

NOTICE OF MEETING

Okanagan Regional Library Board will meet Wednesday, October 10, 2018

VIA TELECONFERENCE

or at Library Headquarters 1430 K.L.O. Road, Kelowna, BC

> In-Camera Meeting 9:30 AM – 9:45 AM

Regular Meeting 9:45 AM – 10:15 AM



AGENDA

OKANAGAN REGIONAL LIBRARY BOARD REGULAR MEETING

VIA TELECONFERENCE

AND LIBRARY HEADQUARTERS BOARDROOM 1430 K.L.O. ROAD, KELOWNA, BC WEDNESDAY, OCTOBER 10, 2018 9:45 AM – 10:15 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

9:45 AM

1. AGENDA REVIEW

9:45 - 9:46 AM

MOTION:

THAT the agenda be adopted.

2. ADOPTION OF PREVIOUS MINUTES – September 5, 2018 (pgs. 3 – 7) 9:46 – 9:47 AM

MOTION:

THAT the minutes of the regular Board meeting held September 5, 2018 be adopted.

3. CFO REPORT – Jeremy Sundin

9:47 - 9:52 AM

- Financial Update: January 1, 2018 to August 31, 2018 (pgs. 8 – 15)

MOTION

To receive for information.

4. HUMAN RESOURCES REPORT – Carla Phillips

9:52 - 9:57 AM

Safety Update (pg. 16)

5. CEO REPORT – Don Nettleton

9:57 - 10:03 AM

- Memo dated October 5, 2018 (pgs. 17 – 18)

6. MEETING SCHEDULE - 2019 (pg. 19)

10:03 - 10:05 AM

Motion:

To approve the 2019 Board Meeting Schedule as presented.

7. CHAIR REPORT - Catherine Lord

10:05 - 10:10 AM

- Appoint Nominations Committee for Election of 2019 Board Officers

8. TRUSTEE REPORTS

10:10 - 10:15 AM

9. NEW BUSINESS

10.NEXT MEETING - Wednesday, February 20, 2019

(Subject to approval of Item 6 above)

11. MOTION TO ADJOURN



DRAFT

MINUTES OF THE REGULAR MEETING OF THE LIBRARY BOARD HELD AT LIBRARY HEADQUARTERS, BOARDROOM 1430 KLO ROAD, KELOWNA, BC ON WEDNESDAY, SEPTEMBER 5, 2018

"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."

MEMBERS PRESENT:

Linda Fisher, Armstrong
Pat Cochrane, Coldstream
Tundra Baird, Enderby
Tracy Gray, Kelowna
Sherry Philpott-Adhikary, Keremeos
Todd McKenzie, Lake Country
David Mattes, Oliver
Carol Youngberg, Osoyoos
Mario Vucinovic, Peachland
Rosemary Doughty, Princeton
Linda Nixon, Revelstoke via teleconference

Tim Lavery, Salmon Arm Janna Simons, Sicamous Andrew Casson, Spallumcheen Erin Carlson, Summerland Catherine Lord, Vernon Bryden Winsby, West Kelowna Hank Cameron, NORD Karla Kozakevich, OSRD Wayne Carson, CORD

MEMBERS ABSENT:

Caleb Moss, Golden Roxanne Lindley, Westbank First Nation Larry Morgan, CSRD Nick Hodge, Lumby

STAFF PRESENT:

Don Nettleton, Chief Executive Officer
Christine McPhee, Director of Public Services – South
Jeremy Sundin, Chief Financial Officer
Jeff Campbell, Chief Technology Officer
Carla Phillips, Director of Human Resources
Michal Utko, Director of Marketing and Communications
Leah Samson, Administrative Services Manager/Recording Secretary

GUESTS:

Wendy Jewel, CUPE Representative

Tara Thompson, PEA Representative

CALL TO ORDER

The meeting was called to order at 9:55 AM.

Jeremy Sundin was welcomed to the ORL as the Library's new Chief Financial Officer. He comes with experience in the municipal sector, most recently as the Director of Finance for the Village of Lumby.

