



NOTICE OF MEETING

Okanagan Regional Library Board
will meet Wednesday, May 18, 2022
Library Administration Building
1430 KLO Road, Kelowna, BC

IN-CAMERA MEETING

10:30 am – 11:00 am

REGULAR MEETING

11:00 am – 12:00 pm

**REGULAR AGENDA
LIBRARY BOARD MEETING
WEDNESDAY, MAY 18, 2022
1430 KLO ROAD, KELOWNA, BC
11:00 AM – 12:00 PM**

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

1. CALL TO ORDER / INTRODUCTION OF GUESTS

A majority of all the members of the library board is a quorum (13+)

2. ADOPTION OF THE AGENDA

RECOMMENDATION #1

THAT the Agenda be adopted.

3. ADOPTION OF PREVIOUS MINUTES (Attached, pgs. 3 – 7)

RECOMMENDATION #2

THAT the draft minutes of the Regular Library Board Meeting held February 16, 2022, be approved.

4. BOARD COMMITTEE REPORTS

4.1. FINANCE COMMITTEE REPORT – Chair Doug Findlater

a) Audit Final Report to the Board - Presented by Markus Schrott, BDO Canada LLP (Attached, pgs. 8 –50)

b) 2021 Audited Financial Statements - Presented by Markus Schrott, BDO Canada LLP (Attached, pgs. 51 – 73)

RECOMMENDATION #3

THAT the Auditor's Report be received for information.

FINANCE COMMITTEE RECOMMENDATION #4

THAT the draft 2021 Audited Financial Statements be approved as presented.

c) Appoint Auditor for 2022 Audit

FINANCE COMMITTEE RECOMMENDATION #5

THAT BDO Canada LLP be appointed as auditor for the Okanagan Regional Library's audit year 2022.

d) Statement of Financial Information (SOFI) Report Year 2021 – CFO Jeremy Feddersen (Attached, pgs. 74 - 85)

RECOMMENDATION #6

THAT the 2021 Statement of Financial Information Report be received for information.

- e) **Budget 2023** (for information only)
Initial discussion, proposed timeframe, and any input from the Board

5. ANNUAL REPORT 2021 (Attached, pgs. 86 – 99)

RECOMMENDATION #7
THAT the draft 2021 Annual Report be approved.

6. STAFF REPORTS

A. CEO REPORT - Don Nettleton

- a) Memo to the Board (attached, pgs. 100 – 102)
- b) Indigenous Engagement and Land Acknowledgement Proposal (attached, pgs. 103 – 111)

RECOMMENDATION #8
THAT the CEO Report be received for information.

B. CFO REPORT: Financial Update to March 31, 2022 - Jeremy Feddersen (Attached, pgs. 112 – 118)

RECOMMENDATION #9
THAT the CFO Report be received for information.

C. PUBLIC SERVICES REPORT – Public Services Director Christine McPhee (Attached, pg. 119)

RECOMMENDATION #10
THAT the Public Services Report be received for information.

7. BOARD CHAIR REPORT – Sherry Philpott-Adhikary

8. TRUSTEE REPORTS

9. NEXT MEETING – Wednesday, August 31, 2022

10. ADJOURNMENT

RECOMMENDATION #11
THAT the meeting be adjourned.

11. BOARD MEMBER LUNCH: Lunch will be served (there has not been the opportunity for the Board to meet in person for 2.5 years)

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

DRAFT MINUTES

LIBRARY BOARD MEETING HELD VIRTUALLY VIA MICROSOFT TEAMS WEDNESDAY, FEBURARY 16, 2022 9:30 AM

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

TRUSTEES IN ATTENDANCE:

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

TRUSTEES ABSENT:

Tundra Baird, Enderby	Bob Evans, Sicamous
Patrick Van Minsel, Peachland	Todd York, Spallumcheen
George Elliott, Princeton	Christopher Derickson, WFN

ADMINISTRATIVE STAFF IN ATTENDANCE:

Don Nettleton, Chief Executive Officer
Monica Gaucher, Director of Public Services North
Christine McPhee, Director of Public Services South
Jeremy Feddersen, Chief Financial Officer
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 IN ATTENDANCE:

Rose Jurkic, CUPE President	Ashley Machum, PEA President
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ESTABLISH QUORUM (A majority of all the members of the library board is a quorum: 13+)

Quorum was established.

1. CALL TO ORDER / INTRODUCTION OF GUESTS

Outgoing Chair Sherry Philpott-Adhikary presided over the meeting until the election of officers. She called the meeting to order at 9:30 AM and introduced the guests.

2. ADOPTION OF THE AGENDA

MOTION 1

It was moved and seconded

THAT the Agenda be adopted as presented.

CARRIED

3. ADOPTION OF PREVIOUS MINUTES

MOTION 2

It was moved and seconded

THAT the draft minutes of the Regular Library Board Meeting held November 17, 2021, be adopted.

CARRIED

4. ANNUAL ELECTIONS AND APPOINTMENTS

4.1. Nominations Committee Report

Committee Member Erin Carlson presented the Nominations Committee Report.

MOTION 3

It was moved and seconded

THAT the Nominations Committee Report be received for information.

CARRIED

4.2. Election of Board Chair and Board Vice Chair

Library Act Part 3 Section 19 (1)

The library board must elect a chair and a vice chair at the first meeting in each year.

CEO Don Nettleton presided over the election of the Board Chair.

a) Library Board Chair

Nominations were called from the floor. Keremeos Trustee Sherry Philpott-Adhikary was elected by acclamation for a second term.

Sherry Philpott-Adhikary resumed chairing the meeting.

b) Library Board Vice Chair

Nominations were called from the floor. Summerland Trustee Erin Carlson was elected by acclamation for a first term.

4.3. Elect Board Officers

Policy Section II: Board Organization and Structure

Standing Committees

Standing Committees are the Policy and Planning Committee, the Finance Committee, and the Personnel Committee. Chairs of all Standing Committees are elected from amongst all members for a one-year term, at the first meeting of each year.

a) Finance Committee Chair

Nominations were called from the floor. West Kelowna Trustee Doug Findlater was elected by acclamation for a first term.

b) Personnel Committee Chair

Nominations were called from the floor. RDOS Trustee Subrina Monteith was elected by acclamation for a second term.

c) Policy and Planning Committee Chair

Nominations were called from the floor. Kelowna Trustee Loyal Wooldridge was elected by acclamation for a second term.

Several trustees volunteered to sit on the various committees. The Board Chair will consult with each Committee Chair to appoint memberships.

4.4. Appoint Signing Officers

Policy Section II: Board Organization and Structure

"Signing officers shall include the Secretary, plus the Chair or presiding officer at the meeting (usually the Vice-Chair) the signing officers shall include one of the Secretary to the Board, the Chief Financial Officer, the Directors of Public Services, the Director of Human Resources together with one of the Finance Committee Chair and the Board Chair."

MOTION 4

It was moved and seconded

THAT the following positions be appointed as ORL Signing Officers for 2022:

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

CARRIED

5. STAFF REPORTS

a) CEO Report – Don Nettleton

MOTION 5

It was moved and seconded

THAT the CEO Report be received for information.

CARRIED

b) UBCM Draft Resolution – CEO Don Nettleton

The Board was asked to support a draft resolution regarding continued advocacy with the Province for increased and sustainable funding for public libraries.

MOTION 6

It was moved and seconded

THAT Board Members take the draft UBCM resolution to their councils and consider passing a motion that the suggested language be brought forward as a motion to SILGA and UBCM, to bring forward to the provincial government.

CARRIED

c) Update on Peer Navigator Program and Information on a Possible Vernon Program – Directors of Public Services Christine McPhee and Monica Gaucher

The Board heard an update on the Peer Navigator Pilot project which is based out of the Kelowna Downtown Library Branch in partnership with Urban Matters and the People Employment Agency. The navigators assist and interact with marginalized members of the community by providing a wide variety of services.

Government grant funding for the program is coming to an end, and the Board was asked to support library staff's request to extend the program through ORL funds. Board members agreed to support the extension of the Peer Navigator Program in Kelowna until year end using donated reserve funds and adding longer term funding to 2023 ORL budget requests.

The Board then heard a report from Director of Public Services Monica Gaucher on the need for hosting a similar program based out of the Vernon Library Branch. A potential partnership is in the works with the City of Vernon's 'Folks on Spokes' Pilot Project. Costs would be covered through a grant and the ORL would provide the space and training around community resources. Staff will provide additional information to the Board.

d) Library Champions Project – Community Engagement Coordinator Tara Thompson

The Board heard a report on the Library Champions Project, which is a three-month volunteer program for new immigrants. Libraries across the province are a part of the project, which is also supported by numerous immigrant-serving organizations and community agencies which assist with project promotion and referrals.

During the project, Library Champions are trained to conduct outreach to other new immigrants. The four training sessions focus on building communication, presentation, and outreach skills and on gaining an understanding of the range of programs, services, and resources that are provided by libraries and immigrant and community service agencies. After the training, Library Champions will develop an outreach plan.

e) CFO Report: Financial Update Report to Nov. 30, 2021 – Jeremy Feddersen

Jeremy Feddersen was introduced as the ORL's new Chief Financial Officer. He provided an overview of his report and expressed that there are no areas of concerns for the Board at this time.

MOTION 7

It was moved and seconded

THAT the CFO Financial Update Report to November 30, 2021, be received for information.

CARRIED

Chair Sherry Philpott-Adhikary left the meeting at 10:28 am. Vice-Chair Erin Carlson presided over the remainder of the meeting.

- f) **Marketing and Communications Report: Fundraising Presentation** - Michal Utko and Scott Wells

Board members viewed a presentation around the introduction of a possible ORL legacy giving program. Staff will provide further information to the Board.

6. BOARD CHAIR REPORT

No report.

7. TRUSTEE REPORTS

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

Salmon Arm Trustee Louise Wallace Richmond extended an invitation to all board members, on behalf of SILGA, to attend the annual convention in Salmon Arm on April 26th to April 29th.

Summerland Trustee Erin Carlson reminded the board about the BC Library Trustees Association and their advocacy work to support and represent trustees in advancing provincial public libraries.

- 8. NEXT MEETING** - Wednesday, May 18, 2022

9. ADJOURNMENT OF REGULAR MEETING

MOTION 8

It was moved and seconded

THAT the Library Board Regular Meeting be adjourned.

CARRIED

Adjourned at 10:56 AM.

Okanagan Regional Library District

Audit final report to the Board of Trustees for
the year ended December 31, 2021

START

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To the Board of Directors of Okanagan Regional Library District

We are pleased to provide you with the results of our audit of Okanagan Regional Library District (the "Entity") financial statements for the year ended December 31, 2021.

The enclosed final report includes our approach to your audit, including: significant risks identified and the nature, extent, and results of our audit work. We will also report any significant internal control deficiencies identified during our audit and reconfirm our independence.

During the course of our audit, management made certain representations to us—in discussions and in writing. We documented these representations in the audit working papers.

The business environment has changed for us all during the time of COVID-19. Cash flow, strategy, operations: each has received a rethink. As your auditors, we have relied on our digital audit suite to stay connected—among ourselves, with management, and with you.

We look forward to discussing our audit conclusions with you. In the meantime, please feel free to contact us if you have any questions or concerns.

Yours truly,

BDO Canada LLP
May 18, 2022

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Audit at a glance

As communicated to you in our Planning Report to the Board of Directors, preliminary materiality was \$580,000. Final materiality remained unchanged.

We are not aware of any fraud affecting the Entity. If you have become aware of changes to processes or are aware of any instances of actual, suspected, or alleged fraud since our discussions held at planning, please let us know.

We have complied with relevant ethical requirements and are not aware of any relationships between Okanagan Regional Library District and our Firm that may reasonably be thought to bear on our independence.

LEAD PARTNER ON YOUR AUDIT	Markus Schrott	START DATE	April 11, 2022	END DATE	April 28, 2022
	Email: MSchrott@bdo.ca				
	Direct: 250-309-7923				

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Status of the audit

We have substantially completed our audit of the year ended December 31, 2021 financial statements.

We conducted our audit in accordance with Canadian generally accepted auditing standards. The objective of our audit was to obtain reasonable, not absolute, assurance about whether the financial statements are free from material misstatement. See [Appendix A](#) for our final independent auditor's report.

The scope of the work performed was substantially the same as that described in our Planning Report to the Board of Directors dated November 8, 2021.

INDEPENDENCE

At the core of the provision of external audit services is the concept of independence. Canadian generally accepted auditing standards require us to communicate to the Board at least annually, all relationships between BDO Canada LLP and its related entities and the Library District and its related entities, that, in our professional judgment, may reasonably be thought to bear on our independence with respect to the audit of the Library District.

Our annual letter confirming our independence was previously provided to you in our audit planning letter. We confirm that as of the date of this letter that we remain independent with respect to the Library District.

RESPONSIBILITIES OF THE AUDITOR

It is important for the Board of Trustees to understand the responsibilities that rest with the Library District and its management and those that belong to the auditor. The audit of financial statements does not relieve management or those charged with governance of their responsibilities as outlined in our Planning Report to the Board dated November 8, 2021. A summary of the auditor's responsibilities is as follows:

- ▶ The auditor's responsibility is to express an opinion on each financial statement based on an audit thereof;
- ▶ An audit is performed to obtain reasonable, but not absolute, assurance as to whether the financial statements are free of material misstatement and, owing to the inherent limitations of an audit, there is an unavoidable risk that some misstatements of the financial statements will not be detected (particularly intentional misstatements concealed through collusion), even though the audit is properly planned and performed;
- ▶ The audit includes:
 - (i) Assessing the risks of material misstatement of the financial statements, whether due to fraud or error;
 - (ii) Obtaining an understanding of the entity and its environment including internal control in order to plan the audit and to assess the risk that the financial statements may contain misstatements that, individually or in the aggregate, are material to the financial statements taken as a whole;
 - (iii) Examining, on a test basis, evidence supporting the amounts and disclosures in each financial statement; (iv) Assessing the accounting principles used and their application; and
 - (v) Assessing the significant estimates made by management;
- ▶ When the auditor's risk assessment includes an expectation of the operating effectiveness of controls, sufficient appropriate audit evidence is obtained through tests of controls to support the assessment, but the scope of the auditor's review of internal control is insufficient to express an opinion as to the effectiveness or efficiency of the entity's controls; and
- ▶ The auditor will express an opinion as to whether the each financial statement presents fairly in all material respects, in accordance with Canadian generally accepted accounting principles, the financial position, results of operations and cash flows of the entity.

Further details regarding our responsibilities are outlined in our engagement letter which was included in our Planning Report to the Board dated November 8, 2021.



Audit findings

As part of our ongoing communications with you, we are required to have a discussion on our views about significant qualitative aspects of the Library District's accounting practices, including accounting policies, accounting estimates and financial statements disclosures. We look forward to exploring these topics in depth and answering your questions. A summary of the key discussion points are below:

Accounting and audit matters

Budget Allocation

There is a risk that management may manage purchases to match the budget by deferring costs to a later period; accruing and expensing costs to utilize unused budgeted funds; or allocating costs to different expense categories.

We performed the following procedures to mitigate this risk:

- Reviewed expense accounts for capital items;
- Performed a search for unrecorded liabilities; and
- Performed variance analysis of current year in comparison to prior year and to budget.

During the course of these audit procedures, it was assessed that the budget allocations are reasonable.



Audit findings (Continued)

Accounting and audit matters

Estimates - Useful Life of Capital Assets

Given the size and type of the Library District's tangible assets, there is a risk to the useful life of capital assets, such that an error in this estimate could have a material impact on the financial statement.

We performed the following procedures:

- Reviewed estimated useful life of tangible capital assets for the purpose of depreciation to determine that they are reasonable and consistently applied.

It was determined estimated useful life of tangible capital assets are reasonable and consistently applied.

Reserves

The reserve accounts are reconciled once per year at year end. As such, allocation errors could have a material impact on capital assets and purchases. In addition, transactions are sometimes posted directly to reserve accounts, instead of being transferred through the operating fund making reconciliation difficult.

We performed the following procedures:

- Obtained general ledger print outs and:
 - a. Agreed changes to appropriate source documentation;
 - b. Manually reconciled accounts with significant transactions; and
 - c. Checked arithmetic accuracy.

It was determined that the balances in reserve funds are reasonable.



Audit findings (Continued)

MANAGEMENT REPRESENTATIONS

During the course of our audit, management made certain representations to us. These representations were verbal or written and therefore explicit, or they were implied through the financial statements. Management provided representations in response to specific queries from us, as well as unsolicited representations. Such representations were part of the evidence gathered by us to be able to draw reasonable conclusions on which to base our audit opinion. These representations were documented by including in the audit working papers memoranda of discussions with management and written representations received from management.

A summary of the representation we have requested from management can be requested from management or us.

ACCOUNTING ADJUSTMENTS

We discussed all significant adjusting journal entries that we proposed during the course of our audit with management. Management receives a copy of these adjustments and they are reviewed and approved by management. Copies of adjustments if so required can be requested of management or us.

FINANCIAL STATEMENT DISCLOSURE OMISSIONS

During the course of our audit we noted no circumstances where required financial statement disclosure was either avoided or requested to be left out by management.

UNADJUSTED AUDIT DIFFERENCES

During the course of our audit, we did not identify any unadjusted audit differences more than trivial to bring to your attention.

Fraud Discussion

Canadian generally accepted auditing standards require us to discuss fraud risk with the Board on an annual basis. As an update to the discussion held with the Board during the planning of our audit, we have prepared the following comments:

Required Discussion	BDO Response	Question to Board
Details of existing oversight processes with regards to fraud.	Based on our discussions during the planning of our audit, the Board's oversight processes include: <ul style="list-style-type: none">• Board charters;• Discussions at Board meetings;• Review of related party transactions; and• Consideration of tone at the top.• Review of controls and control environment with management.	Are there any new processes or changes in existing processes relating to fraud since the date of our previous discussions, that we should be aware of?
Knowledge of actual, suspected or alleged fraud.	Currently, we are not aware of any actual, suspected or alleged fraud.	Are you aware of any instances of actual, suspected or alleged fraud affecting the Library District?

AUDITORS' RESPONSIBILITIES FOR DETECTING FRAUD

We are responsible for planning and performing the audit to obtain reasonable assurance that the financial statements are free of material misstatements, whether caused by error or fraud.

The likelihood of not detecting a material misstatement resulting from fraud is higher than the likelihood of not detecting a material misstatement resulting from error, because fraud may involve collusion as well as sophisticated and carefully organized schedules designed to conceal it.

Fraud Discussion (Continued)

OVERVIEW OF PROCEDURES DESIGNED TO DETECT FRAUD

Management Override of Control Risk

Canadian Audit Standard 240.32 requires auditors to consider the potential risk of management override of controls and management biases with estimates. In order to mitigate this risk, we performed the following procedures:

- Tested the appropriateness of routine and non-routine journal entries recorded to the general ledger; and
- Reviewed accounting estimates and considered their appropriateness.

From the extent of our testing, we determined that no management override of controls occurred and that estimates were free of clear management bias.

Fraud Risk Related to Revenue Recognition

Canadian Audit Standard 240.26 requires that auditors presume there are risks of fraud related to revenue recognition and the types of revenue, revenue transactions and assertions that give rise to such risks must be evaluated. In order to mitigate this risk, we performed the following additional procedures:

- Reviewed the adequacy of controls over revenue;
- Performed analytical procedures to determine the reasonableness of the revenue; and
- Performed additional audit procedures designed specifically to detect potential fraudulent transactions in the revenue streams. This was primarily performed by testing additional samples and items related to revenue to increase the overall testing.

From the extent of our testing, we determined that no fraud related to revenue recognition was identified.



Internal control matters

During the audit, we performed the following procedures regarding the Entity's internal control environment:

- ▶ Documented operating systems to assess the design and implementation of control activities that were relevant to the audit.
- ▶ Discussed and considered potential audit risks with management.

