



# NOTICE OF MEETING

Okanagan Regional Library Board  
will meet  
Wednesday, September 5, 2018  
at Library Headquarters  
1430 K.L.O. Road, Kelowna, BC

**In-Camera Meeting**  
**9:30 AM – 9:45 AM**

**Regular Meeting**  
**9:45 AM – 11:00 AM**

## AGENDA

**LIBRARY BOARD REGULAR MEETING  
BOARDROOM, 1430 K.L.O. ROAD, KELOWNA, BC  
WEDNESDAY, SEPTEMBER 5, 2018  
9:45 AM – 11:00 AM**

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"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."

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**CALL TO ORDER  
INTRODUCTION OF GUESTS AND NEW STAFF  
9:45 – 9:47 AM**

**1. AGENDA REVIEW  
9:47 – 9:48 AM**

*MOTION:  
THAT the agenda be adopted.*

**2. ADOPTION OF PREVIOUS MINUTES – May 16, 2018 (pgs. 3 – 9)  
9:48 – 9:49 AM**

*MOTION:  
THAT the Minutes of the Regular Board Meeting held May 16, 2018 be adopted.*

**3. WEIGHTED VOTE SHEET 2018/2019 – Don Nettleton (pgs. 10 – 12)  
9:49 – 9:54 AM**

*MOTION:  
To accept the 2018/2019 weighted vote sheet.*

**4. FINANCE COMMITTEE REPORT – Chair Bryden Winsby  
9:54 – 10:20 AM**

**4.1. ORL 2019 Draft Budget Presentation (pgs. 13 – 22)  
9:55 – 10:20 AM**

*MOTIONS FROM THE FINANCE COMMITTEE:*

- a) *To approve the 2019 Operating Budget plan as presented, with a net budget increase of 2.55%. Total expenditures \$19,668,101.  
By weighted vote.*
- b) *To approve the 2019 Working Reserve Spending Plan Summary as presented.  
By weighted vote.*

**4.2. Member Assessment Levy Spreadsheet – 2018/2019 – Don Nettleton (pg. 23)**

*MOTION:*

*To accept the 2018/2019 Member Assessment Levy Spreadsheet as presented.  
By weighted vote.*

**5. STAFF REPORTS**

10:20 – 10:40 AM

**5.1. CFO Report: January to June 30, 2018 – Jeremy Sundin (pgs. 24 – 30)**

10:20 – 10:25 AM

**5.2. CEO Report – Don Nettleton (pgs. 31 – 33)**

10:25 – 10:30 AM

**5.3. Marketing & Communications Report – Michael Utko**

10:30 – 10:35 AM

**5.4. Technology Report – Jeff Campbell**

10:35 – 10:40 AM

**6. CHAIR REPORT – Catherine Lord**

10:40 – 10:45 AM

- UBCM, 2018 Resolution

**7. BCLTA REPORT – Erin Carlson**

10:45 – 10:50 AM

**8. TRUSTEE REPORTS**

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

10:50 – 10:55 AM

**9. NEW BUSINESS**

**10. NEXT MEETING – Wednesday, October 10, 2018**

**11. ADJOURNMENT**

11:00 AM

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

**DRAFT**  
**MINUTES OF THE REGULAR MEETING OF THE LIBRARY BOARD**  
**HELD AT LIBRARY HEADQUARTERS, BOARDROOM**  
**1430 KLO ROAD, KELOWNA, BC**  
**ON WEDNESDAY, MAY 16, 2018**

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“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.”

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**MEMBERS PRESENT:**

Linda Fisher, Armstrong  
Pat Cochrane, Coldstream  
Tundra Baird, Enderby  
Tracy Gray, Kelowna  
Sherry Philpott-Adhikary, Keremeos  
Nick Hodge, Lumby  
Mario Vucinovic, Peachland  
Rosemary Doughty, Princeton<sup>via teleconference</sup>  
Linda Nixon, Revelstoke

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

**MEMBERS ABSENT:**

Caleb Moss, Golden  
Todd McKenzie, Lake Country  
David Mattes, Oliver

Carol Youngberg, Osoyoos  
Larry Morgan, CSRD  
Roxanne Lindley, Westbank First Nation

**STAFF PRESENT:**

Don Nettleton, Chief Financial Officer / Acting Chief Executive Officer  
Monica Gaucher, Director of Public Services, North  
Christine McPhee, Director of Public Services, South  
Jeff Campbell, Chief Technology Officer  
Michal Utko, Director of Marketing & Communications  
Leah Samson, Administrative Services Manager/Recording Secretary

**AND:**

Markus Schrott, BDO Canada  
Rose Jurkic, CUPE President

Tara Thompson, PEA Representative

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**1. CALL TO ORDER**

The meeting was called to order at 12:33 PM.

**2. ADOPTION OF AGENDA**

*MOTION #1*

*Moved by Tundra Baird, seconded by Pat Cochrane,*

*THAT the agenda be adopted*

*CARRIED*

**3. ADOPTION OF PREVIOUS MINUTES** – February 21, 2018

*MOTION #2*

*Moved by Karla Kozakevich, seconded by Bryden Winsby,  
THAT the minutes of the regular Board meeting held February 21, 2018 be adopted.  
CARRIED*

**4. FINANCE COMMITTEE REPORT** – Chair Bryden Winsby

**4.1. 2017 Audited Financial Statements** – Presented by Markus Schrott, CPA, Partner with BDO Canada LLP

Markus Schrott reported on the 2017 Audit.

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

*MOTION #3*

*Moved by Bryden Winsby, seconded by Karla Kozakevich,  
THAT the Auditor's Report be received for information.  
CARRIED*

**b) 2017 Audited Financial Statements**

After reviewing key figures in the statements, Mr. Schrott reported that revenues and expenses were very close to budget and consistent with previous years overall, and that the ORL is in a strong financial position for the year. Total revenues were slightly higher than 2016, at \$18,194,538, and expenses were \$18,203,124, resulting in a deficit of \$8,586.

*MOTION #4*

*Moved by Tracy Gray, seconded by Karla Kozakevich,  
THAT the 2017 Audited Financial Statements be approved as presented.  
CARRIED*

**c) 2017 Statement of Financial Information (SOFI) Report**

CFO Don Nettleton reviewed the highlights of the report, which had been approved by the Finance Committee on May 2, 2018.

*MOTION #5*

*Moved by Andrew Casson, seconded by Wayne Carson,  
THAT the 2017 SOFI Report be received for information.  
CARRIED*

The Audited Financial Statements will be added to the SOFI Report and submitted to the Province.

#### **4.2. Appoint Auditor for 2018 Audit**

*MOTION #6*

*Moved by Bryden Winsby, seconded by Tundra Baird,  
THAT BDO Canada be appointed as auditor for the 2018 ORL audit.  
CARRIED*

#### **4.3. Internal Financial Statements to December 31, 2017**

CFO Don Nettleton reported that revenue and disbursements both came in very close to budget. Overall, the ORL came in below budget at about \$250,000, or just above 1%.