1. ADOPTION OF AGENDA

MOTION #1 Moved by Tracy Gray, seconded by Karla Kozakevich, THAT the agenda be adopted CARRIED

2. ADOPTION OF PREVIOUS MINUTES – May 16, 2018

MOTION #2

Moved by Sherry Philpott-Adhikary, seconded by Karla Kozakevich, THAT the minutes of the regular library board meeting held May 16, 2018 be adopted. CARRIED

3. REVISED WEIGHTED VOTE SHEETS 2018/2019

Population figures are received annually from the Libraries Branch at the Ministry of Education, and these figures are used for levy calculations and weighted board votes. Board members were provided with the information received from the Ministry, and advised of the changes to weighted votes as they relate to population changes over the past year.

MOTION #3

It was moved and seconded,

THAT the revised weighted vote sheet for 2018/2019 be accepted as presented. CARRIED

As per Board Policy, Section II, the weighted vote sheet will be used for all weighted votes going forward.

4. FINANCE COMMITTEE REPORT – Chair Bryden Winsby

4.1. 2019 Draft Budget Presentation

Board members viewed a presentation of the proposed 2019 budget, which reflects an increase to expenditures of 2.55% to \$19,668,010. The main increases relate to inflation, full time security for Kelowna and Vernon branches, a technology support position, and minor increases for staff training and programming equipment.

MOTION #4

Moved by Bryden Winsby, seconded by Dave Mattes,

THAT the 2019 Operating Budget Plan, with a net budget increase of 2.55% and total expenditures of \$19,668,101, be approved as presented.

By weighted vote

For: 339 Opposed: 0

CARRIED UNANIMOUSLY BY WEIGHTED VOTE.

MOTION #5

Moved by Bryden Winsby, seconded by Andrew Casson,

THAT the 2019 Working Reserve Spending Plan Summary be approved as presented. By weighted vote

For: 339 Opposed: 0

CARRIED UNANIMOUSLY BY WEIGHTED VOTE.

4.2. Member Assessment Levy Spreadsheet - 2018/2019

Board members reviewed the population and converted value of land and improvements figures for shared cost apportionment and weighted vote purposes. These figures are received annually from the Libraries Branch at the Ministry of Education, and are based on census populations and BC Assessment values.

MOTION #6

Moved by Tim Lavery, seconded by Tundra Baird,

THAT the 2018/2019 Member Assessment Levy Spreadsheet be accepted as presented.

By weighted vote

For: 339 Opposed: 0

CARRIED UNANIMOUSLY BY WEIGHTED VOTE

5. STAFF REPORTS

5.1. CFO Report – Jeremy Sundin

Board members viewed a presentation of the financial status of the Library for January 1 to June 30, 2018. Jeremy Sundin concluded that results to June 30 are generally consistent with expectation and in-line with the budget. There does not appear to be anything requiring Board attention at this time.

MOTION #7

Moved by Dave Mattes, seconded by Rosemary Doughty, THAT the Financial Report be received for information. CARRIED

5.2. CEO Report – Don Nettleton

Board members heard a report which highlighted how the ORL continues to move forward on their strategic plan in areas focused on diverse community programming for all ages. Highlights of the report were:

- System-wide programming with a technology and 3-D printer tour, children's Bubble Man and Magic Shows, and the Summer Reading Club;
- Citizenship Ceremonies held at the Kelowna branch;
- American Sign Language Programs held at the Rutland branch;
- Ongoing fundraising efforts, including a Telus donation of \$15,000 earmarked for future maker space in the Kelowna branch;
- Canada Post grant which will support the Lumby Branch literacy program;
- Retirements of long-time staff members Sheila Coe, Vicky White, and Judy Bartosh;

- New leadership roles for Kristy Hennings in Vernon branch, Alison Hayman in Rutland branch, and Richard Kicksee in Mission branch;
- Update on the ORL's partnership with UBCO for a space within their library, which is near completion;
- Renovation plans for the Salmon Arm branch, which are expected to complete before year end;
- New service options for the West Kelowna area;
- Revisions of the library's emergency procedures, critical incident debriefing and staff training, which are well underway.

Mr. Nettleton will be reviewing the strategic plan over the coming months and will report back to the board in the New Year.

New board member orientations will be held after the municipal elections and after the new library trustee appointments are made.

Mr. Nettleton will be doing council visits in the coming year.

MOTION #8
Moved by Bryden Winsby, seconded by Karla Kozakevich,
THAT the CEO Report be received for information.
CARRIED

5.3. Marketing and Communications Report - Michal Utko

Board members viewed a presentation of project highlights and programs that were held at ORL branches, including the maker crew tour, green screens and the children's bubble man program.

