



NOTICE OF MEETING

Okanagan Regional Library Board
will meet Wednesday, August 31, 2022
Library Administration Building
1430 KLO Road, Kelowna, BC

IN-CAMERA MEETING

10:30 am – 10:55 am

REGULAR MEETING

11:00 am – 11:45 am

**REGULAR AGENDA
LIBRARY BOARD MEETING
TO BE HELD AT ORL HQ, 1430 KLO ROAD, KELOWNA, BC
AND VIRTUALLY VIA MICROSOFT TEAMS
WEDNESDAY, AUGUST 31, 2022
11:00 AM – 11:45 AM**

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

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 (pgs. 3 – 6)

RECOMMENDATION 2

THAT the draft Minutes of the Regular Library Board Meeting held May 18, 2022 be approved.

4. REVISED WEIGHTED VOTES: MEMO – Leah Samson, Administrative Services Manager (pgs. 7 – 8)

RECOMMENDATION 3

THAT the memo and revised Weighted Vote Sheet be received for information.

5. FINANCE COMMITTEE REPORT – Chair Doug Findlater

5.1. 2023 Budget Report (File No. 100.41) – CFO Jeremy Feddersen (pgs. 9 – 18)

RECOMMENDATION 4

THAT the 2023 Budget be approved with a levy funding requirement of \$19,661,808 as presented in the Budget Report.

Note: The Board may choose to hold the budget vote at either their August or October 2022 meeting.

5.2. 2023 Library Levy Allocation Spreadsheet (pg. 19)

RECOMMENDATION 5

THAT the Library Levy Allocation Spreadsheet be received for information.

6. STAFF REPORTS

6.1. CEO REPORT – Don Nettleton

6.1a) Report to the Board (pgs. 20 – 22)

RECOMMENDATION 6

THAT the CEO Report be received for information.

6.1b) ABCPLD: new Strategic Initiatives Fund dedicated to advancing public library advocacy (pgs. 23 – 25)

CEO RECOMMENDATION 7

THAT the ORL Board support the ABCPLD Strategic Initiative Fund with a one-time contribution of \$20,000 from the strategic planning reserve.

(by weighted vote)

6.2. CFO REPORT: **Financial Update** (File 100.42) - Jeremy Feddersen (pgs. 26 – 33)

RECOMMENDATION 8

THAT the CFO Financial Update Report to June 30, 2022, be received for information.

6.3. CTO REPORT: **Security Audit** – Jeff Campbell (verbal)

RECOMMENDATION 9

THAT the security audit report be received for information.

6.4. **PUBLIC SERVICES REPORT: ‘Library of Things Playbox’ Presentation** – Kara Desimone, Community Learning and Assessment Coordinator

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

8. **TRUSTEE REPORTS**

9. **NEXT MEETING** – Wednesday, October 5, 2022

10. **MOTION TO ADJOURN**

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

**DRAFT MINUTES
LIBRARY BOARD REGULAR MEETING
HELD AT 1430 KLO ROAD, KELOWNA, BC
AND VIRTUALLY
WEDNESDAY, MAY 18, 2022**

"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: (v: virtual attendance)

Linda Fisher, Armstrong (v)	Erin Carlson, Summerland
Pat Cochrane, Coldstream	Kari Gares, Vernon (v)
Caleb Moss, Golden (v)	Doug Findlater, West Kelowna
Loyal Wooldridge, Kelowna	Wayne Carson, CORD
Sherry Philpott-Adhikary, Keremeos	Jay Simpson, CSRD (v)
Todd McKenzie, Lake Country (v)	Subrina Monteith, OSRD
Lori Mindnich, Lumby (v)	Amanda Shatzko, NORD (v)
David Mattes, Oliver	Tundra Baird, Enderby (v)
Brian Harvey, Osoyoos (v)	George Elliott, Princeton
Nicole Cherlet, Revelstoke (Alternate)(v)	

TRUSTEES ABSENT:

Patrick Van Minsel, Peachland	Todd York, Spallumcheen
Louise Wallace Richmond, Salmon Arm	Christopher Derickson, WFN
Bob Evans, Sicamous	

ADMINISTRATIVE STAFF IN ATTENDANCE:

Don Nettleton, Chief Executive Officer
Christine McPhee, Director of Public Services (v)
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:

Ashley Machum, PEA President	Markus Schrott, Auditor, BDO Canada
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ESTABLISH QUORUM (*A majority of all the members of the library board is a quorum: 13+*)
Quorum was established with 18 trustees in attendance.

1. CALL TO ORDER / INTRODUCTION OF GUESTS

Chair Sherry Philpott-Adhikary called the meeting to order at 11:15 AM and introduced the guests.

2. ADOPTION OF THE AGENDA

***MOTION #1
IT WAS MOVED AND SECONDED
THAT the Agenda be adopted.
CARRIED***

3. ADOPTION OF PREVIOUS MINUTES

MOTION #2

IT WAS MOVED AND SECONDED

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

CARRIED

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
- b) **2021 Audited Financial Statements** - Presented by Markus Schrott, BDO Canada

Chair Findlater reported that the Auditor had reviewed the draft 2021 audited financial statements with the Finance Committee, and they found no areas of concern. The Committee brought forward a recommendation that the draft statements be presented to the Library Board for approval. Markus Schrott then reviewed the highlights of the audit report.

MOTION #3

IT WAS MOVED AND SECONDED

THAT the Auditor's Report be received for information.

CARRIED UNANIMOUSLY

MOTION #4

IT WAS MOVED AND SECONDED

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

CARRIED UNANIMOUSLY

- c) **Appoint Auditor for 2022 Audit**

MOTION #5

IT WAS MOVED AND SECONDED

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

CARRIED UNANIMOUSLY

- d) **Statement of Financial Information (SOFI) Report Year 2021** – CFO Jeremy Feddersen

Jeremy Feddersen reviewed the highlights of the Report and advised that there are no areas of concern for the Board.

MOTION #6

IT WAS MOVED AND SECONDED

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

CARRIED

The SOFI Report was reviewed and approved by the Finance Committee earlier this month, and will be sent to the province for filing, together with the approved audited financial statements.

Markus Schrott left the meeting at 11:30 am.

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

The BC government recently announced that it is providing \$8M in pandemic recovery funding for 250 public libraries in the province. The ORL will receive \$172,000, which will be earmarked for special one-time system-wide projects.

The Finance Committee will meet over the coming weeks to review and then present a draft 2023 budget for the Board's consideration on August 31, 2022.

5. ANNUAL REPORT 2021

CEO Don Nettleton reviewed the highlights of the report. The full report will be available on the ORL website www.orl.bc.ca

*MOTION #7
IT WAS MOVED AND SECONDED
THAT the draft 2021 Annual Report be approved.
CARRIED*

6. STAFF REPORTS

The Public Services Report was moved to the next order of business.

A. PUBLIC SERVICES REPORT – Public Services Director Christine McPhee

Christine McPhee reported on the new children's area in the downtown Kelowna Branch.

*MOTION #8
IT WAS MOVED AND SECONDED
THAT the Public Services Report be received for information.
CARRIED*

B. CEO REPORT - Don Nettleton

- a) Memo to the Board
- b) Indigenous Engagement and Land Acknowledgement Proposal

Don Nettleton reported on his attendance at the spring Canadian Urban Libraries Council meeting and expressed that the ORL is on track with what other urban libraries are doing regarding things such as virtual programming, reconciliation, and homelessness. He then reviewed the highlights of the Indigenous Consultant's Report and recommended that the ORL engage them to work on the territorial acknowledgement statements.

MOTION #9

IT WAS MOVED AND SECONDED

THAT the ORL engage Syilx Strong Consulting to work on territorial acknowledgement statements for all ORL branches.

Opposed: Oliver

CARRIED

The consultants will be asked to engage with all first nations that the ORL's branches are based in.

MOTION #10

IT WAS MOVED AND SECONDED

THAT the CEO Report be received for information.

CARRIED

C. CFO REPORT: Financial Update to March 31, 2022 - Jeremy Feddersen

Jeremy Feddersen reviewed the highlights of the financial report and advised that there appears to be no areas of concern for the board at this time.

MOTION #11

IT WAS MOVED AND SECONDED

THAT the CFO Report be received for information.

CARRIED

7. BOARD CHAIR REPORT – Sherry Philpott-Adhikary

Chair Philpott-Adhikary expressed that the virtual and in-person hybrid meetings are working well.

8. TRUSTEE REPORTS

Revelstoke Councillor Cherlet reported on the Library's RevLab building expansion project.

9. NEXT MEETING – Wednesday, August 31, 2022

10. ADJOURNMENT

MOTION #12

IT WAS MOVED AND SECONDED

THAT the meeting be adjourned.

