



NOTICE OF MEETING

Okanagan Regional Library Board
will meet Wednesday, May 17, 2023
Library Administration Building
1430 KLO Road, Kelowna, BC

In-Camera Meeting

9:30 AM – 10:30 AM

REGULAR MEETING

10:30 AM – 12:00 PM

**OKANAGAN REGIONAL LIBRARY DISTRICT
REGULAR BOARD MEETING
AGENDA**

Wednesday, May 17, 2023

10:30 a.m. – 12:00 p.m.

Board Room, Library Administration Building
1430 K.L.O. Road, Kelowna, BC

1. CALL TO ORDER

10:30 am

Vice-Chair Mattes to call the meeting to order.

2. LAND ACKNOWLEDGEMENT

The ORL Headquarters is located on the traditional, ancestral, and unceded tm̓xʷúlaʔxʷ (land) of the syilx / Okanagan people who have resided here since time immemorial. We recognize, honour, and respect the syilx / Okanagan lands upon which we live, work, and play.

3. ADOPTION OF THE AGENDA

10:35 am

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

To adopt the May 17, 2023 Regular Board meeting agenda.

4. ADOPTION OF THE MINUTES (Attached pgs. 4 – 7)

All Trustees - Unweighted Vote - Simple Majority

To adopt the February 15, 2023 Regular Board meeting minutes.

5. CHIEF EXECUTIVE OFFICER REPORT (Attached pgs. 8 – 9)

10:35 – 10:40 am

5 m

To present the Board with a summary of operational and strategic activities of the ORL, for information.

6. ANNUAL REPORT YEAR 2022 (Attached pgs. 10 – 27)

10:40 – 10:45 am

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

5 m

To present, for acceptance, the 2022 Annual Report, in accordance with Section 21(k) of the *Library Act*.

[Annual Report](#)

7. **FINANCE**

10:45 – 11:30 am

- 7.1. Audit Year 2022 Report to the Board** – Tiana Verigin, Auditor, BDO Canada (Attached pg. 28 + Audit Report) 10 m
All Trustees - Unweighted Vote - Simple Majority

To present, for information, the Audit Year 2022 Report to the Board in the form attached to the Finance Committee Report dated May 17, 2023, and in accordance with Section 26 (2) of the *Library Act*.

[Auditors Report to the Board](#)

- 7.2. Audited Financial Statements Year 2022** (Attached pg. 29 + Financial Statements) 10 m
All Trustees - Unweighted Vote - Simple Majority

To present, for acceptance, the Audited Financial Statements Year 2022 in the form attached to the Finance Committee Report dated May 17, 2023, and in accordance with Section 26 (2) of the *Library Act*.

[Financial Statements](#)

- 7.3. Appoint Auditor for 2023 Audit** (Attached pg. 30) 5 m
All Trustees - Unweighted Vote - Simple Majority

To obtain the Board's approval for staff to go out to tender for the Year 2023 audit, as set out in the attached Finance Committee Report dated May 17, 2023, and in accordance with Section XI.C. of the Board's Policy.

- 7.4. Statement of Financial Information (SOFI) Report Year 2022** (Attached pgs. 31 – 43) 5 m
All Trustees - Unweighted Vote - Simple Majority

To receive, for information, the Statement of Financial Information Report Year 2022, in the form attached to the Finance Committee Report dated May 17, 2023, in accordance with Section 26 (2) of the *Library Act* and Section XI.K. of the Board's Policy.

- 7.5. Budget Year 2024** (Attached pg. 44) 5 m
All Trustees - Unweighted Vote - Simple Majority

To receive, for information, the 2024 budget process as set out in the attached Finance Committee Report dated May 17, 2023.

- 7.6. Investment Policy** (Attached pgs. 45 – 50) 5 m
All Trustees - Unweighted Vote - Simple Majority

To present, for the Board's consideration and approval, the proposed Investment Policy in the form attached to the Report from the Chief Financial Officer dated May 17, 2023.

- 7.7. Chief Financial Officer Report** (Attached pgs. 51 – 58) 5 m
All Trustees - Unweighted Vote - Simple Majority

To receive, for information, the Financial Update Report to March 31, 2023, as set out in the attached Report from the Chief Financial Officer dated May 17, 2023.

8. POLICY AND PLANNING (Attached pgs. 59 – 72)

15 m

11:30 – 11:45 am

All Trustees - Unweighted Vote - Simple Majority

To provide the Board with policy recommendations in the form attached to the Policy and Planning Committee Report dated May 17, 2023, for the Boards consideration and approval.

8.1. New Delegation Policy-Section II.A: Meetings (pg. 61)

8.2. Revised Policy-Section II.A: Meetings (pg. 62)

8.3. Revised Policy-Section II.C: Conduct of Meetings (Voting) (pg. 63)

8.4. New Data Removal Policy-Section X: Personnel (pg. 64)

8.5. Revised Policy-Section X.L: Electronic Systems, Network, E-mail, and Internet Use (pgs. 65 – 70)

8.6. Revised Policy-Section VII.D: Rules of Conduct (pgs. 71 – 72)

9. RISE AND REPORT IN-CAMERA DECISIONS

5 m

11:45 – 11:50 am

All Trustees - Unweighted Vote - Simple Majority

10. CORRESPONDENCE

All Trustees - Unweighted Vote - Simple Majority

10.1. Letter from M. Martin, Director, Public Libraries Branch re Public Library Grants Award Letter, dated Mach 31, 2023 (Attached pgs. 73 – 75)

To receive the correspondence for information.

11. TRUSTEE ITEMS

11:50 – 11:55

5 m

12. NEW BUSINESS

13. ADJOURN

12:00 pm

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

**Minutes of REGULAR BOARD MEETING
of the Okanagan Regional Library District
Held at Library Administration Offices, 1430 K.L.O. Road, Kelowna, BC
on Tuesday, February 15, 2023**

Trustees: Neil Todd, Armstrong
(*In Person*) Pat Cochrane, Coldstream
David Ramey, Enderby
Loyal Wooldridge, Kelowna
Tracy Henderson, Keremeos
Cara Reed, Lake Country
Lori Mindnich, Lumby
David Mattes, Oliver
Terry Condon, Peachland
George Elliott, Princeton
Tim Palmer, Revelstoke
Bob Evans, Sicamous
Tasha DaSilva, West Kelowna
Kevin Kraft, CORD
Dean Trumbley, CSRD
Allysa Hopkins, NORD
Sara Tronson, Westbank First Nation

Trustees: John Manuel, Golden
(*Electronic*) Sylvia Lindgren, Salmon Arm
Subrina Monteith, OSRD

Trustees: Myers Bennett, Osoyoos
(*Absent*) Todd York, Spallumcheen
Erin Trainer, Summerland
Kari Gares, Vernon

Staff: Danielle Hubbard, Chief Executive Officer
Jeremy Feddersen, Chief Financial Officer
Christine McPhee, Director of Public Services, South
Mark Reinelt, Director of Public Services, North
Leslie Brecht, Director of Human Resources
Jeff Campbell, Chief Technology Officer
Michal Utko, Director of Marketing and Communications
Leah Samson, Administrative Services Manager (Recording Secretary)

Guests: Ashley Machum, PEA President, ORL Chapter
Kelly-Lynn Ware, CUPE Representative, ORL Chapter

1. ROLL CALL, ESTABLISH QUORUM

Quorum was established with 20 Trustees in attendance.

2. **CALL TO ORDER**

C.E.O. Danielle Hubbard presided over the meeting until the election of the new Board Chair and called the meeting to order at 12:45 pm.

3. **ANNUAL ELECTIONS AND APPOINTMENTS**

All Trustees – Unweighted Vote – Simple Majority

3.1. **Nominations Committee Report – David Mattes**

THAT the Nominations Committee Report, dated February 2023, be received for information.

Moved By Lori Mindnich, Seconded By George Elliott

CARRIED

3.2. **Election of Library Board Chair and Vice Chair**

a) **Elect Board Chair**

Loyal Wooldridge (Kelowna) was elected by acclamation for a first term.

Newly elected Chairperson Wooldridge presided over the remainder of the meeting. Chairperson Wooldridge acknowledged that the ORL Headquarters is located on the traditional, ancestral, and unceded $\text{tr}\acute{\text{x}}^{\text{w}}\acute{\text{u}}\text{l}\text{a}\text{?}\text{x}^{\text{w}}$ (land) of the syilx / Okanagan people who have resided here since time immemorial. We recognize, honour, and respect the syilx / Okanagan lands upon which we live, work, and play.

b) **Elect Board Vice Chair**

David Mattes (Oliver) was elected by acclamation for a first term.

3.3. **Election of Library Board Officers**

a) **Elect Finance Committee Chair**

Kari Gares (Vernon) was elected by acclamation for a first term.

b) **Elect Personnel Committee Chair**

Lori Mindnich (Lumby) was elected by acclamation for a first term.

c) **Elect Policy and Planning Committee Chair**

Sylvia Lindgren (Salmon Arm) was elected by acclamation for a first term.

3.4. **Appoint O.R.L. Signing Officers**

All Trustees – Unweighted Vote – Simple Majority

THAT the following positions be appointed as O.R.L. Signing Officers for 2023:

- a) Board Chair
- b) Board Finance Committee Chair
- c) O.R.L. Chief Executive Officer/Secretary to the Board
- d) O.R.L. Chief Financial Officer
- e) O.R.L. Director of Public Services, North
- f) O.R.L. Director of Public Services, South
- g) O.R.L. Director of Human Resources

Moved By Tim Palmer, Seconded By Neil Todd

CARRIED

4. ADOPTION OF THE AGENDA

All Trustees – Unweighted Vote – Simple Majority

THAT the February 15, 2023 Regular Board meeting Agenda be adopted.

Moved by George Elliott, Seconded by David Ramey

CARRIED

5. ADOPTION OF MINUTES

All Trustees – Unweighted Vote – Simple Majority

THAT the October 5, 2022 Regular Library Board Minutes be adopted.

Moved By Bob Evans, Seconded By Lori Mindnich

CARRIED

6. STAFF REPORTS

All Trustees – Unweighted Vote – Simple Majority

6.1. C.E.O. REPORT – Danielle Hubbard

THAT the Library Board receives the Report from the C.E.O., dated February 2023, with respect to recent Library activities, for information.

Moved By Lori Mindnich, Seconded By George Elliott

CARRIED

6.2. C.F.O. REPORT – Jeremy Feddersen

All Trustees – Unweighted Vote – Simple Majority

a) Financial Update Report to November 30, 2022 (File No. 100.44)

THAT the Library Board receives the Report from the C.F.O., dated February 15, 2023, for information.

Moved By Tracy Henderson, Seconded By Bob Evans

CARRIED

b) Memo: Introduction to Investment Policy (File No. 100.42)

Attachment: ORL Investment Policy Statement

THAT the Library Board receives the Report from the C.F.O., dated February 15, 2023, with respect to the introduction and proposed implementation of an Investment Policy for the Board's consideration;

AND THAT the Report be forwarded to the Finance Committee for further review.

Moved by Tim Palmer, Seconded by Terry Condon

CARRIED

7. STRATEGIC PLANNING REPORT – C.E.O. Danielle Hubbard

All Trustees – Unweighted Vote – Simple Majority

THAT the Library Board receives the Report from the C.E.O., dated February 15, 2023, with respect to the proposed creation of a new strategic plan;

AND THAT the Board approves the staff recommendation to contract a strategic planning consultant as set out in the Report.

Moved by Tim Palmer, Seconded by Lori Mindnich

TABLED

THAT the Library Board moves forward with the formation of an ad hoc Strategic Planning Committee.

Moved by Tim Palmer, Seconded by Bob Evans
CARRIED

The Board appointed Dean Trumbley (CSRD), as Chair of the Strategic Planning Committee, and the following trustees as members: Cara Reed (Lake Country), Tasha Da Silva (West Kelowna), Lori Mindnich (Lumby), Tracy Henderson (Keremeos) and Allysa Hopkins (NORD).

8. ESTABLISH BOARD POLICY ON DELEGATIONS

All Trustees – Unweighted Vote – Simple Majority

THAT the Library Board refers the matter of establishing a delegation policy to the Policy and Planning Committee for the Board’s consideration;

AND THAT the Library Board defers any delegation requests until the policy is established.

Moved By David Mattes, Seconded By Kevin Kraft
CARRIED

9. TRUSTEE ITEMS

None.

10. NEXT REGULAR MEETING - Wednesday, May 17, 2023

11. ADJOURN

All Trustees – Unweighted Vote – Simple Majority

THAT the February 15, 2023 Regular Board Meeting be adjourned.

Moved By Lori Mindnich, Seconded By George Elliott
CARRIED

The meeting adjourned at 1:50 p.m.

CEO Report to the Board

Information



To: Okanagan Regional Library Board
From: Danielle Hubbard, Chief Executive Officer
Date: May 17, 2023
Subject: CEO Report

Voting Entitlement: All Trustees - Unweighted vote – Simple majority

Purpose: For information

Executive Summary:

The CEO Report is a quarterly summary of operational and strategic activities at the ORL.

Recommendation:

THAT the CEO Report be received for information.

