in school. Digital literacy programs also help ensure that citizens develop capacity to contribute to our digital world. Additionally, for many, including seniors, the visually impaired, low income families, youth, and new Canadians, public libraries are a crucial tool for participation in their communities – from education to searching for jobs to consuming Canadian cultural materials.

2. **How can CULC members participate in the campaign?**

   CULC members are being provided with materials to be used for their communications with federal election candidates in advance of the October 21, 2019 federal election. These materials will be updated but consistent with previous material used in our previous successful outreach with municipalities. Materials will include op-eds for local newspapers, talking points for discussions with candidates, and draft social media messaging which CULC members can use in their own social media feeds. To build the required momentum, we ask that all members take the time to utilize the material in outreach to your local federal election candidates as part of this campaign.

3. **How does the inability to access e-content impact libraries and their users?**

   Those restrictions and costs make it difficult for libraries to provide services integral to public library users. Public library services are invaluable to developing readers and ensuring kids succeed in school. Digital literacy programs ensure folks can successfully contribute to our digital world. Additionally, for many, including seniors, the visually impaired, low income families, youth, and new Canadians, public libraries are a crucial tool for participation in their communities – from education to searching for jobs to consuming Canadian cultural materials. Restrictions on library a access to e-content hampers our capacity to provide modern, digitized services to those and other demographic groups.

4. **What digital publications are difficult to access for public libraries?**

   To some degree, all types of digital content - including fiction and non-fiction books, newspapers, magazines, and periodicals – have become either prohibitively expensive or not available to public libraries. This is especially true for digital content published by multinational publishers. By way of example, Canadian author Louise Penny's book *Kingdom of the Blind* is available to libraries for $13 as a paperback, $22 in hard cover, and $60 in digital form. The $60 cost allows the book to be checked out electronically 52 times or for 2 years – whichever happens first. A paper edition would be expected to last 3 to 4 years at a substantially reduced cost. The book is currently not available to Canadian libraries in any e-audio

format. As well, a bestselling book like David Baldacci's 'The Fallen' is available to libraries in hard copy for $22.80 and in digital form for $87.00.

5. **How successful was CULC's municipal outreach in regards to the e-content campaign?**

The municipal campaign was very successful. We have seen supportive resolutions for the e-content campaign from municipalities across the country, including Toronto, Vancouver, Ottawa, Mississauga, Cambridge, the Okanagan, Surrey and Markham. We have also seen significant media coverage including a featured story on CBC's The National. Most significant, Penguin Random House has committed to striking a Canadian Public Advisory committee and open discussions on a model that can work for libraries, authors, and Penguin Random House.

6. Is **this problem restricted to multinational publishers?**

The problem we have identified is especially apparent with multinational publishers, and also applies to Amazon.

7. **Why do libraries feel election candidates can assist in solving this problem?**

CULC's goal in reaching out to candidates is to increase understanding of the e-content issue amongst all parties and to ensure those candidates that are successful in being elected are committed to finding a solution. Once elected, we will ensure these allies are provided material to continue raising this issue until an appropriate solution is found.

8. **Aren't libraries governed provincially, why is the Federal government being targeted?**

Though some stakeholders may argue that libraries are a provincial and municipal issue, the Federal government currently has regulations under the Copyright Act in relation to book importation (which do not currently address e-content) and is best-placed to provide a comprehensive, Canada-wide solution to the e-content issue.

9. **What is CULC's proposed solution?**

We are asking the Federal government to help overcome the barriers that Canadian library users face in accessing e-content. We see three options for the federal government – first, we ask that the federal government initiate discussions with both CULC and multinational publishers to find a collaborative solution; should these efforts be unsuccessful we would ask the federal government to investigate legislative or regulatory options that would address the access to e-content issue.

Canadian Urban Libraries Council
Conseil des Bibliothèques Urbaines du Canada

About the Canadian Urban Libraries Council

Incorporated in 2008, the Canadian Urban Libraries Council (CULC) works to strengthen public library service in Canada's urban areas. CULC members are the 44 largest public library systems in Canada, along with Library and Archives Canada and the Bibliothèque et Archives nationales du Québec.

Library patrons use CULC members' 622 physical locations and digital services 384 million times annually. In 2018, patrons borrowed approximately 200 million books and other resources from CULC members. Over 8,300 people are employed full-time by CULC members and 70% of Canadians are served by a CULC member library.

Accessing Digital Publications

- Public libraries increasingly struggle to obtain digital content from multinational publishers, primarily because of the often-strict licensing limitations and prohibitive prices applied to those publications.
  - o For example, Canadian author Louise Penny's book *Kingdom of the Blind* is available to libraries for $13 as a paperback, $22 in hard cover, and $60 in digital form. The $60 cost allows the book to be checked out electronically 52 times or for 2 years – whichever happens first. A paper edition would be expected to last 3 to 4 years at a substantially reduced cost. The book is currently not available to Canadian libraries in any e-audio format.