We considered the results of these procedures in determining the extent and nature of audit testing required.



We are required to report to you in writing about any significant deficiencies in internal control that we have identified during the audit.

A significant deficiency is defined as a deficiency or combination of deficiencies in internal control that merits the attention of those charged with governance.

The audit expresses an opinion on the Entity's financial statements. As a result, it does not cover every aspect of internal controls—only those relevant to preparing the financial statements and designing appropriate audit procedures. This work was not for the purpose of expressing an opinion on the effectiveness of internal control.

No control deficiencies were noted that, in our opinion, are of significant importance to discuss.



Adjusted and unadjusted differences

Summary of unadjusted differences

There were no unadjusted differences noted during the course of our audit engagement.

Summary of adjusted differences

Entries were corrected by management during the course of our audit engagement. These entries have been discussed and will be provided separately.



Other required communications

Professional standards require independent auditors to communicate with those charged with governance certain matters in relation to an audit. In addition to the points communicated within this letter, the attached table summarizes these additional required communications.

Issue	BDO response
Potential effect on the financial statements of any material risks and exposures, such as pending litigation, that are required to be disclosed in the financial statements.	None noted.
Material uncertainties related to events and conditions that may cast significant doubt on the Library District's ability to continue as a going concern.	None noted.
Disagreements with management about matters that, individually or in the aggregate, could be significant to the Library District's financial statements or our audit report.	None noted.
Matters involving non-compliance with laws and regulations.	None noted.
Significant related party transactions that are not in the normal course of operations and which involve significant judgments made by management concerning measurement or disclosure.	None noted.
Management consultation with other accountants about significant auditing and accounting matters.	None noted.
Discussion of whether subsequent events are appropriately disclosed or resulted in adjustments.	None noted.
Discussion of whether scope limitations were present, preventing us from carrying out our audit completely.	None noted.
Discussion of whether the audit report required modifications or a qualified audit report was issued.	None noted.

For the year ended December 31, 2021



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How we audit financial statements: Our six-step audit process

IDENTIFY AND ASSESS RISK

Focus on those areas of financial statements that contain potential material misstatements as a consequence of the risks you face

OBTAIN AUDIT EVIDENCE

Perform audit procedures while maintaining appropriate degree of professional skepticism, to conclude whether or not the financial statements are presented fairly

REPORT

Communicate our opinion and details of matters on which we are required to report

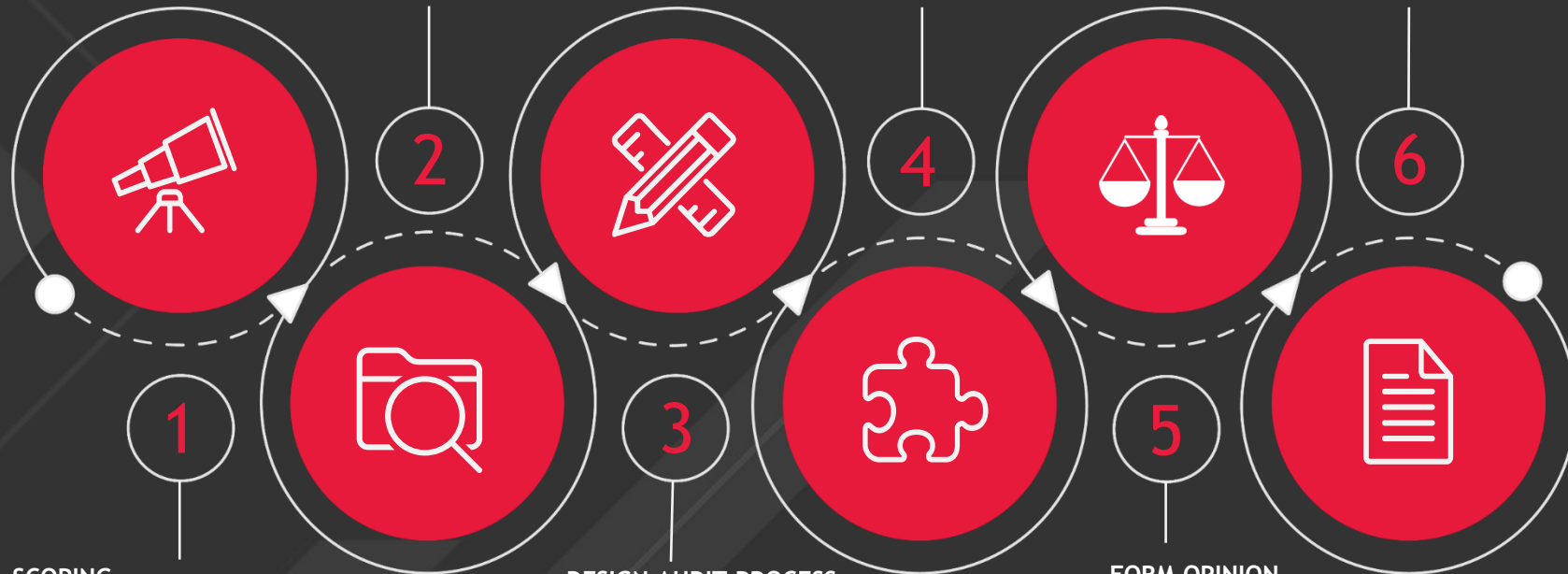
New Standard for Audit Quality



ISQM 1

The quality of an audit depends not only on the people conducting it—but also on the systems underpinning it. These new rules up the ante for your audit quality.

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SCOPING

Complete a preliminary review to plan the audit, determine the materiality level, and define the audit scope

DESIGN AUDIT PROCESS

Design an appropriate audit strategy to obtain sufficient assurance and enable us to report on the financial statements

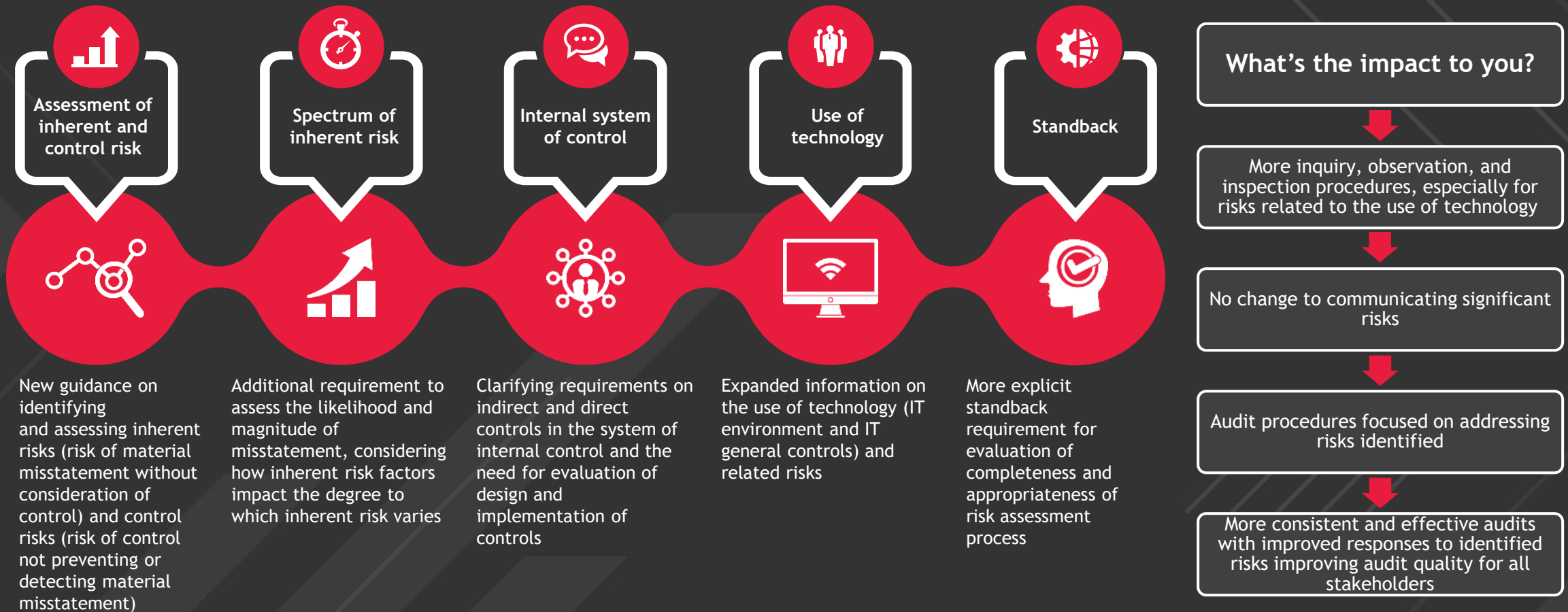
FORM OPINION

Evaluate whether we have enough evidence to conclude that the financial statements are free from material misstatement, and consider the effect of any potential misstatements found



Coming soon: Updates to our audit process

Canadian Auditing Standard 315, *Identifying and Assessing the Risks of Material Misstatement*, was significantly revised with a greater focus on more robust risk identification, assessment and response procedures. The standard will be effective for periods beginning on or after December 15, 2021. Key enhancements include:



Audit Strategy

The overall audit strategy for the yearend audit of the Library District remained consistent with the strategy that we discussed in our planning letter. To briefly recap that information, BDO performed a risk based audit which allows us to focus our effort on higher risk areas and other areas of concern for management or those charged with governance.

Two basic audit approaches generally exist for auditors to utilize and the use of a particular approach depends largely on the auditors overall assessment of the entity including the control environment and risk. For the audit of the Library District we took a combined approach. This means that we relied on the control functions of the Library District for at least some of our testing. The following is meant for discussion purposes only and is intended to facilitate conversation surrounding how key financial statement areas of the Library District were audited.

The summaries below are not meant to be an exhaustive description of the procedures we performed.

STATEMENT OF FINANCIAL POSITION APPROACH

Financial Assets	
Accounts Receivable	As a primary procedure we review larger accounts receivable balances by obtaining supporting documentation and then vouching receivables to subsequent collection. This testing provides support for the existence and valuation of the receivables. As supplementary tests, we perform cut off tests to ensure that amounts have been recorded in the proper period and we also conduct certain reasonability testing on amounts, especially if they are significantly aged.
Tangible Capital Assets	We obtained the asset registers and recalculate the register(s) to check for accuracy and consistency. We focus our testing on larger capital asset additions (with a sample of smaller items) and vouch those additions to supporting documentation. For book purchases we rely on controls in place and verify that the controls for the purchasing and accurate recording of books is consistently followed.

Audit Strategy (Continued)

STATEMENT OF FINANCIAL POSITION APPROACH (Continued)

Financial Liabilities	
Accounts Payable and Accrued Liabilities	Our primary risk is that liabilities are not recorded or are under recorded. As a result, perform cut-off testing to ensure that expenses / purchases have been recorded in the proper period. We also do a review of all significant accruals.
Long Term Debt	We obtain loan statements directly from MFA and confirm the loan balance. Third party documentation provides the greatest audit support for balances.
Surplus	
Reserves	We obtain and review continuity schedules for each reserve. We agree opening balances and investigate unusual items.
Equity in Tangible Capital Assets (TCA)	We obtain and review continuity schedules for equity in TCA. We generally perform a recalculation of the fund to ensure it matches with the capital assets recorded.

Audit Strategy (Continued)

STATEMENT OF OPERATIONAL APPROACH

Revenue	
Assessments	We agree assessment revenue to amounts approved by the Board in the annual budget. We also perform test calculations to ensure each municipality's portion is reasonable and accurate.
Grants	We obtain copies of the funding agreements and agree them to the revenue recorded. We assess if the grants should be recorded as revenue or deferred for future years. We also review the minutes for any new grants that were discussed to ensure the grants have been recorded or deferred.
Fines, damaged and lost books	We obtain a sample of fines, damaged and lost book revenue and agree the amount from the system to what was recorded in the general ledger.
Expenses	
Purchase/Expenses	We perform test of controls on a cyclical basis. This tests the various input and output controls for the purchase system. We also perform a detailed comparison of budget to actual by significant account grouping and follow-up on significant variances.
Interest on Long Term Debt	We obtain the long-term debt schedules from MFA and agree the amount of interest and actuarial gains per the schedules to the amount recorded in the general ledger. We also perform a recalculation of the interest expense to make sure the amount recorded is reasonable.

Our audit approach: Responsiveness in action

Our firm is deliberately structured to allow one partner to every six staff members. This means easy access to senior staff and the lead partner throughout your audit. It also helps our team gain a better understanding of your organization.

Our audit process differs from the typical audit in our use of in-field reviews, subject to COVID-19 safety protocols. The benefit of these in-field reviews is that final decision-makers are on site ensuring issues are resolved and files closed quickly.

We offer clients the full-service expertise of a national firm. Yet we maintain a local community focus. The comprehensive range of services we deliver is complemented by a deep industry knowledge gained from over 100 years of working within local communities.



Discover how we're accelerating audit quality



Audit Quality Report

We collected our core beliefs around audit quality, the very practical steps we take to sustain it, and the progress we have made to accelerate its quest.

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BDO's digital audit suite

Our digital audit suite of technologies enables our engagement teams to conduct consistent risk-based audits, both domestically and internationally, with maximum efficiency and minimal disruption to our clients' operations and people.



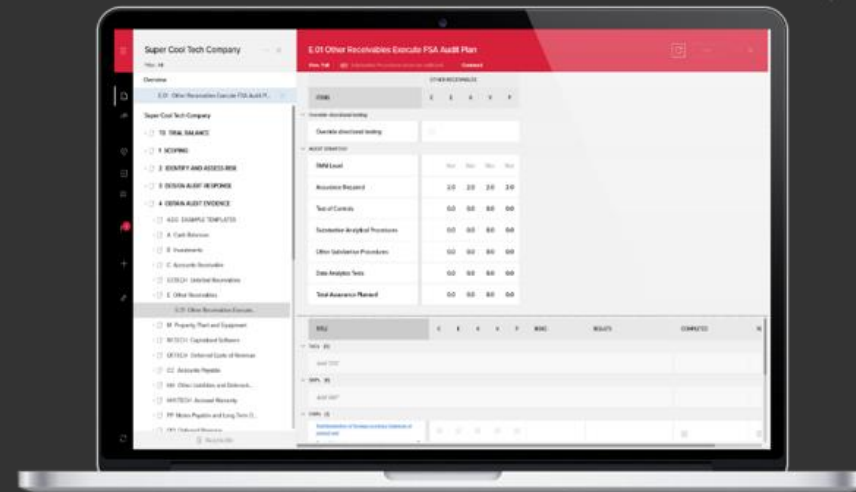
APT Next Gen

Our audit software and documentation tool, APT, is an integral part of our audit methodology. Our professionals engage APT to devise and perform appropriate, risk-based audit procedures and testing based on applicable Canadian Auditing Standards (CASs), as well as to factor in engagement and industry-specific objectives and circumstances.

APT enables us to deliver an audit that fits your organization—whether large or small; complex or basic.

This sophisticated tool also amplifies two key attributes of our audits: consistency and quality. The quality framework that we developed measures our audit performance with hard quality indicators and reflects our indispensable culture for quality. To see our audit quality and consistency in action, look no further than how our teams share best audit practices for continuous improvement.

Through a strategic alliance with Microsoft and the introduction of new technology, this global, cloud-based application can now streamline and focus the audit process in even more ways for BDO professionals and their clients.





BDO Portal

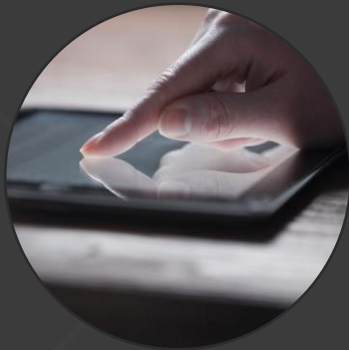
BDO Portal transforms and enhances your digital experience with your BDO advisors. Available at any time, Portal enables you to access all services, tools, apps, and information and to collaborate with your advisors in a seamless way through a flexible, appealing, and secure environment.





Recommended resources

Key changes to financial reporting



When the rules of reporting change, you may need to fine-tune how to present financial statements and govern the organization.

[ACCESS OUR KNOWLEDGE CENTRE](#)

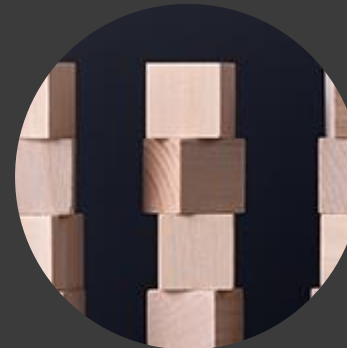
The latest tax pointers



Corporate. Commodity. Transfer pricing. International tax. Government programs. Together they add up to immense differences on the organization's bottom line. Our tax collection keeps you current.

[STAY ON TOP OF TAXES](#)

7 powerful steps to financial audit readiness



Getting and staying prepared for an audit simplifies the process, cuts turnaround time, and improves your chances of overall success. Learn how you can be audit ready.

[7 STEPS](#)

Asset Retirement Obligations (ARO): A Practical Approach to Section PS 3280



This publication will walk through a practical approach to applying Section PS 3280 including: identification, recognition and measurement of an obligation, and the different options available to entities on transition.

[READ ARTICLE](#)

Spotlight on sustainability

Fast-moving world events are pushing sustainability up the agenda of Canadian organizations. Now organizational leaders, investors, and customers are responding on three fronts: environmental, social, and governance (ESG).

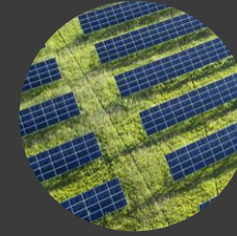
Regulators and issuers of standards are doing their part by supporting sustainability in the reporting ecosystem. Increasingly, organizations will need to go beyond the financials—and demonstrate sustainability with non-financial metrics.

5 reasons why businesses should care about ESG



[SEE 5 REASONS](#)

How climate change became a business issue worth reporting



[READ ARTICLE](#)

What executives need to do to align ESG with strategy



[TAKE NEXT STEPS](#)

ESG, and the business case for dealing with climate change



[LEARN MORE](#)

How does COVID-19 impact the environment?



[BUILD BACK SUSTAINABLY](#)

Why Canadian manufacturers should be reviewing ESG strategy



[GET STARTED](#)

Spotlight on public sector

PS 3280 is effective for March 31, 2023, and December 31, 2023, year ends, therefore entities must consider identification and recognition now to ensure a smooth transition. Check out the four-step approach below as an aid through the transition process:

IDENTIFICATION

Potential AROs:

- Solid waste landfill closure and post closure liabilities
- Removal of asbestos
- Retirement of sewage treatment plants
- Removal of fuel tanks
- Removal of customizations/leasehold improvements from a leased premises

Four-step approach to AROs

RECOGNITION

- There is a legal obligation to incur retirement costs
- The past transaction or event giving rise to the liability has occurred
- It is expected that future economic benefits will be given up
- A reasonable estimate can be made

INITIAL MEASUREMENT

Best estimate of future costs:

- Any costs directly attributable to the asset retirement activities
- Any costs required in existing agreements, contracts, legislation, etc.

A present value technique is often the best method to estimate the liability. Engineers or other experts will likely be needed for estimates.

SUBSEQUENT MEASUREMENT

Year-to-year changes in the liability from:

- Revisions to timing, the original estimate of undiscounted cash flows or the discount rate
- The passage of time as an accretion expense

PS 3280, Asset Retirement Obligations



It is important to understand the scope of the new standard and how it interacts with previous sections under PSAS, such as Section PS 3270 and Section PS 3260.