Respectfully submitted by: Danielle Hubbard, Chief Executive Officer

Attachment(s): None

Considerations:

Leadership & Strategy

- Danielle represented the ORL at the Association of BC Public Library Directors (ABCPLD), the BC Library Association (BCLA) Conference, and the Canadian Urban Libraries Council (CULC) Conference
- Supported the Policy and Planning Committee in creating and revising several policies
- Supported the Strategic Planning Committee in identifying a recommended consultant
- Work is underway in drafting the 2023 Operating Budget, including proposed uses for the additional funds provided by the Provincial Enhancement Grant

Human Resources

- 16 staff members attended the BCLA Conference in Richmond
- Joint Job Evaluation work continues with both PEA and CUPE
- Bullying and Harassment training underway for all ORL staff members through Arete Training
- An Occupational Health and Safety Coordinator position will be introduced later in 2023
- PEA has called for collective bargaining to commence in November 2023

Public Services

- ORL's online resource usage out-performs comparator libraries. Figures from OverDrive include:
 - ORL has 15,000 unique users per month vs. 11,000 average from comparators;
 - Magazine circulation grown by 26% over the past year vs. 15% growth from comparators;
 - Audiobook circulation grown by 16% vs. 10% growth from comparators;
 - ORL has shorter hold wait times than any comparators.
- An LGBTQIA2S+ Advisory Group has been formed
- A Public Services Supervisors Meeting was held May 15
- Preparations are underway for a system-wide Card Drive in fall 2023

Facilities

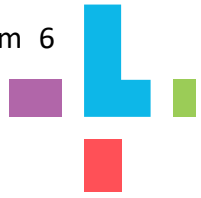
- West Kelowna: The new building is anticipated to open in November or December 2023
- Revelstoke: ORL is in the process of securing a new contract to complete the renovation
- Salmon Arm: An aesthetic "face lift" is underway

Information Technology

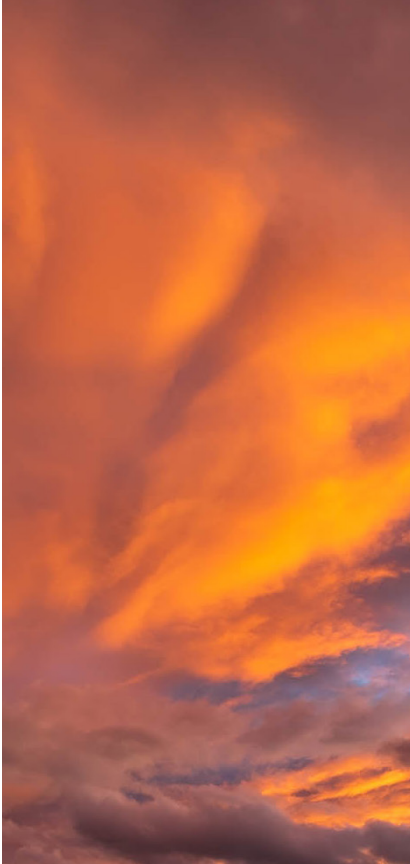
- 845 support tickets have been resolved so far in 2023
- ZTNA (Zero Trust Network Access) configuration and testing is complete and is now being rolled out
- Hardware upgrades have been made in Kelowna, Revelstoke, Golden, and the Westside Learning Lab
- New internet connections have been provided to Keremeos, Silver Creek, and Sicamous

Marketing and Communications

- The 2022 Annual Report has been completed
 - The ORL continues to support other BC Libraries through challenges surrounding Drag Story Times
-



2022 ANNUAL REPORT



Welcome

On behalf of the entire team at the Okanagan Regional Library (ORL), I wish to welcome you to our 2022 annual report. I am Danielle Hubbard, the new CEO of the ORL, and joining me is Sherry Philpott-Adhikary, the Chair of our Board.

We are pleased to report that 2022 was a year of significant progress for the ORL. After the disruptions caused by the COVID-19 pandemic, we were able to transition to a mostly normal service model as everything reopened. It was a great relief to see our communities gradually return to in-person connections, and we are proud to have played a role in facilitating this transition.

Our staff worked incredibly hard to ensure that our libraries were safe and welcoming for all patrons, even as we faced unprecedented challenges. The resilience and dedication of our team were truly remarkable, and I am deeply grateful for their efforts.

We also said goodbye to Don Nettleton, who served as the ORL's CEO for 4 years and was with the ORL for 24 years as our Chief Financial Officer. Don was a key figure in shaping ORL's strategic direction, and we are grateful for his leadership and many contributions.

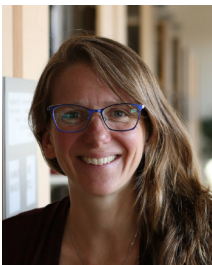
Looking ahead, the ORL is committed to continuing to serve our communities with excellence. We will focus on expanding our services, reaching out to underserved populations, and providing innovative programming and resources. Our libraries remain an essential part of our communities, and we are proud to be a part of such a vibrant and dynamic region.

Thank you for your continued support of the ORL. We look forward to working with you to build a brighter future for our region.

Sincerely,

Danielle Hubbard, CEO

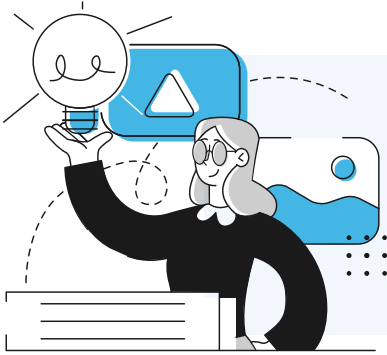
Sherry Philpott-Adhikary, Board Chair



Danielle Hubbard
ORL CEO



Sherry Philpott-Adhikary
ORL Board Chair

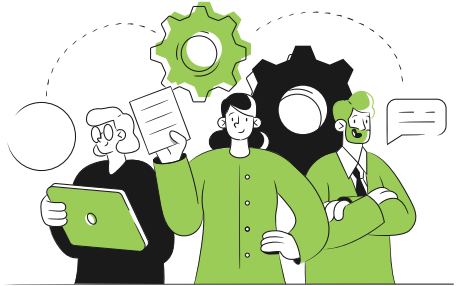


6,089

Total number of programs offered

123,971

Total attendance at ORL programs

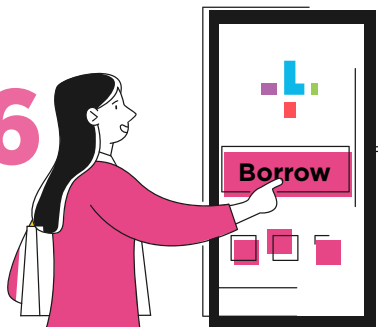


1,020,342

ORL eBooks & eAudio Checkouts

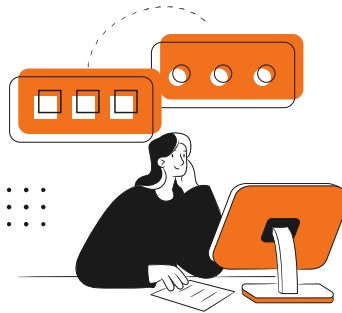
2,160,406

Books, magazines & other materials borrowed



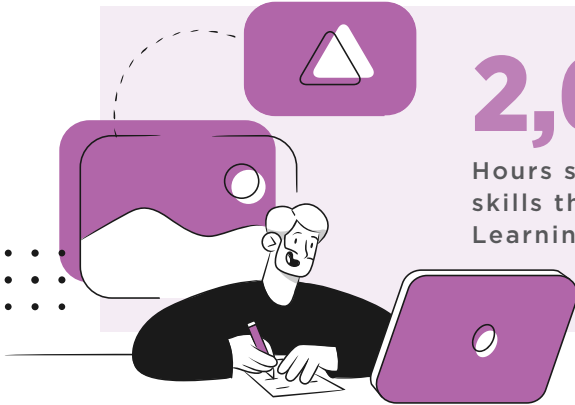
1,853

Hours spent learning new languages through Rosetta Stone



2,649

Hours spent learning new skills through LinkedIn Learning for Libraries



1,067,494

Number of Patrons walked through our doors



100,706

Active Cardholders





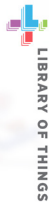
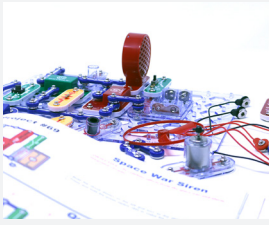
We continue to expand the Library of Things collection

We continue to grow our Library of Things collection by adding new resources, including the recent addition of Physical Literacy Kits. These kits provide parents and guardians the opportunity to borrow sporting equipment that they may not otherwise have access to, fostering engagement and learning through physical activities. The collection also features items such as bird watching backpacks, snap circuit kits, microscope kits, home energy kits, radon detectors, and coding tools like Code and Go Robot Mouse and Ozobot Evos.

LOOKING FOR FUN THINGS TO DO AT HOME?

Borrow fun stuff for **FREE** from the ORL Library of Things (LOT) collection. The LOT kits are a fun, hands-on way for you to learn and expand your skills.

Borrow Snap Circuits Junior



SCAN TO BOOK



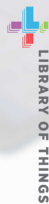
Borrow a Birding Backpack



SCAN TO BOOK



Borrow a Sphero Bolt & iPad



SCAN TO BOOK



Borrow a Code & Go Mouse



SCAN TO BOOK



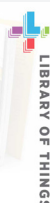
Borrow an Ozobot Evo



SCAN TO BOOK



Borrow a Microscope



SCAN TO BOOK



Visit orl.bc.ca/LOT to borrow an experience for **FREE!**

We renovated to enhance community space and engagement

Renovation of the Mission Library

The Okanagan Regional Library recently completed a renovation of one of its most frequented branches, with the primary aim of providing more flexible community spaces and better utilization of existing resources. The renovation involved the addition of a large meeting room and a smaller study space, fostering an environment where patrons can gather, collaborate, and engage in educational and cultural activities.

The project was a collaborative effort involving partnerships with various stakeholders, such as architects, contractors, community organizations, and local businesses. The library sought feedback and input from the community to ensure the renovation effectively catered to the needs of library users. These new additions will serve as valuable resources for the community, and the library plans to leverage these spaces to offer programming and events in partnership with local organizations and groups.



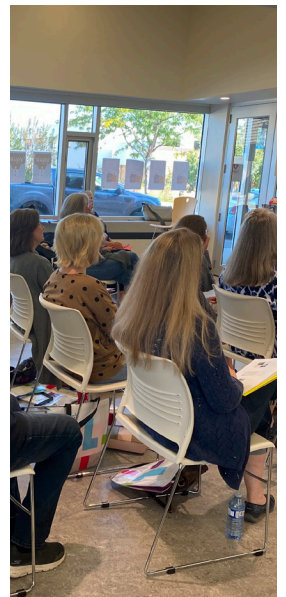
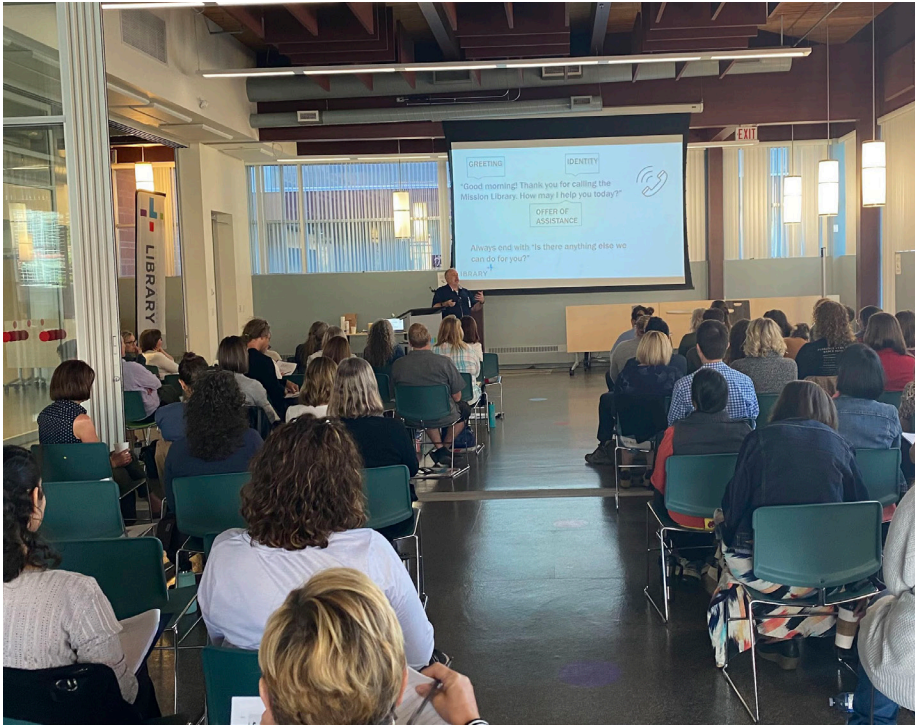
We worked on enhancing community experience

Customer Service Training

In 2022 the Okanagan Regional Library implemented a customer service training program aimed at enhancing staff skills and elevating the overall library experience for patrons. By fostering improved interactions between staff and patrons, the program creates a welcoming and inclusive environment that encourages community members to utilize the library's services and resources more frequently.

Understanding the expectations of patrons in terms of library services allows the library to tailor its offerings, ensuring that the resources and services provided are highly relevant and of the utmost quality. The training program also helped align staff members in their approach to customer service, which in turn contributes to the efficiency and effectiveness of the library's operations.

The customer service training program offers numerous benefits to the community by creating a welcoming and inclusive atmosphere, and enabling the library to better adapt its services to meet patron needs. This initiative ultimately served to enhance the library experience for all members of the community, making the Okanagan Regional Library an even more valuable resource.



Community access to technology

Reopening of our Makerspaces

After the pandemic, the Okanagan Regional Library (ORL) began reopening its makerspaces for the public to enjoy. These spaces allow people living in the ORL service area to try out fun, interactive technologies they might not have at home. Even if someone's local library branch doesn't have a makerspace, they can still borrow cool equipment like Ozobots through the Library of Things collection, free of charge.

The makerspaces have also helped the ORL create a more diverse team. Now, job opportunities exist for people with unique technology and customer service skills. By reopening these makerspaces, the ORL is making the library an even better place for everyone to learn, explore, and create.



| For the year ended December 31 | 2022 | 2022 | 2021 |
|------------------------------------|-------------------|-------------------|-------------------|
| | Actual | Budget | Actual |
| Revenue | | | |
| Assessments (Schedule 2) | \$ 18,839,504 | \$ 18,777,951 | \$ 18,409,755 |
| Province of British Columbia grant | 1,009,411 | 1,008,000 | 1,008,382 |
| Other grant revenue | 221,630 | 55,500 | 79,160 |
| Other revenue (Schedule 3) | 737,531 | 617,376 | 762,665 |
| | 20,808,076 | 20,458,827 | 20,259,962 |

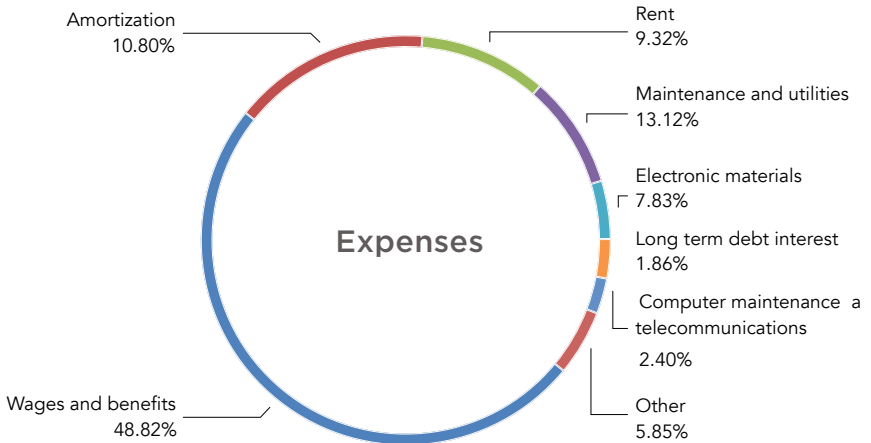
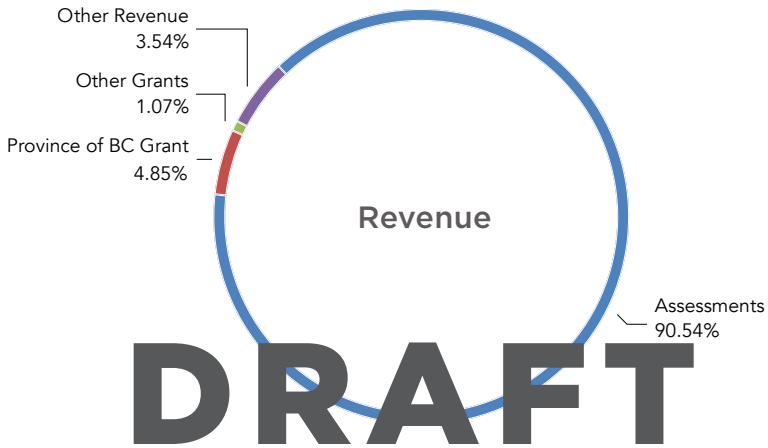
Okanagan Regional Library District
Notes to Financial Statements