CARRIED

Adjourned at 12:13 PM

MEMO

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

To:	ORL Library Board
From:	Leah Samson, Administrative Services Manager
Re:	Population Figures for Levies and Weighted Votes
Date:	August 25, 2022

Population figures are received annually from the province. The population figures are used for levy calculations and all weighted board votes.

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

Changes to this year’s votes are:

- a) Kelowna increased by 3, from 148 to 151.
- b) Lake Country increased by 1, from 15 to 16.
- c) Peachland increased by 1, from 5 to 6.
- d) West Kelowna increased by 2, from 36 to 38.
- e) Columbia Shuswap Regional District increased by 1, from 17 to 18.
- f) Westbank First Nation increased by 1, from 10 to 11.

All other votes remain the same.

As per Board Policy, Section II, the attached revised weighted votes will be effective August 2022.

The 2023 Library Levy Allocation Spreadsheet will be presented under the Finance Committee Report Item 5.2.

Respectfully submitted,



Administrative Services Manager

OKANAGAN REGIONAL LIBRARY BOARD - WEIGHTED VOTE SHEET

Effective August 2022

Municipalities	Population	Weighted Vote
Armstrong	5,529	5
Coldstream	11,750	11
Enderby	3,189	3
Golden + Electoral Area A	7,455	7
Kelowna	151,462	151
Keremeos	1,820	1
Lake Country	16,238	16
Lumby	2,042	2
Oliver	5,591	5
Osoyoos	5,518	5
Peachland	6,043	6
Princeton	3,280	3
Revelstoke	8,429	8
Salmon Arm	19,825	19
Sicamous	2,788	2
Spallumcheen	5,490	5
Summerland	12,877	12
Vernon	44,916	44
West Kelowna	38,311	38
Municipal Totals	352,553	343
Regional District Electoral Participating Areas	Population	Weighted Vote
Central Okanagan, Electoral Areas I, J	5,865	5
Columbia Shuswap, Electoral Areas B,C,D,E,F	18,353	18
North Okanagan, Electoral Areas B, C, D, E, F	20,509	20
Okanagan Similkameen, E. Areas A,B,C,D,E,F,G, I	19,176	19
Regional District Totals	63,903	62
Westbank First Nation +1	11,523	11
Regional Library Total	427,979	416

REPORT

File No. 100.41

To: Okanagan Regional Library Board of Trustees

From: Jeremy Feddersen, Chief Financial Officer

Date: August 19, 2022

Subject: Okanagan Regional Library 2023 Budget

INTRODUCTION & BACKGROUND

The Board Finance Committee met on June 23rd, July 6th, and July 13th to discuss the budget for 2023. A variety of scenarios were discussed with the conclusion being a recommended member levy funding requirement of \$19,661,808.

This budget discussion references Appendix 1 below. Appendix 1 is presented with columns in the following order:

- 2021 budget and actual values;
- 2022 budget values;
- Reallocations – These are changes between accounts with no net effect.
- Required Changes – These changes are unavoidable, typically due to contractual obligations
- Inflation – Inflation was applied as described below
- Adjustments – These are proposed changes to the budget brought forward by management

This report will walk through the various proposed adjustments and provide some background that may be useful for the Board's decision making.

EXTERNAL CHALLENGES TO THE BUDGET

The library is facing significant budgetary pressure to its operations through combined population and inflationary impacts. Covid has acted to temper this pressure for the previous two budget years, as decreased in-person visits have reduced costs in a wide range of expense areas. However, as we are emerging from the pandemic and our operating sites are again open to the public, we are seeing a strong public response. We are hoping to meet this resurgence with all our previous programs and to ensure we have the ability to adjust and adapt to the needs of our patrons going forward.

INFLATION

Inflationary pressures will be a significant theme in this budget. Current CPI figures for British Columbia are showing increases year over year of 8.0% (July 2021 vs. July 2022), with increases of 7.6% Canada-wide. This will result in an increase to a variety of expense items throughout the library system. To address this while trying to minimize tax impact, I have included an inflationary increase at a rate of 3%

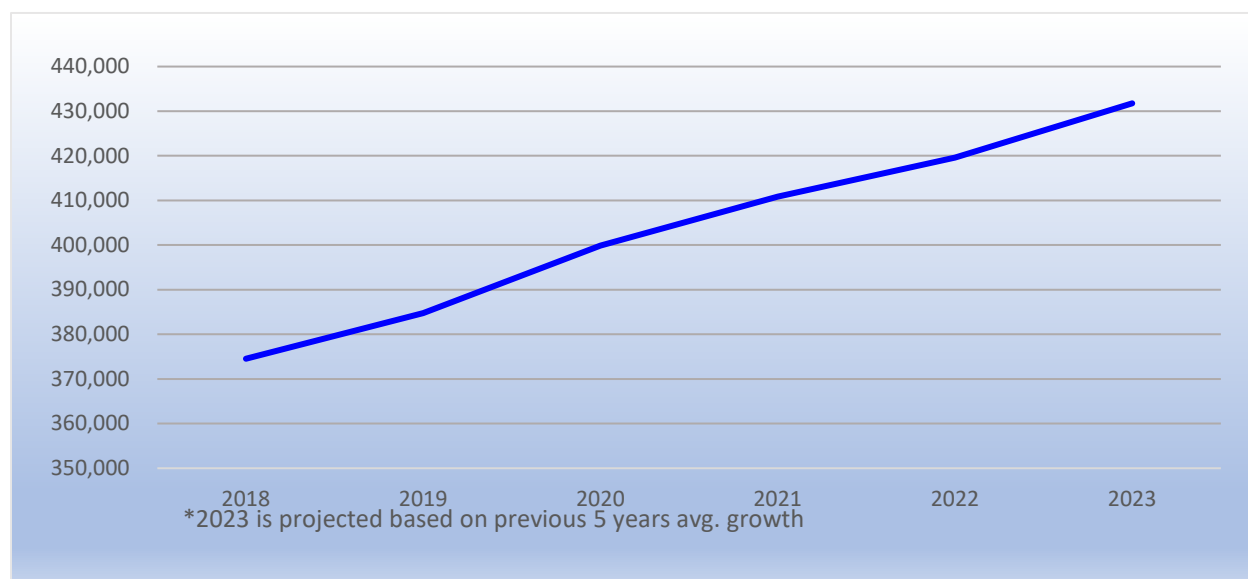
on expenses that will be impacted. While this will not fully cover the rise, this will help mitigate the increased costs while being cognisant of the other increases throughout this budget. These increases can be seen in column F.

POPULATION IMPACT

The ORL provides services for a geographic area that sees continued growth. The figures for 2023 have been estimated based on the previous 5 years, though this approach may result in a figure for 2023 that is on the conservative side. All service areas have seen growth, with Kelowna being recognized as the fastest growing metropolitan area in Canada just recently. Using the population figures provided, growth through the ORL service area is estimated to be 2.9% in 2023. This can be seen in Table 1:

Table 1: Population growth throughout the ORL System

* Growth for 2023 is estimated to be equal to the 5-Year average from 2018-2022 of 2.9%.



The impact of the budget increase can be put into perspective by looking at the impact on the per-capita levy on the system as a whole. As table 2 below demonstrates, the levy per capita has not significantly changed over the previous 5 years, meaning that the amount that each member of the public has paid over that span has effectively stayed the same despite inflation and other budget pressures. The budget as proposed carries on that trend:

Table 2: 5-year comparison of the Levy per Capita to 2023

*Growth for 2023 is based on assumptions below



Following will be an overview of the changes in the budget as presented in Appendix 1.

INCOME (RECEIPTS)

Columns D & E: Reallocations & Required Changes

- MFA Actuarial, Debt Reduction
The MFA holds “sinking funds” which are comprised of principal payments from its borrowers and investments returns. These assets continue to generate returns, which are estimated in advance and allocated to borrowers including ORL for Vernon and Headquarters. These figures come directly from schedules provided by MFA. The 2023 amount is confirmed by the MFA schedules.
- Internal Rents
This adjustment is to reflect the change in rent amounts due to the new WK Library which is expected to be completed in July 2023. The internal rent income increase here is offset by the corresponding rent increase below.

Column G: Adjustments

- TRANSFERS FROM RESERVES

The Finance Committee determined that due to the current balance in the strategic reserve, no additional transfers were required to be made for the 2023 budget. This impacts adjustments to the expense lines below as well.