STANDARD AT A GLANCE

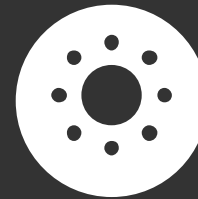
Spotlight on public sector

Key identification considerations include:



ASSET MANAGEMENT PLANS

Review any asset management plans in place for the retirement or remediation of assets and engage functions outside of finance (e.g. public works and engineering).



CONTAMINATED SITES

Determine if there are any known contaminations associated with assets that remain in productive use, which are scoped out of PS 3260, but scoped into PS 3280.



ASSESSMENT OF ASBESTOS

Complete an assessment of all buildings and other infrastructure to determine if there is any asbestos.



LEGISLATION, AGREEMENTS, CONTRACTS

Consider relevant legislation, lease agreements, contracts and obligation studies previously completed to identify any assets that require retirement or remediation.



REVIEW OF INFRASTRUCTURE FOOTPRINT

Complete a review of infrastructure footprint (e.g. survey maps, physical inspection, historical data, etc.) to determine if there are any unknown, off-book assets (e.g. equipment, subsurface infrastructure, etc.) that will require clean up or retirement.



MINISTRY CORRESPONDENCE

Consider any past correspondence from Ministries and legal counsel for legal obligations to retire an asset or regarding funding to remediate potential environmental obligations.



Appendices

- ▶ Appendix A: Independent auditor's report
- ▶ Appendix B: Representation letter
- ▶ Appendix C: Financial highlights



Appendix A: Independent auditor's report



Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Library District's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Library District's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Library District to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Chartered Professional Accountants

Vernon, British Columbia
May 18, 2022



Appendix B: Representation letter

May 18, 2022

BDO Canada LLP
Chartered Professional Accountants
2706 30th Avenue, Suite 202
Vernon, British Columbia
V1T 2B6

This representation letter is provided in connection with your audit of the financial statements of Okanagan Regional Library District for the year ended December 31, 2021, for the purpose of expressing an opinion as to whether the financial statements are presented fairly, in all material respects, in accordance with Canadian public sector accounting standards.

We confirm that to the best of our knowledge and belief, having made such inquiries as we considered necessary for the purpose of appropriately informing ourselves:

Financial Statements

We have fulfilled our responsibilities, as set out in the terms of the audit engagement dated October 15, 2021, for the preparation of the financial statements in accordance with Canadian public sector accounting standards; in particular, the financial statements are fairly presented in accordance therewith.

- The methods, significant assumptions, and data used in making accounting estimates and their related disclosures are appropriate to achieve recognition, measurement and/or disclosure that are reasonable in accordance with Canadian public sector accounting standards.
- Related party relationships and transactions have been appropriately accounted for and disclosed in accordance with the requirements of Canadian public sector accounting standards.
- All events subsequent to the date of the financial statements and for which Canadian public sector accounting standards require adjustment or disclosure have been adjusted or disclosed.
- The financial statements of the entity use appropriate accounting policies that have been properly disclosed and consistently applied.
- To the extent that our normal procedures and controls related to our financial statement close process at any of our locations were adversely impacted by the COVID-19 outbreak, we took appropriate actions and safeguards to reasonably ensure the fair presentation of the financial statements in accordance with Public Sector Accounting Standards.

Information Provided

- We have provided you with:
 - access to all information of which we are aware that is relevant to the preparation of the financial statements, such as records, documentation and other matters;
 - additional information that you have requested from us for the purpose of the audit; and
 - unrestricted access to persons within the entity from whom you determined it necessary to obtain audit evidence.

- We are responsible for the design, implementation and maintenance of internal controls to prevent, detect and correct fraud and error, and have communicated to you all deficiencies in internal control of which we are aware.
- All transactions have been recorded in the accounting records and are reflected in the financial statements.
- We have disclosed to you all known instances of non-compliance or suspected non-compliance with laws and regulations whose effects should be considered when preparing the financial statements.
- We have disclosed to you the identity of the entity's related parties and all the related party relationships and transactions of which we are aware.

Fraud and Error

- We have disclosed to you the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.
- We have disclosed to you all information in relation to fraud or suspected fraud that we are aware of and that affects the entity and involves:
 - management;
 - employees who have significant roles in internal control; or
 - others where the fraud could have a material effect on the financial statements.
- We have disclosed to you all information in relation to allegations of fraud, or suspected fraud, affecting the entity's financial statements communicated by employees, former employees, analysts, regulators, or others.

General Representations

- Where the value of any asset has been impaired, an appropriate provision has been made in the financial statements or has otherwise been disclosed to you.
- Except as disclosed in the financial statements, there have been no changes to title, control over assets, liens or assets pledged as security for liabilities or collateral.
- The entity has complied with all provisions in its agreements related to debt and there were no defaults in principal or interest, or in the covenants and conditions contained in such agreements.
- There have been no plans or intentions that may materially affect the recognition, measurement, presentation or disclosure of assets and liabilities (actual and contingent).

- There were no direct contingencies or provisions (including those associated with guarantees or indemnification provisions), unusual contractual obligations nor any substantial commitments, whether oral or written, other than in the ordinary course of business, which would materially affect the financial statements or financial position of the entity, except as disclosed in the financial statements.

Other Representations Where the Situation Exists

Yours truly,

Signature

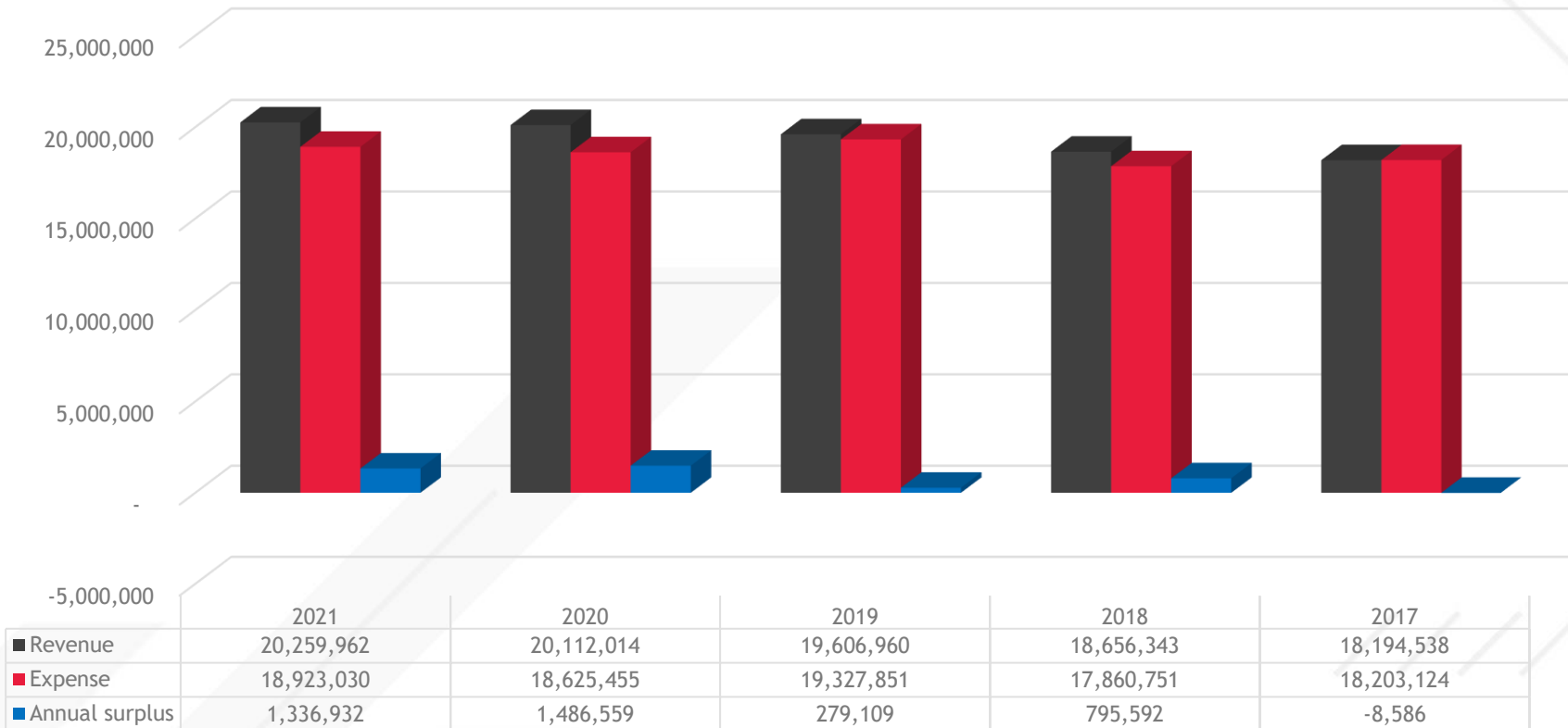
Position

Signature

Position

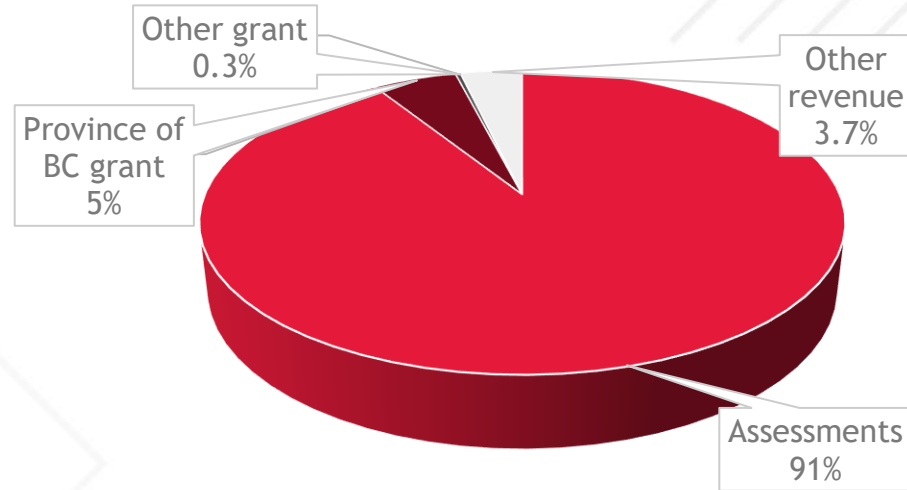
\$ Appendix C: Financial Highlights

TOTAL REVENUE, EXPENSES, AND ANNUAL SURPLUS



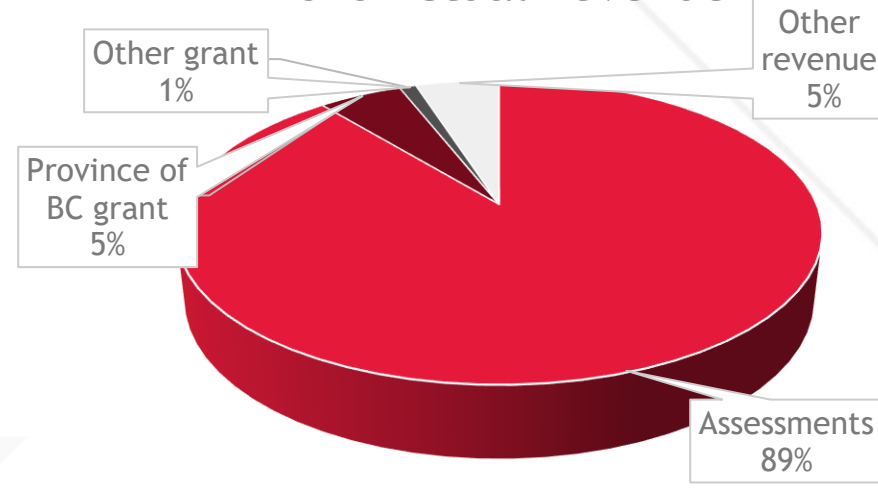
REVENUE ANALYSIS

2021 Actual Revenue



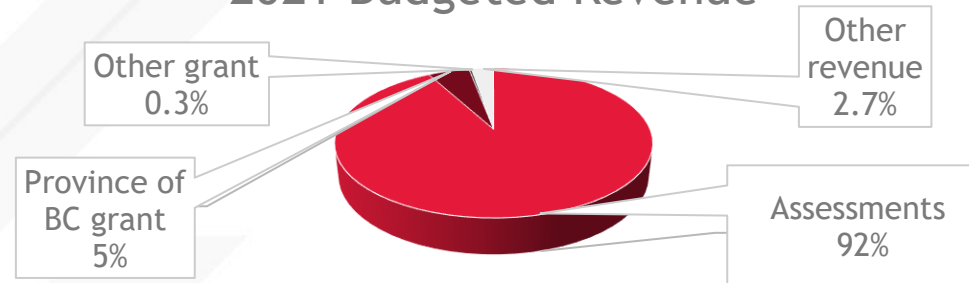
- Assessments
- Province of BC grant
- Other grant
- Other revenue

2020 Actual Revenue



- Assessments
- Province of BC grant
- Other grant
- Other revenue

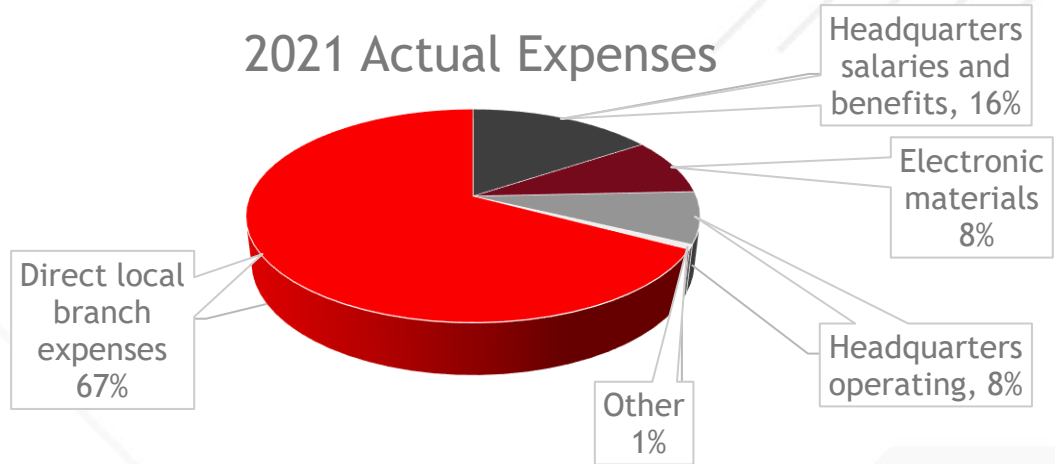
2021 Budgeted Revenue



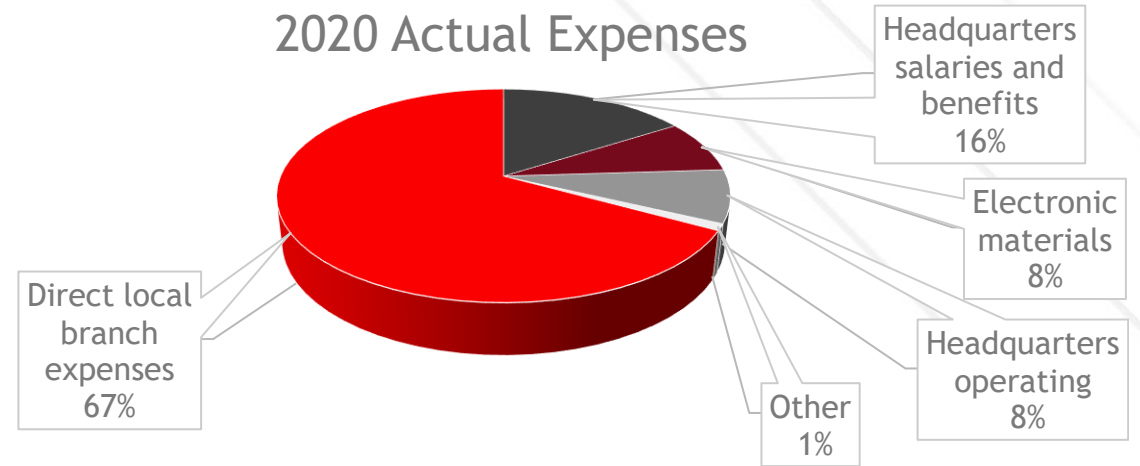
- Assessments
- Province of BC grant
- Other grant
- Other revenue

OPERATING EXPENSES BY FUNCTION

2021 Actual Expenses



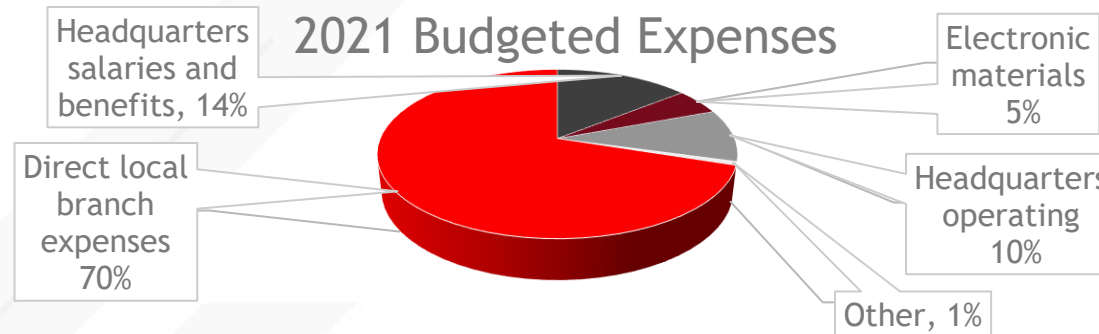
2020 Actual Expenses



- Headquarters salaries and benefits
- Electronic materials
- Headquarters operating
- Other
- Direct local branch expenses

- Headquarters salaries and benefits
- Electronic materials
- Headquarters operating
- Other