MOTION #9
Moved by Karla Kozakevich, seconded by Tim Lavery,
THAT the Marketing and Communications Report be received for information.
CARRIED

6. CHAIR REPORT – Catherine Lord

Catherine Lord reported on the successful transition of the CEO position and the ORL's service provisions.

She then reported on the upcoming Union of BC Municipalities Convention and referenced the resolution for funding BC public libraries. She stressed the importance of board members to continue to advocate with government officials for additional funding for public libraries.

Next month will Councillor Lord's last board meeting, as she will not be running in the upcoming election. A new board chair will be elected in February 2019.

7. BC LIBRARY TRUSTEES' ASSOCIATION (BCLTA) REPORT – Erin Carlson

Erin Carlson advised that there is no new information since her last report. Her term as BCLTA Director has ended, however she will remain the ORL's liaison until the board makes their annual appointment in February 2019.

MOTION #10
Moved by Wayne Carson, seconded by Tundra Baird,
THAT the BCLTA report be received for information.
CARRIED

8. TRUSTEE REPORTS

Board members will sometimes report on branch visits or library related events in their community

It was suggested that the ORL consider the value of having a trade show booth at the 2019 Southern Interior Local Government Association Convention, to be held in Penticton April 30 to May 3.

9. NEW BUSINESS

None.

10. NEXT MEETING

Wednesday, October 10, 2018

11. ADJOURNMENT

MOTION #11 Moved by Todd McKenzie, seconded by Carol Youngberg, THAT the meeting be adjourned. CARRIED

The meeting adjourned at 10:49 AM.





REPORT

File No. 100.4

To: Okanagan Regional Library Board of Directors

From: Chief Financial Officer

Date: October 1, 2018

Subject: Financial Update Report for January 1, 2018 to August 31, 2018 (8 Months)

RECOMMENDATION

That the Board receive the October 1, 2018 Financial Update Report for information.

BACKGROUND

The *Library Act*, Part 3, Section 25 – Budget and financing, requires the library board to prepare and approve a budget for providing library service. The 2018 budget was presented at the September 20, 2017 regular Board meeting and approved at the November 15, 2017 meeting.

The attached **Appendix 1** provides the Board with an interim financial report (receipts and disbursements) to August 31, 2018, along with the annual budget and other useful information, such as variances. The report has been prepared on a cash basis, meaning accounting accruals have not been made to ensure the most accurate cutoff. 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 on Municipalities and Regional Districts

No unexpected variances and results are in line with expectation. The YTD variances that stand out for a number of the member communities are as a result of quarterly payments being received in August instead of September where the quarterly payment is budgeted (early payments will create temporary variances like this).

Receipts – Government & Other Resources

There is little to note in this category of receipts. The total YTD variance for the category is 2%, so relatively insignificant. The Federal grants (payments in lieu of taxes for federal properties such as RCMP detachments) appears a little low due to way they are budgeted, with 1/12 being budgeted each month while the actual receipt comes whenever the individual local governments decides to remit the payment. Fines, damage and replacement revenue is modestly under budget, while printing revenue exceeds the budget by almost the same amount.



Disbursements

Remuneration and benefits is lower than budgeted to August 31st by approximately \$456,000 or 7.41% of the budgeted amount for the first eight (8) months of the year. The vast majority of this variance can be attributed to unfilled vacancies. Unfilled vacancies can strain staffing resources and have other repercussions but are generally tolerable over the short term as ORL actively seeks to fill the roles. Other than unfilled vacancies, the remaining variance is explained by savings resulting from reduced Medical Service Plan (MSP) expenses, which will be transferred to reserve at year-end for use in 2019 when both MSP and the new Employer Health Tax will be incurred.

Rent expense appears low, however this is not actually the case. There is a difference between how the budget is imported into the ORL accounting system and how the rent expense is being reported (this often has no effect but does in this instance). The budget has been imported monthly, however there are a number of instances where rent is paid by the ORL quarterly. As a result there is eight (8) months of budget being presented but only two (2) quarterly payments (equivalent to 6 months). In terms of reporting on rental expense, this issue only presents itself when the reporting in not on a quarterly cutoff (March, June, September and December) such as this report that includes up to August 31st. The next report to the Board will be for the full year and so this issue will not be present.