December 31, 2022

DRAFT

6. Expenses by Object Class

| | 2022 | 2022 | 2021 |
|---|----------------------|----------------------|----------------------|
| | Actual | Budget | Actual |
| Advertising and marketing | \$ 147,448 | \$ 64,595 | \$ 60,825 |
| Amortization | 2,279,287 | - | 2,286,297 |
| Association dues and memberships | 15,208 | 19,768 | 21,447 |
| Board and committee expenses | 4,364 | 20,141 | - |
| Board strategic planning | 20,000 | 300,000 | - |
| Book binding and mending | 10,776 | 21,250 | 7,537 |
| Collection agency | (602) | 9,566 | 1,942 |
| Communications | 82,158 | 78,400 | 98,574 |
| Computer maintenance and telecommunications | 505,763 | 474,363 | 489,354 |
| Electronic materials | 1,651,733 | 1,285,608 | 1,439,297 |
| Insurance | 62,626 | 58,470 | 18,481 |
| Interest, bank charges and foreign exchange | (4,580) | 11,500 | 9,619 |
| Long term debt interest | 393,000 | 442,350 | 442,350 |
| Maintenance and utilities | 2,766,749 | 1,819,058 | 1,649,321 |
| Penticton library contract | 36,740 | 46,920 | 41,030 |
| Postage and freight | 47,995 | 61,404 | 38,985 |
| Professional fees | 84,251 | 85,159 | 94,533 |
| Programs | 73,897 | 91,631 | 37,960 |
| Rent | 1,965,740 | 1,898,436 | 1,878,142 |
| Staff development | 245,676 | 250,573 | 129,406 |
| Sundry | 2,266 | 99,022 | - |
| Supplies | 272,141 | 175,474 | 320,629 |
| Transportation | 133,959 | 139,401 | 97,959 |
| Wages and benefits | 10,298,317 | 10,314,475 | 9,759,342 |
| | \$ 21,094,912 | \$ 17,767,564 | \$ 18,923,030 |



THANK YOU FOR YOUR SUPPORT

| | |
|-------------------------------|----------------------------------|
| Ann Woodhurst | Gail Slavik |
| Anna-Margrethe Hiebert | Heather Sinclair |
| Arlene Smith | Heather Wohnlich |
| Barbara O'Brien | Jack Morris |
| Bernhard Ehmann | Jacqueline Miles |
| Betty Coe | Janan Tidball |
| Carly Reise | Janelle Brewer |
| Carol St. Jean | Jasmin Brackenbury |
| Carolyn Johnston | Jean Takkinen |
| Chen Po-Jung | Jeff Campbell |
| Christine DePauli | Jennifer Madden |
| Claire de Valence | Jerry Van Immerzeel |
| Colleen Wall | Jill Leslie |
| Constantine Mapute | Joan Glanfield |
| Craig Warner | Joan Gray |
| CUPE Local 338 | John Bereska |
| Cynthia Prosser | Jr Mapute |
| Dave Healey | Julie Nemeth |
| Denice Markstrom | Junqi Yu |
| Dianne Martin | Kelly O'Brien |
| Don Cobbett | Kenna MacKenzie |
| Elaine Ralph | Kenneth Barr |
| Estate of William | Kim Cuthbert |
| Lawrence Arnott | Kim McTaggart |
| Eve Fisher | Lake Country Winfield Lions Club |
| Everden Rust Funeral Services | Linda Robson |
| Faby Martin | Lisa Berry |
| First West Credit Union | Lynne Smith |
| Frances Wentzell | Madeline Crilley |
| Friends of the Library | Maria-Lynn Johnson |
| - Kelowna | Mary Atkinson |
| - Osoyoos | Mary Jeraj |
| - Salmon Arm / South Shuswap | Mavis Holder |
| - Sorrento | Michael Nobes |
| - Vernon | Monashee Arts Council |
| - West Kelowna | Nancy Martin |



Natalie Allport
Noah Laidlaw
North Okanagan
Neurological Association
Pamela Doyle
Pat Williams
Patricia Barreau
Patrick Freer
Patti Larson
Perry Hooper
Robert Klei
Rosemary Kelsall
Rotary Club Of
Kelowna Ogopogo
Rotary Club of Lake Country
Sandra Volpatti
Sarsons Mechanical
Services Ltd.
Sharon Cain
Sharon Spring
Sheila Geidt
Sheila Webber
Sustainable Environment
Network Society
Teresa Milne
Teresa Wynn
Terry Marshall
Value Contracting Division
of Diamond P Holdings Ltd.
Wanetta Stroo
Wilma Fudge

Need Help? Contact Us!

Visit us at your nearest ORL library,
www.orl.bc.ca/hours-locations or email us at help@orl.bc.ca

ORL LIBRARY BRANCHES

| | | | |
|----------------|--------------|-----------------------|--------------|
| Armstrong | 250.546.8311 | Osoyoos | 250.495.7637 |
| Cherryville | 250.547.9776 | Peachland | 250.767.9111 |
| Enderby | 250.838.6488 | Princeton | 250.295.6495 |
| Falkland | 250.379.2705 | Revelstoke | 250.837.5095 |
| Golden | 250.344.6516 | Rutland | 250.765.8165 |
| Hedley | 250.292.8259 | Salmon Arm | 250.832.6161 |
| Kaleden | 250.497.8066 | Sicamous | 250.836.4845 |
| Kelowna | 250.762.2800 | Silver Creek | 250.832.4719 |
| Keremeos | 250.499.2313 | South Shuswap | 250.675.4818 |
| Lake Country | 250.766.3141 | Summerland | 250.494.5591 |
| Lumby | 250.547.9528 | UBC-O | N/A |
| Mission | 250.764.2254 | Vernon | 250.542.7610 |
| Naramata | 250.496.5679 | Westbank | 250.768.4369 |
| North Shuswap | 250.955.8198 | Westside Learning Lab | 778.755.6235 |
| Okanagan Falls | 250.497.5886 | Administration | 250.860.4033 |
| Oliver | 250.498.2242 | | |

CONTACT INFORMATION

@ help@orl.bc.ca

🌐 www.orl.bc.ca

f OKRegLib



Finance Committee Report

Information

To: Okanagan Regional Library Board of Directors
From: Jeremy Feddersen, CFO
Date: May 17, 2023
Subject: Okanagan Regional Library 2022 Auditor's Report

Voting Entitlement: All Trustees – Unweighted – Simple Majority

Purpose:

To Receive for Information the Audit Report for the fiscal year 2022.

Executive Summary:

Tiana Verigin from BDO Canada will be presenting the Audit Report for 2022 to the Board for their review.

Recommendation(s):

THAT the Board receive for information the 2022 Auditor's Report as presented by BDO.

Respectfully submitted by: Jeremy Feddersen, CFO

Attachments: Appendix A – 2022 BDO Auditor's Report for the Okanagan Regional Library

Finance Committee Report

Request for Decision

To: Okanagan Regional Library Board of Directors
From: Jeremy Feddersen, CFO
Date: May 17, 2023
Subject: Okanagan Regional Library 2022 Audited Financial Statements

Voting Entitlement: All Trustees - Unweighted Vote - Simple Majority

Purpose:

To present the audited financial statements for fiscal year 2022 as approved by Finance Committee for the Board's consideration and approval.

Executive Summary:

Tiana Verigin from BDO Canada will be presenting the Financial Statements for 2022 in accordance with Section 26 (2) of the *Library Act* to the Board for their review and approval.

Recommendation(s):

THAT the Board approve the 2022 Financial Statements as presented.

Respectfully submitted by: Jeremy Feddersen, CFO

Attachments: Appendix A – 2022 Financial Statements for the Okanagan Regional Library

Finance Committee Report

Request for Decision

To: Okanagan Regional Library Board of Directors

From: Jeremy Feddersen, CFO

Date: May 17, 2023

Subject: Appointment of Auditor for Audit Year 2023

Voting Entitlement: *Voting Rule All Trustees-Unweighted Vote-Simple Majority*

Purpose:

To bring forward the recommendation from the Finance Committee to give approval for the ORL to pursue tenders for the 2023 fiscal year end audit.

Executive Summary:

While we have been very happy with the services of BDO, per Board Policy, the Board should go out to tender for all financial services on a five-year cycle. Such services include auditing, banking, and insurance.

The most recent discussion around the tender process was more than 5 years ago (2016) and so the Finance Committee recommends that we undergo this process for the 2023 audit year in order to ensure that we are receiving the best value for the ORL.

Recommendation(s):

THAT the Board of Directors approve the Finance Committee's recommendation that ORL enter into the tender process for the 2023 Fiscal Year End audit.

Respectfully submitted by: Jeremy Feddersen, CFO



Item 7.4

Finance Committee Report

Information

To: Okanagan Regional Library Board of Directors

From: Jeremy Feddersen, CFO

Date: May 17, 2023

Subject: Okanagan Regional Library SOFI Report

Voting Entitlement: All Trustees – Unweighted Vote - Simple Majority

Purpose:

To receive for information the Statement of Financial Information Report Year 2022 as approved by the Finance Committee in accordance with Section 26 (2) of the Library Act / Section XI.K. of the Board's Policy

Executive Summary:

Please find attached the SOFI Report for 2022, which has been prepared using the same financial information as contained in the draft financial statements.

Recommendation(s):

THAT the Statement of Financial Information Report for the fiscal year ended 2022 be received for information

Respectfully submitted by: Jeremy Feddersen, CFO

Attachment: Appendix A – 2022 Okanagan Regional Library SOFI Report



Okanagan Regional Library
Statement of Financial Information (SOFI)
For the Year: 2022

Report Appendices

Report appendices include:

- Financial Information Act submission checklist
- Board approval form
- Management report
- Schedule of guarantee and indemnity agreements;
- Statement of remuneration and expenses
 - Schedule showing the total amount of remuneration and the total amount of expenses paid to or on behalf of each member of the Board;
 - Schedule showing remuneration and expenses paid to or on behalf of each employee that exceeds \$75,000;
- Statement of severance agreements;
- Schedule of Payments for the Provision of Goods and Services

The following are not included with this report but are instead included with the Library's audited financial statements:

- Financial statements
 - Statement of Revenue and Expenditures (Statement of Operations)
 - Statement of Assets and Liabilities (Statement of Financial Position)
- Schedule of debts;
- Statement of Changes in Financial Position

Submission Checklist

Financial Information Act - Statement of Financial Information

Library Name: Okanagan Regional Library

Fiscal Year Ended: December 31, 2022

| | | |
|---|-------------------------------------|--|
| a) | <input checked="" type="checkbox"/> | Approval of Statement of Financial Information |
| b) | <input checked="" type="checkbox"/> | A Management Report signed and dated by the Library Board and Library Director |
| An operational statement including: | | |
| c) | <input checked="" type="checkbox"/> | i) Statement of Income |
| | <input checked="" type="checkbox"/> | ii) Statement of Changes in Financial Position, or, if omitted, an explanation in the Notes to the Financial Statements (audited ¹ financial statements) |
| d) | <input checked="" type="checkbox"/> | Statement of assets and liabilities (audited ¹ financial statements) |
| e) | <input checked="" type="checkbox"/> | Schedule of debts (audited ¹ financial statements) If there is no debt, or if the information is found elsewhere in the SOFI, an explanation must be provided in the Schedule. |
| f) | <input checked="" type="checkbox"/> | Schedule of guarantee and indemnity agreements including the names of the entities involved and the amount of money involved. If no agreements, or if the information is found elsewhere in the SOFI, an explanation must be provided in the Schedule. |
| Schedule of Remuneration and Expenses, including: | | |
| g) | <input checked="" type="checkbox"/> | i) An alphabetical list of employees (first and last names) earning over \$75,000 |
| | <input checked="" type="checkbox"/> | ii) Total amount of expenses paid to or on behalf of each employee under 75,000 |
| | <input checked="" type="checkbox"/> | iii) If the total wages and expenses differs from the audited financial statements, an explanation is required |
| | <input checked="" type="checkbox"/> | iv) A list, by name and position, of Library Board Members with the amount of any remuneration paid to or on behalf of the member. |
| | <input checked="" type="checkbox"/> | v) The number of severance agreements started during the fiscal year and the range of months` pay covered by the agreement, in respect of excluded employees. If there are no agreements to report, an explanation is required. |
| Schedule of Payments for the Provision of Goods and Services including: | | |
| h) | <input checked="" type="checkbox"/> | i) An alphabetical list of suppliers receiving over \$25,000 and a consolidated total for those suppliers receiving less than \$25,000. If the total differs from the Audited Financial Statements, an explanation is required. |

¹ Municipal Libraries and Regional Library Districts must provide audited financial statements as per the *Libraries Act* section 11(2) and 26(2) (a). Audited statements are not required for the SOFI but if available, please include them.

As per the *Libraries Act* section 40(3)(a) Public Library Associations must prepare annual financial statements in accordance with generally accepted accounting principles. This also applies to Library Federations.

Board Approval Form

Financial Information Act - Statement of Financial Information

| | | |
|---|-------------------------|--|
| NAME OF LIBRARY Okanagan Regional Library | | FISCAL YEAR END (YYYY) December 31, 2022 |
| LIBRARY ADDRESS 1430 K.L.O. Road | | TELEPHONE NUMBER 250-860-4033 |
| CITY Kelowna | PROVINCE B.C. | POSTAL CODE V1W 3P6 |
| NAME OF THE CHAIRPERSON OF THE LIBRARY BOARD Loyal Wooldridge | | TELEPHONE NUMBER 250-863-0149 |
| NAME OF THE LIBRARY DIRECTOR Danielle Hubbard | | TELEPHONE NUMBER 250-860-4033 |

DECLARATION AND SIGNATURES

We, the undersigned, certify that the attached is a correct and true copy of the Statement of Financial Information of the year ended December 31, 2022 for Okanagan Regional Library as required under Section 2 of the Financial Information Act.