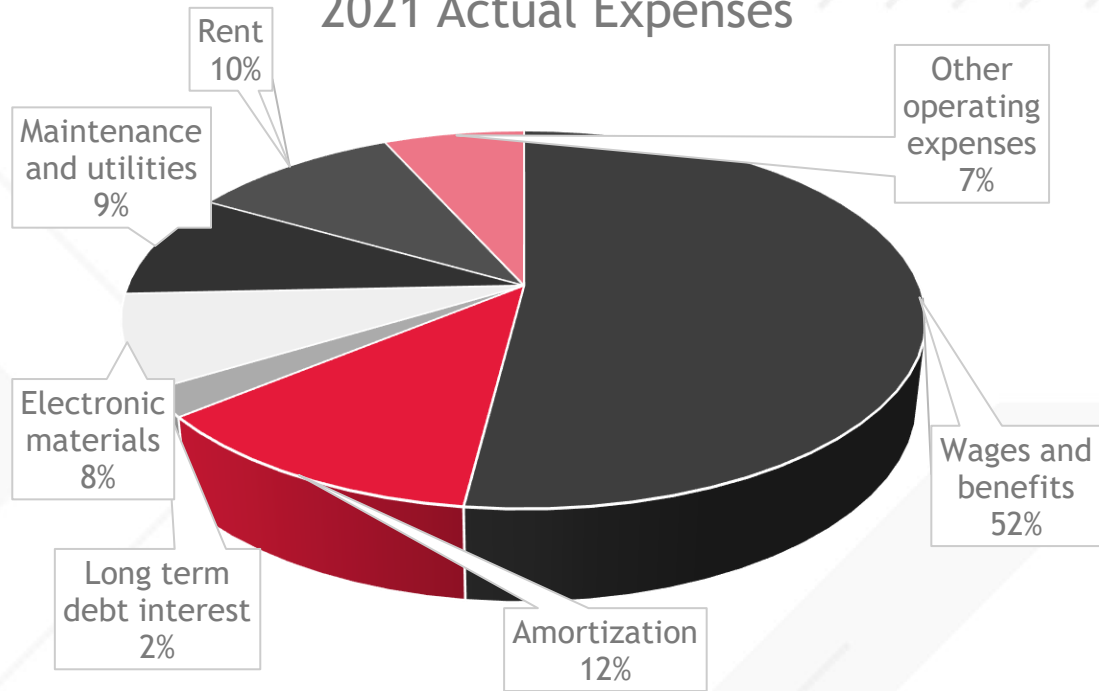
2021 Budgeted Expenses



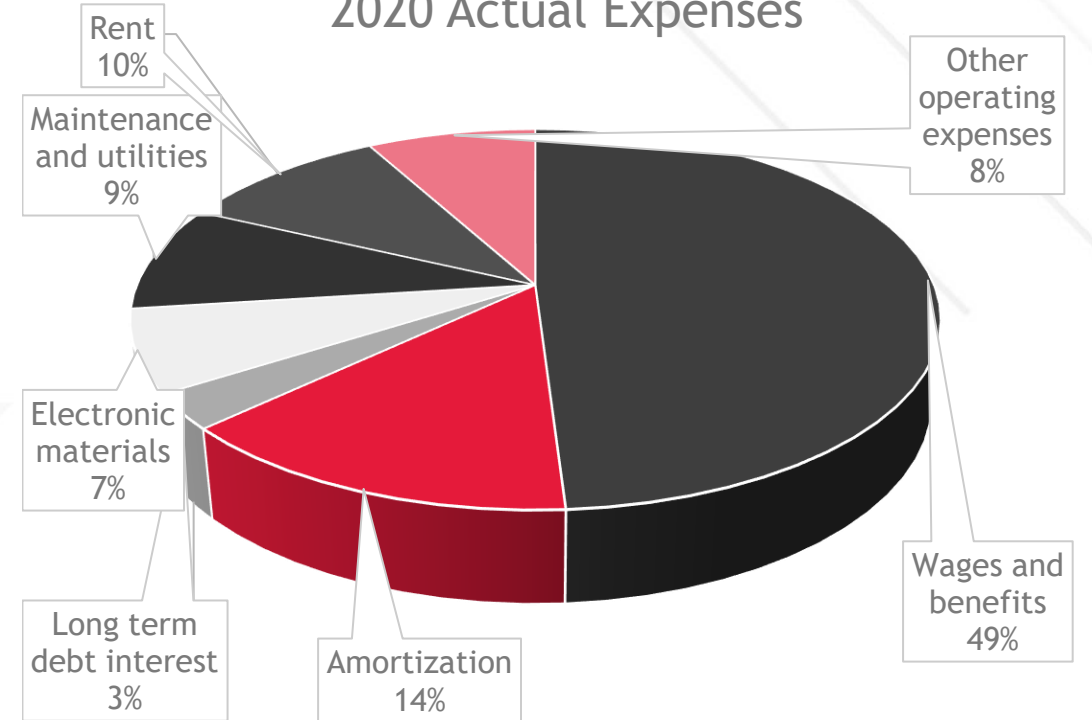
- Headquarters salaries and benefits
- Electronic materials
- Headquarters operating
- Other
- Direct local branch expenses

OPERATING EXPENSES BY OBJECT

2021 Actual Expenses

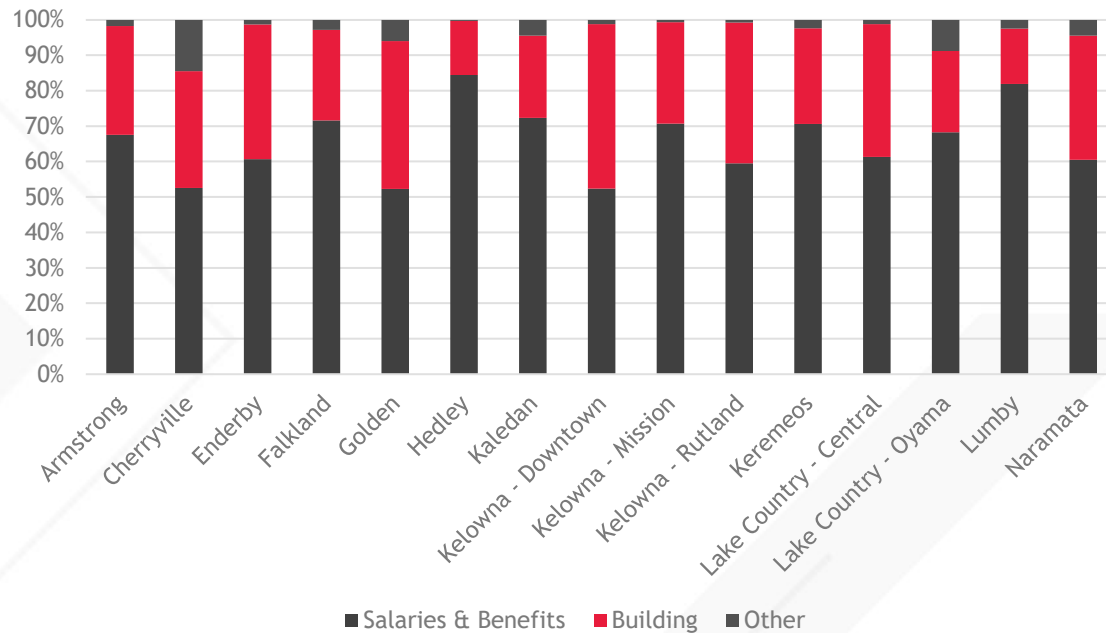


2020 Actual Expenses



ALLOCATION OF OPERATING EXPENSES BY BRANCH

2021 Operating Expenses

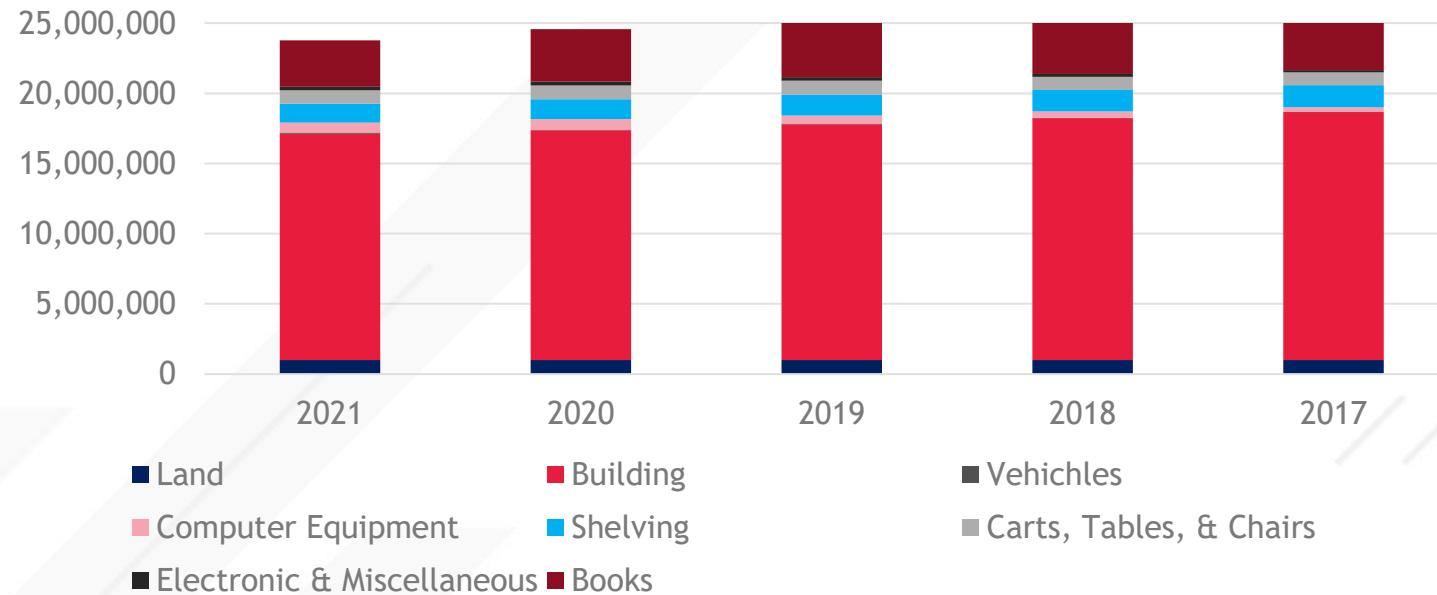


2021 Operating Expenses Continued



CAPITAL ASSET ANALYSIS - CATEGORY BREAKDOWN

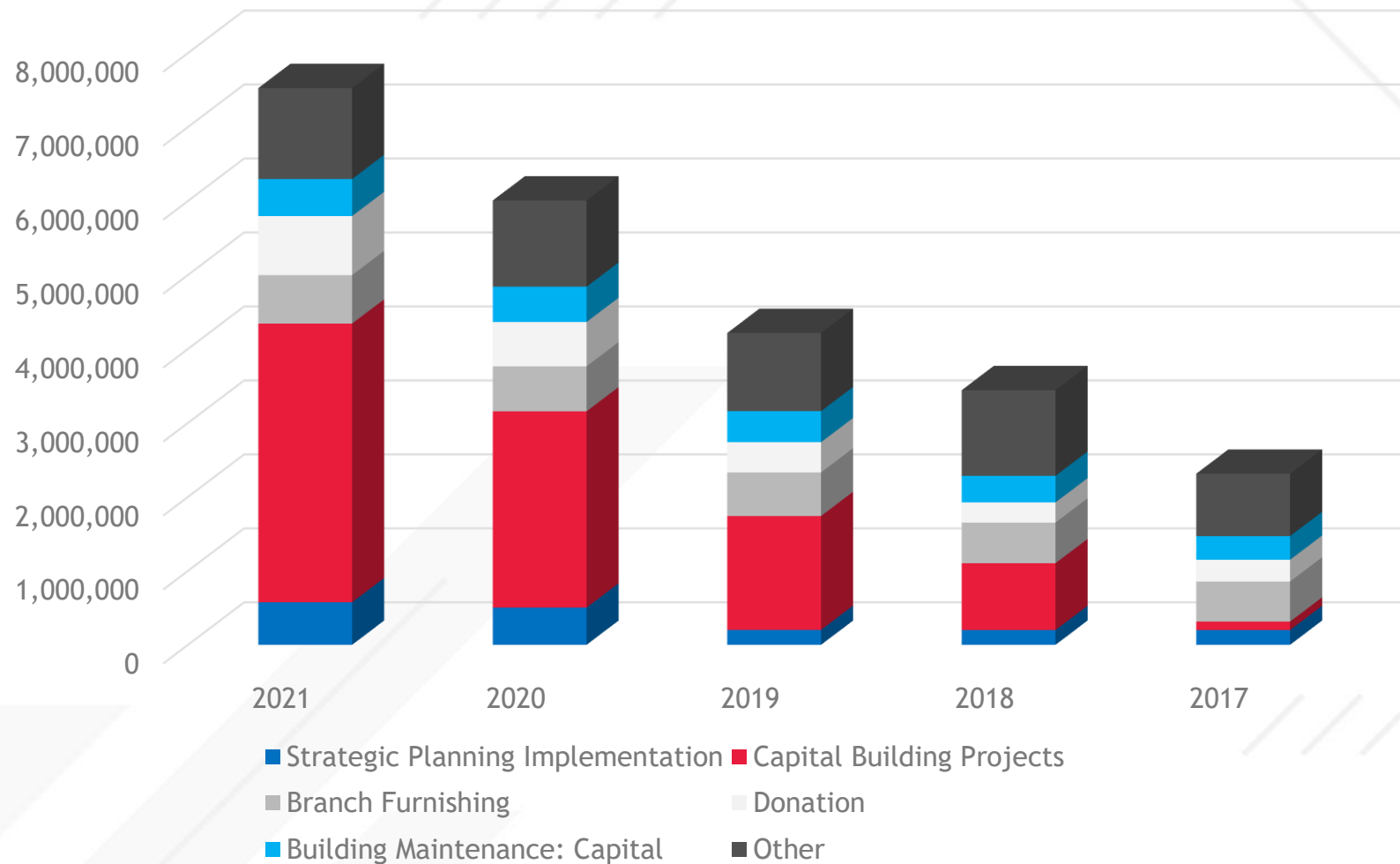
	2021	2020	2019	2018	2017
Tangible capital assets					
Beginning of year	24,576,077	25,662,689	26,664,873	27,566,327	28,390,034
Purchases	1,488,429	1,588,632	2,010,356	2,002,431	1,902,060
Disposals	- 11,796	- 5,138	-	-	- 40,790
Amortization	- 2,286,297	- 2,670,106	- 3,012,540	- 2,903,885	- 2,684,977
End of year	23,766,413	24,576,077	25,662,689	26,664,873	27,566,327



RESERVE ANALYSIS

	2021	2020	2019	2018	2017	2016
Reserve Funds						
Branch Furnishing	654,513	608,210	586,670	546,626	538,650	299,186
Building Maintenance						
Capital	499,851	476,697	419,197	359,197	320,000	260,000
Non-capital	240,550	359,973	358,200	472,231	194,250	141,960
Capital Building Projects	3,767,318	2,653,318	1,539,318	903,464	114,464	517,553
Computer Systems	170,221	170,221	170,221	170,221	170,221	170,221
Contingency	-	-	-	-	-	-
Donation	799,398	599,606	409,065	273,454	294,439	265,426
IT Working Replacement	627,107	363,095	272,619	223,253	262,285	216,288
Rent Stabilization	82,729	82,729	82,729	82,729	82,729	82,729
Staff Development	96,320	96,320	96,320	126,320	66,320	66,320
Staff Appreciation	14,350	12,850	11,382	9,882	6,382	4,882
Strategic Planning Implementation	575,330	503,330	201,934	199,934	199,934	197,934
Vehicle Replacement	-1,102	80,575	68,075	75,510	63,010	50,510
	7,526,585	6,006,924	4,215,730	3,442,821	2,312,684	2,273,009

RESERVE ANALYSIS (Continued)



OKANAGAN REGIONAL
LIBRARY DISTRICT
Financial Statements
For the year ended December 31, 2021

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Management's Responsibility for Financial Reporting

The accompanying financial statements of the Okanagan Regional Library District have been approved by the Board. The preparation of these financial statements is the responsibility of management.

The financial statements were prepared by our external auditor in accordance with Canadian public sector accounting standards. Certain amounts used in the preparation of the financial statements are based on management's best estimates and judgments. Actual results could differ as additional information becomes available in the future. When alternative accounting methods exist, management has chosen those it deems most appropriate in the circumstances, in order to ensure that the financial statements are presented fairly, in all material respects. Management has reviewed these financial statements and has taken responsibility for them.

The Okanagan Regional Library District maintains systems of internal accounting and administrative controls of high quality, consistent with reasonable cost. Such systems are designed to provide reasonable assurance that the financial information is relevant, reliable and accurate and the Okanagan Regional Library District's assets are appropriately accounted for and adequately safeguarded.

The Board is responsible for ensuring that management fulfills its responsibilities for financial reporting and is ultimately responsible for reviewing and approving the financial statements.

The Board meets periodically with management, as well as the external auditors, to discuss internal controls over the financial reporting process, auditing matters and financial reporting issues, to satisfy themselves that each party is properly discharging their responsibilities, and to review the annual report, the consolidated financial statements and the external auditor's report.

The financial statements have been audited by BDO Canada LLP Chartered Professional Accountants in accordance with Canadian generally accepted auditing standards on behalf of the Board. The independent auditor's report expresses their opinion on these financial statements. The auditors have full and free access to the accounting records and to the Board of the Okanagan Regional Library District.

_____ Chairperson

_____ Chief Financial Officer

May 18, 2022

Independent Auditor's Report

To the Board of Trustees of the Okanagan Regional Library District

Opinion

We have audited the financial statements of Okanagan Regional Library District (the "Library District"), which comprise the statement of financial position as at December 31, 2021, and the statements of operation and accumulated surplus, changes in net debt, and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Library District as at December 31, 2021, and the statements of operations and accumulated surplus, change in net debt, and cash flows for the year then ended in accordance with Canadian accounting standards for public sector accounting standards.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of the Library District in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Unaudited Information

We have not audited, reviewed or otherwise attempted to verify the accuracy or completeness of the schedules on pages 18 through 23 of the Library District's financial statements.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian accounting standards for public sector accounting, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Library District's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Library District or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Library District's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Library District's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Library District's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Library District to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Chartered Professional Accountants

Vernon, British Columbia
May 18, 2022

Okanagan Regional Library District
Statement of Financial Position

December 31	2021	2020
Financial assets		
Cash (Note 1)	\$ 7,695,351	\$ 6,367,044
Accounts receivable	494,579	470,170
MFA debt reserve	155,000	155,000
	8,344,930	6,992,214
Financial liabilities		
Accounts payable and accrued liabilities	613,311	757,736
Wages payable	237,581	171,564
Deferred revenue	35,339	136,231
Long-term debt (Note 2)	8,552,341	9,320,055
	9,438,572	10,385,586
Net debt	(1,093,642)	(3,393,372)
Non-financial assets		
Tangible capital assets (Note 3)	23,766,413	24,576,077
Prepaid expenses	180,828	333,962
	23,947,241	24,910,039
Accumulated surplus (Note 4)	\$22,853,599	\$ 21,516,667

Approved on behalf of the Board:

_____ Chairperson

Okanagan Regional Library District
Statement of Operations and Accumulated Surplus

For the year ended December 31	2021	2021	2020
	Actual	Budget	Actual
Revenue			
Assessments (Schedule 2)	\$18,409,755	\$ 18,409,755	\$ 18,331,660
Province of British Columbia grant	1,008,382	1,008,000	1,085,840
Other grant revenue	79,160	55,500	93,601
Other revenue (Schedule 3)	762,665	495,926	600,913
	<u>20,259,962</u>	<u>19,969,181</u>	<u>20,112,014</u>
Expenses (Note 6)			
Amortization	2,286,297	-	2,670,105
Children's programs	19,209	30,262	10,049
Delivery/transportation operating	85,506	95,168	84,884
Direct local branch expenses (Schedule 4)	11,185,267	11,995,299	10,846,310
Electronic materials	1,439,297	850,238	1,286,938
Headquarters supportive services			
Salaries and benefits	2,609,834	2,496,020	2,391,493
Operating (Schedule 5)	1,297,620	1,817,433	1,330,537
Loss on disposal of tangible capital assets	-	-	5,139
	<u>18,923,030</u>	<u>17,284,420</u>	<u>18,625,455</u>
Annual surplus (Note 9)	1,336,932	2,684,761	1,486,559
Accumulated surplus, beginning of year	<u>21,516,667</u>	<u>21,516,667</u>	<u>20,030,108</u>
Accumulated surplus, end of year	<u>\$22,853,599</u>	<u>\$ 24,201,428</u>	<u>\$ 21,516,667</u>

Okanagan Regional Library District
Statement of Change in Net Debt

For the year ended December 31	2021	2021	2020
	Actual	Budget	Actual
Annual surplus	\$ 1,336,932	\$ 2,684,761	\$ 1,486,559
Acquisition of tangible capital assets	(1,488,429)	-	(1,588,631)
Amortization of tangible capital assets	2,286,297	-	2,670,105
Gain (loss) on disposal of tangible capital assets	13,336	-	(5,139)
Proceeds from disposal of tangible capital assets	25,132	-	-
Increase (decrease) of prepaid expenses	153,134	-	(48,867)
Change in net debt	2,299,730	2,684,761	2,524,305
Net debt, beginning of year	(3,393,372)	(3,393,372)	(5,917,677)
Net debt, end of year	\$ (1,093,642)	\$ (708,611)	\$ (3,393,372)

Okanagan Regional Library District
Statement of Cash Flows

For the year ended December 31	2021	2020
Cash flows provided by (used in) operating activities		
Cash receipts from assessments, grants, and other revenue	\$20,086,556	\$ 21,603,721
Cash paid to employees and suppliers	(16,119,657)	(15,372,332)
Interest received	34,769	41,207
Interest paid	(442,350)	(592,500)
	<u>3,559,318</u>	<u>5,680,096</u>
Cash flows provided by (used in) capital activities		
Acquisition of tangible capital assets	(1,488,429)	(1,588,632)
Proceeds from sale of capital assets	25,132	-
	<u>(1,463,297)</u>	<u>(1,588,632)</u>
Cash flows provided by (used in) financing activities		
Repayment of long-term debt	(767,714)	(738,187)
	<u>(767,714)</u>	<u>(738,187)</u>
Increase in cash during the year	1,328,307	3,353,277
Cash, beginning of year	<u>6,367,044</u>	<u>3,013,767</u>
Cash, end of year	<u>\$ 7,695,351</u>	<u>\$ 6,367,044</u>

Okanagan Regional Library District
Summary of Significant Accounting Policies

December 31, 2021

Nature of Business The Okanagan Regional Library District (the "Library District") provides equitable access to relevant educational, recreational, and cultural library resources to residents within the service regions.