Books, periodicals and video cassettes is effectively on budget for the 8 month period compared to the budget to August 31st. As expected the pace of these purchases slowed since June 30th, which as the Board may recall from the last update had been ahead of schedule due to more aggressive acquisitions while the key staff who made these purchases was still with ORL.

Computer (IT) expenses to August 31st appear to exceed the budget to this date. This can be attributed to the timing of when these purchases are made. The expectation is that Computer (IT) expenses will be approximately equal to the annual budget at year-end.

Transportation – fuel, repairs and insurance seems low, however a major contributor to this category, insurance, is recorded when the invoice is paid – this occurred in September (the month following the cutoff for this report).

Staff development expenses continues to be a little low to August 31st. In discussion with the Director of Human Resources, there are still plans to see more of these expenses in the remaining months and so the variance by year-end should be much less.



The Reserve transactions and allocation are generally not made until year-end, and so the nil values for these line items is expected, which is why there is no observed budget variance as the budget is all placed in the final month of December.

BUDGET AND COST IMPACTS

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

CONCLUSION

The ORL's financial results to August 31st 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



Okanagan Regional Library

Appendix 1

Interim Financial Report

(Receipts & Disbursements)

January 1, 2018 to August 31, 2018



2018-08-31

	_	ACTUAL YR.TO D	BUDGET YR.TO D		VARIANCE YR.TO D	BUDGET -YEAR-	-	VARIANCE From Annual—	% RECEIVED -Annual-
RECEIPTS **TAX LEVY ON MUNICIPALITIES AND REG. DISTRICTS*									
ARMSTRONG-CITY-ASSESSMENT	\$	138,178	\$ 92,118	-\$	46,060	\$ 184,237	\$	46,059	75.0%
CENTRAL/OKAN. RD - ASSESSMENT	\$	152,226	\$ 152,226	\$	0	\$ 304,452	\$	152,226	50.0%
COLDSTREAM-CORP-ASSESSMENT	\$	331,807	\$ 221,204	-\$	110,603	\$ 442,409	\$	110,602	75.0%
COL/SHUSWAP RD - ASSESSMENT	\$	409,406	\$ 409,406	\$	0	\$ 818,812	\$	409,406	50.0%
ENDERBY-CITY-ASSESSMENT	\$	76,988	\$ 51,326	-\$	25,662	\$ 102,651	\$	25,663	75.0%
GOLDEN-CITY-ASSESSMENT	\$	152,407	\$ 152,408	\$	1	\$ 304,814	\$	152,407	50.0%
KELOWNA-CITY-ASSESSMENT	\$	3,104,193	\$ 3,104,192	-\$	1	\$ 6,208,386	\$	3,104,193	50.0%
KEREMEOS-TOWN-ASSESSMENT	\$	26,765	\$ 26,766	\$	1	\$ 53,531	\$	26,766	50.0%
LAKE COUNTRY-ASSESSMENT	\$	303,787	\$ 303,788	\$	1	\$ 607,575	\$	303,788	50.0%
LUMBY-VILLAGE-ASSESSMENT	\$	50,225	\$ 33,484	-\$	16,741	\$ 66,967	\$	16,742	75.0%
NORTH OKAN. RD - ASSESSMENT	\$	363,946	\$ 363,946	\$	0	\$ 727,892	\$	363,946	50.0%
OLIVER-TOWN-ASSESSMENT	\$	95,341	\$ 95,340	-\$	1	\$ 190,682	\$	95,341	50.0%
OKAN/SIMILK. R.D ASSESSMENT	\$	613,964	\$ 409,310	-\$	204,654	\$ 818,619	\$	204,655	75.0%
OSOYOOS-TOWN-ASSESSMENT	\$	128,286	\$ 128,286	\$	0	\$ 256,572	\$	128,286	50.0%
PEACHLAND-DISTRICT-ASSESSMENT	\$	125,607	\$ 125,606	-\$	1	\$ 251,213	\$	125,606	50.0%
PRINCETON-TOWN-ASSESSMENT	\$	96,774	\$ 64,516	-\$	32,258	\$ 129,032	\$	32,258	75.0%
REVELSTOKE-CITY-ASSESSMENT	\$	160,546	\$ 160,546	\$	0	\$ 321,092	\$	160,546	50.0%
SALMON ARM-DISTRICT-ASSESSMENT	\$	356,396	\$ 356,396	-\$	0	\$ 712,793	\$	356,397	50.0%
SICAMOUS ASSESSMENT	\$	130,588	\$ 72,710	-\$	57,878	\$ 145,420	\$	14,832	89.8%
SPALLUMCHEEN-TOWNSHIP-ASSESSMT	\$	101,502	\$ 101,502	-\$	0	\$ 203,005	\$	101,503	50.0%
SUMMERLAND-DISTRICT-ASSESSMENT	\$	245,842	\$ 245,842	-\$	0	\$ 491,685	\$	245,843	50.0%