EXPENDITURES (DISBURSEMENTS)

Columns D & E: Reallocations & Required Changes

- **REMUNERATION AND FRINGE BENEFITS**
This change represents the agreed upon wage lifts in the union's collective agreements and are an obligation on behalf of the Library. It should be noted that the ORL will be in contract negotiations the following year, which will likely result in upward pressure on this budget line.
- **RENT AND PROPERTY EXPENSES**
The rent obligations are contractual; a number will have increases from one year to the next. Property expenses are often outside of ORL's direct control as a result of the triple net lease arrangements. Even in cases where maintenance is within ORL's control, it is not recommended to try and save money by not adequately maintaining the systems largest assets (its buildings).
- **LTD PRINCIPAL, ACTUARIAL & INTEREST**
These amounts are adjusted to agree to the schedules provided to ORL related to its MFA borrowings through the Central and North Okanagan Regional Districts. There is an increase as a result of the \$6M in borrowing already received and \$2M in funding expected to be advanced for the West Kelowna project.
- **TECHNOLOGY AND DATA LINES**
Licensing and maintenance costs for the software have increased significantly across the industry. We have seen software contract renewal amounts for our core programs increase dramatically. Jeff Campbell, our CTO, has estimated this amount based on increases that have been communicated to the IT department.

Column G: Adjustments

- **REMUNERATION**
The nearly completed Revelstoke Makerspace project came with an ask to increase the staffing levels at the branch to provide for ongoing support of the new space. A new tech assistant is required to assist in running the site, which is all outfitted and ready to go. This adjustment is now being included as the site will become operational shortly.
- **BOOKS AND OTHER PHYSICAL ITEMS/LIBRARY ELECTRONIC MATERIALS**
The ORL has seen a steady shift towards electronic materials, while the physical collection is still seeing strong usage. The budget request for the electronic materials line is to bring the budgeted spends in line with actuals, while the re-allocation between physical and electronic materials is suggested to increase this line to meet the demand. Spending on physical materials

is expected to increase this year as supply chains open and patron visits continue to increase, impacting our physical assets collections.

- **MARKETING & COMMUNICATIONS**

The proposal includes additional funds to increase and improve our social media presence through the use of a professional social media manager. The ORL currently has a consultant that works with us to create content, however the increased role of this media requires that we increase the budget to ensure that we are connecting with our patrons in a meaningful way.

- **SYSTEM-WIDE PROGRAMMING**

This amount is to support the roll out of programs to our various branches (such as the library of things). The funding is to support the streamlining of delivery for programs through the creation of a standardized version of each program that can be requested and individualized at each branch. This will save the local branches significant preparation time.

TRANSFERS TO RESERVE

There is little change to the reserve transfers in the current year, aside from the removal of the transfer to the Strategic Initiative fund. It was the opinion of the Finance Committee that the reserve was well funded for its purpose.

Next Steps

The Finance Committee has met and discussed this budget over a course of three meetings to arrive at the budget as presented. The request is a funding requirement of \$19,661,808 which represents an increase of 5.53%. This is largely covered by the population increase to the areas served, with the remaining amount addressing only some of the impact of inflation and rising costs.

If the Board decides that it is in agreement with the Finance Committee's recommendation, it could approve this budget at the upcoming meeting on August 31st. If more discussion may be required beyond that, the budget can be brought forward again at the October 5th meeting which is the latest meeting this Board can approve the 2023 budget.

Respectfully submitted,



Jeremy Feddersen,
Chief Financial Officer



APPENDICES TO THE BUDGET

Okanagan Regional Library

Appendix 3

Draft Budget 2023 Worksheet



	A	B	C	D	E	F	G	H
	BUDGET	ACTUAL	BUDGET	RE-	REQUIRED	Inflation	ADJUST-	RECOMMENDED
	2021	2021	2022	ALLOCATIONS	CHANGES		MENTS	2023 BUDGET
INCOME (RECEIPTS)								
OTHER INCOME								
PROVINCIAL GRANT	-\$1,008,000	-\$1,008,382	-\$1,008,000					-\$1,008,000
GRANTS - FEDERAL	-\$49,000	-\$45,943	-\$49,000					-\$49,000
GRANTS - OTHER	-\$6,500	-\$23,217	-\$6,500					-\$6,500
FINES, DAMAGE & REPLACEMENT	-\$202,500	-\$47,915	-\$202,500					-\$202,500
MEETING ROOM RENTAL	-\$18,000	-\$944	-\$19,207					-\$19,207
PRINTING REVENUE	-\$30,000	-\$16,042	-\$29,975					-\$29,975
KEYCARD REVENUE	-\$250	-\$1,635	-\$250					-\$250
INTEREST AND EXCHANGE GAIN REV	-\$35,000	-\$35,526	-\$35,000					-\$35,000
COPIER REVENUE	-\$9,500	-\$4,903	-\$9,525					-\$9,525
BOOK BAGS, NON-RES, EAR BUDS, SUNDRY	-\$5,000		-\$5,000					-\$5,000
SUNDRY	\$0	-\$76,222						\$0
MEMBER EXTRA SERVICE	\$0							\$0
SICAMOUS	-\$22,839		-\$23,296					-\$23,296
VERNON	-\$26,318		-\$26,844					-\$26,844
PRINCETON	-\$11,181		-\$11,405					-\$11,405
INTER LIBRARY LOANS NET	\$150		\$150					\$150
OTHER	-\$157,938		-\$159,295					-\$159,295
DONATIONS REVENUE	\$0	-\$343,114	\$0					\$0
PROCEEDS FROM BORROWING	\$0		\$0					\$0
MFA ACTUARIAL, DEBT REDUCTION	-\$135,488	-\$247,198	-\$255,731		-\$54,112			-\$309,843
	-\$1,559,426	-\$1,851,040	-\$1,682,083		-\$54,112	\$0	\$0	-\$1,736,195
INTERNAL RENTS	-\$647,376	-\$647,376	-\$647,376		-\$114,570			-\$761,946
SUBTOTAL BEFORE TRANSFERS FROM RESERVES	-\$2,206,802	-\$2,498,416	-\$2,329,459		-\$168,682	\$0	\$0	-\$2,498,141
TRANSFERS FROM RESERVES								
IT REPLACEMENT RESERVE	-\$331,075	-\$37,064	-\$341,007					-\$341,007
DONATIONS	\$0	-\$110,652						\$0
BRANCH FURNISHINGS	-\$165,000	-\$98,697	-\$165,000					-\$165,000
VEHICLE REPLACEMENT	-\$40,000	-\$94,177	-\$40,000					-\$40,000
NON-OWNED BUILDING MAINTENANCE	-\$50,000	-\$151,423	-\$50,000					-\$50,000
ORL OWNED BUILDING MAINTENANCE	-\$30,000	-\$36,846	-\$30,000					-\$30,000
STRATEGIC INITIATIVES	-\$330,000	\$0	-\$330,000				\$330,000	\$0
CAPITAL BUILDING PROJECTS	\$0	\$0	\$0					\$0
	-\$946,075	-\$528,859	-\$956,007		\$0	\$0	\$330,000	-\$626,007
TOTAL RECEIPTS AND RESERVE TRANSFERS	-\$3,152,877	-\$3,027,275	-\$3,285,466	\$0	-\$168,682	\$0	\$330,000	-\$3,124,148



