



# **NOTICE OF MEETING**

Okanagan Regional Library Board of Trustees  
will meet

Wednesday, February 19, 2020  
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**

**BOARD STRATEGIC PLANNING**

(for board members only)

**11:00 AM – 3:00 PM**

## AGENDA

**LIBRARY BOARD MEETING  
HELD AT LIBRARY HEADQUARTERS, BOARDROOM  
1430 KLO ROAD, KELOWNA, BC  
WEDNESDAY, FEBRUARY 19, 2020  
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

**Outgoing Chair's Remarks  
Introduction of Guests and Welcome New Board Members  
9:45 – 9:48 AM**

**1. AGENDA REVIEW  
9:48 – 9:49 AM**

**RECOMMENDATION 1**

*THAT the Agenda be adopted.*

**2. APPROVAL OF PREVIOUS MINUTES – November 20, 2019 (pgs. 5 – 12)  
9:49 – 10:00 AM**

**RECOMMENDATION 2**

*THAT the minutes of the Library Board of Trustees Regular Meeting held November 20, 2019 be adopted.*

**3. ANNUAL ELECTIONS AND APPOINTMENTS  
10:00 – 10:15 AM**

**3.1. Nominations Report (pg. 13)**

**RECOMMENDATION 3**

*THAT the Nominations Report be received for information.*

**3.2. Elect Chair and Vice Chair**

Library Act Part 3 Section 19 (1)

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

- a) Chair
- b) Vice Chair

### **3.3. Elect Board Officers**

#### Policy Section II: Board Organization and Structure

##### ***Standing Committees***

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

- a) Finance Committee Chair
- b) Personnel Committee Chair
- c) Policy and Planning Committee Chair

### **3.4. Appoint Committee Members**

#### Policy Section II: Board Organization and Structure

*“The Chair of each committee, in consultation with the Board Chair, shall appoint a maximum of five members to a committee, for a term of one year, or until the succeeding committee member is appointed... Committee members are appointed from a list of those members who have volunteered to serve on a committee.”*

- a) Finance Committee Members
- b) Personnel Committee Members
- c) Policy and Planning Committee Members

### **3.5. Appoint BC Library Trustees’ Association Liaison**

#### Policy Section II: Board Organization and Structure

*“The Board shall appoint, annually, a British Columbia Library Trustees’ Association liaison, from amongst its members. BCLTA relies on liaisons to distribute BCLTA information to Board members. The liaison also informs and educates Board members about BCLTA, its services and programs, and encourages discussion between the ORL Board and BCLTA on issues of mutual concern.”*

### **3.6. Appoint Signing Officers**

#### Policy Section II: Board Organization and Structure

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

#### **RECOMMENDATION 4**

*THAT the following positions be appointed as signing officers for 2020:*

- *Board Chair*
- *Finance Committee Chair*
- *CEO/Secretary to the Board*
- *Chief Financial Officer*
- *Director of Public Services, North*
- *Director of Public Services, South*
- *Director of Human Resources*

#### **4. STAFF REPORTS**

10:15 – 10:45 AM

##### **4.1. FUNDRAISING PRESENTATION – Scott Wells**

10:15 – 10:35 AM

##### **4.2. CFO REPORT – Jeremy Sundin (pgs. 14 – 21)**

10:35 – 10:40 AM

#### **RECOMMENDATION 5**

*THAT the CFO Report be received for information.*

##### **4.3. CEO REPORT – Don Nettleton (pgs. 22 - 23)**

10:40 – 10:45 AM

#### **RECOMMENDATION 6**

*THAT the CEO Report be received for information.*

#### **5. BOARD CHAIR REPORT**

10:45 – 10:50 AM

#### **6. BC LIBRARY TRUSTEES ASSOCIATION (BCLTA) REPORT**

10:50 – 10:55 AM

- BCLTA Forum and AGM: Determination of which Board Members will attend (funding is available for up to three trustees including the BCLTA Liaison)

<https://www.bclta.ca/events-bulletin/2020-bclta-agm-and-forum/>

**7. TRUSTEE REPORTS**

10:55 – 11:00 AM

Board members are encouraged to update the board about branch visits or other library related events in their community