*MOTION #7*

*Moved by Sherry Philpott-Adhikary, seconded by Tim Lavery,  
THAT the internal financial statements to December 31, 2017 be received for  
information.  
CARRIED*

### **5. POLICY AND PLANNING COMMITTEE REPORT – Chair Karla Kozakevich**

#### **5.1. Facilities Siting Policy**

Karla Kozakevich reported on a Committee meeting held April 20, including discussions to address the Board's concerns around siting library facilities adjacent to non-family friendly or incompatible businesses. She presented the Committee's recommendations and advised that staff would be responsible for determining site suitability.

*MOTION #8*

*Moved by Erin Carlson, seconded by Tundra Baird,  
THAT amendments to policy 'Section IV: Facilities Guidelines' as recommended by the  
Policy and Planning Committee be approved.  
CARRIED UNANIMOUSLY.*

*MOTION #9*

*Moved by Linda Fisher, seconded by Sherry Philpott-Adhikary,  
THAT a letter be sent to all ORL constituent unit members to inform them of the new  
siting policy, and to request that they consider the proximity of public libraries when  
amending their zoning bylaws and regulations around legal cannabis businesses.  
CARRIED*

#### **5.2. Travel Expenses Policy/Per Diems**

CFO Don Nettleton reported on Canada Revenue Agency changes that are scheduled for next year, where per diems will become a taxable benefit. He explained the Committee's recommendation to amend the travel expense policy by removing any per diem option and replacing it with the requirement for receipts.

*MOTION #10*

*Moved by Andrew Casson, seconded by Tundra Baird,  
THAT amendments to policy 'Section X: Personnel' as recommended by the Policy and  
Planning Committee be approved.*

*CARRIED*

**5.3. Board Meeting Schedule for Fall 2018**

To address concerns raised by a few board members regarding the Library board meetings' proximity to the October municipal elections, Karla Kozakevich presented the Committee's recommendations for alternate meeting dates.

*MOTION #11*

*Moved by Catherine Lord, seconded by Mario Vucinovic,  
THAT the Library Board meeting dates for fall 2018 be moved to September 5, 2018  
and October 10, 2018.*

*CARRIED*

**6. STAFF REPORTS**

**6.1. CEO Report**

Interim CEO Don Nettleton provided an update on various library activities.

**a) Facilities and General Updates**

- UBCO/ORL Partnership  
Establishment of a small ORL self-checkout service point within the UBCO Library is in the works and expected to open this fall.
  - Westside Learning Centre  
Plans for a new ORL service point in West Kelowna are well underway. The new facility will be located in the Okanagan Lake Shopping Centre on Highway 97 South, and is expected to open early fall.
  - Summerland Branch  
On April 21, a dedication ceremony was held to honour the contributions of the Friends of the Summerland Library. The event was well attended.
  - Armstrong Branch  
Plans are underway for a dedication ceremony to honour the Askew Family for their generous contributions to the new branch. The event will be held in June and details will be shared once they are finalized.
- Librarian Vacancies
- Recruitment is in progress to fill a number of vacant librarian positions.
- Fund Development
- A number of fund development projects are underway to support significant ORL projects, including ongoing revitalization of the downtown Kelowna branch.

**b) 2017 Annual Report**

Director of Marketing & Communications Michal Utko distributed the Annual Report, which highlights increases in program attendance and service usage, including PressReader, Lynda.com, Rosetta Stone, and Wi-Fi.

*MOTION #12*

*Moved by Bryden Winsby, seconded by Linda Nixon,  
THAT the 2017 Annual Report be approved as presented.  
CARRIED*

The report will be available on the ORL website: <http://www.orl.bc.ca/about-us/policies-and-reports/annual-reports>

**6.2. Public Services Report**

**a) Access Card Pilot Project**

Director of Public Services Monica Gaucher and Community Engagement Coordinator Tara Thompson presented an evaluation of the Access Card pilot project, which provides limited membership for residents who are not able to show proof of residency.

*MOTION #13*

*Moved by Andrew Casson, seconded by Linda Nixon,  
THAT Access Cards become a permanent type of membership at the Okanagan Regional Library.  
CARRIED*

Access Cards will be added to Board Policy and Regulations under 'Section III: Library Membership'.

**b) Branch Security**

Director of Public Services Christine McPhee reported on the Kelowna and Vernon Branch security pilot project and its significant positive impact on staff and the public over the past six months.

A board member raised discussion around whether the ORL should have naloxone kits in the branches in the event of a potential overdose. Due to the absence of the ORL's Director of Human Resources at this meeting, staff were directed to report back at the September meeting regarding the Library's position on this.

*MOTION #14*

*Moved by Linda Fisher, seconded by Erin Carlson,  
THAT security staff continue to remain in force for all open hours of the Okanagan Regional Library's downtown Kelowna and Vernon branches.  
CARRIED UNANIMOUSLY.*



## 7. CHAIR REPORT

- Union of BC Municipalities Convention and Funding for BC Public Libraries  
Board Chair Catherine Lord requested that board members continue to advocate with government officials for additional funding for public libraries.

## 8. BC LIBRARY TRUSTEES' ASSOCIATION (BCLTA) REPORT

BCLTA Liaison Erin Carlson reported on the Association's recent activities, including:

- a) The annual BCLTA Conference and AGM was held earlier this month. Erin has completed her term as BCLTA Director, but will remain the ORL's liaison until the Library's elections in February 2019;
- b) BCLTA is working with an Advisory Committee on a refresh of the Trustee Orientation Program;
- c) BCLTA will soft launch a new website this summer;
- d) On May 2, there was a meeting with the Library Partners and the Director of the Libraries Branch to discuss ongoing engagement and advocacy for BC public libraries. On May 11, a meeting with the Library Partners and Minister Fleming was held to discuss government goals and connectivity strategies;
- e) BCLTA passed a resolution to 'Reinstate the Sub-vote to Support Public Libraries and the Library Sector', which requests that the province provide sustainable funding and restoration of a dedicated budget line for public libraries. Board members indicated their support of the resolution;
- f) BCLTA is planning a public library presence at the upcoming UBCM convention.

### *MOTION #15*

*Moved by Tracy Gray, seconded by Tundra Baird,  
THAT the BCLTA report be received for information.  
CARRIED*

## 9. TRUSTEE REPORTS

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

Councillor Tundra Baird reported that Sandra Faynuk retired after 32 years of service at the Enderby Branch.

## 10. NEW BUSINESS

None.

## 11. NEXT MEETINGS

- Wednesday, September 5, 2018
- Wednesday, October 10, 2018

## 12. ADJOURNMENT

*MOTION #16*

*Moved by Linda Fisher, seconded by Linda Nixon,  
THAT the meeting be adjourned.*

*CARRIED*

The meeting adjourned at 1:42 PM.



# MEMO

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

<b>To:</b>	<b>ORL Library Board</b>
<b>From:</b>	<b>Leah Samson, Administrative Services Manager</b>
<b>Re:</b>	<b>Population Figures for Levies and Weighted Votes</b>
<b>Date:</b>	<b>August 29, 2018</b>

Population figures are received annually from the Libraries Branch at the Ministry of Education. The population figures are used for levy calculations and all weighted board votes. The Library Act, Part 3, Voting on Expenditures, Section 23 states: “(1) on questions involving the expenditure of money (a) each member of the library board has one vote plus one additional vote for each complete 1000 after the first 1000 of the population of the municipality represented by the member or the electoral participating areas of the regional district represented by the member, and (b) a majority of the weighted votes cast decides those questions.”