SIGNATURE OF THE CHAIRPERSON OF THE LIBRARY BOARD*

DATE SIGNED (DD-MM-YYYY)

SIGNATURE OF THE LIBRARY DIRECTOR

DATE SIGNED (DD-MM-YYYY)

Management Report

Financial Information Act - Statement of Financial Information

Library Name: Okanagan Regional Library
Fiscal Year Ended: December 31, 2022

MANAGEMENT REPORT

The Financial Statements contained in this Statement of Financial Information under the *Financial Information Act* have been prepared by management in accordance with Canadian generally accepted accounting principles and the integrity and objectivity of these statements are management's responsibility.

Management is also responsible for all other schedules of financial information and for ensuring this information is consistent, where appropriate, with the information contained in the financial statements and for implementing and maintaining a system of internal controls to provide reasonable assurance that reliable financial information is produced.

The Board of the Library is responsible for ensuring that management fulfils its responsibilities for financial reporting and internal control and for approving the financial information included in the Statement of Financial Information.

The external auditors, BDO Canada LLP, conduct an independent examination, in accordance with generally accepted auditing standards, and express their opinion on the financial statements. Their examination does not relate to the other schedules of financial information required by the *Financial Information Act*. Their examination includes a review and evaluation of the board's system of internal control and appropriate tests and procedures to provide reasonable assurance that the financial statements are presented fairly.

On behalf of Okanagan Regional Library

Name. Chairperson of the Library Board [Print] Loyal Wooldridge
Signature, Chairperson of the Library Board _____ **Date (MM-DD-YYYY)** _____

Name, Library Director [Print] Danielle Hubbard
Signature, Library Director _____ **Date (MM-DD-YYYY)** _____

Schedule of Guarantee and Indemnity

Financial Information Act - Statement of Financial Information

Library Name: Okanagan Regional Library
Fiscal Year Ended: December 31, 2022

Okanagan Regional Library has not given any guarantee or indemnity under the Guarantees and Indemnities Regulation.

Schedule of Remuneration and Expenses

Financial Information Act - Statement of Financial Information

Library Name: Okanagan Regional Library

Fiscal Year Ended: December 31, 2022

| NAME | | MEMBER AREA | POSITION | RENUMERATION | EXPENSES |
|-----------------------------|-------------|----------------------------------|---------------------------|--------------|-------------|
| BAIRD | TUNDRA | ENDERBY | DIRECTOR | \$ - | \$ 140.57 |
| BROOKS-HILL | MICHAEL | REVELSTOKE | DIRECTOR | \$ - | \$ 244.36 |
| CARLSON | ERIN | SUMMERLAND | VICE CHAIR | \$ - | \$ 248.86 |
| CARSON | WAYNE | REG.DIST.OF CENTRAL OKANAGAN | DIRECTOR | \$ - | \$ 321.84 |
| CHERLET | NICOLE | REVELSTOKE | ALT. DIRECTOR | \$ - | \$ - |
| COBLE | JORDAN | WESTBANK FIRST NATION | ALT. DIRECTOR | \$ - | \$ - |
| COCHRANE | PAT | COLDSTREAM | DIRECTOR | \$ - | \$ 269.68 |
| DERRICKSON | ANGIE | WESTBANK FIRST NATION | ALT. DIRECTOR | \$ - | \$ - |
| DERICKSON | CHRISTOPHER | WESTBANK FIRST NATION | DIRECTOR | \$ - | \$ - |
| ELLIOTT | GEORGE | PRINCETON | DIRECTOR | \$ - | \$ 664.22 |
| EVANS | BOB | SICAMOUS | DIRECTOR | \$ - | \$ - |
| FINDLATER | DOUG | WEST KELOWNA | FINANCE COMMITTEE CHAIR | \$ - | \$ 155.20 |
| FISHER | LINDA | ARMSTRONG | DIRECTOR | \$ - | \$ - |
| GARES | KARI | VERNON | DIRECTOR | \$ - | \$ 69.40 |
| HARVEY | BRIAN | OSOYOOS | DIRECTOR | \$ - | \$ - |
| MATTES | DAVID | OLIVER | DIRECTOR | \$ - | \$ 318.12 |
| MCKENZIE | TODD | LAKE COUNTRY | DIRECTOR | \$ - | \$ - |
| MINDNICH | LORI | LUMBY | DIRECTOR | \$ - | \$ 220.72 |
| MONTEITH | SUBRINA | REG.DIST.OF OKANAGAN-SIMILKAMEEN | PERSONNEL COMMITTEE CHAIR | \$ - | \$ 349.44 |
| MOSS | CALEB | GOLDEN | DIRECTOR | \$ - | \$ - |
| PHILPOTT-ADHIKARY | SHERRY | KEREMEOS | CHAIR | \$ - | \$ 465.68 |
| SHATZKO | AMANDA | REG.DIST.OF NORTH OKANAGAN | DIRECTOR | \$ - | \$ 91.20 |
| SIMPSON | JAY | REG.DIST.OF COLUMBIA SHUSWAP | DIRECTOR | \$ - | \$ - |
| TRONSON | SARA | WESTBANK FIRST NATION | DIRECTOR | \$ - | \$ - |
| VAN MINSEL | PATRICK | PEACHLAND | DIRECTOR | \$ - | \$ - |
| WALLACE-RICHMOND | LOUISE | SALMON ARM | DIRECTOR | \$ - | \$ - |
| WOOLDRIDGE | LOYAL | KELOWNA | POLICY COMMITTEE CHAIR | \$ - | \$ - |
| WRIGHT | JAMES | ARMSTRONG | ALT. DIRECTOR | \$ - | \$ - |
| YORK | TODD | SPALLUMCHEEN | DIRECTOR | \$ - | \$ - |
| TOTAL BOARD MEMEBERS | | | | \$ - | \$ 3,559.29 |

Schedule of Remuneration and Expenses (Continued)

Financial Information Act - Statement of Financial Information

Library Name: Okanagan Regional Library

Fiscal Year Ended: December 31, 2022

| NAME | POSITION | REMUNERATION | EXPENSES |
|---------------------------------|--|---------------------|-----------------|
| BRECHT, LESLIE | DIRECTOR OF HUMAN RESOURCES | \$ 123,636 | \$ 507 |
| CAMPBELL, JEFF | CHIEF TECHNOLOGY OFFICER | \$ 138,310 | \$ 435 |
| FEDDERSEN, JEREMY | CHIEF FINANCIAL OFFICER | \$ 127,476 | \$ 4,053 |
| GAUCHER, MONICA | DIRECTOR OF PUBLIC SERVICE | \$ 78,575 | \$ - |
| HENNINGS, KRISTY | BRANCH HEAD | \$ 83,949 | \$ - |
| KICKSEE, RICHARD | BRANCH HEAD | \$ 77,794 | \$ - |
| KLAPONSKI, JILL | BRANCH HEAD | \$ 82,788 | \$ - |
| LAITINEN, JAMES | HEAD OF COLLECTION DEVELOPMENT | \$ 87,614 | \$ 356 |
| MACHUM-HUTTON, ASHLEY | HEAD OF YOUTH SERVICES | \$ 77,447 | \$ 481 |
| MCGEE, CHANTELE | VIRTUAL BRANCH HEAD | \$ 80,429 | \$ 50 |
| MCPHEE, CHRISTINE | DIRECTOR OF PUBLIC SERVICE | \$ 142,214 | \$ 739 |
| NETTLETON, DON | CHIEF EXECUTIVE OFFICER | \$ 147,269 | \$ 1,865 |
| NICHOLSON, KRISTY-LEE | REFERENCE & INSTRUCTION SUPERVISOR | \$ 79,765 | \$ - |
| SAMSON, LEAH | ADMINISTRATIVE SERVICES MANAGER | \$ 86,836 | \$ 350 |
| STUART, DOUGLAS | BRANCH HEAD | \$ 79,072 | \$ - |
| THOMPSON, TARA | COMMUNITY ENGAGEMENT COORDINATOR | \$ 91,280 | \$ 22 |
| UTKO, MICHAL | DIRECTOR OF MARKETING & COMMUNICATIONS | \$ 117,212 | \$ 524 |
| EMPLOYEES OVER \$75,000 | | \$ 1,701,667 | \$ 8,835 |
| EMPLOYEES UNDER \$75,000 | | \$ 6,346,259 | |
| TOTAL | | \$ 8,047,926 | |

Receiver General of Canada - Total Employer Premium for CPP and EI **\$ 573,606**

Explanatory note: the differences between this Schedule and the financial statements are attributed to taxable benefits and timing. The remuneration above is reported based on the year it's paid pursuant to Canada Revenue Agency requirements, where it's accounted for in the financial statements when it has been earned.

"expenses" includes:

- (a) includes travel expenses, memberships, tuition, relocation, vehicle leases, extraordinary hiring expenses, registration fees and similar amounts paid directly to an employee, or to a third party on behalf of the employee, and which has not been included in "remuneration",
- (b) is not limited to expenses that are generally perceived as perquisites, or bestowing personal benefit, and may include expenditures required for employees to perform their job functions, and
- (c) excludes benefits of a general nature applicable to all employees pursuant to an agreement such as medical, dental, counselling, insurance and similar plans;

Statement of Severance Agreements

Financial Information Act - Statement of Financial Information

Library Name: Okanagan Regional Library
Fiscal Year Ended: December 31, 2022

There were no severance agreements made between the Okanagan Regional Library and its non-unionized employees during fiscal year 2022.

Schedule of Payments Made For the Provision of Goods and Services

Financial Information Act - Statement of Financial Information

Library Name: Okanagan Regional Library

Fiscal Year Ended: December 31, 2022

OKANAGAN REGIONAL LIBRARY

SCHEDULE OF PAYMENTS MADE FOR THE PROVISION OF GOODS OR SERVICES

FOR THE YEAR ENDED DECEMBER 31, 2022

| NAME OF INDIVIDUAL, FIRM OR CORPORATION | AMOUNT PAID |
|--|--------------------|
| 6-4 BUILDING MAINTENANCE | 121,460.06 |
| 654412 B.C. LTD. | 62,127.88 |
| A.C.E. COURIER SERVICES | 40,115.06 |
| AL STOBER CONSTRUCTION LTD. | 27,808.17 |
| ANTHEM OLIVER PLACE MALL LTD. | 104,912.45 |
| BAKER & TAYLOR BOOKS | 276,140.86 |
| BC HYDRO | 68,576.42 |
| BC LIBRARIES COOPERATIVE | 206,036.99 |
| BDO CANADA LLP | 25,432.05 |
| BIBLIOCOMMONS INC | 57,770.24 |
| BRIDGEALL LIBRARIES LIMITED | 41,728.10 |
| CALLAHAN CONSTRUCTION COMPANY | 242,738.45 |
| CANADIAN UNION OF PUBLIC EMPLOYEES | 107,009.72 |
| CAPITAL NEWS CENTRE | 180,180.00 |
| CARE SYSTEMS SERVICES LTD | 29,849.54 |
| CARMI JANITORIAL SERVICES | 40,928.42 |
| CENTRE FOR EQUITABLE LIBRARY ACCESS | 25,899.42 |
| CHURCHILL WFN LTD PARTNERSHIP | 101,326.81 |
| CITY OF KELOWNA | 979,872.95 |
| CITY OF REVELSTOKE | 53,379.04 |
| CITY OF WEST KELOWNA | 2,665,951.87 |
| COLUMBIA SHUSWAP REGIONAL DIST | 72,598.00 |
| COMMERCIAL SIGNS | 41,703.20 |
| COUNTRY COURT HOLDINGS LTD. | 55,885.44 |
| CVS MIDWEST TAPE | 46,570.25 |
| DIRECTDIAL.COM | 370,090.71 |
| DISTRICT OF LAKE COUNTRY | 107,677.34 |
| DISTRICT OF SICAMOUS | 54,416.93 |
| ENVISIONWARE, INC | 57,621.84 |
| EQUITABLE LIFE OF CANADA | 560,010.63 |

| | |
|---|--------------|
| EVERGREEN BUILDING MAINTENANCE INC | 38,535.00 |
| FFD DEVITO INVESTMENTS | 48,628.19 |
| FORTIS BC - ELECTRICITY | 51,929.61 |
| FORTIS BC - NATURAL GAS | 89,891.20 |
| HARBOUR WEST CONSULTING INC. | 35,131.50 |
| HI-CUBE STORAGE PRODUCTS | 73,281.92 |
| HOULE ELECTRIC LIMITED | 125,757.20 |
| INDEL INDUSTRIES LTD. | 34,564.91 |
| INNOVATIVE INTERFACES INC | 95,339.88 |
| INTROBA CANADA LLP (AKA INTEGRAL GROUP) | 29,180.24 |
| IRL IDEALEASE LTD | 45,886.51 |
| KIMCO CONTROLS LTD | 26,410.63 |
| LIBRARY BOUND INC. | 160,665.41 |
| MANULIFE c/o COLLIERS INTERNATIONAL | 268,182.60 |
| MOSAIC BOOKS | 37,702.68 |
| MUNICIPAL PENSION PLAN | 1,258,484.71 |
| NATURAL POD | 44,015.71 |
| OCLC, INC. | 44,557.11 |
| OVERDRIVE, INC | 1,059,909.12 |
| PALADIN SECURITY GROUP LTD. | 133,517.80 |
| PEACHLAND VILLAGE LTD. | 65,596.22 |
| PENTICTON PUBLIC LIBRARY | 36,740.00 |
| PRO JANITORIAL INC. | 56,893.75 |
| RAINCOAST BOOKS | 188,431.06 |
| RECEIVER GENERAL FOR CANADA | 2,193,356.01 |
| REGIONAL DIST. OF NORTH OKANAGAN | 566,078.93 |
| REGIONAL DISTRICT OF CENTRAL OKANAGAN | 382,657.88 |
| REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN | 33,363.98 |
| REVELSTOKE PLUMBING AND HEATING | 31,125.00 |
| RICOH CANADA INC | 46,890.27 |
| ROYAL BANK VISA-WESTERN CENTRE | 190,649.08 |
| SANDHILL BOOK MARKETING | 81,662.44 |
| SAWCHUK DEVELOPMENTS CO. | 586,772.10 |
| SCOTT WELLS | 34,125.00 |
| SECURE LINKS | 102,037.17 |
| SHAW BUSINESS | 36,652.39 |
| SHUSWAP JANITORIAL | 26,781.54 |
| SOURCE OFFICE FURNISHINGS | 74,600.76 |
| STARGARDEN SOFTWARE LTD. | 26,180.00 |
| SUNCOR ENERGY PRODUCTS PARTNERSHIP | 63,052.78 |
| TELUS COMMUNICATIONS (B.C.) | 55,584.77 |
| THE CLEANING CO LTD | 85,958.48 |

| | |
|--|----------------------|
| THE CO-OPERATORS GENERAL INSURANCE COMPANY | 63,086.37 |
| TNG CALGARY | 59,833.23 |
| TOWN OF OSOYOOS | 56,389.71 |
| TOWN OF PRINCETON | 34,958.30 |
| UNITED LIBRARY SERVICES INC. | 558,941.71 |
| URBAN ARTS ARCHITECTURE | 51,435.24 |
| VVI CONSTRUCTION LTD. | 376,779.85 |
| WESTERN GATEWAY INVESTMENT LTD | 284,361.35 |
| TOTAL SUPPLIERS WITH PAYMENTS EXCEEDING \$25,000 | \$ 16,978,366 |
| | |
| TOTAL SUPPLIERS WHERE PAYMENTS ARE \$25,000 OR LESS | \$ 1,402,545 |
| | |
| CONSOLIDATED TOTAL | \$ 18,380,911 |

Explanatory note:

The total in this Schedule will differ from the Statement of Operations in the audited financial statements for the following reasons:

- The financial statements are prepared on an accrual basis while this Schedule is prepared on a cash basis;
- The Schedule includes amounts paid for GST while the expenses in the financial statements do not;
- The Schedule includes employee and employer amounts paid, while the financial statements only include the employer amounts;
- The financial statements include a provision for amortization while the Schedule does not because amortization is a non-cash expense;
- The Schedule includes amounts paid that were capitalized (not expensed) by the Library; capitalized expenditures do not appear on the Statement of Operations.