	A	B	C	D	E	F	G	H
EXPENDITURES (DISBURSEMENTS)	BUDGET 2021	ACTUAL 2021	BUDGET 2022	RE-ALLOCATIONS	REQUIRED CHANGES	Inflation	ADJUST-MENTS	RECOMMENDED 2023 BUDGET
REMUNERATION AND FRINGE BENEFITS								
REMUNERATION	\$8,472,207	\$8,239,148	\$8,800,289		\$352,360		\$26,354	\$9,179,003
FRINGE BENEFITS	\$1,813,645	\$1,532,689	\$1,789,718		\$28,189	\$27,269		\$1,845,176
WCB	\$30,775	\$33,284	\$31,386			\$942		\$32,328
	\$10,316,627	\$9,805,121	\$10,621,393		\$380,549	\$28,211	\$26,354	\$11,056,507
RENT AND PROPERTY EXPENSES								
RENT	\$2,520,605	\$2,512,824	2,545,812		\$56,149			\$2,601,961
LTD PRINCIPAL, ACTUARIAL & INTEREST	\$1,113,017	\$1,210,065	1,203,069		\$281,814			\$1,484,883
PROPERTY EXPENSES	\$1,787,382	\$1,639,876	1,805,256		\$42,000	\$55,418		\$1,902,674
	\$5,421,004	\$5,362,765	\$5,554,137	\$0	\$379,963	\$55,418	\$0	\$5,989,518
LIBRARY ELECTRONIC MATERIALS	\$850,238	\$1,439,297	\$1,285,608	\$150,000			\$250,000	\$1,685,608
OTHER EXPENSES								
BOARD EXPENSES	\$20,141	\$0	\$20,141					\$20,141
BOOK DEPOSIT GRANTS	\$3,200		\$3,200					\$3,200
COLLECTION AGENCIES	\$14,566	\$1,942	\$9,566					\$9,566
EQUIPMENT REPAIRS	\$13,526		\$13,802			\$414		\$14,216
INSURANCE	\$56,470	\$18,481	\$58,470					\$58,470
INTEREST & BANK CHARGES	\$11,500	\$9,619	\$11,500					\$11,500
MARKETING & COMMUNICATIONS	\$48,425	\$59,469	\$64,595			\$1,938	\$15,000	\$81,533
MEMBERSHIPS	\$19,380	\$21,446	\$19,768			\$593		\$20,361
PENTICTON LIBRARY FEE	\$46,000	\$41,030	\$46,920			\$1,408		\$48,328
POSTAGE & FREIGHT	\$62,260	\$38,985	\$63,505			\$1,905		\$65,410
PROFESSIONAL FEES	\$83,487	\$94,533	\$85,159			\$2,555		\$87,714
PROGRAMS - CHILDRENS	\$20,114		\$18,418			\$553		\$18,971
PROGRAMS - OTHER	\$95,516		\$114,788			\$2,161		\$116,949
PROGRAMS	\$115,630	\$39,566	\$133,206				\$10,000	\$143,206
RECRUITMENT, TRAVEL & SUNDRY	\$15,374	\$14,931	\$15,681			\$470		\$16,151
STAFF DEVELOPMENT, & MEETINGS	\$110,380	\$68,696	\$114,795			\$3,444		\$118,239
SUNDRY (FAMA/REALLOCATIONS)	\$99,281		\$0			\$2,086		\$2,086
SUPPLIES-GENERAL	\$48,264		\$69,524			\$2,086		\$71,610
SUPPLIES-COPIERS	\$13,381		\$18,805			\$564		\$19,369
SUPPLIES - CAT/PROC	\$32,093		\$30,400			\$912		\$31,312
SUPPLIES-CIRC	\$33,471		\$18,000			\$540		\$18,540
BINDING & MENDING	\$30,755		\$21,250			\$638		\$21,888
SUPPLIES	\$157,964	\$321,589	\$157,979			\$4,739		\$162,718
STRATEGIC INITIATIVES	\$300,000		\$300,000				-\$300,000	\$0
TECHNOLOGY & DATA LINES	\$510,450	\$460,821	\$474,363		\$55,000			\$529,363
COMMUNICATIONS	\$25,000	\$98,616	\$78,400			\$2,352		\$80,752
TRANSPORT-FUEL,REPS,INS ETC	\$117,722							\$0
TRANSPORT-MILGE,SUNDS,GST ETC	\$18,947							\$0
TRANSPORTATION	\$136,668	\$97,959	\$139,401					\$139,401
VIRTUAL BRANCH	\$15,000	\$7,890	\$10,000					\$10,000
	\$1,864,703	\$1,395,573	\$1,820,451	\$0	\$55,000	\$24,619	-\$275,000	\$1,475,669
DISBURSEMENTS BEFORE CAPITAL EXPENDITURES & RESERVE TRANSFERS	\$18,452,572	\$18,002,756	\$19,281,590	\$150,000	\$815,512	\$108,248	\$1,354	\$20,207,302



	A	B	C	D	E	F	F	G
	BUDGET 2021	ACTUAL 2021	BUDGET 2022	RE- ALLOCATIONS	REQUIRED CHANGES	Inflation	ADJUST- MENTS	RECOMMENDED 2023 BUDGET
CAPITAL EXPENDITURES								
BOOKS AND OTHER PHYSICAL ITEMS	\$1,805,910	\$1,056,114	\$1,446,434	-\$150,000	\$0			\$1,296,434
IT EQUIPMENT	\$331,075	\$131,211	\$341,007		\$0	\$10,230		\$351,237
NEW FACILITY	\$0		\$0		\$0			\$0
ALL OTHER CAPITAL	\$235,000	\$295,141	235,000			\$7,050		\$242,050
	\$2,371,985	\$1,482,466	\$2,022,441	-\$150,000	\$0	\$17,280	\$0	\$1,889,721
SUBTOTAL	\$20,824,557	\$19,485,222	\$21,304,031		\$815,512	\$125,528	\$1,354	\$22,097,023
TRANSFERS TO RESERVE								
TO BRANCH FURNISHING RESERVE	\$145,000	\$145,000	\$145,000					\$145,000
TO IT REPLACEMENT RESERVE	\$301,075	\$301,075	\$311,008		\$0			\$311,008
TO STAFF APPREC OR DEVELOPMENT RESERVE	\$1,500	\$1,500	\$1,500					\$1,500
TO NON-OWNED BUILDING MNTC RESERVE	\$32,000	\$32,000	\$32,000					\$32,000
TO VEHICLE REPLACEMENT RESERVE	\$12,500	\$12,500	\$25,425					\$25,425
TO STRATEGIC INITIATIVES RESERVE	\$72,000	\$72,000	\$72,000				-\$72,000	\$0
TO DONATION RESERVES	\$0	\$310,444	\$0					\$0
TO CAPITAL BUILDING PROJ RESERVE	\$114,000	\$1,064,000	\$114,000					\$114,000
TO ORL OWNED BUILDINGS RESERVE	\$60,000	\$60,000	\$60,000					\$60,000
	\$738,075	\$1,998,519	\$760,933		\$0	\$0	-\$72,000	\$688,933
TOTAL DISBURSEMENTS AND RESERVE TRANSFERS	\$21,562,632	\$21,483,741	\$22,064,964		\$815,512	\$125,528	-\$70,646	\$22,785,956
FUNDING REQUIREMENT	\$18,409,755	\$18,456,466	\$18,779,498	\$0	\$646,830	\$125,528	\$259,354	\$19,661,808
PERCENT CHANGE FROM 2022								5.53%



Okanagan Regional Library

APPENDIX 2

RESERVE SCHEDULE

	ACTUAL December 31, 2019	ACTUAL December 31, 2020	ACTUAL December 31, 2021	Expected December 31, 2022	PLANNED 2023 USED CONTRIBUTIONS	EXPECTED December 31, 2023
IT Replacement Reserve	\$ 272,619	\$ 363,095	\$ 627,107	\$ 597,107	-\$ 341,007 \$ 311,008	\$ 567,108
ILS Computer Systems	\$ 170,221	\$ 170,221	\$ 170,221	\$ 170,221		\$ 170,221
Donations	\$ 409,065	\$ 599,606	\$ 799,398	\$ 799,398		\$ 799,398
Branch Furnishings	\$ 588,972	\$ 605,909	\$ 654,513	\$ 634,513	-\$ 165,000 \$ 145,000	\$ 614,513
Vehicle Replacement	\$ 68,076	\$ 80,575	-\$ 1,102	\$ 24,323	-\$ 40,000 \$ 25,425	\$ 9,748
Non Owned Building Maintenance	\$ 355,897	\$ 362,275	\$ 240,550	\$ 222,550	-\$ 50,000 \$ 32,000	\$ 204,550
ORL Owned Bld Maintenance	\$ 419,197	\$ 476,697	\$ 499,851	\$ 529,851	-\$ 30,000 \$ 60,000	\$ 559,851
Rent Stabilization	\$ 82,729	\$ 82,729	\$ 82,729	\$ 82,729		\$ 82,729
Staff Development	\$ 96,320	\$ 96,320	\$ 96,320	\$ 96,320		\$ 96,320
Staff Appreciation	\$ 11,382	\$ 12,849	\$ 14,350	\$ 15,850	\$ 1,500	\$ 17,350
Strategic Initiatives	\$ 201,934	\$ 503,330	\$ 575,330	\$ 547,330	\$ - \$ -	\$ 547,330
Capital Building Projects	\$ 1,539,318	\$ 2,653,318	\$ 3,717,318	\$ 1,064,000	\$ - \$ 114,000	\$ 1,178,000
TOTAL	\$ 4,215,730	\$ 6,006,924	\$ 7,476,585	\$ 4,784,192	-\$ 626,007 \$ 688,933	\$ 4,847,118