Changes to this year’s votes are:

- Armstrong decreased by 1, from 5 to 4
- Coldstream increased by 1, from 10 to 11
- Lake Country increased by 1, from 12 to 13
- Osoyoos decreased by 1, from 5 to 4
- Salmon Arm increased by 2, from 17 to 19
- Vernon increased by 2, from 40 to 42
- West Kelowna increased by 1, from 32 to 33
- Westbank First Nations increased by 1, from 9 to 10
- CORD (Areas I, J) increased by 1, from 5 to 6
- OSRD (Areas A, B, C, D, E, F and G) increased by 3, from 18 to 21

All other votes remain the same.

We followed up with the Ministry to request that they double-check the values provided, and they confirmed they agree to BC Stats adjusted population and methodology of prior years. From BC Stats: “Population estimates are periodically revised for a number of reasons, including revisions to the underlying indicator data, methodological improvements and to reflect updated base year data from a new census. Projections are updated annually to reflect the latest estimates based on actual indicator data, as well as any new information on likely future demographic and economic changes (for example, the expectation of a mine closure due to mineral depletion). Census data are never revised except in the event that an error is discovered.”

As per Board Policy, Section II, the attached revised weighted vote sheet will be used at the upcoming Board meeting.

**2018/2019 Okanagan Regional Library Library Apportionment - 2017 Population for Apportionment & Weighted Vote Purposes, and  
Converted Hospital Values Excluding Indian Reserves where the Band is Exercising Independent Taxing Authority**

Municipalities	Population	Weighted Vote	Converted Value of Land & Improvements	Apportionment Per \$100 of Shared Cost
Armstrong	4,876	4	\$90,438,698	\$1.04
Coldstream	11,083	11	\$266,697,991	\$2.64
Enderby	2,794	2	\$47,051,387	\$0.57
Golden and Electoral Area A	6,823	6	\$188,714,428	\$1.73
Kelowna	129,329	129	\$4,432,415,812	\$36.72
Keremeos	1,345	1	\$24,075,975	\$0.28
Lake Country	13,294	13	\$425,710,800	\$3.64
Lumby	1,624	1	\$33,131,547	\$0.36
Oliver	4,681	4	\$104,582,582	\$1.08
Osoyoos	4,866	4	\$184,441,043	\$1.46
Peachland	5,079	5	\$170,323,301	\$1.43
Princeton	2,745	2	\$64,249,485	\$0.65
Revelstoke	7,336	7	\$203,649,885	\$1.87
Salmon Arm	19,661	19	\$400,750,115	\$4.36
Sicamous	2,456	2	\$87,538,739	\$0.71
Spallumcheen	5,120	5	\$110,918,497	\$1.16
Summerland	11,651	11	\$302,163,165	\$2.87
Vernon	42,199	42	\$1,066,783,777	\$10.28
West Kelowna	33,590	33	\$984,445,774	\$8.79
Westbank First Nation	10,840	10	\$247,533,085	\$2.52
<b>Total</b>	<b>321,392</b>	<b>311</b>	<b>\$9,435,616,086</b>	<b>\$84.16</b>

Regional District Electoral Participating Areas	Population	Weighted Vote	Converted Value of Land & Improvements	Apportionment Per \$100 of Shared Cost
Central Okanagan I & J	6,971	6	\$230,359,384	\$1.94
Columbia Shuswap B, C, D, E and F	16,242	16	\$568,501,035	\$4.67
North Okanagan B, C, D, E and F	18,760	18	\$388,732,907	\$4.18
Okanagan-Similkameen A, B, C, D, E, F and G	21,373	21	\$504,786,834	\$5.05
<b>Total</b>	<b>63,346</b>	<b>61</b>	<b>\$1,692,380,160</b>	<b>\$15.84</b>

<b>REGIONAL LIBRARY DISTRICT TOTALS</b>	<b>384,738</b>	<b>372</b>	<b>\$11,127,996,246</b>	<b>\$100.00</b>
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**Notes:**

1. Salmon Arm population excludes residents of two reserves (Adams Lake and Neskonlith Bands) (SGCs: 5939808 and 5939811)
2. CO RD population excludes residents of two Reserves (included under municipalities as Westbank FN) (SGCs: 5935802 and 5935803)
3. CS RD population excludes residents of five Reserves (Adams Lake and Little Shuswap Lake Bands) (SGCs: 5939801, 5939802, 5939803, 5939805, and 5939807)
4. OS RD population excludes residents of eight reserves (Lower Similkameen, Osoyoos & Upper Similkameen Bands, and Penticton Indian Band) (SGCs: 5907055, 5907801, 5907802, 5907803, 5907805, 5907806, 5907807, 5907808, and 5907809)
5. Penticton Indian Band population excluded as of 2017

Source: BC Assessment 2018 Authenticated Converted Value Reports

Source: BC Stats - 2016 Census Populations, 2017 Population Estimates

# OKANAGAN REGIONAL LIBRARY BOARD - WEIGHTED VOTE SHEET

Effective September 2018 to September 2019

Municipalities	Population	Weighted Vote
Armstrong	4,876	4
Coldstream	11,083	11
Enderby	2,794	2
Golden + Electoral Area A	6,823	6
Kelowna	129,329	129
Keremeos	1,345	1
Lake Country	13,294	13
Lumby	1,624	1
Oliver	4,681	4
Osoyoos	4,866	4
Peachland	5,079	5
Princeton	2,745	2
Revelstoke	7,336	7
Salmon Arm	19,661	19
Sicamous	2,456	2
Spallumcheen	5,120	5
Summerland	11,651	11
Vernon	42,199	42
West Kelowna	33,590	33
Westbank First Nations	10,840	10
<b>Total</b>	<b>321,392</b>	<b>311</b>
Regional District Electoral Participating Areas	Population	Weighted Vote
Central Okanagan I & J	6,971	6
Columbia Shuswap B, C, D, E and F	16,242	16
North Okanagan B, C, D, E and F	18,760	18
Okanagan Similkameen A, B, C, D, E, F and G	21,373	21
<b>Total</b>	<b>63,346</b>	<b>61</b>
<b>Regional Library District Total</b>	<b>384,738</b>	<b>372</b>

# ORL Budget 2019

As recommended by Finance Committee and ORL Management

# Goals of Finance Committee

- Continue to keep overall budget change close to cost of living (only deal with critical needs)
- Add necessary funding for ongoing security for Kelowna and Vernon branches
- Maintain critical existing core services

# Result

► Proposed Changes to operating budget total 2.55% - composed of

1. Inflation of existing operations totalling 1.97% made up of:

► Wages, benefits, rent and buildings	\$220,152	1.15%
► MSP/Health Tax additional costs	\$ 85,000	0.45%
► Library Books and materials inflation incr 2%	49,712	0.26%
► Other accts necessary inflation	<u>\$ 22,370</u>	<u>0.12%</u>
► Total of above	<b>\$377,234</b>	<b>1.98%</b>