- Barriers to public libraries accessing digital publications hamper users ability to access digitized services. This is exacerbated when some digital content are *only* be available to us in digital forms.
  - o For many library users, including seniors, low income families, youth, and new Canadians, libraries are a crucial tool for participation in their communities – from education, to searching for jobs, to consuming Canadian cultural materials. Barriers to digital access at libraries impact these patrons disproportionately.

- Public libraries provide integral services that contribute to thriving communities. It is essential that library users have access to digital resources.
  - o For example, public library early literacy programs are integral to developing proficient readers and giving children the tools to succeed in school and, public library digital literacy programs help ensure that all citizens have the ability to contribute to our digital world.

- CULC/CBUC members spend approximately $112 million in public funds annually on library materials (books, e-content, streaming music and film, etc.), including more than $11 million on digital resources, but we need our government partners to do more to help us ensure that public libraries have access to affordable digital publications.

- CULC/CBUC is asking candidates from all political parties to commit that, if elected, they will work to ensure that the Federal government plays a key role in alleviating the lack of access to e-content, so that public libraries can meet the growing demand for digital publications.
  - o Collaborative action on this issue will drive significant public benefits. Recent studies by the Martin Prosperity Institute, the British Library, and the Library Research Service demonstrated that every $1 dollar spent on public libraries – including on e-books and other digital services – generates an economic return of $5 or more.

Canadian Urban Libraries Council /Conseil des Bibliothèques Urbaines du Canada
349 Main Street, Bloomfield, ON K0K 1G0
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(416) 699-1938
Executive Director/ directeur exécutif: Jefferson Gilbert – jgilbert@culc.ca

Canadian Urban Libraries Council
Conseil des Bibliothèques Urbaines du Canada

CULC Government Relations Campaign - Accessing E-Content
Key Messages
August 2019

- Members of the Canadian Urban Libraries Council (CULC) spend approximately $100 million in public funds annually on library resources.

- Even with that significant expenditure, we increasingly struggle to obtain e-content from multinational publishers, due to cost pressures and often-strict licensing limitations applied to e-content.

- In order to properly service our communities – including vulnerable groups like seniors, lower income individuals, and youth at risk that benefit from library access – we need to ensure that we Canadians have access to e-content.

- Publishers, primarily headquartered outside Canada, are limiting Canadian libraries' access to e-content, and, even when a publication is made available, are making it prohibitively expensive to acquire e-content. By way of example, Canadian author Louise Penny's book 'Kingdom of the Blind' is available to libraries for $13 as a paperback, $22 in hard cover and $60 in digital form. The $60 cost allows the book to be checked out electronically 52 times or for 2 years – whichever happens first. A paper edition would be expected to last 3 to 4 years at a substantially reduced cost. The book is currently not available to Canadian libraries in any e-audio format.

- Those restrictions and costs make it difficult for libraries to provide invaluable services that contribute to thriving and engaged communities. Public libraries and the early literacy programs that they run are integral to developing proficient readers and ensuring that children succeed in school. Digital literacy programs also help ensure that citizens can contribute to our digital world.

- Additionally, for many, including seniors, low income families, youth, and new Canadians, libraries are a crucial tool for participation in their communities – from education to searching for jobs to consuming Canadian cultural materials.

- Barriers to libraries accessing e-content hamper our capacity to provide modern, digitized services to those demographic groups and to other public library users. This is exacerbated when some publications may only be available to us in digital forms.

- Municipalities across Canada having indicated their support for CULC's campaign to increase e-content for public library users and public libraries across Canada.

- We are asking candidates from all parties in this falls' federal election to recognize the fundamental role that libraries play in our communities and to commit to work collaboratively with us to find a solution to ensure Canadians have access to e-content.

TO GO ON LIBRARY LETTERHEAD

Dear -:

I am writing on behalf of the public libraries in [name of federal riding], which provide essential services and are integral parts of our communities, to seek your support on an issue important to providing comprehensive, modern library services.

The Canadian Urban Libraries Council, of which [local library board] is a member, is asking candidates from all political parties in this October's Federal election to commit to working collaboratively to ensure that multinational publishers provide Canada's public libraries with affordable access to e-content, to meet the needs of public library users in our community and across the country.

Public libraries increasingly struggle to obtain or e-content from multinational publishers, primarily because of the often-strict licensing limitations and prohibitive prices applied to those publications. For example, Canadian author Louise Penny's book *Kingdom of the Blind* is available to public libraries for $13 as a paperback, $22 in hard cover, and $60 as an e-Book.

Moreover, *Kingdom of the Blind*, like numerous other publications, is currently not available to Canadian libraries in any e-audio format due to exclusive licensing models that are not offered to public libraries. which disadvantages those who have visual impairments or otherwise require e-audio formats to access written materials.