**8. NEXT REGULAR BOARD MEETING – Wednesday, May 20, 2020**

**9. MOTION TO ADJOURN**

**RECOMMENDATION 7**

*THAT the Regular meeting be adjourned.*

**Board Strategic Planning will follow after the Regular Meeting – Daphne Wood  
11:00 AM – 3:00 PM**

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

**DRAFT  
REGULAR MINUTES**

**LIBRARY BOARD OF TRUSTEES MEETING  
HELD AT LIBRARY HEADQUARTERS, BOARDROOM  
1430 KLO ROAD, KELOWNA, BC  
WEDNESDAY, NOVEMBER 20, 2019**

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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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**TRUSTEES IN ATTENDANCE:**

Karla Kozakevich, OSRD, Board Chair  
Linda Fisher, Armstrong  
Pat Cochrane, Coldstream  
Tundra Baird, Enderby  
Loyal Wooldridge, Kelowna  
Sherry Philpott-Adhikary, Keremeos  
Todd McKenzie, Lake Country  
Lori Mindnich, Lumby  
David Mattes, Oliver  
Brian Harvey, Osoyoos  
Michael Brooks-Hill, Revelstoke

Tim Lavery, Salmon Arm  
Bob Evans, Sicamous  
Andrew Casson, Spallumcheen  
Erin Carlson, Summerland  
Kari Gares, Vernon (Alternate)  
Jason Friesen, West Kelowna  
Wayne Carson, CORD  
Jay Simpson, CSRD  
Amanda Shatzko, NORD  
Jordan Coble, WFN (Alternate)

**TRUSTEES ABSENT:**

Caleb Moss, Golden  
Patrick Van Minsel, Peachland

Randy McLean, Princeton

**ADMINISTRATIVE STAFF IN ATTENDANCE:**

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

**GUESTS IN ATTENDANCE:**

Rose Jurkic, C.U.P.E. President  
James Laitinen, P.E.A. President  
Numerous members of the public, professional librarians and media were in attendance

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**CALL TO ORDER / INTRODUCTION OF GUESTS**

Chair Kozakevich called the meeting to order at 10:50 AM and introduced Alternate Trustee for Westbank First Nation Jordan Coble, ORL Professional Employees' Association President James Laitinen and ORL Canadian Union of Public Employees President Rose Jurkic.

## 1. APPROVAL OF AGENDA

### **MOTION 1**

**It was moved and seconded**

***THAT the Agenda for the Library Board of Trustees Meeting of November 20, 2019 be adopted.***

ADDITION TO AGENDA:

Item 1A : 'Rise and report on the in-camera discussion regarding the CEO's children's programming policy recommendation of September 18, 2019'.

### **MOTION 2**

**It was moved and seconded**

***THAT Item 3: 'Policy and Planning Committee Report' be moved ahead of Item 4: 'Finance Committee Report'.***

**CARRIED**

### **MOTION 3**

**It was moved and seconded**

***THAT the Agenda be approved as amended.***

**CARRIED**

## 1A) RISE AND REPORT

### **MOTION 4**

**It was moved and seconded**

***THAT the Board rise and report on the in-camera business in regards to the Personnel Committee's Report and discussion around the CEO's children's programming policy recommendation of September 18, 2019.***

**CARRIED**

Note: Later in the meeting at 11:39 AM, following the Finance Committee Report, Chair Kozakevich added to the Rise and Report by summarizing as follows:

- The Board of Trustees received over 350 e-mail responses to the CEO's policy recommendation, which are all accessible on the ORL website.
- The CEO has written a letter of apology to the Board and Library staff regarding his policy recommendation. The letter will be released today.
- The CEO, Board of Trustees and senior management staff will attend facilitated diversity and inclusivity training sessions starting in early December 2019.
- The CEO will attend the BC Library Association Annual Conference on April 15 – 17, 2020 and specifically the inclusivity and diversity sessions.

- The CEO will continue outreach visits to all ORL branches to meet with the librarians.
- The CEO will continue annual outreach visits to all regional district boards and municipal and first nation councils within the ORL district.