(continued)

)18-08-31 ACTUAL YR.TO D		BUDGET YR.TO D		VARIANCE YR.TO D		BUDGET -YEAR-		VARIANCE rom Annual—	% RECEIVED -Annual-
SUMMERLAND-DISTRICT-ASSESSMENT	\$	245,842	\$	245,842	-\$	0	\$	491.685	\$	245,843	50.0%
VERNON-CITY-ASSESSMENT	\$	878.914		878,912		2	*	1,757,825	•	878,911	50.0%
WESTBANK FIRST NATIONS -ASSESSMENT	\$	197,405	\$	197,406		1	\$	394,811		197,406	50.0%
WEST KELOWNA-ASSESSMENT	\$	735,495	\$	735,496		1	\$	1,470,990		735,495	50.0%
	-\$	8,976,589		8,482,732		493,857	<u> </u>	16,965,465		7,988,876	52.9%
FROM GOVERNMENT & OWN RESOURCES											
PROV OF B.C PER CAPITA GRANT	\$	1,008,062	\$	1,008,808	\$	746	\$	1,008,808	\$	746	99.9%
GRANTS-FEDERAL	\$	33,020		51,333		18,313		77,000		43,980	42.9%
GRANTS-OTHER	\$	-	\$	4,333		4,333	\$	6,500	\$	6,500	0.0%
CIRC. REV FINES & DAMAGED BKS	\$	138,059	\$	155,006	\$	16,947	\$	232,509	\$	94,450	59.4%
MEETING ROOM RENTAL	\$	10,866	\$	9,333	-\$	1,533	\$	14,000	\$	3,134	77.6%
INTERNET PRINTING REVENUE	\$	23,836	\$	7,837	-\$	15,999	\$	11,755	-\$	12,081	202.8%
KEYCARD REVENUE	\$	833	\$	-	-\$	833	\$	-	-\$	833	-
INTEREST AND EXCHANGE GAIN REV	\$	6,666	\$	15,067	\$	8,401	\$	22,600	\$	15,934	29.5%
COPIER REVENUE	\$	5,017	\$	7,983	\$	2,966	\$	11,975	\$	6,958	41.9%
SUNDRY INCOME	\$	7,499	\$	-	-\$	7,499	\$	-	-\$	7,499	-
DONATIONS REVENUE	\$	500	\$	-	-\$	500	\$	-	-\$	500	-
MFA ACTUARIAL	\$	-	\$	-	\$	-	\$	135,488	\$	135,488	0.0%
INTER LIBRARY LOANS-NET	-\$	268	\$	-	\$	268	\$	-	\$	268	-
Subtotal Gov't and Own Resources	-\$	1,234,090	-\$	1,259,701	-\$	25,611	-\$	1,520,635	-\$	286,545	81.2%
						2.0%					
ORL owned buildings rent chargeback income	\$	317,341	\$	317,341	\$	-	\$	634,682	\$	317,341	50.0%
TOTAL RECEIPTS	<u>-\$</u>	10,528,020	-\$	10,059,774	\$	468,246	-\$	19,120,782	-\$	8,592,762	55.1%