Basis of Presentation It is the Library District's policy to follow accounting principles generally accepted for municipalities in the Province of British Columbia. The financial statements include the account of all funds for the Library District. All interfund transfers have been eliminated. They have been prepared using guidelines issued by the Public Sector Accounting Board ("PSAB") of Chartered Professional Accountants of Canada.

MFA Debt Reserve As a condition of borrowing through Regional Districts (Note 2), a portion of the loan proceeds are withheld by the Regional Districts to be used as a debt reserve for the Municipal Finance Authority.

Tangible Capital Assets Tangible capital assets are recorded at cost less accumulated amortization. Cost includes all costs directly attributable to acquisition or construction of the tangible capital asset including transportation costs, installation costs, design and engineering fees, legal fees and site preparation costs. Contributed tangible capital assets are recorded at fair value at the time of the donation, with a corresponding amount recorded as revenue. Amortization is recorded over the estimated life of the tangible capital asset commencing once the asset is available for productive use as follows:

Buildings	2.5% declining balance
Vehicles	20% declining balance
Computer equipment	25% declining balance
Shelving	40 years, straight line
Carts, tables, & chairs	5% declining balance
Electronics & miscellaneous	15% declining balance
Book inventory	2 to 15 years, straight line

Revenue Recognition Assessment revenue is invoiced quarterly and is recorded when it becomes due on the first day of the last month of each quarter. The schedule of due dates is set by the Library Act. Revenue from grants is recorded when received and when conditions specified in the grant are met. Other revenue is recorded when the service has been provided or when performance has been achieved and the revenue is reasonably collectible.

Government Transfers Government transfers, which include legislative grants, are recognized in the financial statements in the period in which events giving rise to the transfers occur, providing the transfers are authorized, any eligibility criteria have been met, and reasonable estimates of the amount can be made.

Okanagan Regional Library District
Summary of Significant Accounting Policies

December 31, 2021

- Reserve Funds The Library District has established several reserves relating to future capital expenses and operating expenses. Amounts transferred to and from these reserves are per approval of the Board of Trustees for the Library District.
- Use of Estimates The preparation of financial statements in accordance with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from management's best estimates as additional information becomes available in the future.
- Financial Instruments The Library District's financial instruments consist of cash, accounts receivable, accounts payable and accrued liabilities, wages payable and long-term debt. Unless otherwise noted, it is management's opinion that the Library District is not exposed to significant interest, currency, liquidity or credit risks arising from these financial instruments. The fair values of these financial instruments approximate their carrying values, unless otherwise noted.

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Okanagan Regional Library District
Notes to Financial Statements

December 31, 2021

1. Cash

Cash is held in a financial institution earning interest at an average rate of 0.55% (2020 - 0.88%) per annum.

2. Long-Term Debt

The Regional District of the Central Okanagan was authorized (Regional District of Central Okanagan, Okanagan Regional Library District Borrowing Loan Authorization Bylaw No. 1236, 2008) to borrow \$4,500,000 from the Municipal Finance Authority on behalf of the Library District.

The Regional District of the Central Okanagan was authorized (Regional District of Central Okanagan, Okanagan Regional Library District Borrowing Loan Authorization Bylaw No. 1236, 2021) to borrow \$8,000,000 from the Municipal Finance Authority on behalf of the Library District for the construction of a new library branch in the City of West Kelowna.

The Regional District of North Okanagan was authorized (Regional District of North Okanagan, Okanagan Regional Library District Borrowing Loan Authorization Bylaw No. 2436, 2010) to borrow \$11,000,000 from the Municipal Finance Authority on behalf of the Library District.

	2021	2020
Debenture payable to the Municipal Finance Authority of British Columbia, with semi annual interest payments of \$65,250 and annual principal payments of \$151,118, interest rate at 2.90%, due November 20, 2028.	\$ 1,461,618	\$ 1,723,784
Debenture payable to the Municipal Finance Authority of British Columbia, with semi annual interest payments of \$231,000 and annual principal payments of \$369,399, interest rate at 4.20%, due April 4, 2031.	7,090,723	7,596,271
	\$ 8,552,341	\$ 9,320,055

Principal payments estimated to be required in each of the next five years and thereafter is as follows:

2021	\$ 520,517
2022	520,517
2023	520,517
2024	520,517
2025	520,517
Thereafter	2,499,030
	\$ 5,101,615
Add: Actuarial additions until maturity	3,450,726
	\$ 8,552,341

Okanagan Regional Library District
Notes to Financial Statements

December 31, 2021

3. Tangible Capital Assets

2021

	Land	Buildings	Vehicles	Computer Equipment	Shelving	Carts, Tables & Chairs	Electronics & Miscellaneous	Book Inventory	Total
Cost, beginning of year	\$ 983,134	\$ 20,675,786	\$ 137,624	\$ 1,597,441	\$ 2,739,790	\$ 1,789,326	\$ 800,687	\$ 14,045,053	\$ 42,768,841
Additions	-	144,703	94,177	131,211	10,625	34,933	16,666	1,056,114	1,488,429
Disposals	-	-	(49,216)	(120,209)	(2,716)	(2,950)	(33,586)	(3,571,518)	(3,780,195)
Cost, end of year	\$ 983,134	\$ 20,820,489	\$ 182,585	\$ 1,608,443	\$ 2,747,699	\$ 1,821,309	\$ 783,767	\$ 11,529,649	\$ 40,477,075
Accumulated amortization, beginning of year	\$ -	\$ 4,282,830	\$ 91,353	\$ 843,230	\$ 1,326,083	\$ 811,661	\$ 530,519	\$ 10,307,088	\$ 18,192,764
Amortization	-	409,824	25,730	191,303	68,693	50,483	37,987	1,502,277	2,286,297
Disposals	-	-	(37,420)	(120,209)	(2,716)	(2,950)	(33,586)	(3,571,518)	(3,768,399)
Accumulated amortization, end of year	\$ -	\$ 4,692,654	\$ 79,663	\$ 914,324	\$ 1,392,060	\$ 859,194	\$ 534,920	\$ 8,237,847	\$ 16,710,662
Net carrying amount, end of year	\$ 983,134	\$ 16,127,835	\$ 102,922	\$ 694,119	\$ 1,355,639	\$ 962,115	\$ 248,847	\$ 3,291,802	\$ 23,766,413

Okanagan Regional Library District
Notes to Financial Statements

December 31, 2021

3. Tangible Capital Assets (continued)

2020

	Land	Buildings	Vehicles	Computer Equipment	Shelving	Carts, Tables & Chairs	Electronics & Miscellaneous	Book Inventory	Total
Cost, beginning of year	\$ 983,134	\$ 20,675,786	\$ 137,624	\$ 1,292,886	\$ 2,774,686	\$ 1,759,222	\$ 765,463	\$ 17,032,171	\$ 45,420,972
Additions	-	-	-	403,445	1,494	43,090	62,460	1,078,142	1,588,631
Disposals	-	-	-	(98,890)	(36,390)	(12,986)	(27,236)	(4,065,260)	(4,240,762)
Cost, end of year	\$ 983,134	\$ 20,675,786	\$ 137,624	\$ 1,597,441	\$ 2,739,790	\$ 1,789,326	\$ 800,687	\$ 14,045,053	\$ 42,768,841
Accumulated amortization, beginning of year	\$ -	\$ 3,862,498	\$ 79,785	\$ 723,680	\$ 1,293,978	\$ 769,879	\$ 513,906	\$ 12,514,557	\$ 19,758,283
Amortization	-	420,332	11,568	218,440	68,495	51,468	42,010	1,857,792	2,670,105
Disposals	-	-	-	(98,890)	(36,390)	(9,686)	(25,397)	(4,065,261)	(4,235,624)
Accumulated amortization, end of year	\$ -	\$ 4,282,830	\$ 91,353	\$ 843,230	\$ 1,326,083	\$ 811,661	\$ 530,519	\$ 10,307,088	\$ 18,192,764
Net carrying amount, end of year	\$ 983,134	\$ 16,392,956	\$ 46,271	\$ 754,211	\$ 1,413,707	\$ 977,665	\$ 270,168	\$ 3,737,965	\$ 24,576,077

Okanagan Regional Library District
Notes to Financial Statements

December 31, 2021

4. Accumulated Surplus

The Library District segregates its accumulated surplus in the following categories:

	2021	2020
Financial equity		
General fund (Schedule 1)	\$ 7,753	\$ 98,532
Equity in tangible capital assets (Note 5)	15,369,261	15,411,211
Reserve funds (Schedule 6)	7,476,585	6,006,924
	\$22,853,599	\$ 21,516,667

Equity in tangible capital assets represents amounts already spent and invested in infrastructure and other non-financial assets.

Reserve funds represent funds set aside by the Board of Trustees for specific purposes.

5. Equity in Tangible Capital Assets

	2021	2020
Balance, beginning of year	\$15,411,211	\$ 15,759,637
Add:		
Contribution for long-term debt reduction	767,714	738,187
Contribution for tangible capital assets	1,488,429	1,588,631
Deduct:		
Amortization	(2,286,297)	(2,670,105)
Disposal of tangible capital assets	(11,796)	(5,139)
Balance, end of year	\$15,369,261	\$ 15,411,211

Okanagan Regional Library District
Notes to Financial Statements

December 31, 2021

6. Expenses by Object

	2021	2021	2020
	Actual	Budget	Actual
Advertising and marketing	\$ 60,825	\$ 50,425	\$ 65,007
Amortization	2,286,297	-	2,670,105
Association dues and memberships	21,447	19,380	20,147
Board and committee expenses	-	20,141	3,533
Board strategic planning	-	300,000	1,407
Collection agency	1,942	14,566	1,083
Book binding and mending	7,537	21,250	4,473
Computer maintenance and telecommunications	489,354	459,050	523,807
Electronic materials	1,439,297	850,238	1,286,938
Insurance	18,481	56,470	57,368
Interest, bank charges and foreign exchange	9,619	11,500	12,275
Long term debt interest	442,350	592,500	592,500
Loss on disposal of capital assets	-	-	5,139
Maintenance and utilities	1,649,321	1,800,907	1,638,844
Penticton library contract	41,030	46,000	46,090
Postage and freight	38,985	62,260	31,006
Professional fees	94,533	83,489	106,073
Programs	37,960	80,779	76,376
Rent	1,878,142	1,873,230	1,831,708
Staff development	129,406	243,494	117,777
Sundry	-	99,022	-
Supplies	320,629	187,764	297,373
Telephone	98,574	76,400	29,150
Transportation	97,959	136,668	98,552
Wages and benefits	9,759,342	10,198,887	9,108,724
	<u>\$18,923,030</u>	<u>\$ 17,284,420</u>	<u>\$ 18,625,455</u>

7. Credit Facility

The Library District has a credit facility agreement with a financial institution which provides a revolving line of credit of \$750,000 with an interest rate of prime plus 0.3%. At December 31, 2021, the Library District had drawn \$Nil (2020 - \$Nil) on this agreement.

Okanagan Regional Library District
Notes to Financial Statements

December 31, 2021

8. Pension Liability

The Library District and its employees contribute to the Municipal Pension Plan (the "Plan"), a jointly trusted pension plan. The Board of Trustees, representing plan members and employers, is responsible for administering the Plan, including investment of the assets and administration of benefits. The Plan is a multi-employer defined benefit pension plan. Basic pension benefits are based on a formula. As at December 31, 2018, the Plan has about 205,000 active members and approximately 101,000 retired members. Active members include approximately 40,000 contributors from local governments.

Every three years, an actuarial valuation is performed to assess the financial position of the plan and adequacy of plan funding. The actuary determines an appropriate combined employer and member contribution rate to fund the plan. The actuary's calculated contribution rate is based on the entry-age normal cost method, which produces the long-term rate of member and employer contributions sufficient to provide benefits for average future entrants to the plan. This rate may be adjusted for the amortization of any actuarial funding surplus and will be adjusted for the amortization of any unfunded actuarial liability.

The most recent valuation as of December 31, 2018, indicated a \$2,866 million funding surplus for basic pension benefits on a going concern basis.

The Library District paid \$593,808 (2020 - \$585,482) for employer contributions to the Plan in fiscal 2021.

The next valuation will be as at December 31, 2021, with results available in late 2022.

Employers participating in the Plan record their pension expense as the amount of the employer contributions made during the fiscal year (defined contribution pension plan accounting). This is because the Plan records accrued liabilities and accrued assets for the Plan in aggregate, resulting in no consistent and reliable basis for allocating the obligation, assets and cost to individual employers participating in the Plan.

Okanagan Regional Library District
Notes to Financial Statements

December 31, 2021

9. Budget Information

The budget adopted by the Board of Trustees was prepared on a modified accrual basis while PSAB requires a full accrual basis. The budget figures anticipated use of surpluses accumulated in previous years to reduce current year expenses in excess of current year revenues to \$nil. In addition, the budget expensed all tangible capital expenses rather than including amortization expense. As a result, the budget figures presented in the statements of operations and change in net debt represent the budget adopted by the Board of Trustees with adjustments as follows:

	<u>2021</u>
Budget surplus (deficit) for the year as per board budget	\$ -
Add:	
Transfers to reserve funds budgeted for in expenses	738,075
Transfers to tangible capital assets budgeted for in expenses - books and material	2,371,985
Long-term debt reduction - principal	<u>520,776</u>
	3,630,836
Less:	
Transfers from reserve funds budgeted for in expenses	<u>(946,075)</u>
Budget surplus per statement of operations and accumulated surplus	<u>\$ 2,684,761</u>

Okanagan Regional Library District
Schedule 1 - Current Fund Operations
(Unaudited)

For the year ended December 31	2021	2021	2020
	Actual	Budget	Actual
Revenue			
Assessments (Schedule 2)	\$18,409,755	\$ 18,409,755	\$ 18,331,660
Province of British Columbia	1,008,382	1,008,000	1,085,840
Other grant revenue	79,160	55,500	93,601
Other revenue (Schedule 3)	762,665	495,926	600,913
	<u>20,259,962</u>	<u>19,969,181</u>	<u>20,112,014</u>
Expenses			
Children's programs	19,209	30,262	10,049
Delivery/transportation operating	85,506	95,168	84,884
Direct local branch expenses (Schedule 4)	11,185,267	11,995,299	10,846,635
Electronic materials	1,439,297	850,238	1,286,938
Headquarters supportive services			
Salaries and benefits	2,609,834	2,496,020	2,391,168
Operating (Schedule 5)	1,297,620	1,817,433	1,330,537
	<u>16,636,733</u>	<u>17,284,420</u>	<u>15,950,211</u>
Excess of revenues over expenses	3,623,229	2,684,761	4,161,803
Net interfund transfers:			
Net contributions to tangible capital fund			
For long-term debt reduction	(767,714)	(520,776)	(738,187)
For tangible capital assets	(1,488,429)	(2,371,985)	(1,588,631)
Disposal of tangible capital assets	11,796	-	-
Contribution from reserve fund (Schedule 6)			
Branch furnishings	98,698	165,000	125,761
Building maintenance (owned)	36,846	30,000	2,500
Building maintenance (non-owned)	151,423	50,000	20,925
Donation	110,652	-	128,218
Staff appreciation and development	-	-	33
Strategic planning	-	330,000	604
Technology & software	37,064	331,075	302,524
Vehicle replacement	94,177	40,000	-
Contributions to reserve funds (Schedule 6)			
Branch furnishings	(145,000)	(145,000)	(145,000)
Building maintenance (owned)	(60,000)	(60,000)	(60,000)
Building maintenance (non-owned)	(32,000)	(32,000)	(25,000)
Capital building project	(1,064,000)	(114,000)	(1,114,000)
Donation	(310,444)	-	(318,759)
Staff appreciation and development	(1,500)	(1,500)	(1,500)
Strategic planning	(72,000)	(72,000)	(302,000)
Technology & software	(301,077)	(301,075)	(393,000)
Vehicle replacement	(12,500)	(12,500)	(12,500)
	<u>(3,714,008)</u>	<u>(2,684,761)</u>	<u>(4,118,012)</u>
Change in fund balance	(90,779)	-	43,791
Surplus, beginning of year	98,532	-	54,741
Surplus, end of year	\$ 7,753	\$ -	\$ 98,532

Okanagan Regional Library District
Schedule 2 - Assessments
(Unaudited)

For the year ended December 31	2021	2021	2020
	Actual	Budget	Actual
Municipalities			
Armstrong	\$ 197,754	\$ 197,754	\$ 199,174
Coldstream	465,295	465,295	474,344
Enderby	108,510	108,510	109,240
Golden and Area	326,761	326,761	323,431
Kelowna	6,926,536	6,926,536	6,813,465
Keremeos	57,651	57,651	56,310
Lake Country	690,842	690,842	667,661
Lumby	73,551	73,551	71,745
Oliver	209,005	209,005	209,691
Osoyoos	270,166	270,166	264,777
Peachland	261,461	261,461	266,471
Princeton	115,497	115,497	127,406
Revelstoke	369,274	369,274	358,643
Salmon Arm	756,341	756,341	764,990
Sicamous	133,014	133,014	151,676
Spallumcheen	216,982	216,982	217,209
Summerland	521,791	521,791	524,891
Vernon	1,856,067	1,856,067	1,859,497
West Kelowna	1,596,395	1,596,395	1,600,118
	15,152,893	15,152,893	15,060,739
First Nation Members			
Westbank First Nation	438,437	438,437	427,089
	15,591,330	15,591,330	15,487,828
Regional Districts			
Central Okanagan	315,478	315,478	318,091
Columbia - Shuswap	854,822	854,822	860,703
North Okanagan	778,242	778,242	773,371
Okanagan - Similkameen	869,883	869,883	891,667
	2,818,425	2,818,425	2,843,832
	\$18,409,755	\$ 18,409,755	\$ 18,331,660

Okanagan Regional Library District
Schedule 3 - Other Revenue
(Unaudited)

For the year ended December 31	2021	2021	2020
	Actual	Budget	Actual
Actuarial earnings	\$ 247,198	\$ 135,488	\$ 217,670
Bank interest	34,769	35,000	41,207
Book bag revenue	1,086	1,630	591
Copying and printing	20,945	39,500	14,190
Donation revenue	333,114	-	218,859
Fines, damaged and lost books	47,915	202,500	72,140
Gain on disposal of tangible capital asset	13,336	-	-
Interdepartment rent	634,682	634,682	634,682
Meeting room rental	944	18,000	20,290
Non resident charges	1,710	2,720	950
Sundry	61,648	61,088	15,016
Total before adjustment	1,397,347	1,130,608	1,235,595
Interdepartment rent	(634,682)	(634,682)	(634,682)
Total	\$ 762,665	\$ 495,926	\$ 600,913

Okanagan Regional Library District
Schedule 4 - Direct Local Branch Expenses
(Unaudited)