## 2. APPROVAL OF PREVIOUS MINUTES

### **MOTION 5**

**It was moved and seconded**

***THAT the Minutes of the September 18, 2019 Library Regular Board of Trustees Meeting be adopted as amended.***

**CARRIED**

## 3. FINANCE COMMITTEE REPORT – Committee Chair David Mattes

- Draft Year 2020 Budget**
- CFO Report and Presentation – CFO Jeremy Sundin  
ORL 2020 Draft Budget as Recommended by the Finance Committee**

Committee Chair Mattes reported that he did not receive any further feedback from Board Trustees in regards to the Draft 2020 Budget since it was presented on September 18, 2019. CFO Jeremy Sundin reported that there was no further information to the draft budget documents. Discussion was held and some concerns were raised about the amount proposed for the strategic planning contingency fund. Chair Mattes advised that any excess funds would flow into reserves.

### **MOTION 6**

**It was moved and seconded**

***THAT the Draft 2020 Budget be approved as presented on September 18, 2019, which includes budget disbursements and reserve transfers totaling \$21,505,711.***

***By weighted vote***

***For: 369***

***Opposed: 5 (Spallumcheen)***

**CARRIED BY WEIGHTED VOTE**

- Member Assessment Levy Spreadsheet – Year 2019 / 2020**

Population figures are received annually from the Ministry of Education Libraries Branch and are used for levy calculations and all weighted board votes. Population figures for the Central Okanagan Regional District and Westbank First Nation were adjusted as per an earlier board directive.



**MOTION 7**

**It was moved and seconded**

**THAT the Year 2019/2020 Member Assessment Levy Spreadsheet be accepted as presented on September 18, 2019.**

**By weighted vote**

**For: 374**

**Opposed: 0**

**CARRIED UNANIMOUSLY BY WEIGHTED VOTE**

**4. POLICY AND PLANNING COMMITTEE REPORT – Committee Chair Tim Lavery**

**a) Children’s Programming Policy Review as delegated by the Board on September 18, 2019**

Chair Tim Lavery reported that, during their deliberations, the Committee reviewed the core value statements and policies of the BC Library Association, the BC Library Trustees’ Association, the ORL and others, along with the board’s role and responsibilities, and the input received from the public, professional organizations, library staff and unions and others. The Committee expressed two general statements:

Statement 1 to the Board - Stakeholder Input:

That the Board has received enough qualitative and quantitative information that satisfies input from stakeholders to move forward with making a decision regarding children’s programming.

Statement 2 to the Board - Policy Language around Program Vetting and Professional Autonomy:

That the Policy and Planning Committee recognizes the expertise and local knowledge of library branch staff that ensures programming is relevant to their community.

The Committee also recognizes that attendance at any library programming for children rests properly at the discretion of, and is the responsibility of, the parent or guardian.

After thoughtful and thorough deliberations, the Committee is of the unanimous opinion that current policy sufficiently addresses programming according to its value statements and concluded that no policy changes are being brought forward.

Discussion moved onto engagement initiatives with the Board of Trustees.

## **MOTION 8**

### **It was moved and seconded**

***THAT staff be directed to report back to the Policy and Planning Committee on recommendations for:***

- 1. Options and criteria for delegations to address the Library Board of Trustees;***
- 2. A straightforward way on the ORL website for the public to contact the ORL Board of Trustees;***
- 3. AND THAT all correspondence received to Trustees of ORL form part of the public record. When correspondence is sent to the Board or via the Chair, it will be uploaded to a centralized reader file (or account) accessible to all board Trustees.***

**CARRIED UNANIMOUSLY.**

- b) Strategic Planning Presentation** – Daphne Wood, Greater Victoria Public Library, Strategic Planning Consultant, Director of Planning and Engagement

The Board heard a presentation from Daphne Wood on the process for creating a new strategic plan for completion in spring 2020. The Strategic Planning Committee Members are:

1. Amanda Shatzko, NORD
2. Andrew Casson, Spallumcheen
3. Bob Evans, Sicamous
4. Jay Simpson, CSRD
5. Kari Gares, Vernon
6. Karla Kozakevich, OSRD
7. Tundra Baird, Enderby
8. Wayne Carson, CORD

## **5. CORRESPONDENCE**

- a) Letter from RDOS Board Chair Karla Kozakevich to Minister Rodrigues re Access to Digital Publications for Library Users, dated June 19, 2019;
- b) Response Letter from Canadian Heritage, S. Tessier, Director, Ministerial Correspondence Secretariat, dated October 30, 2019.