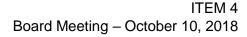


2018-08-31											
		ACTUAL	ı	BUDGET	_ \	/ARIANCE		BUDGET		VARIANCE	% SPENT
		YR.TO D		YR.TO D		YR.TO D		-YEAR-	-	From Annual—	-Annual-
DISBURSEMENTS											
REMUNERATION AND FRINGE BENEFITS											
REMUNERATION	\$	4,781,167	\$	5,069,127	\$	287,960	\$	7,650,315	\$	2,869,148	62.5%
FRINGE BENEFITS	\$	917,263	\$	1,085,079	\$	167,816	\$	1,627,618	\$	710,355	56.4%
SUBTOTAL	\$	5,698,430	\$	6,154,206	\$	455,776	\$	9,277,934	\$	3,579,503	61.4%
RENT AND PROPERTY EXPENSES											
RENT	\$	1,507,805	\$	1,767,219	\$	259,414	\$	2,650,829	\$	1,143,024	56.9%
LTD PRINCIPAL AND INTEREST	\$	716,274	\$	716,274	\$	-	\$	1,214,267	\$	497,993	59.0%
PROPERTY EXPENSES	\$	811,751	\$	819,809	\$	8,058	\$	1,229,714	\$	417,963	66.0%
SUBTOTAL	\$	3,035,830	\$	3,303,302	\$	267,473	\$	5,094,810	\$	2,058,980	59.6%
BOOKS,PERIODICALS,VIDEO,CASSETTES	\$	1,663,465	\$	1,657,059	-\$	6,406	\$	2,485,589	\$	822,124	66.9%
OTHER EXPENSES											
BINDING & MENDING	\$	8,073	\$	20,000	\$	11,927	\$	30,000	\$	21,927	26.9%
BOARD EXPENSES.	\$	4,986	\$	13,427	\$	8,442	\$	20,141	\$	15,156	24.8%
BOOK DEPOSIT GRANTS	\$	2,000	\$	3,000	\$	1,000	\$	3,000	\$	1,000	66.7%
CHILDRENS PROGRAMMES	\$	15,073	\$	12,888	-\$	2,185	\$	19,333	\$	4,260	78.0%
COLLECTION AGENCIES	\$	-	\$	9,520	\$	9,520	\$	14,280	\$	14,280	0.0%
COMMUNICATIONS & MARKETING	\$	28,042	\$	30,421	\$	2,379	\$	45,632	\$	17,590	61.5%
COMPUTER EXPENSES	\$	391,653	\$	370,955	-\$	20,699	\$	556,431	\$	164,778	70.4%
EQUIPMENT REPS. & RENEWALS	\$	12,556	\$	8,840	-\$	3,716	\$	13,260	\$	704	94.7%
LOAN INTEREST & BANK CHARGES	\$	3,588	\$	5,333	\$	1,746	\$	8,000	\$	4,412	44.8%



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	ACTUAL		BUDGET		VARIANCE		BUDGET		VARIANCE	% SPENT
	 YR.TO D		YR.TO D		YR.TO D		-YEAR-	-1	From Annual—	-Annual-
MEMBERSHIPS	\$ 12,083	\$	12,920	\$	837	\$	19,380	\$	7,297	62.3%
PENTICTON LIBRARY FEE	\$ 36,190	\$	40,000		3,810	\$	40,000		3,810	90.5%
POSTAGE & FREIGHT	\$ 33,512	\$	41,507	\$	7,994	\$	62,260	\$	28,748	53.8%
PROFESSIONAL FEES	\$ 48,069		52,847		4,778	\$	75,970		27,901	63.3%
SPECIAL PROGRAMMES	\$ 1,196		25,514		24,318	\$	38,270	\$	37,074	3.1%
SUNDRY EXP.	\$ -	\$	667	\$		\$	306,631	\$	306,631	0.0%
SUPPLIES	\$ 79,430	\$	81,104	\$	1,674	\$	121,655	\$	42,225	65.3%
TELEPHONE & TEL.MAINT	\$ 15,754	\$	21,367	\$	5,613	\$	32,050	\$	16,296	49.2%
TRANSPORT-FUEL, REPS, INS ETC	\$ 47,431	\$	76,942	\$	29,511	\$	115,413	\$	67,982	41.1%
TRANSPORT-MILGE,SUNDS,GST ETC	\$ 6,993	\$	10,507	\$	3,514	\$	15,760	\$	8,767	44.4%
VIRTUAL BRANCH DEPT EXP.	\$ -	\$	10,000	\$	10,000	\$	15,000	\$	15,000	0.0%
WORKERS COMPENSATION BOARD	\$ 14,311	\$	16,380	\$	2,069	\$	24,570	\$	10,258	58.2%
RECRUITMENT, TRAVEL & SUNDRY	\$ 16,911	\$	9,851	-\$	7,060	\$	14,777	-\$	2,135	114.4%
STAFF DEVELOPMENT, & MEETINGS	\$ 25,407	\$	88,517	\$	63,110	\$	132,775	\$	107,369	19.1%
INSURANCE	\$ -	\$	-	\$	-	\$	51,000	\$	51,000	0.0%
RESERVES-ALLOCATION-EQUIPMENT	\$ -	\$	-	\$	-	\$	182,500	\$	179,793	0.0%
RESERVES APPROPN-AUTOMATION	\$ -	\$	-	\$	-	\$	126,850	\$	126,850	0.0%
RESERVES - STRATEGIC PLANNING	\$ -	\$	-	\$	-	\$	2,000	\$	2,000	0.0%
BUILDING RESERVE FUNDS	\$ -	\$	-	\$	-	\$	114,000	\$	114,000	0.0%
OTHER RESERVE FUNDS	\$ -	\$	-	\$	-	\$	61,511	\$	61,511	0.0%
	\$ 803,259	\$	962,506	\$	159,247	\$	2,262,449	\$	1,459,190	35.5%
TOTAL DISBURSEMENTS	\$ 11,200,984	\$	12,077,074	\$	876,090	\$	19,120,782	\$	7,919,797	58.6%
NET DISBURSEMENTS OVER RECEIPTS	\$ 672,964	\$	2,017,301	\$	1,344,336	-\$	0	-\$	672,965	