For the year ended December 31

Branch	Salaries & Benefits	Building	Other	2021 Total	2021 Budget	2020 Total
Armstrong	\$ 162,623	\$ 64,598	\$ 2,454	\$ 229,675	\$ 214,390	\$ 202,071
Book Deposits	-	-	-	-	3,200	3,190
Cherryville	23,149	10,680	3,503	37,332	40,563	32,447
Enderby	125,226	68,201	4,147	197,574	194,722	180,254
Falkland	46,736	14,349	1,955	63,040	74,449	65,224
Golden	115,437	67,923	20,750	204,110	221,382	215,036
Hedley	14,030	2,827	-	16,857	19,001	17,562
Kaleden	48,235	14,549	3,596	66,380	70,770	62,511
Kelowna						
Downtown	1,142,898	1,003,859	26,684	2,173,441	2,268,318	2,057,011
Mission	474,402	171,729	2,933	649,064	718,202	599,194
Rutland	488,215	296,757	5,463	790,435	806,766	773,148
Keremeos	106,794	39,322	2,682	148,798	159,899	132,008
Lake Country						
Central	181,200	108,038	2,217	291,455	324,347	282,489
Oyama	21,298	12,876	319	34,493	47,264	37,921
Lumby	94,510	24,798	6,392	125,700	129,033	107,016
Naramata	41,475	21,612	435	63,522	70,602	61,532
North Shuswap	56,464	30,379	2,850	89,693	95,377	81,802
Okanagan Falls	72,933	45,355	3,326	121,614	125,005	118,092
Oliver	152,363	98,701	12,153	263,217	271,126	271,023
Osoyoos	147,599	52,530	4,582	204,711	212,396	186,997
Peachland	113,079	66,360	879	180,318	185,239	177,311
Princeton	57,205	33,024	3,432	93,661	104,722	93,548
Revelstoke	142,005	59,499	14,585	216,089	227,123	190,559
Salmon Arm	477,924	273,129	25,235	776,288	762,350	721,967
Sicamous	99,816	51,572	3,017	154,405	169,453	157,403
Silver Creek	26,206	9,001	1,262	36,469	38,711	28,762
South Shuswap	145,074	54,853	2,499	202,426	202,634	184,517
Summerland	203,277	181,046	2,613	386,936	441,898	374,032
Vernon	1,183,103	755,783	16,198	1,955,084	1,915,773	1,793,251
West Kelowna & Learning Lab	550,853	339,831	5,780	896,464	906,039	843,525
Branch shared expenses	680,774	-	157,929	838,703	974,545	961,709
Total before adjustment	7,194,903	3,973,181	339,870	11,507,954	11,995,299	11,013,112
Interdepartment rent net of interest costs	-	(322,833)	-	(322,833)	-	(166,802)
Total	\$ 7,194,903	\$ 3,650,348	\$ 339,870	\$ 11,185,121	\$ 11,995,299	\$ 10,846,310

Okanagan Regional Library District
 Schedule 5 - Headquarters Operating Expenses
 (Unaudited)

For the year ended December 31	2021	2021	2020
	Actual	Budget	Actual
Advertising and marketing	\$ 59,469	\$ 48,425	\$ 64,341
Association dues and membership	21,685	19,380	20,147
Binding and mending	7,537	21,250	4,473
Board and committee expenses	-	20,141	3,533
Board strategic plan	-	300,000	1,407
Computer maintenance and telecommunications	507,033	461,267	528,444
Insurance	18,481	56,470	57,368
Interest, bank charges and foreign exchange	9,619	11,500	12,275
Interest on long-term debt	130,500	130,500	130,500
Maintenance and utilities	175,126	177,065	175,125
Moving, storage and rent	-	2,060	-
Penticton library contract	41,030	46,000	46,090
Postage and freight	7,988	22,400	8,700
Professional fees	94,533	83,489	106,073
Sundry	1,941	113,847	1,083
Supplies	77,515	87,585	57,259
Staff development	83,627	125,754	87,888
Telephone	56,875	58,400	12,236
Transportation	4,661	31,900	13,595
Total	\$ 1,297,620	\$ 1,817,433	\$ 1,330,537

Okanagan Regional Library District
Schedule 6 - Reserve Fund Continuity
(Unaudited)

For the year ended December 31

	2020	Contributions	Expenses	Transfers	2021
Branch furnishings	\$ 608,210	\$ 145,000	\$ (98,697)	\$ -	\$ 654,513
Building maintenance (owned)	476,697	60,000	(36,846)	-	499,851
Building maintenance (non-owned)	359,973	32,000	(151,423)	-	240,550
Capital building projects	2,653,318	1,064,000	-	-	3,717,318
Donation	599,606	310,444	(110,652)	-	799,398
Integrated Library Systems (ILS)	170,221	-	-	-	170,221
Rent stabilization	82,729	-	-	-	82,729
Staff development	96,320	-	-	-	96,320
Staff appreciation	12,850	1,500	-	-	14,350
Strategic planning	503,330	72,000	-	-	575,330
Technology & software	363,095	301,076	(37,064)	-	627,107
Vehicle replacement	80,575	12,500	(94,177)	-	(1,102)
Total	\$ 6,006,924	\$ 1,998,520	\$ (528,859)	\$ -	\$ 7,476,585



Okanagan Regional Library

Statement of Financial Information (SOFI)

For the year: 2021

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, 2021

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.
		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.
g)	<input checked="" type="checkbox"/>	Schedule of Remuneration and Expenses, including:
		i) An alphabetical list of employees (first and last names) earning over \$75,000
		ii) Total amount of expenses paid to or on behalf of each employee under 75,000
		iii) If the total wages and expenses differs from the audited financial statements, an explanation is required
		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.
		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.
h)	<input checked="" type="checkbox"/>	Schedule of Payments for the Provision of Goods and Services including:
		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, 2021
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 Sherry Philipott-Adhikary		TELEPHONE NUMBER 250-801-3814
NAME OF THE LIBRARY DIRECTOR Don Nettleton, CEO		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, 2018 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, 2021

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] Sherry Philpott-Adhikary
Signature, Chairperson of the Library Board _____ **Date (MM-DD-YYYY)** _____

Name, Library Director [Print] Don Nettleton
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, 2021

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, 2021

NAME		MEMBER AREA	POSITION	RENUMERATION	EXPENSES
BAIRD	TUNDRA	ENDERBY	DIRECTOR	\$ -	\$ -
BROOKS-HILL	MICHAEL	REVELSTOKE	DIRECTOR	\$ -	\$ -
CARLSON	ERIN	SUMMERLAND	DIRECTOR	\$ -	\$ -
CARSON	WAYNE	REG.DIST.OF CENTRAL OKANAGAN	DIRECTOR	\$ -	\$ -
COCHRANE	PAT	COLDSTREAM	DIRECTOR	\$ -	\$ -
DERICKSON	CHRISTOPHER	WESTBANK FIRST NATION	DIRECTOR	\$ -	\$ -
ELLIOTT	GEORGE	PRINCETON	ALT. DIRECTOR	\$ -	\$ -
EVANS	BOB	SICAMOUS	DIRECTOR	\$ -	\$ -
FINDLATER	DOUG	WEST KELOWNA	BOARD VICE-CHAIR	\$ -	\$ -
FISHER	LINDA	ARMSTRONG	DIRECTOR	\$ -	\$ -
GARES	KARI	VERNON	ALT. DIRECTOR	\$ -	\$ -
HARVEY	BRIAN	OSOYOOS	DIRECTOR	\$ -	\$ -
MATTES	DAVID	OLIVER	DIRECTOR	\$ -	\$ -
MCKENZIE	TODD	LAKE COUNTRY	DIRECTOR	\$ -	\$ -
MINDNICH	LORI	LUMBY	DIRECTOR	\$ -	\$ -
MONTEITH	SUBRINA	REG.DIST.OF OKANAGAN-SIMILKAMEEN	PERSONNEL COMMITTEE CHAIR	\$ -	\$ -
MOSS	CALEB	GOLDEN	DIRECTOR	\$ -	\$ -
PHILPOTT-ADHIKARY	SHERRY	KEREMEOS	DIRECTOR - BOARD CHAIR	\$ -	\$ -
SHATZKO	AMANDA	REG.DIST.OF NORTH OKANAGAN	DIRECTOR	\$ -	\$ -
SIMPSON	JAY	REG.DIST.OF COLUMBIA SHUSWAP	DIRECTOR	\$ -	\$ -
VAN MINSEL	PATRICK	PEACHLAND	DIRECTOR	\$ -	\$ -
WALLACE-RICHMOND	LOUISE	SALMON ARM	DIRECTOR	\$ -	\$ -
WOOLDRIDGE	LOYAL	KELOWNA	DIRECTOR	\$ -	\$ -
WRIGHT	JIM	ARMSTRONG	ALT. DIRECTOR	\$ -	\$ -
YORK	TODD	SPALLUMCHEEN	DIRECTOR	\$ -	\$ -
TOTAL BOARD MEMBERS				\$ -	\$ -

Schedule of Remuneration and Expenses (Continued)

Financial Information Act - Statement of Financial Information

Library Name: Okanagan Regional Library

Fiscal Year Ended: December 31, 2021

NAME	POSITION	REMUNERATION	EXPENSES
CAMPBELL, JEFF	CHIEF TECHNOLOGY OFFICER	\$ 121,517	\$ 563
GAUCHER, MONICA	DIRECTOR OF PUBLIC SERVICE	\$ 125,523	\$ 18
HENNINGS, KRISTY	BRANCH HEAD	\$ 80,699	\$ 915
JURASSOVICH, LISA	HEAD OF SUPPORT SERVICES	\$ 81,018	\$ 729
KICKSEE, RICHARD	BRANCH HEAD	\$ 76,208	\$ -
LAITINEN, JAMES	HEAD OF COLLECTION DEVELOPMENT	\$ 82,292	\$ 729
MACHUM-HUTTON, ASHLEY	HEAD OF YOUTH SERVICES	\$ 75,684	\$ 729
MC GEE, CHANTELE	VIRTUAL BRANCH HEAD	\$ 76,886	\$ 729
MCPHEE, CHRISTINE	DIRECTOR OF PUBLIC SERVICE	\$ 124,846	\$ 45
NETTLETON, DON	CHIEF EXECUTIVE OFFICER	\$ 167,754	\$ 1,689
NICHOLSON, KRISTY-LEE	REFERENCE & INSTRUCTION SUPERVISOR	\$ 78,217	\$ 729
SAMSON, LEAH	ADMINISTRATIVE SERVICES MANAGER	\$ 83,777	\$ 215
STUART, DOUGLAS	BRANCH HEAD	\$ 76,622	\$ 163
SUNDIN, JEREMY	CHIEF FINANCIAL OFFICER	\$ 115,830	\$ 1,065
THOMPSON, TARA	COMMUNITY ENGAGEMENT COORDINATOR	\$ 89,249	\$ 6,595
UTKO, MICHAL	DIRECTOR OF MARKETING & COMMUNICATIONS	\$ 96,246	\$ 4,414
EMPLOYEES OVER \$75,000		\$ 1,552,369	\$ 19,327
EMPLOYEES UNDER \$75,000		\$ 6,726,002	
TOTAL		\$ 8,278,371	

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, 2021

There were no severance agreements made between the Okanagan Regional Library and its non-unionized employees during fiscal year 2021.

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, 2021

NAME OF INDIVIDUAL, FIRM OR CORPORATION	AMOUNT PAID
6-4 BUILDING MAINTENANCE	\$ 101,916
654412 BC LTD	\$ 52,663
A.C.E. COURIER SERVICES	\$ 29,653
ANTHEM OLIVER PLACE MALL	\$ 86,578
BAKER & TAYLOR BOOKS	\$ 285,092
BC HYDRO	\$ 59,159
BDO CANADA LLP	\$ 25,725
BIBLIOCOMMONS INC	\$ 54,768
BRITISH COLUMBIA LIBRARIES COOPERATIVE	\$ 196,024
CALLAHAN CONSTRUCTION COMPANY	\$ 194,427
CANADIAN UNION OF PUBLIC EMPLOYEES	\$ 94,709
CAPITAL NEWS CENTRE	\$ 152,460
CARMI JANITORIAL SERVICES	\$ 28,264
CENTRE FOR EQUITABLE LIBRARY ACCESS	\$ 25,392
CHURHILL WFN LTD PARTNERSHIP	\$ 85,738
COUNTRY COURT HOLDINGS	\$ 48,299
CVS MIDWEST TAPE	\$ 29,329
DIRECTDIAL.COM	\$ 130,117
EBSCO CANADA LTD.	\$ 27,352
EQUITABLE LIFE OF CANADA	\$ 439,176
EVERGREEN BUILDING MAINTENANCE INC	\$ 32,559
FFD DEVITO INVESTMENTS	\$ 41,147
FORTIS BC	\$ 83,452
HARMONY HONDA AUTO SALES LTD	\$ 82,354
INDEL INDUSTRIES	\$ 27,506
INNOVATIVE INTERFACES GLOBAL	\$ 92,727
INTEGRAL GROUP CONSULTING (BC) LLP	\$ 43,439
IRL IDEALEASE LTD	\$ 40,494
KELOWNA, CITY OF	\$ 863,088
KIMCO CONTROLS LTD	\$ 29,121
LAKE COUNTRY, DISTRICT OF	\$ 89,520
LIBRARY BOUND INC	\$ 131,084
MANULIFE C/O COLLIERS INTERNATIONAL	\$ 238,851
MOSAIC BOOKS	\$ 36,088
MUNICIPAL PENSION PLAN	\$ 1,031,867

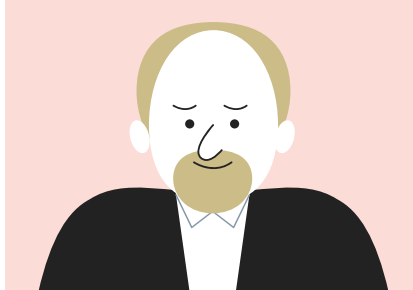
OCLC INC	\$	83,501
OSOYOOS, TOWN OF	\$	47,714
OVERDRIVE INC	\$	816,608
PALADIN SECURITY GROUP LTD	\$	145,165
PEACHLAND VILLAGE LTD	\$	52,068
PENTICTON PUBLIC LIBRARY	\$	41,030
PRINCETON, TOWN OF	\$	29,580
PRO JANITORIAL	\$	44,562
RAINCOAST BOOKS	\$	180,563
RECEIVER-GENERAL OF CANADA	\$	1,873,832
REGIONAL DISTRICT OF CENTRAL OKANAGAN	\$	284,442
REGIONAL DISTRICT OF COLUMBIA SHUSWAP	\$	60,007
REGIONAL DISTRICT OF NORTH OKANAGAN	\$	681,249
REVELSTOKE, CITY OF	\$	53,028
ROYAL BANK VISA	\$	147,974
SANA KLEEN JANITORIAL	\$	51,554
SANDHILL BOOK MARKETING	\$	65,132
SCOTT WELLS	\$	31,500
SECURE LINKS	\$	130,329
SENSOURCE	\$	38,066
SHAW CABLE AND COMMUNICATIONS	\$	33,914
SICAMOUS, DISTRICT OF	\$	47,332
STARGARDEN SOFTWARE LTD.	\$	31,658
SUNCOR ENERGY PRODUCTS	\$	36,789
TELUS COMMUNICATIONS	\$	58,691
THE CLEANING COMPANY	\$	60,138
TNG CALGARY	\$	54,328
UNITED LIBRARY SERVICES LTD.	\$	551,915
URBAN ARTS ARCHITECTURE	\$	76,319
VVI CONSTRUCTION LTD.	\$	44,128
WESTERN GATEWAY INVESTMENT LTD	\$	261,778
WORKSAFE BC	\$	28,387
TOTAL SUPPLIERS WITH PAYMENTS EXCEEDING \$25,000	\$	11,153,419
TOTAL SUPPLIERS WHERE PAYMENTS ARE \$25,000 OR LESS	\$	1,417,523
CONSOLIDATED TOTAL	\$	12,570,943

** Also see the explanatory notes on the following page

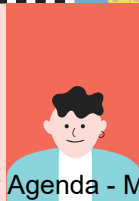
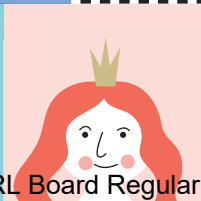
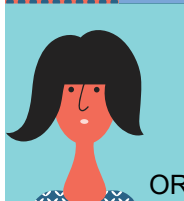
Explanatory note:

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.



2021 ANNUAL REPORT



The ORL provides for learning, innovation, creativity and a connected community.



Welcome

Thank you for taking the time review our 2021 Annual Report

2021 continued to be a challenging year during which we had to constantly adapt our operations to outside forces - particularly covid 19 but also forest fire threats in several communities and the impact of flooding in the Similkameen. In spite of these challenges, we were able to adjust to serve our communities with physical and virtual resources and even a few in person programs. Our ORL ebook and e audiobook circulations continue to increase (947,000 as compared to 858,000 in 2020) and book, magazine and other material borrowing recovered (2,239,467 vs 1,628,760 in 2020)

We had hoped to begin in person programming early in the year, but had to keep putting it off. Some branches managed to restart small carefully limited events, but for the most part in person programming is not significantly restarting until 2022.



Sherry
Philpott-Adhikary
ORL Board Chair

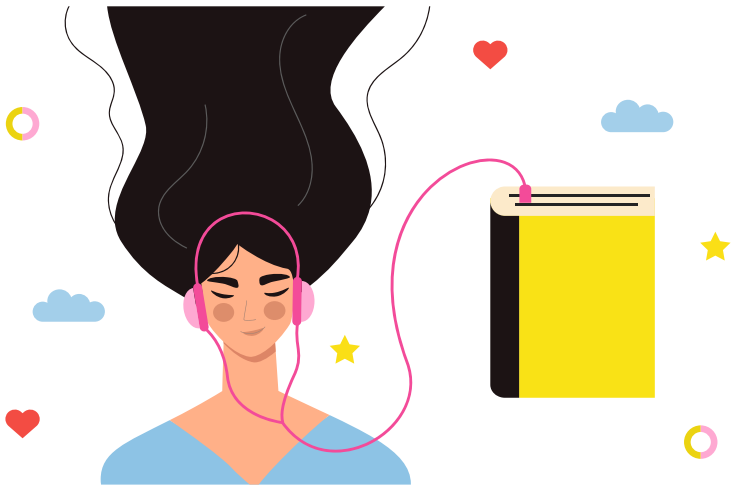


Don Nettleton
ORL CEO

However, we continued to use technology and to work on introducing some new initiatives. Some of these included:

Partnering on the Peer Navigator program in Kelowna focused on assisting marginalized to access services and information that they need and feel more welcome in our spaces.





Expanding access services for print challenged individuals system wide.



Creating and expanding virtual programming - we measured 2,194 views within 90 days of video publishing on youtube.

Virtually certifying makerspace users.





Creation of a new collection called the Library of things.

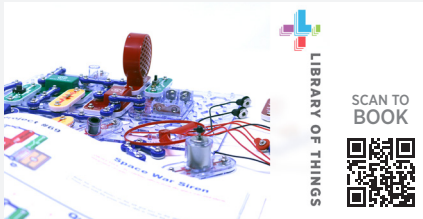
This includes materials like bird watching backpacks, snap circuit kits, microscope kits, home energy kit, radon detectors, and code and go robot mouse and ozobot ebo's for coding.