## **MOTION 9**

### **It was moved and seconded**

***THAT the correspondence be received for information.***

**CARRIED**

## 6. CFO REPORT – Jeremy Sundin

### - Financial Update Report to September 30, 2019

The Board received a report which indicates that the ORL's financial results to September 30, 2019 are generally consistent with expectation and there does not appear to be anything that requires specific Board attention at this time.

#### **MOTION 10**

**It was moved and seconded**

***THAT the CFO Report be received for information.***

**CARRIED**

## 7. CEO REPORT – Don Nettleton

### - Memo dated November 12, 2019

The Board heard a report which highlighted:

- the successful opening of the Golden Branch maker lab in October;
- progress on the fundraising efforts for the Revelstoke Branch RevLab project, including receipt of \$50,000 from the Revelstoke Community Forest Corporation Legacy Fund to assist with construction costs;
- the success of the 2019 Summer Reading Club, including a 5% increase in registration and an additional 15% more programs over 2018;
- Roger's donation of \$25,000 for a new teen space in the downtown Kelowna branch;
- Kelowna Friends of the Library fall book sale that grossed over \$40,000 – an increase over previous years;
- The next steps in the Canadian Urban Libraries Council eContent for Libraries Campaign to increase e-content for public library users and public libraries across Canada;
- Updates to the branch guidelines using the 2016 census figures;
- That council presentations are well underway to update all councils in the ORL district on the activities of the Library. The visits are expected to be completed early in the new year.

The Board also heard an update on the Financial Allocation Model Analysis project, which summarized that over \$950,000 has been freed up and reallocated to underserved areas over the past five years. The future of the project will be taken into consideration during the strategic planning discussions in the new year.

#### **MOTION 11**

**It was moved and seconded**

***THAT the CEO Report be received for information.***

**CARRIED**

## 8. BOARD CHAIR REPORT – Karla Kozakevich

Board Chair Karla Kozakevich reported on her attendance at the Union of BC Municipalities Convention in September, and a meeting with Lumby Councillor Lori Mindnich, who is President of the Southern Interior Local Government Association, and the Honourable Shane Simpson, Minister of Social Development and Poverty Reduction. In support of a request for library funding, Minister Simpson was updated on library programs and services being offered to those experiencing homelessness. Director Kozakevich will continue discussions with the ministry.

### **MOTION 12**

**It was moved and seconded**

***THAT the Board Chair Report be received for information.***

**CARRIED**

## 9. BC LIBRARY TRUSTEES ASSOCIATION (BCLTA) REPORT – Erin Carlson

BCLTA Community Report

Councillor Erin Carlson reported on the highlights of the Association's activities, including their advocacy efforts around the \$20 Million in 2020 campaign as launched at the BC Public Library Conference, which is calling for the provincial government to address the provincial funding gap for BC public libraries. Currently the provincial government provides approximately \$14 million in funding for public libraries. The BC Public Library Partners are calling for an increase of \$6 million that would go directly to the operating grants for BC public libraries. This increase would begin to address past funding cuts.

Board trustees were encouraged to attend the Association's April 18, 2020 AGM and Forum on Governance and Intellectual Freedom.

### **MOTION 13**

**It was moved and seconded**

***THAT the BC Libraries Trustees Association Report be received for information.***

**CARRIED**

## 10. TRUSTEE REPORTS

Keremeos Councillor Sherry Philpott-Adhikary reported on her visit to the BCLTA booth at the UBCM convention in September, and their participation in the \$20 Million in 2020 campaign for operating grants for BC public libraries.