HUMAN RESOURCES REPORT TO THE BOARD SAFETY UPDATES - October 3, 2018

1. Security Summary

Kelowna and Vernon branches ran a pilot project with full time security from November 2017 through to May 2018. The result of the pilot was the approval of a budget line item to pay for the ongoing costs of one full time security presence in each of these branches for all their open hours.

Incidents continue to happen in both locations, though most of the minor incidents are handled and reported by the security staff. In Kelowna, Paladin Security guards have filed 173 incident reports this year and branch staff have filed 56. This is a substantial decrease in staff workload. Prior to security being on site and filing their own reports, staff would average 30 incident reports per month in Kelowna.

In Vernon, Paladin Security took a little longer getting consistent guards and training them with the online incident filing technology. They now have been doing this since April and to date have filed 35 incidents this way. Consequently Vernon staff have done more incident reporting but still have only filed 83 reports to the end of September compared to 331 by the end of September last year.

Staff Feedback:

- The feeling of a safe library by our staff is something that we're able to project to the public.
- Reduction in managing the minor incident reporting has decreased workload and stress.
- Regular washroom checks and outside perimeter checks by the guards diminish the amount of time previously needed to survey the library by staff.
- Having the time to cultivate a busy, active library so the nooks and crannies throughout the building
 are less attractive for some behaviours, and getting to know the majority of our regular patrons are
 two of our best defences in maintaining a safe and secure library.
- Happier staff.
- Being able to focus on their jobs.

2. Naloxone Administration

While there has been much discussion around the hosting and usage of Naloxone Kits in our branches (primarily the six larger ones), there is still more discussion to occur at our Safety Response Committee meeting October 25th, 2018.

Several concerns are currently being worked through such as:

- WCB coverage
- While administration is voluntary, how will it be communicated?
- Which branches will host the kits?
- How will training occur? (e.g.: by IHA (street nurses) or internally, etc.)



Okanagan Regional Library

Memo

To:

ORL Board members

From:

Don Nettleton, CEO

Date:

October 5, 2018

Re:

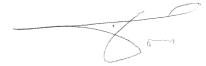
CEO October report

It has been a relatively short time since our last meeting. The following items are ones which I wish to bring to the Boards attention.

- Westside learning center I have just signed off on the final lease and details for this project.
 Construction is estimated to take 90 days, so the space should be available to us for fitting out in early January, with opening to the public the beginning of February.
- UBCO new self service branch. This new lending space, which is a small room situated within the UBCO main library expansion is now open to the public. This is a unique experiment which has been strongly supported by UBCO library. Official opening ceremony is currently scheduled to take place November 1. We are hoping that this small unmanned space will prove successful and meet a unique need for the 10,000 UBCO students and staff.
- <u>Salmon Arm branch renovation</u> planning is proceeding. It currently looks like the painting and bathroom renovations will start in early November with the branch remaining open. Sometime in late November or December we will need to close the branch while we shift around shelving and reconfigure spaces. The end result will include some small meeting room spaces for public, new washrooms, and a refreshed space as well as reconfigured staff space.
- The joint presentation efforts of BCLA, BCLTA and other partners (with special support of Fraser Valley Regional Library and Whistler Library) at the recent UBCM meetings in Whistler appeared very successful. As earlier forwarded to you, they were particularly aimed at the provincial minister and staff. Minister Fleming adjusted his timetable to stay much longer than anticipated and he and his staff were very engaged with the playspace demonstrating STEAM and other items which Fraser Valley had set up in the Whistler library. Plans are underway to continue the engagement and pressure on the provincial government from all quarters to finally increase provincial funding which has been frozen for 10 years. I would encourage all Board members to continue to bring the library funding issues to the forefront when meeting with your local MLA's or other provincial partners. It was specifically noted that the lobbying of communities like