Finance Committee Report

Information

To: Okanagan Regional Library Board of Directors

From: Jeremy Feddersen, CFO

Date: May 17, 2023

Subject: Okanagan Regional Library Draft Budget Timeline for 2024 Budget

Voting Entitlement: *All Trustees-Unweighted Vote-Simple Majority*

Purpose:

To present to the Board the timeline and process for the creation of the 2024 ORL budget as reviewed by the Finance Committee.

Summary:

ORL 2024 Budget Timeline:

- May – Mid June 2023
 - ORL Senior Staff identify and discuss operational needs of the ORL to be considered for adoption in the upcoming budget. This includes wage negotiations, inflation, additional programming, etc.
- June 23, 2023
 - ORL Finance Committee meet to review first draft of budget including items brought by the senior staff. The Committee will provide feedback and direction for adjustments if needed.
- July 26, 2023
 - ORL Staff update budget as required by Finance Committee. Additional dates for meeting TBD as required based on revisions.
 - ORL Finance Committee approves finalized budget for presentation to the Board.
- September 13, 2023
 - The budget is presented to the Board for consideration and approval, or revision.
- November 15, 2023
 - The finalized budget is approved by the Board.

Recommendation(s):

THAT the Board of Directors receive for information the budget timeline as presented.

Respectfully submitted by: Jeremy Feddersen, CFO

Finance Committee Report

Request for Decision

To: Okanagan Regional Library Board of Directors

From: Jeremy Feddersen, CFO

Date: May 17, 2023

Subject: Okanagan Regional Library Investment Policy

Voting Entitlement: *All Trustees-Unweighted Vote-Simple Majority*

Purpose:

To give consideration to the adoption of the revised investment policy as presented to and approved by the Finance Committee.

Executive Summary:

I had presented a draft investment policy at the February 2023 Library Board meeting and was asked to make some adjustments based on feedback from members of the Board. I have made the requested changes in order to bring the policy in line with this feedback and wish to present the revised policy for consideration.

Changes made include limiting the types of investments to be slightly more restrictive, as well as adjusting the language around the delegations of authority to make it more clear that any changes require both the CFO and the CEO to sign.

Recommendation(s):

THAT the Board approve the Investment Policy as presented.

Respectfully submitted by: Jeremy Feddersen, CFO

Attachment: Appendix A – ORL Investment Policy

Appendix A ORL Investment Policy

May 10, 2023

PURPOSE

The purpose of this Policy is to document a governance framework for the prudent management by the CFO/CEO of the Okanagan Regional Library's treasury portfolio (the "Fund") within an acceptable risk tolerance.

SECTION I: POLICY

It is the policy of the Okanagan Regional Library's to invest its surplus funds in a manner which will provide the optimal blend of investment returns and principal protection while meeting its daily cash flow and liquidity demands.

1. SCOPE

This Policy applies to the investment of all cash and short-term assets of the Okanagan Regional Library (ORL).

2. OBJECTIVES

Capital Preservation

Preservation of capital is the foremost objective of the Fund. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall Fund whilst managing credit risk and interest rate risk.

Liquidity

Investments shall remain sufficiently liquid in order to meet all reasonably anticipated operating and capital requirements. Since all possible cash requirements cannot reasonably be anticipated, the Fund should consist largely of securities with active secondary markets or immediate liquidity features for non-market traded securities.

Return on Investment

The Fund shall be constructed with the objective of attaining, at minimum, a benchmark rate of return throughout varying budgetary and economic cycles, taking into account investment risk constraints and liquidity needs. Return on investment is of secondary importance compared to the preservation of capital and liquidity objectives.

3. STANDARD OF CARE

Prudence

Investments by the Manager shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence would exercise.

Internal Controls

Management shall establish a system of internal controls. These controls shall be documented and designed to prevent the loss of funds arising from fraud, employee error and/or misrepresentation by third parties.

4. ETHICS & CONFLICT OF INTEREST

Officers and employees involved with the investment process shall refrain from personal business activity that could conflict with proper execution and management of the investment program or impair their ability to make impartial investment decisions. Any personal business activity shall require proper disclosure with the CEO or CFO.

SECTION II: INDIVIDUAL RESPONSIBILITIES

1. DELEGATION OF AUTHORITY

Any purchase or sale transactions or movement of cash or securities between financial institutions for the Fund must be authorized by the individuals specified in the Client Broker Agreement. Such authorized individuals will be limited to the Company's:

- Chief Executive Officer; and
- Chief Financial Officer.

2. MANAGER RESPONSIBILITIES

- Establish an Investment Strategy. Considerations include:
 - Asset allocation.
 - Portfolio diversification.
 - Current market environment and Bank of Canada policy.
- Select investments for the Fund, subject to this Policy.
- Maintain adequate liquidity of the Fund to ensure cash disbursements can be met.
- Review the Fund's performance on a regular basis.
- Select investment dealers and institutions (the "Brokers") to assist the Manager in meeting objectives for the Fund.
- Delegate any responsibility not specifically mentioned in this Policy.
- At the end of each fiscal year or at the request from the Board of Directors of the ORL, the Manager will provide a report detailing the following of the Fund:
 - Description of each investment.
 - Cost investment and market value of each security.
 - Coupon rate and yield to maturity.
 - Investment date and maturity date.
 - Rates of return on the entire Fund.
- Review the Policy periodically and if appropriate make recommendations to the Board of Directors for changes.

The Manager and designated Officers of the ORL may engage consultants or other advisors to assist them in fulfilling their responsibilities.

3. AUTHORIZED INVESTMENT DEALERS AND FINANCIAL INSTITUTIONS

A list will be maintained by the Manager of approved investment dealers and financial institutions authorized to provide investment services. Preference will be given to investment dealers and financial institutions who are members of the [Responsible Investment Association](#) (“RIA”).

Environmental, social and corporate governance factors play an important role in the investment process. Consideration shall be made towards investment dealers and financial institutions who are able to provide investment options that support socially responsible investments.

Investment dealers and financial institutions that provide the ORL with the broadest range of investment instruments will be viewed as front runners in the qualifying bidder’s process.

SECTION III: ELIGIBLE INVESTMENTS

MONEY MARKET SECURITIES

Cash held by the ORL that is not immediately required may only be invested in one or more of the following:

- a. Federal & Provincial T-bills
- b. Federal or Provincial government or government guaranteed instruments
- c. Securities of the Municipal Finance Authority
- d. Securities guaranteed by a bank, treasury branch, credit union, cooperative or trust corporation
- e. Other investments specifically authorized under this or another act

Investments in shares, warrants, or other equities, options or futures are prohibited, and all investment categories that are not explicitly permitted are prohibited.

SECTION IV: RATINGS AND CONSTRAINTS

1. RISK TOLERANCE

All securities must be readily marketable.

Investment held in the Fund must be rated by at least one rating agency, namely Moody’s, Standard & Poor’s (S&P) or Dominion Bond Rating Service (DBRS). All investments must be Investment Grade (at least BBB by S&P, or equivalent by DBRS or Moody’s.), as classified in Appendix A. In the case where a security is rated by more than one agency listed, the higher ratings will apply.

The total Fund will be limited to the following credit rating thresholds on a weighted average basis (as defined by S&P or equivalent):

| Rating | Up to % |
|--------------|---------|
| R-1 (high) | 100% |
| R-1 (middle) | 90% |
| R-1 (low) | 70% |

The maximum exposure to a single investment security, as a percentage of the total portfolio cannot exceed 10%.

The maximum exposure to any one counterparty, as a percentage of the total portfolio cannot exceed 20%.

Due to market fluctuations, maximum percentages may be exceeded at a point in time. Securities need not be liquidated to rebalance the portfolio; however, consideration should be given to this matter when future purchases are made to ensure that appropriate diversification is maintained.

2. PORTFOLIO CONSTRAINTS

The primary constraints relate to safety of invested capital and maintaining the liquidity of the portfolio.

- All securities held in the portfolio shall have a maturity of ten years or less, however it is understood that the majority of assets will be invested in securities with a maturity considerably shorter than this ten year maximum. Overall, the total portfolio shall have an average term to maturity of no greater than five years.
- **Cash:** The deemed rating for cash, including the current account and any High Interest Savings Accounts, will be equal to the rating of the institution it is being held in.
- **Credit Unions:** The rating for securities issued by a Credit Union that is not rated shall be deemed equal to the rating of the province within which the credit union resides.
- **Bank Deposits:** The deemed rating for securities issued by a bank will be equal to the credit rating of that bank.
- **Securities issued by a Government entity:** The deemed rating for securities issued by a Government entity will be equal to the credit rating of that municipality, province, country or equivalent.

3. OTHER CONSTRAINTS

- The Fund shall not borrow funds to acquire securities or otherwise deal in margin trading.
- All investments will be made in accordance with the Code of Ethics and the Chartered Financial Analyst standards (<http://www.cfapubs.org/doi/pdf/10.2469/ccb.v2014.n4.1>).

APPENDIX A – CREDIT RATINGS

| Grade | Moody's | | Standard & Poor's | | DBRS Morningstar | |
|-------------------|-----------|------------|-------------------|------------|------------------|--------------|
| | Long-Term | Short-Term | Long-Term | Short-Term | Long-Term | Short-Term |
| Investment Grade | Aaa | P-1 | AAA | A-1+ | AAA | R-1 (high) |
| | Aa1 | P-1 | AA+ | A-1 | AA (high) | R-1 (high) |
| | Aa2 | P-1 | AA | A-1 | AA | R-1 (middle) |
| | Aa3 | P-1 | AA- | A-1 | AA (low) | R-1 (middle) |
| | A1 | P-1 | A+ | A-2 | A (high) | R-1 (low) |
| | A2 | P-1 | A | A-2 | A | R-1 (low) |
| | A3 | P-1 | A- | A-2 | A (low) | R-1 (low) |
| | Baa1 | P-2 | BBB+ | A-3 | BBB (high) | R-2 (high) |
| | Baa2 | P-2 | BBB | A-3 | BBB | R-2 (middle) |
| | Baa3 | P-3 | BBB- | A-3 | BBB (low) | R-2 (low) |
| Speculative Grade | Ba1 | NP | BB+ | B | BB (high) | R-3 |
| | Ba2 | NP | BB | B | BB | R-4 |
| | Ba3 | NP | BB- | B | BB (low) | R-4 |
| | B1 | NP | B+ | B | B (high) | R-4 |
| | B2 | NP | B | B | B | R-5 |
| | B3 | NP | B- | B | B (low) | R-5 |
| | Caa1 | NP | CCC | C | CCC | R-5 |
| | Caa2 | NP | CCC | C | CCC | R-5 |
| | Caa3 | NP | CCC | C | CCC | R-5 |
| | Ca | NP | CC | C | CC | R-5 |
| | C | NP | R | R | C | R-5 |
| | | D | D | D | D | |



Item 7.7

CFO Report to the Board

Information

To: Okanagan Regional Library Board of Directors
From: Jeremy Feddersen, Chief Financial Officer
Date: May 17th, 2023
Subject: Financial Update Report to March 31, 2023 (3 Months)

Purpose: To receive for information the Financial Update Report Package to March 31, 2023.

Executive Summary:

Please find attached the Financial Update Report Package to March 31, 2023. Results for the period demonstrate that the ORL is operating within its budget and that there haven't been any significant challenges for the organization to this point in the 2023 fiscal year.

RECOMMENDATION

THAT the Board receive the CFO's Financial Update Report to March 31, 2023 for information.

BACKGROUND

The attached **Appendix 1** provides the Board with an interim financial report (receipts and disbursements) to March 31st along with the year-to-date (YTD), annual budget and other useful information such as variances. The report has been prepared on a modified cash basis, meaning not all accounting accruals have been made. This report will briefly discuss some of the financial information that staff felt may be of interest to the Board.

Receipts – Tax Levy

The variances for both Spallumcheen and Princeton are due to timing, as the payments came in after the period had ended.

Receipts – Government, Grants and Own Resources

This category has seen revenues come in higher than budget, which is attributed largely to the interest being earned on our cash balance that had not been included in the budget. This has exceeded the lost revenue due to the suspension of charging late fees. As the Board will recall, fines for late books and materials was paused early in the COVID pandemic; these charges have not yet resumed.