Barriers to public libraries accessing e-content hamper our capacity to provide modern, digitized services to our patrons. This is made worse when some publications are *only* available in digital formats.

Libraries and the programs they provide are integral to ensuring a thriving democracy. Public library digital literacy programs help ensure that citizens are able to contribute to our digital world. Additionally, for many seniors, lower income families, youth, and new Canadians, public libraries provide access to resources they may not otherwise be able to obtain. Canadians rely on libraries as an important tool for their participation in the community - from early literacy and education to searching for jobs to consuming Canadian cultural materials. It is essential that we have affordable access to e-content, so that all Canadians can benefit from the growing trend towards digitization.

I'd appreciate hearing from you at your earliest convenience to confirm that you are prepared to commit to working with us to libraries across Canada have the access to e-content required to properly serve our communities.

Your sincerely,

Prefix	First Name	Last Name	Gender	Party	Riding	Prov.	Incumbent	Twitter	Email	Campaign Office Address	Telephone
Mr.	Dan	Albas	M	CPC	Central Okanagan—Similkameen—Nicola	BC	Y	DanAlbas			
Mr.	Robert	Mellalieu	. M	GPC	Central Okanagan—Similkameen—Nicola	BC	N		robert.mellalieu@greenparty.ca		250-317-7788
Dr.	Mary Ann	Murphy	F	LPC	Central Okanagan—Similkameen—Nicola	BC	N	Murphy4COSN	info@teammurphy.ca		(250) 258-2421
Ms.	Joan	Phillip	F	NDP	Central Okanagan—Similkameen—Nicola	BC	N	NDPJoan	joan.phillip@ndp.ca	2525 Crestview Road West Kelowna, BC V1Z1Z4	250-863-3544
Mr.	Allan	Duncan	M	PPC	Central Okanagan—Similkameen—Nicola	BC	N				
Ms.	Tracy	Gray	F	CPC	Kelowna—Lake Country	BC	N	TracyGrayKLC	ready@votetracygray.com		250-469-9622
Mr.	Travis	Ashley	M	GPC	Kelowna—Lake Country	BC	N		travis.ashley@greenparty.ca		250-575-2528
Mr.	Stephen	Fuhr	M	LPC	Kelowna—Lake Country	BC	Y	FuhrMP	fuhr2019.ca@gmail.com	426A Bernard Avenue Kelowna, BC V1Y 6N7	778-436-8646
Mr.	Justin	Kulik	M	NDP	Kelowna—Lake Country	BC	N	JustinKulik		168 Asher Rd Kelowna, BC V1X 3H6	778-753-6299
Mr.	Salomon	Rayek	M	PPC	Kelowna—Lake Country	BC	N				
Mr.	Robert	Morrison	. M	CPC	Kootenay—Columbia	BC	N	.	rob@morrisonformp.ca	535 Victoria Ave N Cranbrook, BC V1C 6S3	1-800-489-5877
Ms.	Abra	Brynne	F	GPC	Kootenay—Columbia	BC	N				
				LPC	Kootenay—Columbia	BC					
Mr.	Wayne	Stetski	M	NDP	Kootenay—Columbia	BC	Y	WayneStetski			
				PPC	Kootenay—Columbia	BC					
Mr.	Mel	Arnold	M	CPC	North Okanagan—Shuswap	BC	Y	MelArnoldMP			
Mr.	Marc	Reinzarz	M	GPC	North Okanagan—Shuswap	BC	N		marc@greenparty.ca		
Mrs.	Cindy	Derkaz	F	LPC	North Okanagan—Shuswap	BC	N	CDerkaz	cindy@cindyderkaz.ca	2908 30th Avenue Vernon, BC V1T 2B7	778-790-0727
Mr.	Harwinder	Sandhu	M	NDP	North Okanagan—Shuswap	BC	N		Harwinder.Sandhu@ndp.ca		
Mr.	Kyle	Delfing	M	PPC	North Okanagan—Shuswap	BC	N		kd4theppc@gmail.com		250-241-4846
Ms.	Helena	Konanz	F	CPC	South Okanagan—West Kootenay	BC	N	helenakonanz	helena@swok.ca	483 Main St Penticton, BC V2A 5C4	250-809-2897
Ms.	Tara	Howse	F	GPC	South Okanagan—West Kootenay	BC	N		tara.howse@greenparty.ca	376 Main Street Penticton, BC V2A 5C3	
Ms.	Constance	Denesiuk	F	LPC	South Okanagan—West Kootenay	BC	N	ConnieGDenesiuk			
Mr.	Richard	Cannings	M	NDP	South Okanagan—West Kootenay	BC	Y	CanningsNDP	richard.cannings@ndp.ca		
				PPC	South Okanagan—West Kootenay	BC	N				