2. Added Security Kelowna and Vernon branches \$100,000 0.52%

3. Net Other additions to budget for 2019(next slide)\$ 9,995 0.05%



## 2. Net other changes to budget .05%

- ▶ In addition to inflation the proposed 2019 funding goes to:
  - ▶ HQ on call hours for programming kits \$ 4.1 K
  - ▶ Permanent outreach/programming hrs KL and VE \$ 3.8 K
  - ▶ Budget for tech equip't in KL and VE \$15 K
  - ▶ Additional system training for adult programming \$ 12 K
  - ▶ Additional IT support position (mid year start - other half 2020) \$ 35 K
  - ▶ Offset one time portion of MSP/Health tax thru 2018 savings \$(60) K
  - ▶ Total of the above \$ 9.9 K 0.05%

# Reserves

# Reserves Plan summary

ORL Working Reserves	IT Working replacement reserve	ILS Replacement reserve	Branch furnishing reserve	ORL Vehicle replacement reserve	Non ORL owned bldg maintenance	Strategic Initiatives	Capital Building project reserve	staff appreciation	ORL owned bldg maint	Staff Development reserve	Rent stabilization reserve
actual balance Dec 2017	\$ 262,285	\$ 170,221	\$ 538,650	\$ 63,010	\$ 194,250	\$ 199,934	\$ 114,464	\$ 6,382	\$ 320,000	\$ 66,320	\$ 82,729
<b>Year 2018</b>											
allocation from operating fund	\$ 126,850	\$ -	\$ 145,000	\$ 12,500	\$ 25,000	\$ 2,000	\$ 114,000	\$ 1,500	\$ 60,000		
total anticipated expenditures	-\$ 135,000	\$ -	-\$ 150,000	-\$ 15,000	-\$ 50,000	-\$ 25,000	-\$ 100,000			-\$ 30,000	
additional 2018 budget plan exp.	-\$ 43,000		-\$ 8,500		-\$ 15,000	-\$ 10,000					
			-\$ 5,500		-\$	15,000					
				-\$	100,000	-\$	12,000				
est balance Dec 2018	\$ 211,135	\$ 170,221	\$ 519,650	\$ 60,510	\$ 54,250	\$ 139,934	\$ 128,464	\$ 7,882	\$ 380,000	\$ 36,320	\$ 82,729
<b>Year 2019</b>											
allocation from operating fund	\$ 126,850	\$ -	\$ 145,000	\$ 12,500	\$ 25,000	\$ 2,000	\$ 114,000	\$ 1,500	\$ 60,000		
total anticipated expenditures	-\$ 175,000	\$ -	-\$ 250,000	-\$ 35,000	-\$ 50,000	-\$ 25,000		-\$	30,000	-\$ 30,000	
est balance Dec 2019	\$ 162,985	\$ 170,221	\$ 414,650	\$ 38,010	\$ 29,250	\$ 116,934	\$ 242,464	\$ 9,382	\$ 410,000	\$ 6,320	\$ 82,729

## IT Working replacement reserve and ILS replacement reserve details

Projected Reserve fund balance Dec 2018	\$ 211,135.00	\$ 170,221.00
funding from operating acct	\$ 126,850.00	
<b>Total Funding Available, 2019</b>	<b>\$ 337,985.00</b>	<b>\$ 170,221.00</b>
Planned expenditure		
Branch Workstation Upgrades	\$ 65,000.00	
Self Checkout (4 additional)	\$ 20,000.00	
additional equipment needs	\$ 25,000.00	
Payroll scheduling and upgrade project add costs	\$ 50,000.00	
self checkout additional 10 licenses	<u>\$ 15,000.00</u>	
<b>Total planned expenditure 2019</b>	<b>\$ 175,000.00</b>	<b>\$ -</b>
<b>Projected Reserve fund balance Dec 2019</b>	<b>\$ 162,985.00</b>	<b>\$ 170,221.00</b>

# Plans for other reserves

- ▶ Branch furnishing reserves - will have additional costs relating to the outfitting of the new Westside Learning Center, as well as planned major renovations in Salmon Arm and possibly other branch
- ▶ ORL vehicle replacement may be additional vehicle for Westside Learning center. Possibility that we will purchase replacement truck box
- ▶ Non ORL owned building maintenance in 2018 and 2019 relates to plans in Salmon Arm for repainting and also possibly energy efficient relamping in select locations
- ▶ Strategic Initiatives is the continuing funding of Fund Raiser Pilot project
- ▶ Other reserves are general maintenance or building for future needs

# Questions and Comments

# Motions

1. To approve the 2019 Operating Budget Plan as proposed with a net budget increase of 2.55%. Total Expenditures \$19,668,010 (includes 1 time MSP from 2018 savings)
2. To approve the Reserves spending plan summary for 2019 as presented in the summary worksheet