From Reserves and Internal Rent

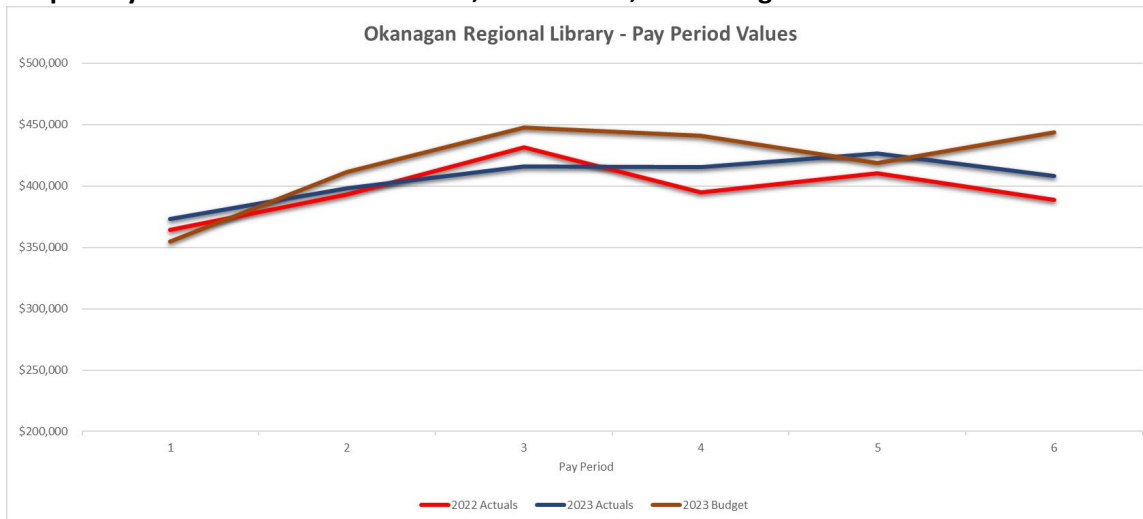
The transfers from reserves are an accounting adjustment that relates to planned amounts drawn out of reserves for technology replacement, furnishings and amounts from the donation reserves for programming and capital expenditures. The internal rent chargeback relates to adjustments for the owned branches.

Total receipts to March 31st are \$5,232,809

Disbursements

Remuneration and benefits are tracking very closely to budget to pay period 6. Costs are a little below budget largely due to vacancies that are waiting to be filled.

Graph: Pay Period Values: 2022 Actual, 2023 Actual, 2023 Budget



Rent and property expenses are largely on course as well. We do not expect a large variance in this line, and will try to keep property expenses down through the year.

Library (electronic) materials, along with Books and Other Physical Material form the combined Library Collections Budget. These two lines are largely tracking on budget, with some slight variances due to timing, especially as our new Head of Collection Development is settling in to the position. We have adjusted the budget figures for the physical and electronic categories in order for them to more closely track to what is expected to be spent for each line.

“Other Expenses” are tracking well to date. A few of the line items which are most noticeably low include Programs, Staff Development/Meeting, Technology, and Transportation. The majority of the activity for these lines occur later in the fiscal year, and so being underbudget is not unexpected. Technology transactions are often done in ‘lump sums’ or ‘batch purchases’.

Total disbursements before capital expenditures and reserve transactions are \$4,793,444.



The Capital Expenditure figures will come up as part of year-end process; these transactions are accounting adjustments related to reserve funded activities. The exception being Books and Other Physical Materials, which was previously discussed with the Library (electronic) materials. The above table (Combined Library Collection Budget) is also a useful reference when considering this expense line.

Total disbursements to March 31st are \$5,182,166

The net receipts over disbursements to March 31st are \$50,643

BUDGET AND COST IMPACTS

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

CONCLUSION

The ORL's financial results to March 31st are generally consistent with expectations and the variances explainable. There does not appear to be anything that requires specific Board attention at this time.

Respectfully submitted,

Jeremy Feddersen, CPA, CA
Chief Financial Officer



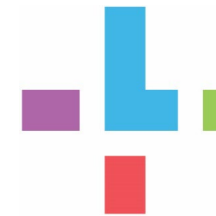
Okanagan Regional Library

Appendix 1

Interim Financial Report

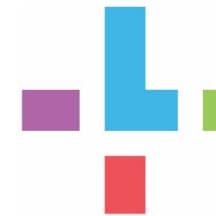
(Receipts & Disbursements)

January 1, 2023 to March 31, 2023

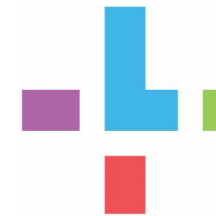


**OKANAGAN REGIONAL LIBRARY
RECEIPTS & DISBURSEMENTS
To March 31, 2023**

| | ACTUAL | BUDGET | VARIANCE | BUDGET | VARIANCE |
|--|--------------------|--------------------|-----------------|---------------------|-----------------------|
| | YR.TO D | YR.TO D | YR.TO D | -YEAR-- | -From Annual-- |
| RECEIPTS | | | | | |
| TAX LEVY ON MUNICIPALITIES AND REGIONAL DISTRICTS | | | | | |
| ARMSTRONG, CITY | \$52,062 | \$52,062 | \$0 | \$208,248 | \$156,186 |
| CENTRAL OKANAGAN RD | \$84,008 | \$84,008 | -\$0 | \$336,033 | \$252,025 |
| COLDSTREAM, DISTRICT | \$126,050 | \$126,051 | \$0 | \$504,202 | \$378,152 |
| COLUMBIA SHUSWAP RD | \$233,835 | \$233,835 | \$0 | \$935,341 | \$701,506 |
| ENDERBY, CITY | \$28,876 | \$28,876 | \$0 | \$115,505 | \$86,629 |
| GOLDEN, CITY | \$83,846 | \$83,846 | \$0 | \$335,383 | \$251,537 |
| KELOWNA, CITY | \$1,831,297 | \$1,831,297 | -\$0 | \$7,325,187 | \$5,493,890 |
| KEREMEOS, VILLAGE | \$16,034 | \$16,034 | -\$0 | \$64,137 | \$48,103 |
| LAKE COUNTRY, DISTRICT | \$192,688 | \$192,688 | -\$0 | \$770,753 | \$578,065 |
| LUMBY, VILLAGE | \$19,378 | \$19,378 | \$0 | \$77,511 | \$58,133 |
| NORTH OKANAGAN RD | \$208,349 | \$208,349 | \$0 | \$833,395 | \$625,046 |
| OLIVER, TOWN | \$55,366 | \$55,366 | -\$0 | \$221,465 | \$166,099 |
| OKANAGAN SIMILKAMEEN RD | \$229,372 | \$229,372 | -\$0 | \$917,489 | \$688,117 |
| OSOYOOS, TOWN | \$70,827 | \$70,827 | \$0 | \$283,309 | \$212,482 |
| PENTICTON INDIAN BAND | \$0 | \$0 | \$0 | \$0 | \$0 |
| PEACHLAND, DISTRICT | \$72,098 | \$72,098 | -\$0 | \$288,393 | \$216,295 |
| PRINCETON, TOWN | \$0 | \$34,186 | \$34,186 | \$136,745 | \$136,745 |
| REVELSTOKE, CITY | \$101,007 | \$101,007 | -\$0 | \$404,029 | \$303,022 |
| SALMON ARM, CITY | \$200,692 | \$200,692 | -\$0 | \$802,766 | \$602,074 |
| SICAMOUS, DISTRICT | \$41,221 | \$41,105 | -\$117 | \$164,419 | \$123,198 |
| SPALLUMCHEEN, TOWNSHIP | \$0 | \$56,955 | \$56,955 | \$227,819 | \$227,819 |
| SUMMERLAND, DISTRICT | \$138,921 | \$138,921 | \$0 | \$555,685 | \$416,764 |
| VERNON, CITY | \$495,836 | \$495,702 | -\$134 | \$1,982,807 | \$1,486,971 |
| WESTBANK FIRST NATION | \$119,340 | \$119,340 | \$0 | \$477,359 | \$358,019 |
| WEST KELOWNA, CITY | \$438,843 | \$438,844 | \$0 | \$1,755,374 | \$1,316,531 |
| | \$4,839,948 | \$4,930,839 | \$90,890 | \$19,723,354 | \$14,883,406 |



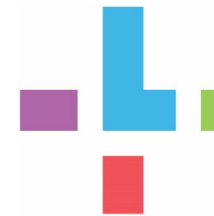
| | ACTUAL YR.TO D | BUDGET YR.TO D | VARIANCE YR.TO D | BUDGET -YEAR-- | VARIANCE -From Annual-- |
|--|-------------------|-------------------|---------------------|--------------------|----------------------------|
| FROM GOVERNMENT & OWN RESOURCES | | | | | |
| PROVINCE OF BC - PER CAPITA GRANT | \$0 | \$0 | \$0 | \$1,008,000 | \$1,008,000 |
| PROVINCE OF BC - OTHER | \$0 | \$0 | \$0 | \$0 | \$0 |
| GRANTS-PROV.B.C.-BOOKS | \$0 | \$0 | \$0 | \$0 | \$0 |
| GRANTS-PROV.B.C- GO GRANT | \$0 | \$0 | \$0 | \$0 | \$0 |
| GRANTS - FEDERAL | \$0 | \$0 | \$0 | \$49,000 | \$49,000 |
| GRANTS - OTHER | \$0 | \$0 | \$0 | \$6,500 | \$6,500 |
| BRANCH FURNISHING FUNDING | \$0 | \$0 | \$0 | \$0 | \$0 |
| FINES, FEES AND DAMAGED MATERIALS | \$9,074 | \$50,625 | \$41,551 | \$202,500 | \$193,426 |
| SPACE RENTALS | \$2,233 | \$4,802 | \$2,569 | \$19,207 | \$16,975 |
| PRINTING REVENUE | \$5,829 | \$7,494 | \$1,665 | \$29,975 | \$24,146 |
| KEYCARD REVENUE | \$619 | \$62 | -\$556 | \$249 | -\$369 |
| REFERENCE FAX REVENUE | \$0 | \$0 | \$0 | \$0 | \$0 |
| INTEREST AND EXCHANGE | \$127,825 | \$8,750 | -\$119,075 | \$35,000 | -\$92,825 |
| COPIER REVENUE | \$2,425 | \$2,387 | -\$37 | \$9,550 | \$7,125 |
| SUNDRY INCOME | \$5,541 | \$1,250 | -\$4,291 | \$5,000 | -\$541 |
| DONATIONS | \$0 | \$0 | \$0 | \$137,280 | \$137,280 |
| MFA ACTUARIAL , DEBT REDUCTION | \$77,461 | \$77,461 | \$0 | \$309,843 | \$309,843 |
| INTER LIBRARY LOANS, NET | \$12 | -\$38 | -\$49 | -\$150 | -\$162 |
| SUBTOTAL GOVERNMENT & OWN RESOURCES | \$231,017 | \$152,794 | -\$78,223 | \$1,811,954 | \$1,658,398 |
| TRANSFERS FROM RESERVES | \$0 | \$0 | \$0 | \$626,007 | \$626,007 |
| ORL OWNED BUILDINGS, RENT CHARGEBACK | \$161,844 | \$161,844 | \$0 | \$761,946 | \$600,102 |
| TOTAL RECEIPTS | 5,232,809 | 5,245,476 | 12,667 | 22,923,261 | 17,767,913 |



**OKANAGAN REGIONAL LIBRARY
RECEIPTS & DISBURSEMENTS
To March 31, 2023**

| | ACTUAL YR.TO D | BUDGET YR.TO D | VARIANCE YR.TO D | BUDGET -YEAR-- | VARIANCE -From Annual-- |
|---|-------------------|-------------------|---------------------|-------------------|----------------------------|
| DISBURSEMENTS | | | | | |
| REMUNERATION AND FRINGE BENEFITS | | | | | |
| REMUNERATION | 2,206,019 | 2,294,751 | 88,731 | 9,179,003 | 6,972,983 |
| FRINGE BENEFITS | 434,281 | 461,294 | 27,012 | 1,845,175 | 1,410,894 |
| WCB | 15,614 | 8,082 | -7,532 | 32,327 | 16,713 |
| | 2,655,915 | 2,764,126 | 108,211 | 11,056,505 | 8,400,590 |
| RENT AND PROPERTY EXPENSES | | | | | |
| RENT | 610,388 | 650,490 | 40,103 | 2,601,961 | 1,991,574 |
| LTD PRINCIPAL, ACTUARIAL AND INTEREST | 485,229 | 371,219 | -114,010 | 1,484,876 | 999,647 |
| MFA ACTUARIAL, DEBT REDUCTION | 0 | 0 | 0 | 0 | 0 |
| PROPERTY EXPENSES | 360,154 | 475,668 | 115,515 | 1,902,674 | 1,542,520 |
| | 1,455,770 | 1,497,378 | 41,608 | 5,989,511 | 4,533,741 |
| LIBRARY MATERIALS | 460,475 | 421,402 | -39,073 | 1,685,608 | 1,225,133 |
| OTHER EXPENSES | | | | | |
| BOARD EXPENSES | 2,490 | 5,035 | 2,545 | 20,141 | 17,651 |
| BOOK DEPOSIT GRANTS | 0 | 800 | 800 | 3,200 | 3,200 |
| CAPITAL EXP.-H.Q. | 0 | 0 | 0 | 0 | 0 |
| CATALOGUE | 0 | 0 | 0 | 0 | 0 |
| COLLECTION AGENCY | 139 | 2,392 | 2,252 | 9,566 | 9,427 |
| EQUIPMENT REPAIRS & RENEWALS | 9,625 | 3,554 | -6,070 | 14,216 | 4,592 |
| FAMA/REALLOCATIONS | 0 | 0 | 0 | 0 | 0 |
| INSURANCE | 9,633 | 14,618 | 4,984 | 58,470 | 48,837 |
| INTEREST & BANK CHARGES | 4,070 | 2,875 | -1,195 | 11,500 | 7,430 |
| LEASES-EQUIPMENT | 0 | 0 | 0 | 0 | 0 |
| MARKETING & COMMUNICATIONS | 35,339 | 20,383 | -14,956 | 81,533 | 46,193 |
| MEMBERSHIPS | 6,216 | 5,090 | -1,126 | 20,361 | 14,145 |
| PENTICTON LIBRARY FEE | 0 | 12,082 | 12,082 | 48,328 | 48,328 |
| POSTAGE & FREIGHT | 6,916 | 16,353 | 9,437 | 65,411 | 58,494 |
| PROFESSIONAL FEES | 12,483 | 21,928 | 9,445 | 87,714 | 75,231 |