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



Borrow a Birding Backpack



Borrow a Sphero Bolt & iPad



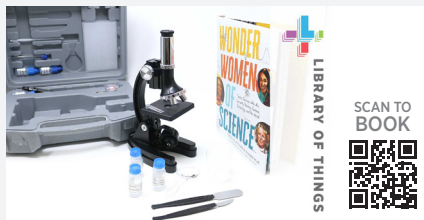
Borrow a Code & Go Mouse



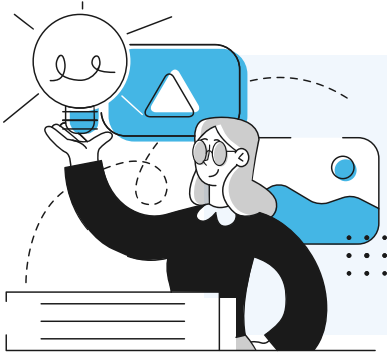
Borrow an Ozobot Evo



Borrow a Microscope



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

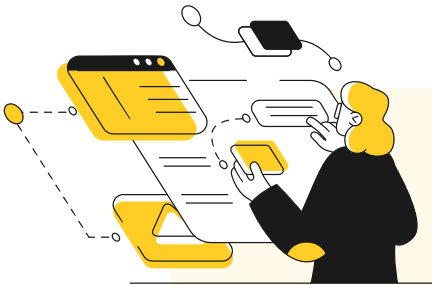
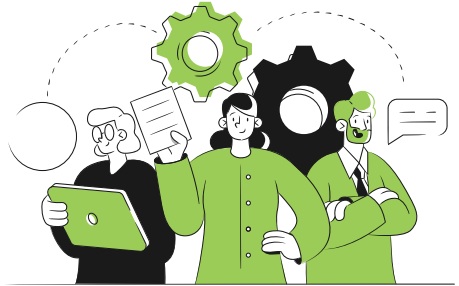


3,259

Total number of programs offered

59,846

Total attendance at ORL programs

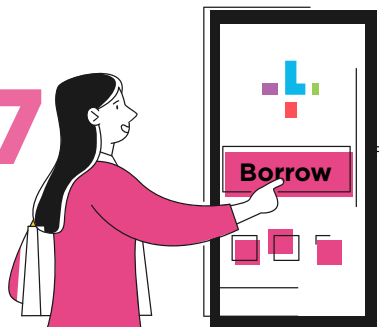


947,772

ORL eBooks & eAudio Checkouts

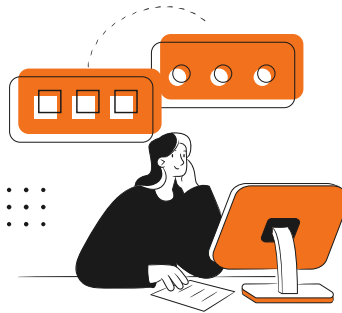
2,239,467

Books, magazines & other materials borrowed



1,673

Hours spent learning new languages through Rosetta Stone



2,082

Hours spent learning new skills through LinkedIn Learning for Libraries



893,265

Number of Patrons walked through our doors



100,976

Active Cardholders



Expanded take and make materials to replace some of the in person programs.



Newcomers and English learning programs and American Sign Language training



Hybrid virtual, take away, and some in person summer reading clubs

Statistics only capture a small part of what happened. ORL staff continued to persevere, to adapt, and to learn how to serve our customers in challenging times. We were able to avoid covid outbreaks in our facilities through carefully following protocols, while still offering a good proportion of normal services to our communities. Customers continued to treasure being able to access our services even though some of our most valued services such as in person programming, and space to just sit, or to gather were significantly restricted.

We are all hoping that 2022 will start to open up and that we can quickly return to a new normal types of services. We hope to keep the best of the virtual world, while returning to our treasured role as the “community living room and gathering space” where the community can come together, access needed resources and services, explore new interests, and fulfill our mission statement of “Connecting Curious Minds”.

Thank you to our Board, our Staff and to all of our loyal Customers. Considering everything, 2021 was a challenging but great year.

*Thank
You!*

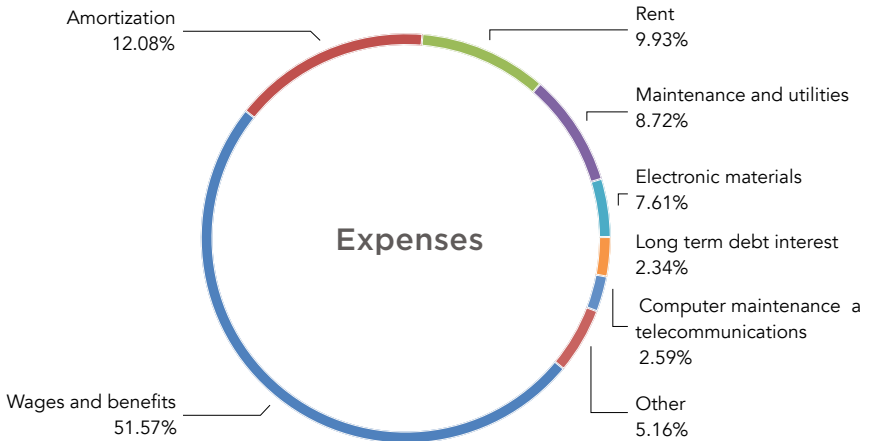
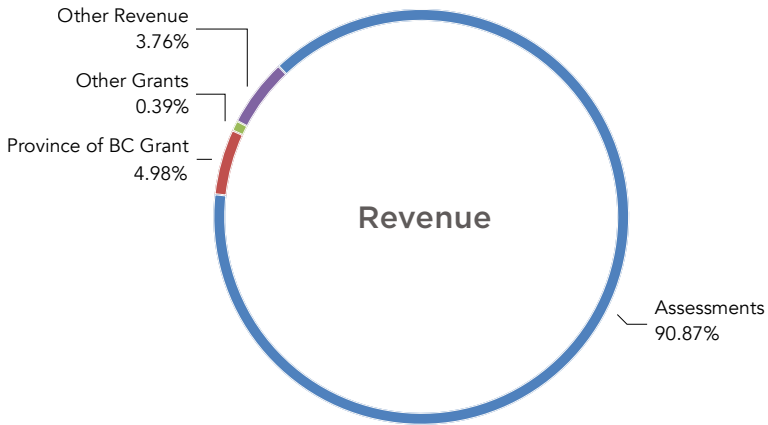
For the year ended December 31	2021	2021	2020
	Actual	Budget	Actual
Revenue			
Assessments (Schedule 2)	\$18,409,755	\$ 18,409,755	\$ 18,331,660
Province of British Columbia grant	1,008,382	1,008,000	1,085,840
Other grant revenue	79,160	55,500	93,601
Other revenue (Schedule 3)	762,665	495,926	600,913
	<u>20,259,962</u>	<u>19,969,181</u>	<u>20,112,014</u>

December 31, 2021

Expenses by Object

	2021	2021	2020
	Actual	Budget	Actual
Advertising and marketing	\$ 60,825	\$ 50,425	\$ 65,007
Amortization	2,286,297	-	2,670,105
Association dues and memberships	21,447	19,380	20,147
Board and committee expenses	-	20,141	3,533
Board strategic planning	-	300,000	1,407
Book binding and mending	7,537	21,250	4,473
Collection agency	1,942	14,566	1,083
Communications	98,574	76,400	29,150
Computer maintenance and telecommunications	489,354	459,050	523,807
Electronic materials	1,439,297	850,238	1,286,938
Insurance	18,481	56,470	57,368
Interest, bank charges and foreign exchange	9,619	11,500	12,275
Long term debt interest	442,350	592,500	592,500
Loss on disposal of capital assets	-	-	5,139
Maintenance and utilities	1,649,321	1,800,907	1,638,844
Penticton library contract	41,030	46,000	46,090
Postage and freight	38,985	62,260	31,006
Professional fees	94,533	83,489	106,073
Programs	37,960	80,779	76,376
Rent	1,878,142	1,873,230	1,831,708
Staff development	129,406	243,494	117,777
Sundry	-	99,022	-
Supplies	320,629	187,764	297,373
Transportation	97,959	136,668	98,552
Wages and benefits	9,759,342	10,198,887	9,108,724
	<u>\$18,923,030</u>	<u>\$ 17,284,420</u>	<u>\$ 18,625,455</u>





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



OKRegLib



#ORLreads

ORL Board Regular Agenda - May 18, 2022

OKANAGAN REGIONAL
LIBRARY





Okanagan Regional Library

Memo

To: ORL BOARD MEMBERS
From: DON NETTLETON, CEO
Date: MAY 18, 2022
Re: CEO REPORT TO THE BOARD

Having our Board finally meet in person for this meeting is going to be very positive after over two years of only virtually seeing each other. A few members will still be joining virtually, so it will be an excellent opportunity to work with our technical equipment that was installed at the very beginning of the pandemic but has not been used by the Board yet for one of your large meetings. I hope that each of you will plan to stay for lunch so that this Board can start to rebuild its identity and strengthen personal connections which always play a large part in how the Board operates.

I sent out some updates since our last meeting so will only mention key points in this update. These include:

BUILDINGS:

- Continuing renovations of Mission, one of our busiest branches. This library has been operating out of just a portion of its space since just prior to Christmas. Supply chain issues have lengthened the time this project is taking but we hope to be able to be back into most of the space by late June – with some remaining items like the meeting room wall and mechanical upgrades happening after that time.
- Revelstoke RevLab expansion is finally close to completion. The modular building finally arrived last week and is set on site. The contractor has finished much of the interior renovations except for some painting. The building systems are currently being tied into the main building, and like Mission, some of the mechanical system will be delayed due to supply chain issues.

- West Kelowna new library project continues to take a lot of time of staff, but the building is progressing. More details on this are part of the In-Camera Meeting due to confidentiality.

STAFFING:

- Our Senior Leadership Team has been operating at less than full capacity for the past year or so, due to one of our Directors of Public Services being significantly impacted with family health issues. Unfortunately, she had to choose to take unexpected early retirement in late March. We are in the midst of recruiting for this key position.
- In the meantime, we have had to reorganize. I have taken on having most branches report directly to me. Our other Public Services Director, Christine McPhee, is supervising the largest six branches and continuing to lead the other Public Services System Librarians and the Headquarters main floor staff as well as continuing with the public services interim plan strategic work.
- We had our first in person Public Services Supervisors Meeting in Kelowna Branch in early May since the pandemic began. This brought together the Leaders of each of our branches and some key Librarians for a day of training, and discussions. Although this group has done some work on Teams, attendees reported feeling rejuvenated and encouraged from having spent a full day together in person working on plans for the next few months and getting to know each other in person
- We have had two key system librarians go off on maternity leave. This has resulted in some shuffling with one of them being able to only be partially filled. We also have the Branch Head of Rutland taking a one-year temporary position with her replacement being one of our younger librarians who will be starting in his new role in a week or so.
- I had given the Board notice back in March that I will be leaving this summer. The Board is just starting to plan on getting the search for my replacement underway, which will likely mean an interim period without a permanent CEO, which makes filling the vacant Director of Public Services position more urgent than ever. I will have more to say at a future meeting, but I do want to thank the Board for their support and encouragement over the 28 years that I have been here – particularly the past few years as CEO.
- I am happy to report that the Senior Management Team new members that have joined us over the past year have been integrating very well. Although we have had to postpone or drop some projects, so far critical issues are still moving forward and there is a good sense of teamwork and positivity.

OTHER ITEMS OF INTEREST:

- The Sixties Scoop Indigenous Presentation was to happen on Saturday May 14 in Kelowna Branch. As this is being written prior to that date, I can update you further in person at the meeting. Thanks to Loyal Wooldridge of Kelowna for volunteering to represent the Library Board.
- There have been a number of system-wide special days and programming that the Adult Services Team have planned for the system. Several more are planned for the rest of the year and some additional special programming by some of our largest branches such as Vernon with their Pride Month programs. The branches are also well into having their Summer Reading Club programs planned. This year there is also a system-wide author who will be touring all branches as part of this.
- I will be attending the Canadian Urban Library Congress (CULC) meetings in Edmonton May 15-17th. I will report to the Board on anything significant at the meeting. This is the first in-person meeting that this organization will have had in almost 30 months. Our membership in this group has proven extremely worthwhile, particularly over the period of the pandemic. This group of the largest libraries in Canada is also critical to keep up with what is happening in the nation and to advocate for library needs nationally and internationally. They are also a key resource for advice and networking at the senior leadership levels.
- As you will see from our Annual Report, despite covid, 2021 was a busy and, under the circumstances, very successful year. I want to thank the Board for their support and particularly thank all staff for their dedication, perseverance under challenging circumstances, and conscientious work to meet the needs of their communities as much as they could. It is particularly encouraging to enter branches and start to see them filled with programming and people just staying awhile to enjoy the space and our services.

Respectfully submitted,

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

**Don Nettleton, CEO
Okanagan Regional Library**

RE: ORL Indigenization Advisory

ITEM 6A b)

Don Nettleton <dnettleton@orl.bc.ca>

Wed 2022-05-11 12:30 PM

To:

- Jenny Money <jmoney@okanaganfestival.org>;
- Aaron Derickson <aaronnderickson@gmail.com>

Cc:

- Leah Samson <lsamson@orl.bc.ca>;
- Christine McPhee <cmcphee@orl.bc.ca>

Hi Jenny and Aaron

Thank you for responding to me. I apologize that this slipped to the side of my desk and I did not respond back as timely as I would like to have. I was hoping to have a chance to run this past a Board committee, but instead hope to take this to the full Board on May 18 meeting.

Just a couple of responses to your questions

We would want you to directly engage with all first nations communities in our region – not just Sylix on our behalf.

I believe all of our questions are still valid and relate. I will ask the Board if there is anything missing.

I would envision that we would start out the process with you engaging just in the land acknowledgement part of your proposal. Once we have worked together on this, we will have developed a better understanding of each other, and created a relationship working together that will help confirm both whether we engage you further in assisting us on some of these other aspects and if we do, also help clarify how it might best take place – both in actions and also timeframes.

In regards to payments, agreements differ, but normally payments to consultants end up something like 70% when bulk of work is done and an initial draft is presented and received and then the final payment when the final report is completed and presented and questions etc coming from that responded to.

Hopefully the above answered the main questions that you had? If not, please send me an e-mail and ask again.

Thanks so much for your willingness to consider assisting us!

Don

Don Nettleton CPA,CA

Chief Executive Officer

Okanagan Regional Library | Administrative Centre

1430 KLO Road Kelowna British Columbia V1W 3P6 Canada

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dnettleton@orl.bc.ca

www.orl.bc.ca



From: Jenny Money <jmoney@okanaganfestival.org>

Sent: April 14, 2022 2:13 PM

To: Don Nettleton <dnettleton@orl.bc.ca>; Aaron Derickson <aaronnderickson@gmail.com>

Subject: ORL Indigenization Advisory

way' | Hello Don,

I hope you are enjoying the wonderfully tumultuous climes of spring in the Okanagan. After some review, Aaron and I have identified a few areas that we would kindly request further clarity on:

- 1.
- 2.
3. Identifying areas of responsibility: will we be engaging with non-syilx nations? ie directly contacting vs researching
4. contacts for ORL
- 5.
- 6.
- 7.
8. Payment schedule
- 9.
- 10.
- 11.
12. Vision for on-going commitments? (we have included items mentioned during our preliminary meeting and are looking
13. for clarification as to their inclusion in this process)
- 14.
- 15.
- 16.
17. Are the stated questions still sufficient for ORL use and processes?
- 18.

Questions to be discussed and addressed related to Land recognition statements

In no particular order of importance these include

1. What do first nations see as the purpose of the statement, and what should our Board and staff see as purpose for doing it? (ie – need to watch it is not just a political correctness thing that is otherwise meaningless)

2. Do all first nations/indigenous groups in our regions want it done – we have heard 2nd hand the answer is both yes and no depending upon the region

3. If doing it, when and where should it be done? Ie – there were some concerns that it was not appropriate to tag as part of address at bottom of every email that is sent out.

Should it only be used at special events, announcements, etc, or on everything. Ie – should it be seen more like the playing of the national anthem in that it happens at significant events or announcements so as not to lose its meanings. (like in a school context it would happen at assemblies, but not at the start of each class everyday)

4. Wording that should be used in each of our branches/areas and ensuring that this is what the local first nations find appropriate

5. What about communities where there are overlapping claims or disagreements between first nations?

6. We have heard that there are some areas (n Okanagan areas and perhaps others in south) where some bands want it or agree, and some do not. Therefore, some regional districts or towns/communities have just held off doing it at all so as not to create further division or hard feelings as opposed to reconciliation.

We are truly looking forward to this process and are eager for any feedback you may have to offer. I have attached a project overview for your perusal.

with respect,
limlemt,
Jenny

--

Jenny Money, **BHSc**

President

Okanagan Indigenous Music and Arts Society

jmoney@okanaganfestival.org



**INDIGENOUS
MUSIC & ARTS
SOCIETY**

www.okanaganfestival.org

"Best Arts and Entertainment"

~ Key Business Awards ~

"I would like to acknowledge that I am living, lifting and loving on the beautiful tmx^wulax^w whose health remains the responsibility gifted to me by my ancestors of the syilx Nation"

TOGETHER

WE'RE STRONG

Aaron Derickson
Syilx Strong Consulting
www.aaronderickson.com
aaronnderickson@gmail.com

Community Engagement



Executive Summary

The **Okanagan Regional Library** is seeking assistance to uphold their responsibilities to their syilx hosts in aiming to undertake, in collaboration with the syilx Nation, an organizational review of policies and best practices to determine the level of compliance with the **Truth and Reconciliation Calls to Action** and the **Declaration on the Rights of Indigenous Peoples Act** and to make recommendations to assist with the good work of decolonization and embark on a shared path towards meaningful Reconciliation.

What does decolonization mean? Decolonization is the process of deconstructing colonial ideologies that uphold the superiority and privilege of western approaches to ways of being and learning. Decolonization involves acknowledging the harms and inequities that Indigenous peoples have endured and actively participates in the valuing and revitalization of Indigenous knowledge and ways of being. Reconciliation is ongoing and requires rethinking Western biases or assumptions that have continuing impacts on Indigenous people today.

What does Reconciliation look like? We have several provincial and national prerogatives leading the call to action for all of us, as a nation, to embark on a shared journey of learning, healing and growing. The Okanagan Regional Library has a unique responsibility to create change and an amazing opportunity to engage in true and vital reconcili-ACTION!

Answering the Call:

Truth and Reconciliation Call to Action 69 “We call upon **Library** and Archives Canada to:

- i. Fully adopt and implement the United Nations Declaration on the Rights of Indigenous Peoples and the United Nations Joint-Ortlicher Principles, as related to Aboriginal peoples’ inalienable right to know the truth about what happened and why, with regard to human rights violations committed against them in the residential schools.
- ii. Ensure that its record holdings related to residential schools are accessible to the public.
- iii. Commit more resources to its public education materials and programming on residential schools.” (Truth and Reconciliation Commission of Canada, p.12)

The proposed consultation process will be conducted by syilx nation members with regard to appropriate protocols and creating culturally safe spaces for learning and sharing.

Introduction

Jennifer Money is of Syilx and Nlakapamux descent. She is a dedicated and passionate advocate for Indigenous peoples both personally and professionally. Jennifer's educational pursuits have always upheld the health of Indigenous communities as a primary objective and she has utilized academia to gain understanding surrounding policy development and the political and social influences affecting the health of Indigenous people. She is currently completing a Graduate Certificate in Indigenous Public Health through the Faculty of Medicine at UBC, where she also facilitates UBC 23, 24 Indigenous Cultural Safety course delivery and sits on the Faculty Advisory Committee. Jennifer has further developed this understanding through her involvement with the Westbank First Nation (WFN) Health Advisory Committee and also supports her community through her roles as WFN Economic Development Commissioner and Appointed Director to the Greater Westside Board of Trade. Her vocational pursuits are modeled in leadership and she is currently rooted in her heart project, serving as the President of the Okanagan Indigenous Music and Arts Society; A non-profit founded with the mission of elevating and celebrating Indigenous culture and heritage and creating a culturally safe space for knowledge-sharing and self-expression.