**Member Assessment Levy Spreadsheet  
OKANAGAN REGIONAL LIBRARY  
Year 2019 Draft Budget Levy**

Municipalities	Provincially supplied formula input factors which determine percentage of ORL budget paid				"C"		2 FACTORS AFFECTING LEVY CHANGE						Quarterly		
	"A"		"B"		(50%A/total A + 50%B/total B)		"D"		"2019-2018"		"E"=(D/A)				
	POPULATION 2019	POPULATION 2018	CONVERTED VALUE OF LAND AND IMPROVEMENTS 2019 2018		APPORTIONMENT PER \$100 OF SHARED COSTS 2019 2018	Change per \$100 of shared costs	approved LEVY 2019	LEVY 2018	Total Difference in levy	Change due apportionment formula	change due to 2019 budget increase	PER CAPITA LEVY 2019 2018			
Armstrong	4,876	5,114	\$90,438,698	\$79,541,001	1.040	1.089	-0.049	\$180,947	\$184,237	\$ (3,290)	(\$8,358)	\$5,067	\$37.11	\$36.03	\$ 45,236.67
Coldstream	11,083	10,648	\$266,697,991	\$233,614,116	2.639	2.616	0.023	\$459,076	\$442,409	\$ 16,667	\$3,811	\$12,856	\$41.42	\$41.55	\$ 114,769.05
Enderby	2,794	2,964	\$47,051,387	\$41,324,569	0.575	0.607	-0.032	\$99,955	\$102,651	\$ (2,696)	(\$5,495)	\$2,799	\$35.77	\$34.63	\$ 24,988.70
Golden + E.Area A	6,823	6,856	\$188,714,428	\$173,497,029	1.735	1.802	-0.068	\$301,794	\$304,814	\$ (3,020)	(\$11,472)	\$8,452	\$44.23	\$44.46	\$ 75,448.51
Kelowna	129,329	129,044	\$4,432,415,812	\$3,810,404,787	36.723	36.712	0.011	\$6,389,123	\$6,208,386	\$ 180,737	\$1,812	\$178,924	\$49.40	\$48.11	\$ 1,597,280.70
Keremeos	1,345	1,502	\$24,075,975	\$22,690,373	0.283	0.317	-0.034	\$49,232	\$53,531	\$ (4,299)	(\$5,678)	\$1,379	\$36.60	\$35.64	\$ 12,307.96
Lake Country	13,294	12,922	\$425,710,800	\$365,242,875	3.640	3.593	0.048	\$633,373	\$607,575	\$ 25,798	\$8,061	\$17,737	\$47.64	\$47.02	\$ 158,343.14
Lumby	1,624	1,833	\$33,131,547	\$29,586,248	0.360	0.396	-0.036	\$62,619	\$66,967	\$ (4,348)	(\$6,101)	\$1,754	\$38.56	\$36.53	\$ 15,654.78
Oliver	4,681	4,928	\$104,582,582	\$91,849,383	1.078	1.128	-0.049	\$187,594	\$190,682	\$ (3,088)	(\$8,341)	\$5,253	\$40.08	\$38.69	\$ 46,898.59
Osoyoos	4,866	5,085	\$184,441,043	\$163,944,642	1.461	1.517	-0.056	\$254,205	\$256,572	\$ (2,367)	(\$9,486)	\$7,119	\$52.24	\$50.46	\$ 63,551.22
Peachland	5,079	5,428	\$170,323,301	\$148,793,693	1.425	1.486	-0.060	\$247,985	\$251,213	\$ (3,228)	(\$10,173)	\$6,945	\$48.83	\$46.28	\$ 61,996.17
Princeton	2,745	2,828	\$64,249,485	\$62,954,313	0.645	0.699	-0.054	\$112,291	\$118,285	\$ (5,994)	(\$9,139)	\$3,145	\$40.91	\$41.83	\$ 28,072.78
Revelstoke	7,336	7,547	\$203,649,885	\$174,280,698	1.868	1.899	-0.030	\$325,069	\$321,092	\$ 3,977	(\$5,127)	\$9,103	\$44.31	\$42.55	\$ 81,267.16
Salmon Arm	19,661	17,706	\$400,750,115	\$362,023,365	4.356	4.215	0.141	\$757,820	\$712,793	\$ 45,027	\$23,805	\$21,222	\$38.54	\$40.26	\$ 189,455.09
Sicamous	2,456	2,429	\$87,538,739	\$79,862,014	0.713	0.733	-0.020	\$123,963	\$123,899	\$ 64	(\$3,408)	\$3,472	\$50.47	\$51.01	\$ 30,990.65
Spallumcheen	5,120	5,106	\$110,918,497	\$101,452,528	1.164	1.200	-0.037	\$202,473	\$203,005	\$ (532)	(\$6,202)	\$5,670	\$39.55	\$39.76	\$ 50,618.32
Summerland	11,651	11,615	\$302,163,165	\$265,351,078	2.872	2.907	-0.036	\$499,643	\$491,685	\$ 7,958	(\$6,034)	\$13,992	\$42.88	\$42.33	\$ 124,910.76
Vernon	42,199	40,116	\$1,066,783,777	\$959,672,393	10.277	10.263	0.015	\$1,788,070	\$1,735,544	\$ 52,526	\$2,452	\$50,074	\$42.37	\$43.26	\$ 447,017.62
West Kelowna	33,590	32,655	\$984,445,774	\$848,525,891	8.789	8.698	0.090	\$1,529,052	\$1,470,990	\$ 58,062	\$15,241	\$42,820	\$45.52	\$45.05	\$ 382,262.95
<b>Municipal Totals</b>	<b>310,552</b>	<b>306,326</b>	<b>\$9,188,083,001</b>	<b>\$8,014,610,996</b>	<b>81.643</b>	81.878	-0.236	\$ 14,204,283	\$ 13,846,330	\$ 357,953	(\$39,831)	\$397,784	\$45.74	\$45.20	\$ 3,551,070.82
<b>Regional Districts</b>															
CORD I,J	6,971	5,805	\$230,359,384	\$200,515,559	1.941	1.800	0.141	\$337,695	\$304,452	\$ 33,243	\$23,786	\$9,457	\$48.44	\$52.45	\$ 84,423.85
CSR D B,C,D,E,F	16,242	16,316	\$568,501,035	\$520,908,665	4.665	4.842	-0.177	\$811,651	\$818,812	\$ (7,161)	(\$29,891)	\$22,730	\$49.97	\$50.18	\$ 202,912.79
RDNO B,C,D,E,F	18,760	18,573	\$388,732,907	\$356,849,390	4.185	4.304	-0.120	\$728,054	\$727,892	\$ 162	(\$20,226)	\$20,389	\$38.81	\$39.19	\$ 182,013.56
OSRD A,B,C,D,E,F,G	21,373	18,489	\$504,786,834	\$463,957,202	5.046	4.841	0.205	\$877,858	\$818,619	\$ 59,239	\$34,655	\$24,584	\$41.07	\$44.28	\$ 219,464.45
<b>Reg Dist. Totals</b>	<b>63,346</b>	<b>59,183</b>	<b>\$1,692,380,160</b>	<b>\$1,542,230,816</b>	<b>15.837</b>	15.787	0.049	\$2,755,259	\$2,669,775	\$ 85,484	\$8,324	\$77,160	\$43.50	\$45.11	\$ 688,814.65
Westbank Band	10,840	9,028	247,533,085	\$220,864,296	2.521	2.335	0.186	\$438,600	\$ 394,811	\$ 43,789	\$31,507	\$12,283	\$40.46	\$43.73	\$ 109,650.03
<b>Reg. Libr Total</b>	<b>384,738</b>	<b>374,537</b>	<b>\$11,127,996,246</b>	<b>\$9,777,706,108</b>	<b>100.00</b>	<b>100.00</b>	0.000	\$17,398,142	\$16,910,916	\$ 487,226	\$0	\$487,226	\$45.22	\$45.15	\$ 4,349,535.50
shared amount								17,398,142							



# REPORT

File No. 100.1

To: Okanagan Regional Library Board of Directors  
 From: Chief Financial Officer  
 Date: August 24, 2018  
 Subject: Financial Update Report for January 1, 2018 to June 30, 2018 (6 Months)

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## RECOMMENDATION

That the Board receive the August 24, 2018 Financial Update Report for information.

## BACKGROUND

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

The attached Appendix 1 provides the Board with an interim financial report (receipts and disbursements) to June 30, 2018, along with the annual budget and other useful information, such as variances. The report has been prepared on a cash basis, meaning accounting accruals have not been made to ensure the most accurate cutoff. This is not an uncommon practice for the presentation of internal financial results. This report will briefly discuss some of the financial information that staff felt may be of interest to the Board.

## DISCUSSION

### Receipts – Tax Levy on Municipalities and Regional Districts

No unexpected variances and results are in line with expectation. The Sicamous levy variance relates to their additional payment to maintain service levels that would otherwise have been lost due to FAMA (Financial Allocation Model Analysis) adjustments.

### Receipts – Government & Other Resources

There is little to note in this category of receipts. There are a few relatively minor variances, printing revenue for example may stand out for being greater than the budget, however other line items are less than budget and offset this.

### Disbursements

Remuneration and benefits is lower than budgeted to June 30<sup>th</sup> by almost \$300,000 or about 6.5% of the budget for the first half of the year, for which a little more than 80% can be attributed to unfilled vacancies. Unfilled vacancies can strain staffing resources and have other repercussions but are generally tolerable over the short term as the ORL actively seeks to fill the roles. A further \$30,000 of this variance can be attributed to savings for reduced MSP. These savings will be transferred to reserve at year end for use in 2019 when both MSP and the new

Employer Health Tax will be incurred. The final \$30,000 of the variance relates to retro payments for negotiated settlements which were not paid until the summer due to payroll staffing challenges.