| | ACTUAL YR.TO D | BUDGET YR.TO D | VARIANCE YR.TO D | BUDGET -YEAR-- | VARIANCE -From Annual-- |
|--|-------------------|-------------------|---------------------|-------------------|----------------------------|
| PROGRAMS | 3,711 | 37,123 | 33,412 | 148,491 | 144,780 |
| RECRUITMENT, TRAVEL & SUNDRY | 71 | 4,038 | 3,967 | 16,152 | 16,081 |
| STAFF DEVELOPMENT & MEETINGS | 8,960 | 29,560 | 20,600 | 118,239 | 109,279 |
| STRATEGIC PLANNING | 0 | 0 | 0 | 0 | 0 |
| SUPPLIES | 43,822 | 37,537 | -6,285 | 150,147 | 106,325 |
| TECHNOLOGY EXPENSES | 45,553 | 132,341 | 86,788 | 529,363 | 483,811 |
| TELEPHONE & INTERNET | 18,459 | 20,188 | 1,729 | 80,752 | 62,293 |
| TRANSPORTATION | 12,203 | 34,850 | 22,647 | 139,401 | 127,198 |
| VIRTUAL BRANCH | 1,593 | 2,500 | 907 | 10,000 | 8,407 |
| | 221,284 | 403,246 | 181,962 | 1,612,984 | 1,391,700 |
| DISBURSEMENTS BEFORE CAPITAL EXPENDITURES AND TRANSFERS TO RESERVES | 4,793,444 | 5,086,152 | 292,708 | 20,344,608 | 15,551,164 |
| CAPITAL EXPENDITURES | | | | | |
| BOOKS AND OTHER PHYSICAL MATERIALS | 216,489 | 324,109 | 107,619 | 1,296,434 | 1,079,945 |
| TECHNOLOGY ASSETS | 0 | 87,809 | 87,809 | 351,237 | 351,237 |
| FURNITURE, EQUIPMENT & OTHER | 0 | 60,512 | 60,512 | 242,050 | 242,050 |
| | 216,489 | 472,430 | 255,941 | 1,889,721 | 1,673,232 |
| TRANSFERS TO RESERVES | | | | | |
| TO BRANCH FURNISHING RESERVE | 36,250 | 36,250 | 0 | 145,000 | 145,000 |
| TO CAPITAL PROJECTS RESERVE | 28,500 | 28,500 | 0 | 114,000 | 114,000 |
| TO DONATION RESERVES | 0 | 0 | 0 | 0 | 0 |
| TO ILS REPLACEMENT RESERVE | 0 | 0 | 0 | 0 | 0 |
| TO IT REPLACEMENT RESERVE | 77,752 | 77,752 | 0 | 311,008 | 311,008 |
| TO NON-OWNED BUILDING MNTC RESERVE | 8,000 | 8,000 | 0 | 32,000 | 32,000 |
| TO OWNED BUILDING MNTC RESERVE | 15,000 | 15,000 | 0 | 60,000 | 60,000 |
| TO STAFF APPRECIATION OR DEVELOPMENT RESERVE | 375 | 375 | 0 | 1,500 | 1,500 |
| TO STRATEGIC INITIATIVES RESERVE | 0 | 0 | 0 | 0 | 0 |
| TO VEHICLE REPLACEMENT RESERVE | 6,356 | 6,356 | 0 | 25,425 | 25,425 |
| | 172,233 | 172,233 | 0 | 688,933 | 688,933 |
| TOTAL DISBURSEMENTS | 5,182,166 | 5,730,816 | 548,649 | 22,923,262 | 17,913,329 |
| NET DISBURSEMENTS OVER RECEIPTS | 14,478 | -485,340 | -499,817 | -2 | -186,713 |



Policy & Planning Committee Report

Request for Decision

To: Okanagan Regional Library Board
From: Policy and Planning Committee
Date: May 17, 2023
Subject: Policy Recommendations

Voting Entitlement: *All Trustees - Unweighted Vote – Simple Majority*

Purpose: To present a number of proposed ORL Board Policy changes for the Board's consideration and approval.

Summary:

The Policy and Planning Committee met on March 27, 2023 to discuss several policy topics, including the need to acknowledge First Nations land and explore options for indigenous consultants, establish a new delegation policy, revise board policies related to meeting conduct and voting, create a new data removal policy, and revise the electronic systems policy. For further details, refer to the draft Committee meeting minutes in the FYI Memo to the Board dated May 17, 2023.

1. Truth and Reconciliation and First Nation Land Acknowledgements

The Committee has directed staff to explore options for indigenous consultants and report back to the Committee. In the interim, the Committee recommends as follows:

Recommendation:

THAT when meetings are conducted at the ORL HQ Administration Building, the ORL acknowledges the Lands it operates from with the following language:

The ORL Headquarters is located on the traditional, ancestral, and unceded tm̓xʷúlaʔxʷ (land) of the syilx / Okanagan people who have resided here since time immemorial. We recognize, honour, and respect the syilx / Okanagan lands upon which we live, work, and play.

2. Establish a Delegation Policy

Recommendation:

THAT the proposed new delegation policy be accepted as presented in Attachment # 4.2.

3. Revise Board Policy: Order of Regular and In-Camera Meeting:

Recommendation:

THAT the proposed revisions to *Policy Section II: Board Organization and Structure, Subsection A: Meetings*, be accepted as presented in Attachment #4.3.

4. Revise Board Policy: Simple Majority and Weighted Votes**Recommendation:**

THAT the proposed revisions to *Policy Section II: Board Organization and Structure, Subsection C: Conduct of Meetings* be accepted as presented in Attachment #4.4.

5. Establish a Data Removal Policy**Recommendation:**

THAT the proposed new data removal policy be accepted as presented in Attachment #4.5a.

6. Revisions to 'Electronic Systems, Network, E-Mail and Internet Use' Policy**Recommendation:**

THAT the proposed revisions to *Policy Section X: Personnel, Subsection L: Electronic Systems, Network, E-Mail and Internet Use* be accepted as presented in Attachment #4.5b.

7. Revise Board Policy: Rules of Conduct

The Committee directed staff to draft a new policy reflecting a positive approach, including a stand-alone breach of conduct/infraction notice, a checklist of unacceptable behaviors, and revised language to address the legalities of disruptive behavior. In the interim, the Committee recommends minor revisions to the current language.

Recommendation:

THAT the proposed revisions to *Policy Section VI: Services, Subsection D: Rules of Conduct* be accepted as presented in Attachment #4.6.

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Respectfully submitted by:

Policy and Planning Committee

Attachment(s): Report # 4.2: Policy – Delegations (new)
 Report # 4.3: Policy - Order of Meetings (revised)
 Report # 4.4: Policy – Voting(revised)
 Report # 4.5a): Policy – Data Removal (new)
 Report # 4.5b): Policy – Electronic Systems, etc. (revised)
 Report # 4.6: Policy – Rules of Conduct (revised)

Policy & Planning Committee Report: 4.2

To: Library Board
From: Policy and Planning Committee
Date: May 17, 2023
Subject: Establishment of a New Delegation Policy

Objective:

To establish a new policy to provide a clear and transparent process for members of the public who wish to request to appear before the Okanagan Regional Library Board of Trustees as a delegation.

**Proposed Delegation Policy for Public Requests to Appear before the Okanagan Regional Library Board
Add to Board Policy Section II: Board Organization and Structure - Subsection C: Conduct of Meetings**

Definition:

A delegation is a person or group who appears before the Board to speak to a specific item on the agenda or to bring a matter to the attention of the Board.

1. The Library Board may consider requests for delegations on specific matters within its mandate.
2. Requests to appear before the Board as a delegation must be made in writing and received by the Library Board Chair and the Library CEO at least two weeks in advance of the scheduled meeting.
3. The written request must include the name of the delegation, the topic to be discussed, the purpose of the delegation, and any supporting documents or materials that will be presented.
4. The Chair and the CEO will review the request and determine whether it is appropriate for the delegation to appear before the Board. The Chair and the CEO will consider whether the topic is relevant to the Board's mandate, whether it falls within the Board's jurisdiction, and whether it is appropriate for the Board to hear the delegation.
5. A delegation may be declined for various reasons, such as if there has been enough public input on a particular topic, if the agenda is already too full, or if there are procedural requirements that need to be met, such as during the first meeting of a new board.
6. The Board Chair has the final decision-making authority on whether to approve or reject a delegation request.
7. If the Chair and CEO approve the request, the delegation will be added to the agenda for the next available meeting. If the Chair and the CEO determine that the request is not appropriate, a written explanation will be provided to the delegation.
8. Delegations will be limited to five (5) minutes to present their information and respond to questions from the Board.
9. Delegations may not use the opportunity to promote any personal, business, or political interests.
10. The Board will not consider delegations from ORL staff unions on the topic of contract negotiations.
11. The Board will not consider delegations regarding matters before the courts or that would involve the Library in litigation.
12. The Board will not consider delegations that are derogatory, defamatory, or discriminatory.
13. Delegations will be for information only with no obligation of the Board to make a decision.
14. Once the Board decides on a delegation request, that decision is final and cannot be appealed.

Committee Recommendation:

THAT the Library Board receive the proposed draft delegation policy for consideration and approval.

Respectfully submitted by:

Policy and Planning Committee
ORL Board Regular Agenda - May 17, 2023

Policy & Planning Committee Report: 4.3

To: Okanagan Regional Library Board
From: Policy and Planning Committee
Date: May 17, 2023
Subject: Revision to Board Policy: Regular and In-Camera Meetings

Objective: Section II: Board Organization and Structure, Subsection A: Meetings
To clarify policy procedures around regular and in-camera meetings.

Discussion:

Current Language:

In-Camera Board Meetings

Any in-camera Board meetings required are held prior to the regular board meeting. Minutes are approved at the following in-camera meeting. Decisions will be implemented as directed by the Board. Management Team staff may attend in-camera Board Meetings as required. The Chief Executive Officer is the only staff member who attends when exempt compensation is discussed by the Board at in-camera meeting.

Proposed Revised Policy:

Regular and In-Camera Meetings

1. All meetings of the Library Board and its committees abide by the regulations stipulated in the Community Charter for determining whether a matter should be discussed in a regular or in-camera meeting.
2. The Board may hold in-camera meetings as needed. In-camera meetings may be held prior to or following the regular open meetings, to be determined at the time of creation of the agendas and at the discretion of the Board Chairperson.
3. Senior management staff may be present at in-camera board meetings as required, but non-essential staff members are required to leave.
4. The minutes of these meetings will be approved during the subsequent board meeting, and any decisions made will be carried out in accordance with the board's direction.

Committee Recommendation:

THAT the Library Board receive the proposed revised policy for consideration and approval.

Respectfully submitted by:
Policy and Planning Committee

Policy & Planning Committee Report: 4.4

To: Okanagan Regional Library Board
From: Policy and Planning Committee
Date: May 17, 2023
Subject: Revision to Board Policy: Voting

Objective: Section II: Board Organization and Structure, Subsection C: Conduct of Meetings
To clarify board voting procedural policy and to gain board approval on the proposed revisions.

Discussion:

Current Language:

Weighted Votes

Weighted votes will be held for budget, ratification of employee group salaries, and amendments to weighted vote motions. Weighted votes will not be held for matters involving policy.

Proposed Revised Policy:

Voting

Voting in all meetings of the Library Board and its committees follow the provisions of the Community Charter, which outlines the general rules as follows:

- (1) Unless otherwise specified, a motion, or any other matter before the board shall be decided by a majority vote of the board members present at the meeting.
- (2) Each board member is entitled to one vote on any question.
- (3) Each board member present at the time of the vote is required to cast a vote on the matter.
- (4) If a board member does not indicate how they vote, they are deemed to have voted in the affirmative.
- (5) If the votes of the members present at a board meeting are equal for and against a motion, the motion is defeated.
- (6) When an enactment requires an affirmative vote of a specified portion of all members of the board, this means an affirmative vote of that portion of the total number of members of the board.
- (7) The voting rules established by this section also apply to board committees.

Weighted Votes

- (1) Weighted votes will be conducted for the approval of the annual budget, ratification of employee group salaries, and changes to weighted vote motions.
- (2) In accordance with the Library Act, each board member has one vote plus one additional vote for each complete 1000, after the first 1000, of the population of its municipality or regional district.
- (3) Matters pertaining to policy are not subject to weighted voting.
- (4) All other votes that are not subject to weighted voting shall be decided by a simple majority.

Representatives of First Nations that have signed a long-term service agreement with the Library Board and are sharing costs on the same basis as other members, shall have voting rights on the same basis as other members.

Recommendation:

THAT the Library Board receive the proposed revised voting policy for consideration and approval.

Respectfully submitted by:

Policy and Planning Committee

ORL Board Regular Agenda - May 17, 2023

Policy & Planning Committee Report: 4.5a

To: Okanagan Regional Library Board
From: Policy and Planning Committee
Date: May 17, 2023
Subject: Establishment of a New Employee Account and Data Removal Policy

Objective: To establish a policy that provides a clear framework for the timely and secure removal of former employees' account and data information.
To add to Board Policy Section X: Personnel, Subsection L: Electronic Systems, Network, E-Mail, And Internet Use.

Discussion:

Proposed New Policy:

1. When an individual's employment with the Okanagan Regional Library ceases, all user accounts, email, and associated data will be removed from the systems on the last day of employment. This is designed to uphold the confidentiality and security of the ORL's data and to ensure compliance with relevant privacy regulations.
2. While there may be extenuating circumstances where data retention is necessary, such as legal or contractual obligations, the ORL will evaluate each request on a case-by-case basis to determine the appropriate course of action.
3. In general, however, the ORL will delete all user accounts and data from its systems to prevent sensitive or confidential information from being accessed after an employee's departure from the ORL. The ORL takes the protection of its users' data extremely seriously and is committed to upholding the highest standards of data security and privacy.
4. To safeguard against the loss of personal data that employees wish to retain, the ORL advises to back up the data before the last day of employment. The ORL does not guarantee data recovery once it has been removed from its systems.
5. The ORL aims to maintain the trust of its users by ensuring that its data remains protected even after employment with the ORL has ended.
6. Any questions or concerns can be directed to the ORL's CEO and the Chief Technology Officer.

Committee Recommendation:

THAT the Library Board receive the proposed new policy for consideration and approval.

Respectfully submitted by:
Policy and Planning Committee

Policy & Planning Committee Report: 4.5b

To: Okanagan Regional Library Board
From: Policy and Planning Committee
Date: May 17, 2023
Subject: Revision to Board Policy: Electronic Systems etc.

Objective: Board Policy Section X: Personnel, Subsection L: Electronic Systems, Network, E-mail and Internet Use
Housekeeping Items

Policy & Regulations

Discussion:

A few proposed minor housekeeping items to update the Electronic Systems policy. Revisions are highlighted.

Committee Recommendation:

THAT the Library Board receive the proposed revised policy for consideration and approval.

Respectfully submitted by:
Policy and Planning Committee

Attachment: Policy Section X: Personnel, Subsection L: Electronic Systems, Network, E-mail and Internet Use

OKANAGAN REGIONAL LIBRARY BOARD POLICY & REGULATIONS

ELECTRONIC SYSTEMS, NETWORK, E-MAIL, AND INTERNET USE

The Okanagan Regional Library (ORL) recognizes our electronic system, VOIP, internet and e-mail communications are invaluable, as they can provide an effective, efficient and environmentally friendly tool to serve our mandate.