**Okanagan Regional Library
Library Levy Allocation Spreadsheet
January 1, 2023 to December 31, 2023**

Municipalities	Provincially supplied formula input factors which determine percentage of ORL budget paid						(50% A/total A + 50% B/total B)			Current Year Levy 2023	Prior Year Levy 2022	Total Difference in levy		"E" = (D / A)		Quarterly Excludes Amounts paid for additional service 2023		
	"A"			"B"			"C"							"D"			PER CAPITA LEVY	
	POPULATION	%		CONVERTED VALUE OF LAND AND IMPROVEMENTS	%		APPORTIONMENT PER \$100 OF SHARED COSTS	Change per \$100 of shared costs						Change due apportionment formula	Change due to budget increase		2023	2022
2023	2022	Change	2023	2022	% Change	2023	2022											
Armstrong	5,529	5,433	1.8%	\$138,798,047	\$108,827,808	27.5%	1.059	1.063	-0.004	\$208,248	\$199,614	\$8,634	4.3%	(\$728)	\$9,361	\$37.66	\$36.74	\$52,061.93
Coldstream	11,750	11,609	1.2%	\$400,279,018	\$306,113,600	30.8%	2.564	2.552	0.012	\$504,202	\$479,289	\$24,913	5.2%	\$2,248	\$22,665	\$42.91	\$41.29	\$126,050.48
Enderby	3,189	3,188	0.0%	\$72,183,249	\$56,304,167	28.2%	0.587	0.595	-0.007	\$115,505	\$111,713	\$3,792	3.4%	(\$1,401)	\$5,192	\$36.22	\$35.04	\$28,876.14
Golden + E.Area A	7,455	7,611	-2.0%	\$280,415,634	\$230,379,815	21.7%	1.706	1.787	-0.081	\$335,383	\$335,517	-\$134	0.0%	(\$15,211)	\$15,076	\$44.99	\$44.08	\$83,845.75
Kelowna	151,462	148,015	2.3%	\$6,570,613,842	\$5,204,110,204	26.3%	37.256	37.512	-0.256	\$7,325,187	\$7,044,023	\$281,164	4.0%	(\$48,126)	\$329,289	\$48.36	\$47.59	\$1,831,296.80
Keremeos	1,820	1,695	7.4%	\$38,150,216	\$29,043,363	31.4%	0.326	0.313	0.013	\$64,137	\$58,756	\$5,381	9.2%	\$2,498	\$2,883	\$35.24	\$34.66	\$16,034.28
Lake Country	16,238	15,654	3.7%	\$679,536,269	\$520,125,868	30.6%	3.920	3.852	0.068	\$770,753	\$723,274	\$47,480	6.6%	\$12,832	\$34,648	\$47.47	\$46.20	\$192,688.33
Lumby	2,042	2,014	1.4%	\$52,285,720	\$42,580,635	22.8%	0.394	0.403	-0.008	\$77,511	\$75,602	\$1,909	2.5%	(\$1,575)	\$3,484	\$37.96	\$37.54	\$19,377.65
Oliver	5,591	5,648	-1.0%	\$158,946,424	\$125,431,684	26.7%	1.126	1.152	-0.026	\$221,465	\$216,332	\$5,134	2.4%	(\$4,822)	\$9,956	\$39.61	\$38.30	\$55,366.37
Osoyoos	5,518	5,443	1.4%	\$267,465,168	\$208,080,615	28.5%	1.441	1.443	-0.002	\$283,309	\$271,014	\$12,295	4.5%	(\$441)	\$12,736	\$51.34	\$49.79	\$70,827.18
Peachland	6,043	5,781	4.5%	\$255,549,323	\$190,531,885	34.1%	1.467	1.417	0.050	\$288,393	\$265,993	\$22,401	8.4%	\$9,437	\$12,964	\$47.72	\$46.01	\$72,098.36
Princeton	3,280	3,108	5.5%	\$85,414,623	\$71,130,838	20.1%	0.637	0.642	-0.005	\$125,340	\$120,555	\$4,784	4.0%	(\$850)	\$5,634	\$38.21	\$38.79	\$31,334.92
Revelstoke	8,429	8,744	-3.6%	\$359,469,199	\$278,430,830	29.1%	2.055	2.105	-0.050	\$404,029	\$395,328	\$8,701	2.2%	(\$9,461)	\$18,162	\$47.93	\$45.21	\$101,007.32
Salmon Arm	19,825	19,296	2.7%	\$593,462,305	\$466,569,256	27.2%	4.083	4.081	0.002	\$802,766	\$766,363	\$36,404	4.8%	\$317	\$36,087	\$40.49	\$39.72	\$200,691.58
Sicamous	2,788	2,700	3.3%	\$131,687,052	\$103,817,765	26.8%	0.718	0.718	0.000	\$141,123	\$134,866	\$6,257	4.6%	(\$87)	\$6,344	\$50.62	\$49.95	\$35,280.79
Spallumcheen	5,490	5,623	-2.4%	\$173,763,860	\$135,496,444	28.2%	1.159	1.188	-0.029	\$227,819	\$222,990	\$4,829	2.2%	(\$5,413)	\$10,241	\$41.50	\$39.66	\$56,954.67
Summerland	12,877	12,642	1.9%	\$444,006,344	\$339,243,274	30.9%	2.826	2.802	0.024	\$555,685	\$526,161	\$29,524	5.6%	\$4,544	\$24,980	\$43.15	\$41.62	\$138,921.24
Vernon	44,916	44,171	1.7%	\$1,578,950,862	\$1,252,488,659	26.1%	9.948	10.047	-0.099	\$1,955,963	\$1,886,576	\$69,387	3.7%	(\$18,539)	\$87,926	\$43.55	\$42.71	\$488,990.75
West Kelowna	38,311	36,496	5.0%	\$1,495,462,106	\$1,142,804,943	30.9%	8.928	8.713	0.215	\$1,755,374	\$1,636,180	\$119,194	7.3%	\$40,285	\$78,909	\$45.82	\$44.83	\$438,843.40
Municipal Totals	352,553	344,871	2.2%	\$ 13,776,439,261	\$10,811,511,853	27.4%	82.201	82.309	-0.184	\$ 16,162,192	\$ 15,470,145	\$692,047		(\$34,493)	\$726,540	\$45.84	\$44.86	\$4,040,547.94
Regional Districts																		
CORD I,J	5,865	5,853	0.2%	\$343,923,004	\$258,862,733	32.9%	1.709	1.686	0.023	\$336,033	\$316,605	\$19,428	6.1%	\$4,322	\$15,106	\$57.29	\$54.09	\$84,008.27
CSRD B,C,D,E,F	18,353	17,997	2.0%	\$877,720,991	\$660,646,298	32.9%	4.757	4.668	0.090	\$935,341	\$876,472	\$58,869	6.7%	\$16,823	\$42,046	\$50.96	\$48.70	\$233,835.22
NORD B,C,D,E,F	20,509	20,106	2.0%	\$618,946,109	\$474,846,216	30.3%	4.239	4.209	0.029	\$833,395	\$790,423	\$42,972	5.4%	\$5,508	\$37,464	\$40.64	\$39.31	\$208,348.70
OSRD A,B,C,D,E,F,G, I	19,176	19,790	-3.1%	\$814,925,213	\$598,703,520	36.1%	4.666	4.645	0.022	\$917,489	\$872,173	\$45,316	5.2%	\$4,073	\$41,244	\$47.85	\$44.07	\$229,372.23
Regional District Totals	63,903	63,746	0.2%	\$ 2,655,515,317	\$1,993,058,767	33.2%	15.371	15.309	0.164	\$ 3,022,258	\$ 2,855,672	\$166,585		\$30,726	\$135,860	\$47.29	\$44.80	\$755,564.43
Westbank First Nation	11,523	10,974	5.0%	\$ 363,327,500	\$ 288,059,946	26.1%	2.428	2.408	0.020	\$ 477,359	\$ 452,133	\$25,226	5.6%	\$3,767	\$21,459	\$41.43	\$41.20	\$119,339.63
Regional Library Total	427,979	419,591	2.0%	\$16,795,282,078	13,092,630,366	28.3%	100.00	100.000	0.000	\$ 19,661,808	\$ 18,777,950	\$883,858		(\$0.00)	\$883,858	\$45.94	\$44.75	\$4,915,452.00



Okanagan Regional Library

Memo

To: ORL Board Members

From: Don Nettleton, CEO

cc: Name

Date: August 31, 2022

Re: CEO Report for August 31 meeting

This will be my final report to the Board, as August 31st is my final day after over 28 years with the ORL. I wanted to start my report off with expressions of thankfulness. In no ranked order these include:

- **Thankfulness to each of you on the Board** for your support – particularly over the past couple of years during the pandemic when we were having to constantly confront new unknowns and feel our way forward without a road map. It often felt like the old star trek statement of going where no man has gone before – but it made things much easier knowing that the Board was behind us trying to support us throughout. I always felt we received encouragement as opposed to challenges from you – **I know that not every CEO and leadership team was that fortunate so thank you!**
- **To the incredible Management Team** that I have had the privilege to be a part of – both those presently on the Team and those that have moved on but played a significant part in getting us successfully through the past few years. Not working with them each day will be the most difficult part of retirement. I believe that we challenged one another and ultimately worked and led much better than we could ever have done alone. I know that the ORL will be in good hands and the new CEO should have an easy adjustment and be well supported with the team they inherit.
- **And of course, to all the ORL staff**, who are the heart of the Library. They are spread over a huge area, serve widely diverse communities and needs, but are the key ingredient in making the ORL the valued community resource that it is in our region. I am excited to see the special gifts, abilities, and enthusiasm that the new hires continue to add to the existing teams that have continued to move us forward even during challenging times. This bodes very well for the future!