Books, periodicals and video cassettes is modestly higher for the 6 month period compared to the budget to June 30<sup>th</sup>. This can be attributed to accelerating certain purchases due to the planned departure of an experienced staff member who handled this activity. Management expects this to balance out over the remaining 6 months and come in close to budget by year-end.

Staff development expenses are a little low to June 30<sup>th</sup>. In discussion with the Director of Human Resources, management expects to see more of these expenses in the latter half of the year and so the variance by year-end should be much less.

Computer expenses for the first half of the year exceed half of the annual budget, however this is largely a timing issuing. The Chief Technology Officer prioritizes activities and purchases, so it's not unexpected to see greater purchasing of IT products and servicing early on in the year, which will then slow as the year progresses to remain within the annual budget.

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

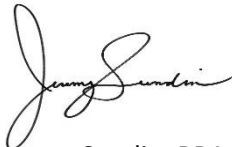
#### **BUDGET AND COST IMPACTS**

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

#### **CONCLUSION**

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

Respectfully submitted,



Jeremy Sundin, BBA, CPA, CA  
Chief Financial Officer

**Okanagan Regional Library**

**Appendix 1**

**Interim Financial Report**

**(Receipts & Disbursements)**

**January 1, 2018 to June 30, 2018**

# OKANAGAN REGIONAL LIBRARY

## RECEIPTS & DISBURSEMENTS

**2018-06-30**

ACTUAL YR.TO D	BUDGET YR.TO D	VARIANCE YR.TO D	BUDGET -YEAR--	VARIANCE -From Annual--	% RECEIVED -Annual--
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**\*\*RECEIPTS\*\***

**\*\*TAX LEVY ON MUNICIPALITIES AND REG. DISTRICTS\*\***

ARMSTRONG, CITY	\$ 92,119	\$ 92,118	-\$	1	\$ 184,237	\$ 92,119	50.00
CENTRAL/OKAN. RD	\$ 152,226	\$ 152,226	\$	0	\$ 304,452	\$ 152,226	50.00
COLDSTREAM, DISTRICT	\$ 221,204	\$ 221,204	-\$	0	\$ 442,409	\$ 221,205	50.00
COL/SHUSWAP RD	\$ 409,406	\$ 409,406	\$	0	\$ 818,812	\$ 409,406	50.00
ENDERBY, CITY	\$ 51,325	\$ 51,326	\$	1	\$ 102,651	\$ 51,326	50.00
GOLDEN, CITY	\$ 152,407	\$ 152,408	\$	1	\$ 304,814	\$ 152,407	50.00
KELOWNA, CITY	\$ 3,104,193	\$ 3,104,192	-\$	1	\$ 6,208,386	\$ 3,104,193	50.00
KEREMEOS, TOWN	\$ 26,765	\$ 26,766	\$	1	\$ 53,531	\$ 26,766	50.00
LAKE COUNTRY, DISTRICT	\$ 303,787	\$ 303,788	\$	1	\$ 607,575	\$ 303,788	50.00
LUMBY, VILLAGE	\$ 33,483	\$ 33,484	\$	1	\$ 66,967	\$ 33,484	50.00
NORTH OKAN. RD	\$ 363,946	\$ 363,946	\$	0	\$ 727,892	\$ 363,946	50.00
OLIVER, TOWN	\$ 95,341	\$ 95,340	-\$	1	\$ 190,682	\$ 95,341	50.00
OKAN/SIMILK. R.D.	\$ 409,309	\$ 409,310	\$	1	\$ 818,619	\$ 409,310	50.00
OSOYOOS, TOWN	\$ 128,286	\$ 128,286	\$	0	\$ 256,572	\$ 128,286	50.00
PEACHLAND, DISTRICT	\$ 125,607	\$ 125,606	-\$	1	\$ 251,213	\$ 125,606	50.00
PRINCETON, TOWN	\$ 64,516	\$ 64,516	-\$	0	\$ 129,032	\$ 64,516	50.00
REVELSTOKE, CITY	\$ 160,546	\$ 160,546	\$	0	\$ 321,092	\$ 160,546	50.00
SALMON ARM, CITY	\$ 356,396	\$ 356,396	-\$	0	\$ 712,793	\$ 356,397	50.00
SICAMOUS, DISTRICT	\$ 94,232	\$ 72,710	-\$	21,522	\$ 145,420	\$ 51,188	64.80
SPALLUMCHEEN, TOWNSHIP	\$ 101,502	\$ 101,502	-\$	0	\$ 203,005	\$ 101,503	50.00
SUMMERLAND, DISTRICT	\$ 245,842	\$ 245,842	-\$	0	\$ 491,685	\$ 245,843	50.00

## OKANAGAN REGIONAL LIBRARY RECEIPTS & DISBURSEMENTS

### \*\*RECEIPTS\*\* (Continued)

	2018-06-30						
	ACTUAL YR.TO D	BUDGET YR.TO D	VARIANCE YR.TO D	BUDGET -YEAR--	VARIANCE -From Annual--	% RECEIVED -Annual--	
VERNON, CITY	\$ 878,914	\$ 878,912	-\$ 2	\$ 1,757,825	\$ 878,911	50.00	
WESTBANK FIRST NATIONS	\$ 197,405	\$ 197,406	\$ 1	\$ 394,811	\$ 197,406	50.00	
WEST KELOWNA, CITY	\$ 735,495	\$ 735,496	\$ 1	\$ 1,470,990	\$ 735,495	50.00	
	<b>-\$ 8,504,255</b>	<b>-\$ 8,482,732</b>	<b>\$ 21,523</b>	<b>-\$ 16,965,465</b>	<b>-\$ 8,461,210</b>	<b>50.13</b>	
<b>**FROM GOVERNMENT &amp; OWN RESOURCES**</b>							
PROV OF B.C.- PER CAPITA GRANT	\$ 1,008,062	\$ 1,008,808	\$ 746	\$ 1,008,808	\$ 746	99.93	
GRANTS - FEDERAL	\$ 33,020	\$ 38,500	\$ 5,480	\$ 77,000	\$ 43,980	42.88	
GRANTS - OTHER	\$ -	\$ 3,250	\$ 3,250	\$ 6,500	\$ 6,500	0.00	
CIRC. REV. - FINES & DAMAGED BKS	\$ 105,188	\$ 116,254	\$ 11,067	\$ 232,509	\$ 127,321	45.24	
MEETING ROOM RENTAL	\$ 7,563	\$ 7,000	-\$ 563	\$ 14,000	\$ 6,437	54.02	
INTERNET PRINTING REVENUE	\$ 19,051	\$ 5,877	-\$ 13,173	\$ 11,755	-\$ 7,296	162.06	
KEYCARD REVENUE	\$ 356	\$ -	-\$ 356	\$ -	-\$ 356	0.00	
INTEREST AND EXCHANGE GAIN REV	\$ 3,484	\$ 11,300	\$ 7,816	\$ 22,600	\$ 19,116	15.41	
COPIER REVENUE	\$ 3,974	\$ 5,988	\$ 2,014	\$ 11,975	\$ 8,001	33.18	
SUNDRY INCOME	\$ 6,361	\$ -	-\$ 6,361	\$ -	-\$ 6,361	0.00	
DONATIONS REVENUE	\$ 500	\$ -	-\$ 500	\$ -	-\$ 500	0.00	
MFA Actuarial earning debt reduction	\$ -	\$ -	\$ -	\$ 135,488	\$ 135,488	0.00	
INTER LIBRARY LOANS-NET	-\$ 151	\$ -	\$ 151	\$ -	\$ 151	0.00	
<b>Subtotal Gov't and Own Resources</b>	<b>-\$ 1,187,406</b>	<b>-\$ 1,196,977</b>	<b>-\$ 9,571</b>	<b>-\$ 1,520,635</b>	<b>-\$ 333,229</b>	<b>78.09</b>	
ORL owned buildings rent chargeback	-\$ 317,341	-\$ 317,341	\$ -	-\$ 634,682	-\$ 317,341	50.00	
<b>TOTAL RECEIPTS</b>	<b>-\$ 10,009,003</b>	<b>-\$ 9,997,050</b>	<b>\$ 11,952</b>	<b>-\$ 19,120,782</b>	<b>-\$ 9,111,780</b>	<b>52.35</b>	