Scope

This Policy applies to the access and use of ORL's electronic devices and systems, including ORL's network, software, VOIP, internet, e-mail, voice-mail, and electronic devices including computers, smart phones, and storage devices (all of which will be referred to collectively as electronic devices and systems). This Policy applies whether or not access or use is made during business hours or personal time (e.g. weekends, before/after working hours, and scheduled breaks) and whether or not access or use is made in whole or in part through computers or other electronic devices owned or operated by ORL or others.

The purpose of this Policy is to ensure that ORL's electronic systems remain stable and secure and to ensure that ORL's Representatives are aware of their rights and obligations regarding access to and use of ORL's electronic devices and systems.

Access to, and use of, ORL's electronic devices and systems is a privilege, and accordingly, ORL has the right to, at any time and with or without cause or notice, revoke, limit, **access and/or edit**, or alter the ability to access or use ORL's electronic devices and systems.

ORL may provide its staff, contractors, volunteers and Board members ("ORL Representatives") with access to and use of some or all of its electronic systems. In some cases, ORL Representatives may also be provided with electronic devices.

It is recognized that board members will typically use their own devices or devices provided by their local government jurisdiction. In such cases, the ORL policy is not intended to supersede the policies of the device provider.

Expectations

ORL Representatives must act professionally, use good judgment and common sense in accessing and using electronic devices and systems. Further:

1. When accessing or using ORL's electronic devices and systems, ORL Representatives must at all times comply with all applicable ORL policies and procedures.
2. ORL's electronic devices, systems **and their contained data** belong to ORL. Keep this in mind at all times when using ORL electronic devices and systems.
3. Use of ORL electronic devices and systems is primarily for ORL business.
4. ORL recognizes that Representatives may use electronic devices and systems for incidental personal purposes during break times and off-hours. In engaging in personal use, ORL Representatives must remember at all times that the devices and systems are in place for ORL purposes and is provided for public benefit. ORL Representatives should conduct themselves accordingly. Any personal activity should not interfere with ORL business.

Adopted November 16, 2016

OKANAGAN REGIONAL LIBRARY BOARD POLICY & REGULATIONS

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5. ORL Representatives have a duty to act in ORL's best interests and not in a manner that:
 - conflicts with ORL's mission, objectives, and reputation,
 - exposes ORL to criminal or civil liability, or
 - compromises the integrity or security of the ORL
 6. Electronic records may be accessible to the public and subject to the *Freedom of Information and Protection of Privacy Act*. Save for the statutory exceptions, ORL Representatives should not send or collect anything he/she would not say in public nor be prepared to be publicly accessible.
 7. ORL Representatives are obliged to protect confidential and personal information from unauthorized disclosure. Forwarding confidential or personal information from ORL electronic devices and systems is prohibited.
 8. ORL Representatives must not conduct any illegal activity on or through ORL electronic devices and systems. This includes but is not limited to theft, fraud and destruction of property, hacking, unauthorized access, and making or forwarding messages, files or other records that are defamatory, discriminatory, or harassing to others.
 9. ORL Representatives must not compromise the security, integrity or functionality of ORL electronic devices and systems, or ORL data or personal information held by ORL. Gambling, pornography, private commerce, impersonation, unapproved peer-to-peer computing, hacking, use of unnecessary bandwidth, chain letters, SPAM and unauthorized mass mailings are examples of prohibited activity. ORL Representatives must be diligent to protect against viruses and malware.
 10. ORL Representatives must not download or install any software on electronic devices and systems unless they have obtained the prior written approval of ORL.
 11. All software is subject to licensing agreements. To prevent liability, ORL Representatives must not remove, copy or install software licensed to ORL for use on a personal or non-ORL computer. Conversely, ORL Representatives must not copy or install any software without authority.
 12. ORL does not take responsibility for any personal documents, files, e-mails, or e-mail attachments on ORL's electronic devices and systems. ORL is not responsible for their safekeeping and reserves the right to remove them at any time and without prior notice to the ORL Representative.
 13. ORL will require devices to have security to protect them against unauthorized use, viruses and malware. All users of ORL electronic devices and systems must adhere to any policies or procedures implemented by the IT Department.
 14. Remote access must be approved and configured by the IT Department. All remote connections must be made behind a firewall-based router.
 15. Remote access on personal computers or non-ORL owned computers must have a current anti-virus program with current updates and must be behind a hardware-based firewall router.

OKANAGAN REGIONAL LIBRARY BOARD POLICY & REGULATIONS

16. Electronic communications, including e-mail and text, are forms of business communication and ORL Representatives should treat them as such. ORL Representatives should be respectful, honest, and professional in all electronic communications. ORL Representatives are expected to exercise the same care in electronic communication as they would for any other formal communication.
17. All e-mail sent outside ORL by ORL Staff that relates to ORL business should include the following information in the following format:

Employee's Name
Okanagan Regional Library
[Position]
[E-mail Address]
Tel:

This e-mail is confidential and may be privileged. Any use of this e-mail by an unintended recipient is prohibited. If you receive this e-mail in error please notify me immediately and delete it.

Security

18. Electronic communications are not necessarily a secure method of communication. If distributing confidential information, ORL Representatives should give consideration to security, including, in highly sensitive situations, sending it another way or making sure it is properly encrypted.
19. Protecting the confidentiality and security of ORL's data, including personal information, must be a top priority. This applies to both paper files and electronic documents. ORL Representatives play a crucial role in the protection of ORL's information and must adhere to the following guidelines:

- (a) ORL Representatives must take all necessary precautions to prevent unauthorized access to, and use of, ORL's information, electronic devices and systems.

Absent ORL's advance written consent, ORL Representatives must not disclose to others, including other ORL Representatives and third parties, the passwords, log-in information, or other security measures used to access, use, or protect ORL's electronic devices and systems.

ORL Representatives should refrain from using insecure public internet access (e.g. Internet cafes or coffee houses) for ORL business due to security concerns.

- (b) ORL Representatives must use their own password, log-in information, or other approved security measures to access or use ORL's electronic devices and systems. Absent ORL's advance written consent, ORL Representatives must not seek, obtain, or use anyone else's account password or log-in information when accessing or using ORL's **Computer, E-mail and cloud Systems**. The exception to this is where IT staff have a business requirement to request and use user account information, including password;
- (c) ORL Representatives must keep their passwords strictly confidential. ORL Representatives must never write down their passwords or leave them

OKANAGAN REGIONAL LIBRARY BOARD POLICY & REGULATIONS

somewhere where someone else can see them. ORL Representatives must not save a document containing unencrypted passwords, as this file can be easily accessed by others.

- (d) If an ORL Representative has reason to believe that security has been compromised, including if his/her password has been compromised or discovered by another person, the ORL Representative must immediately inform the IT department and change their password immediately. ORL Representatives should change their passwords every 365 days.

If an ORL Representative suspects any access or use of ORL's electronic devices and systems in breach of this Policy, the ORL Representative must immediately contact the IT Manager or Director of HR at ORL.

Consequences of Breaching this Policy

- 20. ORL Representatives accept full responsibility for their own use of ORL's electronic devices and systems.
- 21. ORL Representatives in breach of any term of this Policy may be subject to a variety of actions depending upon the circumstances, including revocation of or limitations on access or use privileges of ORL electronic devices and systems. Employees may be subject to disciplinary action up to and including termination of employment. ORL Representatives may also be held civilly or criminally liable depending upon the circumstances.
- 22. If you are uncertain whether you are compliant with this Policy, please immediately discuss your concerns with the IT Manager or Director of HR at ORL.

Monitoring of Access and Use

- 23. IT systems continuously archive and monitor system activity, for example, but not limited to; ORL email, VOIP, digital files, web traffic, Cloud services and ILS use. This data and data from ORL electronic devices can be monitored, used, or reported on when, in the ORL's view, there is good cause or a legal obligation to do so, including but not limited to: ensuring system integrity, evaluating equipment and software use, fulfilling ORL's duties and obligations, protecting ORL's proprietary and confidential information, determining compliance with this policy, and investigating a potential breach of ORL policies or the law. ORL will ensure that any monitoring, retention, use of, or reporting on this data is limited to what is reasonably required in the circumstances. ORL may also require access to, a record of use, and/or information on a device or system to comply with legal and regulatory requirements, including the *Freedom of Information and Protection of Privacy Act*.

ORL representatives should not expect that their use of ORL electronic devices and systems are private from ORL.

- 24. In addition to the above, communications by ORL Representatives, including in social media while off work, may relate to or impact ORL. In such case, ORL reserves the right to monitor, record and access such communications, including social media, which may impact the workplace.

ORL may amend this Policy in its sole discretion. If any amendments are made, we will notify you.

**OKANAGAN REGIONAL LIBRARY
BOARD POLICY & REGULATIONS**

Acknowledgement & Agreement

I acknowledge that I have read and understand this Electronic Systems, Network, E-mail, Internet Use Policy, that I will comply with the terms of this Policy, and that I will ensure that any employees or volunteers working under my direction comply with the terms of this Policy. I understand the potential consequences of violating the Policy as set out above.

All electronic devices issued to me by ORL belong to the ORL and I will return them to the ORL, without alteration, immediately upon request. In some circumstances, you may be able to arrange to purchase a device or software license from ORL.

.....

Employee Name

Employee Signature

Date

Policy & Planning Committee Report: 4.6

To: Okanagan Regional Library Board
From: Policy and Planning Committee
Date: May 17, 2023
Subject: Revision to Board Policy: Rules of Conduct

Objective: Board Policy Section VI: Services, Subsection D: Rules of Conduct
Housekeeping Items

Discussion:

A few minor housekeeping items to update the Rules of Conduct. Staff have been directed to undergo further work on this document. The Policy Committee will report back to the Library Board.

Attachments:

Rules of Conduct: recommended revisions are in red.

Committee Recommendation:

THAT the Library Board receive the proposed revisions to the Rules of Conduct for consideration and approval.

Respectfully submitted by:
Policy and Planning Committee

RULES OF CONDUCT

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

Animals

Only **registered** assistance animals are allowed in the library.

Cell phones

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

Clothing

Shirts and footwear must be worn.

Disruptive behaviour and language

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

Food and drink

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

Furniture use

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

Library materials may not be taken into the washrooms.

Smoking (and/or vaping) is not allowed.

Sports equipment

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

Theft / Damage to property

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

Unattended children

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

Recording

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

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



March 31, 2023

VIA EMAIL

Sherry Philpott-Adhikary
Okanagan Regional Library
1430 KLO Road
Kelowna, BC V1W 3P6
c/o Email: dhubbard@orl.bc.ca

Subject: Public Library Grants Award Letter

Dear Sherry Philpott-Adhikary:

The Ministry of Municipal Affairs, Public Libraries Branch (PLB) is pleased to inform you that your library will receive the following grants to support public library services and provincial programs:

- **Per Capita Operating Grant 2023: \$975561** - to support ongoing public library operations and participation in province-wide initiatives.
- **Resource Sharing Grant 2023: \$3449.6** – to support libraries in materials sharing by alleviating the costs involved in running and managing their interlibrary loan service.
- **BC OneCard Grant 2023: \$24000** – to enable active patrons of any public library in B.C. to use their library card to borrow from other libraries throughout the province.
- **Literacy & Equity Grant 2023: \$35400** - to support access to lifelong learning and literacy experiences through the expansion of library collections, programs, and services.
- **Enhancement Grant (one-time): \$640647.23** – this grant may be used over three years (2023-2025) to support local library service enhancement, including helping address shifting demands on services, collections, programs, and spaces. This grant may also be used to respond to local service priorities, making services more accessible and inclusive, and/or increasing climate readiness and resilience when facing future challenges.

The one-time, targeted Enhancement Grant is intended to supplement local government funding and is not intended to replace it. Enhancement Grant funding may be used over three years to enrich people's library experiences through augmented local services, programs, and collections and support libraries in working together to extend services.

The ministry will deposit the total amount of **\$1679057.83** electronically into the account of the financial institution that your library has designated. The ministry will email a notice to your library upon payment.

The *Public Libraries Provincial Grants Allocations* document is available [online](#) and lists the funds allocated to each library, federation, and partner for 2023.

Please ensure a copy is saved for use in preparing the library's financial statements. The public library board is responsible for ensuring that conditions of provincial funding (as outlined in this letter) are met each year.

Strategic Context

Government has a mandate to make life better for people in B.C., improve the services we all rely on, and ensure a sustainable province for future generations. Libraries are a critical part of this mandate, contributing to vibrant and liveable communities, connecting people and supporting life-long learning and skills development. This funding gives libraries the flexibility to address local priorities while helping government to deliver on its priorities including: accessibility; inclusion; workforce skills development; and reconciliation.

Funding, although distributed as five library grants, may be combined to ensure libraries support provincial priorities and help fulfil the goals outlined in [B.C.'s Strategic Plan for Public Library Service](#).

Conditions

In accordance with the conditions placed on these ministry grants, libraries must submit specific reports as outlined below. Continued provincial funding for the library is contingent on the completion and filing of these three reports:

- 2023 Provincial Public Library Grants Report - **due March 1, 2024**
- 2023 Statement of Financial Information - **due May 15, 2024**
- 2023 Annual Survey of B.C.'s Public Libraries - **due May 15, 2024**

Further reporting and accountability information, including instructions and templates, is available through the BC Government website ([Public Libraries - Reporting and Accountability section](#)). Libraries are expected to report on the use

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of the Enhancement grant as part of the accountability framework described above. To meet funding expectations of the enhancement grant, libraries must clearly describe how all funds were used.

Please be aware that the ministry will reclaim any portion of the grants should the library not use the funds for their intended purposes and meet the accountability requirements outlined in this letter.

Government is committed to open public access to information and bound by the *Freedom of Information and Protection of Privacy Act* (FIPPA). The Province may release any or all information submitted in these reports to the public. The Province may release any or all information submitted for these reports to the public in accordance with the FIPPA.

Also, as a condition of assistance, recipients of this funding are asked to acknowledge the Province's assistance on written and digital materials wherever reasonable. The following acknowledgement may be used:

"We gratefully acknowledge the financial support of the Province of British Columbia through the Ministry of Municipal Affairs."

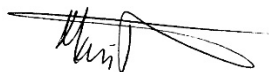
As a reminder, permission is required to use B.C.'s Visual Identity. As a third party, each organization must review these [guidelines](#) on the use of the BC Mark (logo).

Appreciation

On behalf of the ministry, I would like to express appreciation to you, your board, and staff for your ongoing commitment and hard work. Your contributions and focus on meeting people's diverse needs help make B.C.'s communities more inclusive, resilient, and sustainable. Working together, we can ensure that British Columbians benefit from innovative, accessible, and equitable library services.

If you have any questions about this letter or grant use, please do not hesitate to call 1-800-663-7051 or email PUBLIB@gov.bc.ca.

Sincerely,



Mari Martin
Director

pc: Danielle Hubbard, Library Director