Aaron Derrickson is a Husband, Father, Son, Academic, Community Member, and self-proclaimed comedian. He is a proud member of Westbank First Nation, one of seven communities that comprise the Syilx nation. He is a proud parent of two boys- Samuel, who is five and Lewis, who is three. He runs a consulting business called *Syilx Strong Consulting*. His services start and end with community engagement, good governance, and leadership training, both for Indigenous and non-Indigenous communities. His academic research focuses on leadership and governance and how organizations can better equip their counterparts. Apart from his work, he enjoys hiking, backpacking and keeping healthy.

Methodology

Step 1 Identify Stakeholders

Syilx Governments:

1. Okanagan Nation Alliance Chiefs Executive Council
2. Okanagan Indian Band
3. Westbank First Nations
4. Penticton Indian Band
5. Osoyoos Indian Band
6. Lower Similkameen
7. Upper Nicola Band

Okanagan Regional Library Branches:

- Armstrong
- Cherryville
- Enderby
- Falkland
- Golden
- Hedley
- Kaleden
- Kelowna
- Keremeos
- Lake Country
- Lumby
- Mission Branch
- Naramata
- North Shuswap
- Okanagan Falls
- Oliver
- Osoyoos
- Peachland
- Princeton
- Revelstoke
- Rutland
- Salmon Arm
- Sicamous
- Silver Creek
- South Shuswap
- Summerland
- UBCO
- Vernon
- Westbank
- Westside Learning Lab

* Denotes syilx territories

Step 2 Outreach

Initiating engagement process

Obtain consent to engage

Disseminate project scope and vision

Establish expected outcomes

Active engagement

Community consensus / approval

Step 3 Disseminating Outcome

- Create a land acknowledgement that upholds syilx priorities and access appropriate permissions and instructions on utilization.

- Create culturally safe mechanisms for accessing Indigenous knowledge and pedagogies within the syilx nation.

Tasks and Timelines

Territorial acknowledgement **(12- 24 month engagement process)**

For further consideration:

*Possible engagement on ORL Strategic Plan **(6 month engagement process)**

- Provide input, direction, and strategic direction for the upcoming ORL strategic plan

*Indigenization of ORL resources, including staff **(3 - 5 years -> ongoing)**

- Actionable initiatives for the inclusion of Indigenous lived histories with contemporary Canada. (Truth and Reconciliation teach-ins, mandatory Residential School learning resources etc.)
- Develop / implement skills based training in intercultural competency, conflict resolution, human rights, and anti-racism, including the history of Aboriginal peoples and the history and legacy of residential schools, the United Nations Declaration on the Rights of Indigenous Peoples, Truth and Reconciliation and organizational commitments to upholding Reconciliation as a primary directive
- Investigate opportunities to incorporate Indigenous epistemologies and pedagogies into Library operations and initiatives

Budget¹

\$10,000.00 - Territorial Acknowledgment

*\$3000 honoraria for stakeholders

\$10,000.00 - Strategic Plan Advisory Role

\$45,000.00 - Indigenization for ORL Staff and Resources

Conclusion

Incorporating Indigenous voices into the development and implementation of this project is vital to answering the Calls to Action and provincial legislation that underpins the prerogative of Reconciliation with Indigenous peoples in British Columbia. This must be observed at every level of execution. It has been articulated time and time again that inclusion is the true path forward in the journey of Reconciliation, there will be “nothing about us without us” (Herbert, 2017).

Our hands are up to the **Okanagan Regional Library** representatives that are initiating this important work and we are humbled to be called upon to join in your journey of learning and incorporating vital acts of reconciliation.

¹ Budget may be subject to change based on unforeseen circumstances in Syilx/Indigenous Communities and in Canadian society.

Works Cited

Herbert, Carol P. "'Nothing About Us Without Us': Taking Action on Indigenous Health."

Insights (Essays), no. January, 2017,

<https://www.longwoods.com/content/24947/insights/-nothing-about-us-without-us-taking-action-on-indigenous-health>. Accessed 04 04 2022.

Truth and Reconciliation Commission of Canada. "Truth and Reconciliation Commission of Canada: Calls to Action." *Calls to Action*, 2015. *Government of Canada*,

https://www2.gov.bc.ca/assets/gov/british-columbians-our-governments/indigenous-people/aboriginal-peoples-documents/calls_to_action_english2.pdf. Accessed 04 04 2022.

REPORT

File No. 100.37

To: Okanagan Regional Library Board of Directors
From: Chief Financial Officer
Date: May 5, 2022
Subject: Financial Update Report to March 31, 2022 (3 Months)

RECOMMENDATION

THAT the Board receive the CFO's report - Financial Update Report to March 31, 2022 for information.

BACKGROUND

The attached **Appendix 1** provides the Board with an interim financial report (receipts and disbursements) to March 31, 2022, along with the annual budget and other useful information such as variances. The report has been prepared on a modified cash basis, meaning not all accounting accruals have been made. This report will briefly discuss some of the financial information that staff felt may be of interest to the Board.

DISCUSSION

Receipts – Tax Levy

The results are consistent with expectation. All first quarter member levy's have been received or accrued and recorded by the end of March.

Receipts – Government Grants, Own Resources and Other Income

The Province of B.C. grant, which makes up about 2/3 of this category, has not been received as of March 31st. The ORL is still waiting to receive payments related to the Grants – Federal and Other that come each year. The fines, damaged and replacement material charges are low; this is due to the ORL continuing to not charge late fee fines. Interest is on budget, though Sundry income is less than expected, but the nature of this income is fairly sporadic making the timing difficult to capture in the budget periods. One item to note is

From Reserves

These amounts are accounting adjustments and relate to planned draws out of the reserves for technology replacement, strategic plan implementation, building maintenance, furnishings and amounts from the donation reserves for programming and other capital expenditures.

Total Receipts (Income)

Total receipts and transfers to March 31st totaled \$4,964,095 representing 21.5% of budgeted receipts. These results are in line with budget and expectation, aside from the BC grant.

Disbursements

Remuneration and benefits are under budget. The most significant impacts to this line would be the continued decreases in programming and reduced need for on-call staff. These costs are expected to increase as the summer and expanded programming plans get going.

The difference to the LTD Principal, Actuarial, and Interest budget line is due to timing, and we expect this budget line to be trend on budget over the course of the year.

The other expenses category as a whole is under budget by \$225,755 to March 31st. There's nothing particular that really stands out in this category. Program materials, supplies and technology are some of the items a bit more under budget but expectation is that we would see these come up as the months go on.

Total disbursements before capital expenditures and reserve transactions is \$4,674,676, which is 24.2% spent 3 months into the year.

The capital expenditures, with the exception of the books and other physical material purchases, will be recorded by year-end as many of these transactions are accounting adjustments related to reserve funded activities. The capitalized book purchases are a little behind schedule, however we expect the purchase rate could increase and close this gap as the year progresses.

With some exceptions, the transfers to reserves are all made at year-end.

Total disbursements to March 31, 2022 are \$4,945,837.

The net receipts over disbursements to March 31, 2022 are -\$208,737. The net receipts amount difference is driven by the Provincial grant of more than one million, which has not been at the time of this report, though is expected to be received subsequently.

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 expectation, and 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, 2022 to March 31, 2022

**OKANAGAN REGIONAL LIBRARY
RECEIPTS & DISBURSEMENTS
For the three month period ending March 31, 2022**

	ACTUAL YR.TO D	BUDGET YR.TO D	VARIANCE YR.TO D	BUDGET -YEAR--	VARIANCE -From Annual--	% RECEIVED -Annual--
RECEIPTS						
TAX LEVY ON MUNICIPALITIES AND REGIONAL DISTRICTS						
ARMSTRONG, CITY	\$49,904	\$49,903	\$0	\$199,614	\$149,710	25.0%
CENTRAL OKANAGAN RD	\$79,151	\$79,151	\$0	\$316,605	\$237,454	25.0%
COLDSTREAM, DISTRICT	\$119,822	\$119,822	\$0	\$479,289	\$359,467	25.0%
COLUMBIA SHUSWAP RD	\$219,118	\$219,118	\$0	\$876,472	\$657,354	25.0%
ENDERBY, CITY	\$27,928	\$27,928	\$0	\$111,713	\$83,784	25.0%
GOLDEN, CITY	\$83,879	\$83,879	\$0	\$335,518	\$251,638	25.0%
KELOWNA, CITY	\$1,761,006	\$1,761,006	\$0	\$7,044,024	\$5,283,018	25.0%
KEREMEOS, VILLAGE	\$14,689	\$14,689	\$0	\$58,755	\$44,066	25.0%
LAKE COUNTRY, DISTRICT	\$180,818	\$180,819	\$0	\$723,274	\$542,456	25.0%
LUMBY, VILLAGE	\$18,900	\$18,900	\$0	\$75,602	\$56,701	25.0%
NORTH OKANAGAN RD	\$197,606	\$197,606	\$0	\$790,423	\$592,817	25.0%
OLIVER, TOWN	\$54,083	\$54,083	\$0	\$216,331	\$162,248	25.0%
OKANAGAN SIMILKAMEEN RD	\$218,043	\$218,043	\$0	\$872,173	\$654,130	25.0%
OSOYOOS, TOWN	\$67,753	\$67,753	\$0	\$271,014	\$203,260	25.0%
PEACHLAND, DISTRICT	\$66,498	\$66,498	\$0	\$265,992	\$199,494	25.0%
PRINCETON, TOWN	\$33,047	\$33,047	\$0	\$120,555	\$87,508	27.4%
REVELSTOKE, CITY	\$98,832	\$98,832	\$0	\$395,328	\$296,496	25.0%
SALMON ARM, CITY	\$191,591	\$191,591	\$0	\$766,363	\$574,772	25.0%
SICAMOUS, DISTRICT	\$39,540	\$39,540	\$0	\$134,866	\$95,325	29.3%
SPALLUMCHEEN, TOWNSHIP	\$55,748	\$55,748	\$0	\$222,990	\$167,243	25.0%
SUMMERLAND, DISTRICT	\$131,540	\$131,540	\$0	\$526,161	\$394,621	25.0%
VERNON, CITY	\$480,264	\$480,264	\$0	\$1,886,576	\$1,406,312	25.5%
WESTBANK FIRST NATION	\$113,033	\$113,033	\$0	\$452,133	\$339,099	25.0%
WEST KELOWNA, CITY	\$409,045	\$409,045	\$0	\$1,636,180	\$1,227,135	25.0%
	\$4,711,840	\$4,711,840	\$0	\$18,777,951	\$14,066,111	25.1%

**OKANAGAN REGIONAL LIBRARY
RECEIPTS & DISBURSEMENTS
For the three month period ending March 31, 2022**

RECEIPTS (continued)

FROM GOVERNMENT & OWN RESOURCES

PROVINCE OF BC - PER CAPITA GRANT	\$0	\$0	\$0	\$1,008,000	\$1,008,000	0.0%
GRANTS - FEDERAL	\$0	\$0	\$0	\$49,000	\$49,000	0.0%
GRANTS - OTHER	\$0	\$0	\$0	\$6,500	\$6,500	0.0%
FINES, FEES AND DAMAGED MATERIALS	\$7,450	\$50,625	\$43,175	\$202,500	\$195,050	3.7%
SPACE RENTALS	-\$97	\$4,802	\$4,899	\$19,207	\$19,304	-0.5%
PRINTING REVENUE	\$3,842	\$7,494	\$3,652	\$29,975	\$26,133	12.8%
KEYCARD REVENUE	\$437	\$62	-\$375	\$250	-\$187	175.0%
INTEREST AND EXCHANGE	\$8,930	\$8,750	-\$180	\$35,000	\$26,070	25.5%
COPIER REVENUE	\$1,508	\$2,381	\$874	\$9,525	\$8,018	15.8%
SUNDRY INCOME	\$3,069	\$16,335	\$13,266	\$65,338	\$62,269	4.7%
MFA ACTUARIAL , DEBT REDUCTION	\$0	\$0	\$0	\$255,731	\$255,731	0.0%
INTER LIBRARY LOANS, NET	\$122	-\$38	-\$159	-\$150	-\$272	-81.0%
SUBTOTAL GOVERNMENT & OWN RESOURCES	\$25,260	\$90,411	\$65,151	\$1,680,876	\$1,655,616	1.5%
TRANSFERS FROM RESERVES	\$0	\$0	\$0	\$956,007	\$956,007	0.0%
ORL OWNED BUILDINGS, RENT CHARGEBACK	\$0	\$161,844	\$161,844	\$647,376	\$647,376	0.0%
TOTAL RECEIPTS	4,737,100	4,964,095	226,995	22,062,210	17,325,110	21.5%

OKANAGAN REGIONAL LIBRARY
RECEIPTS & DISBURSEMENTS
For the three month period ending March 31, 2022

	ACTUAL YR.TO D	BUDGET YR.TO D	VARIANCE YR.TO D	BUDGET -YEAR--	VARIANCE -From Annual--	% SPENT -Annual--
DISBURSEMENTS						
REMUNERATION AND FRINGE BENEFITS						
REMUNERATION	2,093,770	2,327,861	234,091	8,800,289	6,706,519	23.8%
FRINGE BENEFITS	398,785	447,429	48,644	1,789,718	1,390,933	22.3%
WCB	13,476	7,846	-5,630	31,386	17,910	42.9%
	2,506,031	2,783,137	277,106	10,621,393	8,115,362	23.6%
RENT AND PROPERTY EXPENSES						
RENT	445,376	474,609	29,233	2,545,812	2,100,436	17.5%
LTD PRINCIPAL, ACTUARIAL AND INTEREST	485,229	585,375	100,146	1,203,069	717,840	40.3%
PROPERTY EXPENSES	456,359	451,314	-5,045	1,805,256	1,348,897	25.3%
	1,386,965	1,511,298	124,333	5,554,137	4,167,173	25.0%
LIBRARY MATERIALS	553,007	321,402	-231,605	1,285,608	732,601	43.0%
OTHER EXPENSES						
BOARD EXPENSES	0	5,035	5,035	20,141	20,141	0.0%
BOOK DEPOSIT GRANTS	0	800	800	3,200	3,200	0.0%
COLLECTION AGENCY	-88	2,392	2,480	9,566	9,654	-0.9%
EQUIPMENT REPAIRS & RENEWALS	5,165	3,450	-1,715	13,802	8,637	37.4%
INSURANCE	15,088	14,618	-471	58,470	43,382	25.8%
INTEREST & BANK CHARGES	2,875	2,875	0	11,500	8,625	25.0%
MARKETING & COMMUNICATIONS	23,205	16,149	-7,056	64,595	41,389	35.9%
MEMBERSHIPS	7,730	4,942	-2,788	19,768	12,038	39.1%
PENTICTON LIBRARY FEE	0	11,730	11,730	46,920	46,920	0.0%
POSTAGE & FREIGHT	11,061	15,876	4,815	63,505	52,444	17.4%
PROFESSIONAL FEES	9,685	21,290	11,605	85,159	75,474	11.4%
PROGRAMS	9,530	25,668	16,138	102,671	93,141	9.3%
RECRUITMENT, TRAVEL & SUNDRY	1,013	3,920	2,907	15,681	14,668	6.5%
STAFF DEVELOPMENT & MEETINGS	13,075	28,699	15,624	114,795	101,720	11.4%
STRATEGIC PLANNING	0	75,000	75,000	300,000	300,000	0.0%
SUPPLIES	41,270	46,443	5,173	185,774	144,503	22.2%
TECHNOLOGY EXPENSES	31,796	118,591	86,794	474,363	442,567	6.7%
TELEPHONE & INTERNET	20,263	19,600	-663	78,400	58,137	25.8%
TRANSPORTATION	33,247	34,850	1,603	139,401	106,154	23.9%
VIRTUAL BRANCH	3,757	2,500	-1,257	10,000	6,243	37.6%
	228,673	454,428	225,755	1,817,711	1,589,038	12.6%
DISBURSEMENTS BEFORE CAPITAL EXPENDITURES AND TRANSFERS TO RESERVES	4,674,676	5,070,265	395,589	19,278,849	14,604,174	24.2%

**OKANAGAN REGIONAL LIBRARY
RECEIPTS & DISBURSEMENTS
For the three month period ending March 31, 2022**

	ACTUAL YR.TO D	BUDGET YR.TO D	VARIANCE YR.TO D	BUDGET -YEAR--	VARIANCE -From Annual--	% SPENT -Annual--
DISBURSEMENTS (continued)						
CAPITAL EXPENDITURES						
BOOKS AND OTHER PHYSICAL MATERIALS	271,162	361,609	90,447	1,446,434	1,175,272	18.7%
TECHNOLOGY ASSETS	0	0	0	341,007	341,007	0.0%
FURNITURE, EQUIPMENT & OTHER	0	0	0	235,000	235,000	0.0%
	271,162	361,609	90,447	2,022,441	1,751,279	13.4%
TRANSFERS TO RESERVES						
TO BRANCH FURNISHING RESERVE	0	0	0	145,000	145,000	
TO CAPITAL PROJECTS RESERVE	0	0	0	114,000	114,000	
TO IT REPLACEMENT RESERVE	0	0	0	311,008	311,008	
TO NON-OWNED BUILDING MNTC RESERVE	0	0	0	32,000	32,000	
TO OWNED BUILDING MNTC RESERVE	0	0	0	60,000	60,000	
TO STAFF APPRECIATION OR DEVELOPMENT RESERVE	0	0	0	1,500	1,500	
TO STRATEGIC INITIATIVES RESERVE	0	0	0	72,000	72,000	
TO VEHICLE REPLACEMENT RESERVE	0	0	0	25,425	25,425	
	0	0	0	760,933	760,933	
TOTAL DISBURSEMENTS	4,945,837	5,431,873	486,036	22,062,223	17,116,386	
NET DISBURSEMENTS OVER RECEIPTS	-208,737	-467,778	-259,041	0	208,724	



Downtown Kelowna Children’s Area Public Feedback

“The mix of play equipment, creative building toys and reading books.”

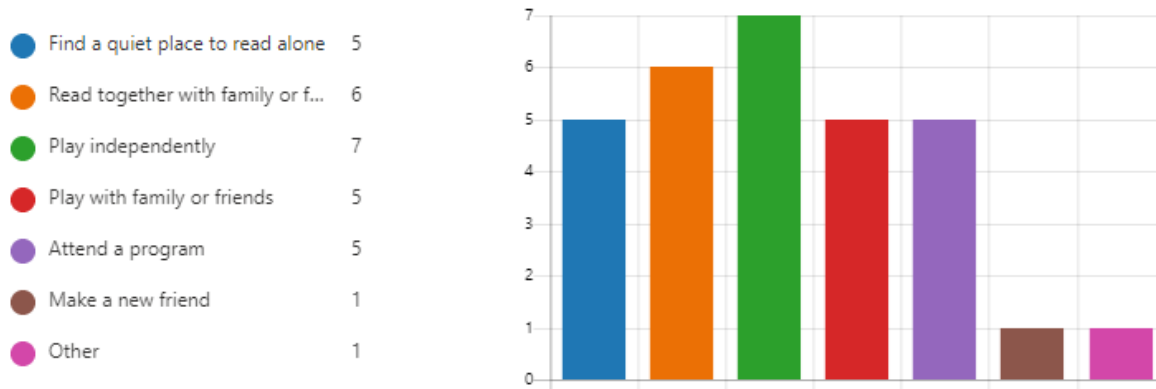
“All the independent play spaces! They are spaced apart which provides separate areas for children to play.”

“We love how engaging, bright, educational and fun our experience was.”

“The new toys are awesome and I love the way it’s laid-out! I think having all of the different spaces to sit and play really works for all different types of learners.”

“The layout and environment is very open and easy to access. The reading nooks are inviting. The play stations help keep kids regulated.”

What did you do in the Children’s Library?



You shared a special experience with your child(ren) in the Children’s Library