As far as updates for the Board, there is not a lot of new information, but I wanted to highlight a few items.

- One significant highlight has been the programming that has been continuing to get underway in our branches post pandemic – particularly the summer reading clubs. Many branches have had large events – at least one branch (Armstrong) had to pivot to add a second presentation to accommodate the large numbers wanting to attend their special reptile presenter. Although numbers of participants are not fully back to where it was before the pandemic in many branches, it is still encouraging to see momentum beginning to build once again and to see children continuing to be engaged in reading and learning during the summer months. Adult programming is also gaining momentum with a lot more planned for the fall.
- One key addition to our senior leadership team is our new Public Services Director for the north branches and for system programming. **Danielle Hubbard** started in early July, replacing Monica Gaucher who was forced to unexpectedly retire back in the spring. Danielle will already have personally visited almost all of our branches by the time of the Board meeting and is already taking a big load off the rest of our team. I believe that our northern branches and each of our communities are going to appreciate her leadership and the new ideas that she will help the ORL implement over time. It also was critical to get the senior leadership team positions fully filled prior to my leaving as it appears that there will be a time gap between my departure and the start of the new CEO.
- This fall we will be focusing a lot of time and attention on staff training. Over the pandemic, interacting closely with the public was something that we had to pull back from. Therefore, this fall we will be running all staff through day long training sessions focused on training additional public service skills. Mark Reinelt, our Systems Circulation Coordinator, is taking the lead on this training as his Leads Leadership Training program project that the ORL has enrolled him in. These will be held in three locations (Vernon, Kelowna, and Summerland branches) where we will gather the north, central and south branch staff together. Several of our newest staff have never actually worked in a normal environment where we try to interact and closely connect with our customers as opposed to the covid period when social distancing and keeping interactions short and minimal was the name of the game.
- Regarding the significant new branch building projects:
 - Revelstoke has been stalled with problems with the contractor over the past 2 - 3 months. We are hopeful that this contractor has worked through things and that the space will be fully functional for us within a few weeks. Jeremy Feddersen and the architect are working on this.
 - Mission branch renovations are complete except for the installation of the sliding glass walls and the final modifications to the cooling system. These have been held up by supply chain issues but should be installed this fall when the items are scheduled to arrive.

- The West Kelowna new branch as part of the city hall/library project is moving along. As you could tell from the recent drone video I forwarded earlier this month, the concrete foundations, and underground civil works, as well as the elevator shafts are pretty well all in place. There have been hold-up's on the wooden beams, but the first have arrived on site and the project manager is pushing hard to get the next ones coming shortly. Meanwhile, they are expediting other work that can be done on site to minimize impacts to the overall schedule. The new branch is going to be very exciting for the citizens of West Kelowna and should allow us to serve them in even more ways than we already are. I am looking forward to the grand opening when what we have designed on paper becomes a much-loved reality.
- Jeff Campbell, our Chief Technology Officer, will be reporting to you separately on the results of the recent IT security audit that we undertook. We continue to appreciate the work that Jeff and his team do to keep us safe from those that seem to delight in doing virtual harm and costing organizations a great deal of money and pain.

One minor thing that the Board will be interested in is an upcoming new addition to what we call our Library of Things collection of play boxes/kits. These play boxes are large bins that have some basic play toys, instructions, and basic tools to help the users that borrow these have fun and develop basic active living skills. This is a partnership with Pacific Sport Okanagan, who have designed and sourced the basic equipment and put these together. They wanted to make these sorts of things more widely available, and this seemed a natural fit for the library to help these be available to our communities. I approved the Library putting in some additional seed money of \$2,500 to get several more kits put together. These will be available sometime later this summer or early fall. Kara Desimone, our Community Learning and Assessment Coordinator will be able to actually show you one of the completed kits during the Board meeting so you will be able to see the things that they can be used for.

I am going to close by wishing each of you well. I will be watching with interest how the ORL continues to grow and evolve over the next few years. I hope that those of you that are continuing on the Board after this fall's election will be excited and can guide the creation of the new strategic plan next spring which will direct the services going forward. And for those of you who are not running again or are not reappointed, thank you for your hard work and efforts on our behalf. I believe that our communities are the richer for it!!

Again – thank you for the wonderful privilege you have extended to me to have the opportunity to work for and lead this great organization. It has been a real honor, for which I am extremely grateful!

All the best!



Don Nettleton CPA, CA
Chief Executive Officer

FOR ORL BOARD MEETING – AUGUST 30, 2022

From: abcpld-discussion-request@lists.bclibrary.ca <abcpld-discussion-request@lists.bclibrary.ca> **On Behalf Of** Leigh Anne Palmer
Sent: July 18, 2022 1:16 PM
To: abcpld-discussion@lists.bclibrary.ca
Subject: [abcpld-discussion] ABCPLD Strategic Initiatives Fund

ABCPLD is looking for libraries interested in contributing money to the new Strategic Initiatives Fund dedicated to advancing public library advocacy.

Background

Since its founding, ABCPLD has held advocacy as key to its mission. In 2009, when Public Libraries' Provincial Library Grant was drastically cut, ABCPLD began working with sector partners to lobby for restoration of funding levels. Most recently, ABCPLD has worked with the BC Public Library Partners to build direct relationships with the Provincial government and increase awareness of the incredible value Public Libraries provide to communities across BC.

That work has resulted in countless tangible and intangible benefits - most recently, a productive relationship with Minister Nathan Cullen as well as two rounds of one-time funding amounting to \$11M. Despite all of our efforts, however, the base grant for public libraries has not shifted.

Over the past year, it has become clear that BC Public Library Partners' advocacy for sustained, increased funding would benefit from the support of government relations experts who can help us develop a strategy to move the needle and make headway with our lobbying efforts.

Creation of the Strategic Initiatives Fund

At the 2022 AGM, ABCPLD Members discussed the need to shift our advocacy approach by engaging a government relations consultant to provide Partners with the expertise to achieve results. Members raised and passed a motion to establish a Strategic Initiatives Fund to provide ABCPLD with the ability to move forward with that work quickly.

Since the AGM, ABCPLD has engaged in conversations with stakeholders from around the province to hear thoughts about engaging a dedicated consultant, gather ideas on how to fund this work, and learn about challenges this project could face.

Based on those conversations, the Board has approved the creation of a Strategic Initiatives Fund dedicated to support Provincial Government Advocacy and is working to raise funds from membership to further our shared goal to achieve higher, sustainable provincial funding.

Details

In working on this project, ABCPLD aims to be as transparent as possible. Key details follow:

- This Provincial Advocacy Project is a multi-year project that will span 2 or 3 years.
- Monies raised will support Provincial Funding Advocacy and will not go to core operations.
- A consultant will be engaged to provide expertise with Government Relations.
- The project will likely incur a cost of \$50-60K / year; we will therefore aim to raise \$150-180K.
- Some libraries will want to contribute all in one year; others will want to provide annual contributions. ABCPLD will be as flexible as possible.

In some early conversations with members, there was a request to develop recommended funding contributions based on library size and population served. Working from conversations, the Board has approved the following:

Recommended Contributions by Population Served

Below <5,000 served – As possible
5,001-10,000 served – Up to 1K
10,001-40,000 served – 1K-4K
40,001-195,000 served – 4K-10K
195,001+ served – 10K-20K

Not all members will be in a position to contribute; that is to be expected. Recognizing that many of our smaller, rural members will not be in a position to contribute, ABCPLD will contribute \$5,000 from its core budget on their behalf to the fund.

To date, we have raised approximately \$35,000 from 3 inaugural supporting libraries.

Next Steps

ABCPLD will invoice on request. Invoice would say "Special Member Levy", unless you indicate a preferred line. No HST will be added.

If you are interested in contributing, please email ed@abcpld.ca, indicating interest and the amount, then an invoice will be created as detailed above, unless otherwise stated.

Many of you may have questions. If you would like to discuss anything further please reach out.

Thank you in advance for your support of this project. We're looking forward to what lies ahead.