## OKANAGAN REGIONAL LIBRARY RECEIPTS & DISBURSEMENTS

	2018-06-30					
	ACTUAL YR.TO D	BUDGET YR.TO D	VARIANCE YR.TO D	BUDGET -YEAR--	VARIANCE -From Annual--	% SPENT -Annual--
<b>**DISBURSEMENTS**</b>						
<b>REMUNERATION AND FRINGE BENEFITS</b>						
REMUNERATION	\$3,621,113	\$3,801,845	\$180,732	\$7,650,315	\$4,029,202	47.33
FRINGE BENEFITS	\$696,599	\$813,810	\$117,210	\$1,627,618	\$931,019	42.80
SUBTOTAL	\$4,317,712	\$4,615,655	\$297,942	\$9,277,934	\$4,960,221	46.54
<b>RENT AND PROPERTY EXPENSES</b>						
RENT	\$1,317,468	\$1,325,414	\$7,946	\$2,650,829	\$1,333,361	49.70
LTD PRINCIPAL AND INTEREST	\$716,274	\$716,274	\$0	\$1,214,267	\$497,993	58.99
PROPERTY EXPENSES	\$636,013	\$614,857	(\$21,156)	\$1,229,714	\$593,701	51.72
SUBTOTAL	\$2,669,756	\$2,656,545	(\$13,210)	\$5,094,810	\$2,425,054	52.40
<b>BOOKS,PERIODICALS,VIDEO,CASSETTI</b>	\$1,335,194	\$1,242,795	(\$92,399)	\$2,485,589	\$1,150,395	53.72
<b>OTHER EXPENSES</b>						
PROFESSIONAL FEES	\$44,424	\$44,350	(\$74)	\$75,970	\$31,546	58.48
PENTICTON LIB FEE	\$36,190	\$40,000	\$3,810	\$40,000	\$3,810	90.48
BOOK DEPOSIT GRANTS	\$2,000	\$3,000	\$1,000	\$3,000	\$1,000	66.67
MEMBERSHIPS	\$12,083	\$9,690	(\$2,393)	\$19,380	\$7,297	62.35
BOARD EXPENSES.	\$4,986	\$10,071	\$5,085	\$20,141	\$15,156	24.75
STAFF DEVELOPMENT, & MEETINGS	\$23,942	\$66,388	\$42,446	\$132,775	\$108,834	18.03
RECRUITMENT, TRAVEL & SUNDRY	\$15,893	\$7,388	(\$8,505)	\$14,777	(\$1,117)	107.56
WORKERS BOARD	\$10,938	\$12,285	\$1,347	\$24,570	\$13,632	44.52
INSUR FIRE P/L NONAUTO SELFINS	\$0	\$0	\$0	\$51,000	\$51,000	0.00
POSTAGE & FREIGHT	\$27,079	\$31,130	\$4,051	\$62,260	\$35,181	43.49
TELEPHONE & TEL.MAINT	\$11,144	\$16,025	\$4,881	\$32,050	\$20,906	34.77
EQUIPMENT REPS. & RENEWALS	\$12,464	\$6,630	(\$5,834)	\$13,260	\$796	94.00
SUPPLIES-GENERAL	\$31,683	\$23,078	(\$8,605)	\$46,156	\$14,473	68.64

## OKANAGAN REGIONAL LIBRARY RECEIPTS & DISBURSEMENTS

2018-06-30

	ACTUAL YR.TO D	BUDGET YR.TO D	VARIANCE YR.TO D	BUDGET -YEAR--	VARIANCE -From Annual--	% SPENT -Annual--
<b>**DISBURSEMENTS** (Continued)</b>						
SUPPLIES-COPIERS	\$7,179	\$6,399	(\$780)	\$12,797	\$5,618	56.10
SUPPLIES - CAT/PROC	\$21,602	\$15,346	(\$6,256)	\$30,692	\$9,090	70.38
SUPPLIES-CIRC	\$4,648	\$2,028	(\$2,620)	\$32,010	\$27,362	14.52
BINDING & MENDING	\$7,017	\$15,000	\$7,983	\$30,000	\$22,983	23.39
COLLECTION AGENCIES	\$0	\$7,140	\$7,140	\$14,280	\$14,280	0.00
TRANSPORT-FUEL,REPS,INS ETC	\$38,442	\$57,707	\$19,264	\$115,413	\$76,971	33.31
TRANSPORT-MILGE,SUNDS,GST ETC	\$4,248	\$7,880	\$3,632	\$15,760	\$11,512	26.95
LOAN INTEREST & BANK CHARGES	\$2,800	\$4,000	\$1,200	\$8,000	\$5,200	35.00
VIRTUAL BRANCH DEPT EXP.	\$0	\$7,500	\$7,500	\$15,000	\$15,000	0.00
COMMUNICATIONS DEPT EXP.	\$27,002	\$22,816	(\$4,186)	\$45,632	\$18,630	59.17
SUNDRY EXP.	\$0	\$500	\$500	\$306,631	\$306,631	0.00
COMPUTER EXPENSES	\$310,880	\$278,216	(\$32,664)	\$556,431	\$245,551	55.87
CHILDRENS PROGRAMMES	\$13,210	\$9,666	(\$3,543)	\$19,333	\$6,123	68.33
SPECIAL PROGRAMMES	\$735	\$19,135	\$18,400	\$38,270	\$37,535	1.92
RESERVES-ALLOCATION-EQUIPMENT	\$0	\$0	\$0	\$182,500	\$182,500	0.00
RESERVES APPROPN-AUTOMATION	\$0	\$0	\$0	\$126,850	\$126,850	0.00
RESERVES - STRATEGIC PLANNING	\$0	\$0	\$0	\$2,000	\$2,000	0.00
BUILDING RESERVE FUNDS	\$0	\$0	\$0	\$114,000	\$114,000	0.00
OTHER RESERVE FUNDS	\$0	\$0	\$0	\$61,511	\$61,511	0.00
	\$670,588	\$723,368	\$52,780	\$2,262,449	\$1,591,861	29.64
<b>TOTAL DISBURSEMENTS</b>	<b>\$8,993,250</b>	<b>\$9,238,363</b>	<b>\$245,113</b>	<b>\$19,120,782</b>	<b>\$10,127,532</b>	<b>47.03</b>
<b>NET DISBURSEMENTS / (RECEIP'</b>	<b>(\$1,015,752)</b>	<b>(\$758,688)</b>	<b>\$257,065</b>	<b>(\$0)</b>	<b>(\$1,015,753)</b>	



## CEO REPORT TO THE BOARD – September 5, 2018

I trust that everybody has had a good summer and is enjoying getting to breathe some fresher air than we have seen for sometime. I have sent out a couple of updates to Board members throughout the summer by e-mail. This report will repeat some of these items while updating the Board with current information and items to be aware of looking forward.