Keremeos is being noticed and mentioned by provincial ministers. Time will tell what actual results come from it in the way of funding but at least there is a common and consistent message coming from all quarters and a new realization of how libraries have changed and are impacting their communities in new ways.

- <u>I was able to attend ABCPLD</u> (the meeting of all public library directors of BC) held in Abbotsford the end of September. It confirmed that our strategic plan and directions are heading the right way and in line with other leading libraries and the provincial strategic plans. The key is to be ready to move along quicker as any additional funding is realized.
- Earlier this week I was in Calgary at the Canadian Urban Libraries congress meeting, which is the directors of Canadian Libraries serving more than 100,000 people. Aside from the blizzard it was a great introduction to the national scene it too reinforced what is happening across Canada and that leading libraries everywhere are moving the same direction. I was fortunate enough to get a sneak tour of Calgary Library's new \$250 million central library which will be unveiled to the public November 2. Needless to say, it an incredible facility, which will be a community hub for the City. It also reinforced the role that Libraries can play and are playing in their communities. I also heard of some initiatives elsewhere that may be able to be considered, albeit on a different scale, at the ORL. If any of you get to Calgary after November 2, I would encourage you to take time to visit this new facility. Interestingly, they are also opening another new branch in another part of the city in January. So libraries are not dead and dying, despite some misleading rumors.
- One item which was raised which the Board needs to continue to be aware of is the copyright legislation and access to digital materials issue. Libraries have had copyright protection for print items which legislatively ensured that libraries were not able to be excluded from getting printed materials and circulating it. Unfortunately, such legislation does not exist for digital material. Several of the big 5 publishers have been refusing to release their materials for libraries, or have held back digital material for several months from libraries to access. And they have changed pricing for libraries such that it becomes significantly more costly or circulations or time the material can be owned very restricted before it has to be purchased again. Please continue to raise this issue when you have meetings with your MP's as if libraries are unable to get access to digital resources we could find our business and ability to serve the public very impaired. There is a lot of national pressure to address this, but so far it appears the business lobby is more heard than the public library side. This is something to continue to monitor and raise attention to. There are a couple of initiatives, one in November, and another likely in February, to bring attention to this to the public or work with select vendors to try to change the direction of these roadblocks.
- The final presentations of the 3d printer tour have completed, and the final summer reading club report is included in this package for the Board. Results show that we attracted record numbers of people. Indicators and feedback are that we had an effect on continuing reading while school is on a break, as well as introducing people of all ages to new technology that they otherwise would not be able to use or see. This is all part of our strategic direction in programming which includes STEAM and other things to help in the broader literacy issues. This is a critical area that we need to find more resources to expand, as it is a large part of the future of libraries.
- Finally, I wanted to take this opportunity to thank this outgoing Board for your support and work over the past few years. I believe that the ORL has made strives under your leadership to become even more relevant to our communities. I hope that you also benefitted personally from your role and that even if you are no longer on the Board you will continue to enjoy and support your library. But I hope that most of you will be reappointed and at our Board table again in February as it is so helpful to have continuity and people who work well together.





BOARD POLICY & REGULATIONS

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

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

BOARD MEETING SCHEDULE - 2019

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

Library Headquarters, Boardroom, 1430 KLO Road, Kelowna, BC

Wednesday February 20 Annual General Meeting

Wednesday May 15 Regular Meeting

Wednesday September 18 Regular Meeting

Wednesday November 20 Regular Meeting

Dates of Interest to Board Members:

SILGA AGM and Convention

April 30 to May 3, 2019 (Penticton Trade and Convention Centre)

BC Library Association Annual Conference

May 8 to 10, 2019 (Sheraton Vancouver Guildford Hotel, Surrey)

UBCM Convention

September 23 to 27, 2019 (Vancouver)