Sincerely,

Susan Walters, ABCPLD Chair (Richmond Public Library)
Leigh Anne Palmer, Executive Director, ABCPLD

Association of Public Library Directors
ed@abcpld.ca | 778.237.6297 | abcpld.ca



TO ORL BOARD
FROM DON NETTLETON, ORL CEO
JULY 18, 2022

Please add this email as an item for Board discussion and hopefully approval at their next meeting. It would require discussion and if a motion is to be made in support, then this would be a weighted vote.

I would recommend that the Board step up and support this initiative. As we are one of the largest libraries in the province, we would be contributing at the largest level. My recommendation would be that we just do it using one time money from the strategic planning reserve so that it is contributed once and done, and they have the funds to start moving forward as soon as they are ready rather than trying to do smaller amounts over a few years. We do have the money currently in the strategic planning reserve.

My recommendation would be that the ORL should be contributing a one-time amount of \$20,000 to come from the strategic planning reserve. Certainly, nothing should be more strategic than getting provincial funding reinstated up to the levels that it should be at.

Don

REPORT

File No. 100.42

To: Okanagan Regional Library Board of Directors
From: Chief Financial Officer
Date: August 22, 2022
Subject: Financial Update Report to June 30, 2022 (6 Months)

RECOMMENDATION

THAT the Board receive the CFO's Financial Update Report to June 30, 2022 for information.

BACKGROUND

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

DISCUSSION

Receipts – Tax Levy

All levees have been received as budgeted. There are some instances where additional services have been invoiced and paid which has resulted in the additional revenue.

Receipts – Government, Grants and Own Resources

The government of BC grant had not been received by June 30, 2022, though it has been received subsequently. Additionally, a Covid-19 Relief & Recovery Grant was received in the amount of \$172,407. This has been earmarked primarily for a security upgrade for each branch, an ORL website upgrade, and various programming costs. It should also be noted that "Fines and Fees" for late returns are still not being collected since the discussion to suspend this through Covid.

Reserves and Internal Rent

The transfers from reserves are accounting adjustments that relate to planned amounts drawn out of reserves for technology replacement, furnishings and amounts from the donation reserves for programming and capital expenditures. The transfer of these reserves has not occurred for 2022 yet.

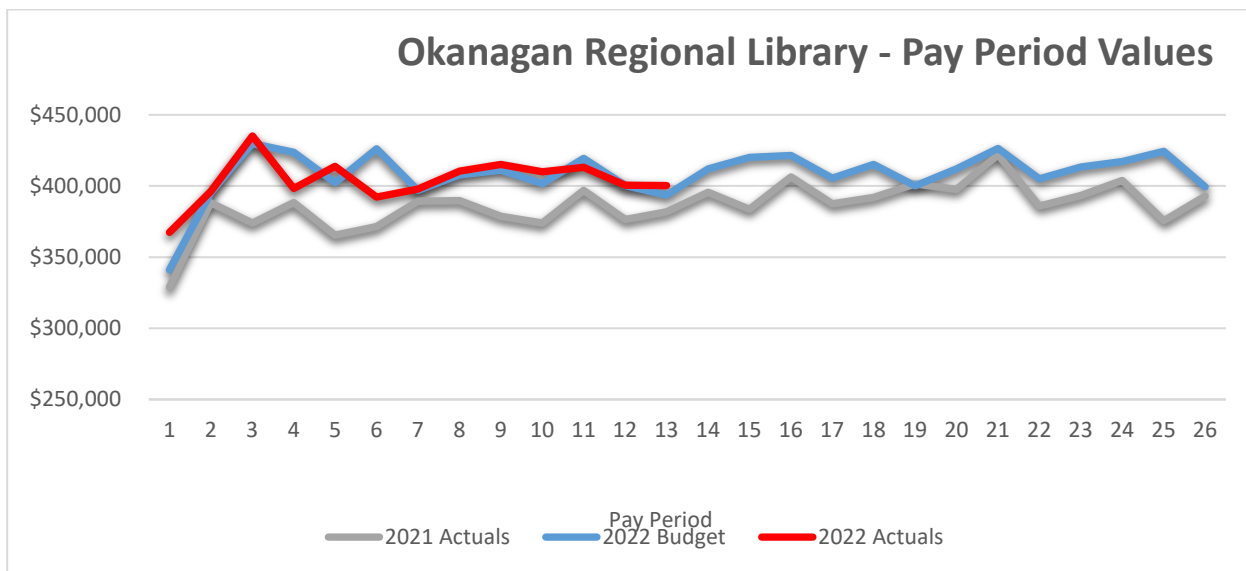
The internal rent chargeback relates to adjustments for the owned branches, and is right on budget.

Total receipts to June 30th are \$9,982,269

Disbursements

Remuneration and benefits are largely on track, though the year-to-date figures for programming are below normal, impacting the remuneration line as less on-call coverage was required. This is expected to increase through the summer months, which should bring this line closer to budget on the next report. Looking at the graph below, the remuneration budget is right on track with expectations.

Graph: Pay Period Values: 2021 Actuals, 2022 Actuals, 2022 Budget



Rent is as expected, as is long term debt, actuarial adjustments and interest. We are seeing some favorable results in regards to our interest and actuarial costs as our MFA funds have had strong returns in the current year. Property expenses are also in line with expectations.

The library materials, along with books and other physical materials, form the combined Library Collection budget. The exact mix between the two categories is determined by the Acquisitions team. Although library materials appear well over budget, the other component – books and other physical materials, is under budget. Taken together, we are seeing that we are over budget by \$121,462 currently between these lines, though this category can vary from period to period.

Other expenses as a whole make up less than 9% of the total budget, so variances within the individual line items are relatively insignificant. A few of the individual line items are noticeably low such as programs, staff development and transportation. COVID19 still hampers what would otherwise be “normal” operations with in-person programming and staff travel to in-person professional development opportunities as these opportunities are just becoming available again. Marketing expense is one line that appears a bit high, but as also mentioned in past updates, these expenses are

often incurred in 'lump sums' or 'batches' so the expense will often veer over or under budget depending on the timing of these transactions.

Total disbursements before capital expenditures and reserve transactions to June 30th are \$9,161,098

The Capital Expenditure figures will come up as part of year-end process; these transactions are accounting adjustments related to reserve funded activities. The exception being Books and Other Physical Materials, which was previously discussed with the Library (electronic) materials.

Total disbursements to June 30th are \$10,126,179

Total net receipts over disbursements to June 30th are \$-143,910, meaning we appear to be slightly over budget. However, the Provincial grant for \$1,008,000 that was budgeted in the first half of 2022 has been received subsequent to this report.

BUDGET AND COST IMPACTS

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

CONCLUSION

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

With regards,

A handwritten signature in black ink, appearing to be 'JF', with a long horizontal flourish extending to the right.

Jeremy Feddersen, CPA, CA
Chief Financial Officer



Okanagan Regional Library

Appendix 1

Interim Financial Report

(Receipts & Disbursements)

January 1, 2022 to June 30, 2022



**OKANAGAN REGIONAL LIBRARY
RECEIPTS & DISBURSEMENTS
For the 6 Months Ending June 30, 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	\$99,807	\$99,807	-\$0	\$199,614	\$99,807	50.0%
CENTRAL OKANAGAN RD	\$158,303	\$158,303	\$0	\$316,605	\$158,303	50.0%
COLDSTREAM, DISTRICT	\$239,649	\$239,645	-\$5	\$479,289	\$239,640	50.0%
COLUMBIA SHUSWAP RD	\$438,236	\$438,236	\$0	\$876,472	\$438,236	50.0%
ENDERBY, CITY	\$55,857	\$55,856	-\$0	\$111,713	\$55,856	50.0%
GOLDEN, CITY	\$167,759	\$167,759	\$0	\$335,518	\$167,759	50.0%
KELOWNA, CITY	\$3,522,012	\$3,522,012	\$0	\$7,044,024	\$3,522,012	50.0%
KEREMEOS, VILLAGE	\$29,378	\$29,378	-\$0	\$58,755	\$29,378	50.0%
LAKE COUNTRY, DISTRICT	\$361,637	\$361,637	\$0	\$723,274	\$361,637	50.0%
LUMBY, VILLAGE	\$37,801	\$37,801	\$0	\$75,602	\$37,801	50.0%
NORTH OKANAGAN RD	\$395,212	\$395,211	-\$0	\$790,423	\$395,211	50.0%
OLIVER, TOWN	\$108,166	\$108,166	-\$0	\$216,331	\$108,166	50.0%
OKANAGAN SIMILKAMEEN RD	\$436,086	\$436,086	\$0	\$872,173	\$436,087	50.0%
OSOYOOS, TOWN	\$135,507	\$135,507	-\$0	\$271,014	\$135,507	50.0%
PEACHLAND, DISTRICT	\$132,996	\$132,996	-\$0	\$265,992	\$132,996	50.0%
PRINCETON, TOWN	\$66,094	\$60,278	-\$5,816	\$120,555	\$54,461	54.8%
REVELSTOKE, CITY	\$197,664	\$197,664	\$0	\$395,328	\$197,664	50.0%
SALMON ARM, CITY	\$383,181	\$383,181	\$0	\$766,363	\$383,182	50.0%
SICAMOUS, DISTRICT	\$79,081	\$67,433	-\$11,648	\$134,866	\$55,785	58.6%
SPALLUMCHEEN, TOWNSHIP	\$111,495	\$111,495	-\$0	\$222,990	\$111,495	50.0%
SUMMERLAND, DISTRICT	\$263,081	\$263,081	-\$0	\$526,161	\$263,080	50.0%
VERNON, CITY	\$956,498	\$943,288	-\$13,210	\$1,886,576	\$930,078	50.7%
WESTBANK FIRST NATION	\$226,066	\$226,066	-\$0	\$452,133	\$226,066	50.0%
WEST KELOWNA, CITY	\$818,090	\$818,090	\$0	\$1,636,180	\$818,090	50.0%
	\$9,419,655	\$9,388,976	-\$30,679	\$18,777,951	\$9,358,296	50.2%