### Highlights of the Summer:

- **New CFO Jeremy Sundin** began mid July. Jeremy is a CPA, CA formerly CFO of Lumby with previous experience in North Okanagan Regional District and Public Practice. Jeremy has quickly jumped in, is merging well with the management team, and is beginning to free up my time to focus on the CEO role. An orderly transition plan for this position was a key goal of the Board and management and sets the library in a stronger position going forward
- **System wide programming** for the branches this summer has included highlights such as
  - The maker team 3-D printing tour visited most branches, with the final few finishing up in September. These events have drawn large audiences of all ages in most communities. Feedback has been that people have found them practical and educational and would like to have more in the future.
  - The bubble man program for children also has been very popular. This presenter uses this tool to promote learning, literacy, and positive traits in young people and again feedback from parents and children has been very positive.
  - Summer reading club programs also had strong attendance in most places. A full report on this will be done at a later meeting.
- **Other programs and events** of note included:
  - Kelowna branch hosted two citizenship ceremonies in August. These were set up in the middle of the library and a total of over 100 new citizens were welcomed. In addition to the new citizens and dignitaries, there were large audiences of family and friends and many passing local library users. This appeared to be an excellent public service and we will definitely consider hosting this in the future. Kudo's to our new Kelowna Branch head Chris Stephensen and his staff for arranging and doing extra work to set this up.
  - A fundraising barbeque was arranged with donated products in early June by Scott Wells, our contracted fundraiser. Telus presented us with a cheque for \$15,000 toward the future maker space in Kelowna. Otherwise, the general conclusion was that we did not generate the activity or interest expected and would have to do a better job of coordinating dates and locations another time to get more interest. Special thanks to the suppliers of the food as well as those that stepped up to volunteer their time to assist. A large number of connections with various community organizations, service clubs, tech industry leaders, and other business leaders have been initiated and we are hopeful that we will soon see significant grants and donations start to flow to the Library.



- Lumby branch applied for and received a small grant from Canada Post which will be used to support their linking literacy program which is run by Mitzi Fortiin, Lumby community librarian. This program connects storytime and gym time to help engage children who otherwise have difficulty maintaining attention. It has proven to be quite successful.
- **Several key or long-time staff retired or left.** These include:
  - Sheila Coe, who worked for the ORL for 50 years most recently as the community librarian in Rutland
  - Vicky White, who worked for the ORL for 31 years most recently as the Oliver community librarian. The branch will be having a farewell in branch event Thursday September 6 1:30-4:00 for anybody who wishes to drop by and wish her well.
  - Judy Bartosh, who was the long-time children's assistant in Vernon library is retiring at the end of the summer
  - We also had Greg Hutton, the librarian who was head of our adult collections and previously oversaw our technical services functions, move on to a position at Okanagan College. We are still advertising for replacement staff in these areas.
  - And Mark Christensen, the branch head librarian of Vernon branch moved to take a position at SFU in Burnaby.
- **Key new leaders** include:
  - Kristy Hennings has agreed to take the leadership of Vernon branch for a one year temporary posting. She will be doing this as a job share to see how that works.
  - Allison Haymen has taken the Rutland Branch head position
  - Richard Kicksee has moved to the Mission Branch head position
- **We are still recruiting for several key positions** in collections, technical services, and a Westbank branch head librarian. It appears that we are finally feeling the impacts of baby boomer retirements, maternity leaves, and overall experienced labor shortages.
- **The new UBCO library lending location** is well underway. We are just awaiting UBCO fully completing the space. We have set up our shelving, arranged our IT connections, and have our small collection ready to install and familiarized our staff with how to deliver and pick up. This partnership with the UBCO library will be interesting to see how effective it will be.
- **In Salmon Arm**, we are working with the landlord of Picadilly Place Mall to significantly renovate our space there. We hope to have this project fully completed before year end. It will include reconfiguring the branch layout to create some small meeting spaces, give better staff visibility, and also a much needed bathroom renovation. The landlord is funding much of the cost as part of our renewal of our lease.
- We have also had District of Salmon Arm staff reach out to us to engage us into long term discussions and plans they are having regarding their recreation centers and other buildings. They hope to put together a long term visionary plan which, depending upon public feedback and their plans, might down the road include some space for a library if we and they wished. This is very long term but it is useful to have the library at the table to provide some input, as opposed to being a last minute afterthought. Thank you to Board member Tim Lavery for making these connections.
- We are also investigating some possibilities with the district of Lake Country to relocate our Lake Country branch. We have been located for the past several years in their municipal hall. This enabled them to build a larger facility with space for the future. They are starting to feel that the future will soon be here, and they will soon need our space for their purposes.

- The new Westside Learning Center has been delayed for several months as the landlord sorted out the plans and the cost of the renovations that we require them to complete for us. After numerous extensions, their contractor has just completed some more detailed plans and specifications for both the landlord and us to review and sign off on. If for some reason this was to fall through, our staff have been developing some other options to deliver additional service to this area through expanding the mobile delivery portion of what we are doing. One way or the other, the way forward should be settled by the October Board meeting.
- I am pleased to report that no branches were affected by floods or by the forest fires this summer, other than the heavy smoke everybody was dealing with.
- The permanent additional security for Vernon and Kelowna branches seem to be well in place and having the desired affect. Thank you for agreeing to this funding.
- We had an incident of a deceased person being found behind the Vernon Library in June. This day long incident added to the stress of previous security threats and issues at the library that staff had faced over the past couple of years. We ended up bringing in counselling for staff as well as performing a detailed debriefing and review of lessons learned. As part of this, we are revising our emergency procedures, and will also be doing some critical incident debriefing and other training for key senior staff later this fall.

Although we have been slowed down by key vacancies and the delay in recruitment for the CEO position, I believe we have still made some good progress on the strategic plan. Now that I am able to devote my attention to the CEO job, I am planning to do an update to the plan for the Board.

We will be putting together a revised Board orientation package over the next 6-8 weeks to be used with the new Board members who will be appointed after the fall elections. Please consider what you appreciated in your orientation, and any information and items which could have been more thorough. Please forward this and your suggestions to me over the next few weeks so that we can try to improve the job that we do.

We also plan to do a spring visit and presentation to all of your councils to ensure they are aware of how the library works in your community and are aware of all of our programs and services that we offer as the library is changing. This is something we aim to do after every election and at least every second year to ensure that we keep the lines of communication with the full council open. It was a key recommendation of a previous value for money study we had done.

Finally

Thank you again for the opportunity to work with you and lead this organization. Please don't hesitate to call me at any time to discuss things happening in your community. I look forward over the next few months to be able to start to connect more with each of you.

Respectfully submitted,

*Don Nettleton, CEO*  
Okanagan Regional Library