	ACTUAL YR.TO D	BUDGET YR.TO D	VARIANCE YR.TO D	BUDGET -YEAR--	VARIANCE -From Annual--	% RECEIVED -Annual--
RECEIPTS (cont'd)						
FROM GOVERNMENT & OWN RESOURCES						
PROVINCE OF BC - PER CAPITA GRANT	\$0	\$1,008,000	\$835,593	\$1,008,000	\$835,593	17.1%
GRANTS-PROV.B.C.-BOOKS	\$0	\$0	\$0	\$0	-\$5,500	0.0%
GRANTS - FEDERAL	\$0	\$0	\$0	\$49,000	\$49,000	0.0%
GRANTS - OTHER	\$177,907	\$0	-\$177,907	\$6,500	\$6,500	0.0%
FINES, FEES AND DAMAGED MATERIALS	\$11,117	\$101,250	\$90,133	\$202,500	\$191,383	5.5%
SPACE RENTALS	\$728	\$9,604	\$8,876	\$19,207	\$18,480	3.8%
PRINTING REVENUE	\$6,290	\$14,988	\$8,698	\$29,975	\$23,686	21.0%
KEYCARD REVENUE	\$720	\$125	-\$595	\$250	-\$470	287.9%
INTEREST AND EXCHANGE	\$37,314	\$17,500	-\$19,814	\$35,000	-\$2,314	106.6%
COPIER REVENUE	\$2,395	\$4,762	\$2,367	\$9,525	\$7,130	25.1%
SUNDRY INCOME	\$2,226	\$32,669	\$30,443	\$65,338	\$63,112	3.4%
MFA ACTUARIAL , DEBT REDUCTION	\$0	\$0	\$0	\$255,731	\$255,731	0.0%
INTER LIBRARY LOANS, NET	\$230	-\$75	-\$305	-\$150	-\$380	-153.0%
SUBTOTAL GOVERNMENT & OWN RESOURCES	\$238,926	\$1,188,822	\$949,896	\$1,680,876	\$1,441,950	14.2%
TRANSFERS FROM RESERVES	\$0	\$0	\$0	\$956,007	\$956,007	0.0%
ORL OWNED BUILDINGS, RENT CHARGEBACK	\$323,688	\$323,688	-\$0	\$647,376	\$323,688	50.0%
TOTAL RECEIPTS	9,982,269	10,901,486	919,217	22,062,210	12,079,941	45.2%



	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	4,106,700	4,351,127	244,427	8,800,289	4,693,589	46.7%
FRINGE BENEFITS	783,417	894,859	111,442	1,789,718	1,006,301	43.8%
WCB	25,137	15,693	-9,444	31,386	6,249	80.1%
	4,915,254	5,261,679	346,425	10,621,393	5,706,139	46.3%
RENT AND PROPERTY EXPENSES						
RENT	1,190,590	1,272,906	82,316	2,545,812	1,355,222	46.8%
LTD PRINCIPAL, ACTUARIAL AND INTEREST	550,479	710,675	160,196	1,203,069	652,590	45.8%
PROPERTY EXPENSES	914,738	902,628	-12,110	1,805,256	890,518	50.7%
	2,655,807	2,886,209	230,402	5,554,137	2,898,330	47.8%
LIBRARY MATERIALS	902,869	642,804	-260,065	1,285,608	382,739	70.2%
OTHER EXPENSES						
BOARD EXPENSES	1,460	10,070	8,610	20,141	18,681	7.2%
BOOK DEPOSIT GRANTS	3,190	1,600	-1,590	3,200	10	99.7%
COLLECTION AGENCY	-362	4,783	5,145	9,566	9,928	-3.8%
EQUIPMENT REPAIRS & RENEWALS	5,165	6,901	1,736	13,802	8,637	37.4%
FAMA/REALLOCATIONS	2,266	0	-2,266	0	-2,266	100.0%
INSURANCE	30,176	29,235	-941	58,470	28,294	51.6%
INTEREST & BANK CHARGES	3,102	5,750	2,648	11,500	8,398	27.0%
MARKETING & COMMUNICATIONS	56,486	32,297	-24,189	64,595	8,109	87.4%
MEMBERSHIPS	15,145	9,884	-5,261	19,768	4,623	76.6%
PENTICTON LIBRARY FEE	36,740	23,460	-13,280	46,920	10,180	78.3%
POSTAGE & FREIGHT	22,453	31,753	9,300	63,505	41,052	35.4%
PROFESSIONAL FEES	42,349	42,579	230	85,159	42,809	49.7%



	ACTUAL YR.TO D	BUDGET YR.TO D	VARIANCE YR.TO D	BUDGET -YEAR--	VARIANCE -From Annual--	% SPENT -Annual--
DISBURSEMENTS (cont'd)						
PROGRAMS	24,037	51,336	27,299	102,671	78,634	23.4%
RECRUITMENT, TRAVEL & SUNDRY	12,918	7,841	-5,077	15,681	2,763	82.4%
STAFF DEVELOPMENT & MEETINGS	43,030	57,398	14,368	114,795	71,766	37.5%
STRATEGIC PLANNING	0	150,000	150,000	300,000	300,000	0.0%
SUPPLIES	72,307	92,887	20,580	185,774	113,467	38.9%
TECHNOLOGY EXPENSES	221,062	237,182	16,119	474,363	253,301	46.6%
TELEPHONE & INTERNET	30,119	39,200	9,081	78,400	48,281	38.4%
TRANSPORTATION	60,174	69,701	9,526	139,401	79,227	43.2%
VIRTUAL BRANCH	5,350	5,000	-350	10,000	4,650	53.5%
	687,167	908,856	221,688	1,817,711	1,130,544	37.8%
DISBURSEMENTS BEFORE CAPITAL EXPENDITURES AND TRANSFERS TO RESERVES	9,161,098	9,699,548	538,450	19,278,849	10,117,752	47.5%
CAPITAL EXPENDITURES						
BOOKS AND OTHER PHYSICAL MATERIALS	584,614	723,217	138,603	1,446,434	861,820	40.4%
TECHNOLOGY ASSETS	0	0	0	341,007	341,007	0.0%
FURNITURE, EQUIPMENT & OTHER	0	0	0	235,000	235,000	0.0%
	584,614	723,217	138,603	2,022,441	1,437,827	28.9%
TRANSFERS TO RESERVES						
TO BRANCH FURNISHING RESERVE	72,500	72,500	0	145,000		
TO CAPITAL PROJECTS RESERVE	57,000	57,000	0	114,000		
TO IT REPLACEMENT RESERVE	155,504	155,504	0	311,008		
TO NON-OWNED BUILDING MNTC RESERVE	16,000	16,000	0	32,000		
TO OWNED BUILDING MNTC RESERVE	30,000	30,000	0	60,000		
TO STAFF APPRECIATION OR DEVELOPMENT RESERVE	750	750	0	1,500		
TO STRATEGIC INITIATIVES RESERVE	36,000	36,000	0	72,000		
TO VEHICLE REPLACEMENT RESERVE	12,713	12,713	-1	25,425		
	380,467	380,467	-1	760,933		
TOTAL DISBURSEMENTS	10,126,179	10,803,231	677,052	22,062,223		
NET DISBURSEMENTS OVER RECEIPTS	-143,910	98,254	242,164	-13		