Enderby Councillor Tundra Baird reported that the City of Enderby denied the ORL's application for a permissive tax exemption, however, they will provide a one-time operating grant of \$1536 in 2020, which is equal to the City's share of the library's property taxes

NORD Director Amanda Shatzko reported on her attendance at the second drag queen story time held at the downtown Kelowna branch on November 16. An estimated 300 people attended the program, including Board Trustees Lavery, Wooldridge, Baird and Kozakevich.

Sicamous Councillor Bob Evans reported that 'Unplug & Play' events will begin in January in the branch, and that staff are working towards getting more boys actively involved in the program.

## **11. APPROVAL OF 2020 MEETING SCHEDULE**

Draft 2020 Meeting Schedule

### ***MOTION 14***

***It was moved and seconded***

***THAT the proposed February 18, 2020 strategic planning session be removed from the draft 2020 Meeting Schedule and that the Schedule be approved as amended.***

***CARRIED***

## **12. NEXT MEETING DATES**

- Strategic Planning Session: date TBD
- Diversity and Inclusion Training Session: date TBD
- Board of Trustees Meeting: Tuesday, February 19, 2020

## **13. ADJOURNMENT**

### ***MOTION 15***

***It was moved and seconded***

***THAT the regular meeting of the Library Board of Trustees be adjourned.***

***CARRIED***

The meeting adjourned at 1:27 PM.

## LIBRARY BOARD NOMINATIONS REPORT – Year 2020

### A. NOMINATIONS:

1. **BOARD CHAIR**  
Karla Kozakevich, RDOS
2. **BOARD VICE CHAIR**  
Sherry Philpott-Adhikary, Keremeos
3. **FINANCE COMMITTEE CHAIR**  
David Mattes, Oliver
4. **POLICY AND PLANNING COMMITTEE CHAIR**  
Pat Cochrane, Coldstream
5. **PERSONNEL COMMITTEE CHAIR**  
Sherry Philpott-Adhikary, Keremeos
6. **BCLTA LIAISON**  
Erin Carlson, Summerland

### B. WOULD LIKE TO SIT ON A COMMITTEE:

#### FINANCE COMMITTEE:

1. Kari Gares, Vernon
2. Todd McKenzie, Lake Country
3. Wayne Carson, CORD (if needed)

#### POLICY & PLANNING COMMITTEE:

1. Amanda Shatzko, NORD
2. Linda Fisher, Armstrong
3. Loyal Wooldridge, Kelowna
4. Wayne Carson, CORD

#### PERSONNEL COMMITTEE:

1. Andrew Casson, Spallumcheen
2. Lori Mindnich, Lumby
3. Tundra Baird, Enderby
4. Wayne Carson, CORD

Special thanks to all who have put their names forward.

# REPORT

File No. 100.18

To: Okanagan Regional Library Board of Directors

From: Chief Financial Officer

Date: February 12, 2020

Subject: Financial Update Report to November 30, 2019 (11 Months)

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## RECOMMENDATION

THAT the Board receive the CFO's report titled: Financial Update Report to November 30, 2019, for information.

## BACKGROUND

The attached **Appendix 1** provides the Board with an interim financial report (receipts and disbursements) to November 30, 2019, along with the annual budget and other useful information such as variances. The report has been prepared on a modified cash basis, meaning not all accounting accruals have been made. This is not an uncommon practice for the presentation of internal interim financial results. This report will briefly discuss some of the financial information that staff felt may be of interest to the Board.

## DISCUSSION

### Receipts – Tax Levy

The results are consistent with expectation. The YTD variances for Kelowna, Keremeos and Lake Country are as a result of when the payments were recorded or accrued in ORL's accounting system. These variances are \$Nil at the end of December.

The remaining variances are negligible and relate to the inflationary impact of the additional services certain communities have decided to have.

### Receipts – Government Grants, Own Resources and Other Income

The Province of B.C. grant, which makes up almost 64% of this category, has been received and was nearly identical to budget. The ORL is still waiting to receive some of the Grants – Federal that come each year; much has been recorded in December or will be accrued as part of the year-end process. The fines, damaged and replacement material charges are low; this will be monitored and further investigated if the trend continues. It wouldn't come as a surprise if this trend were to continue given the increasing popularity of e-material which generally does not have damage or late fees associated with borrowing it. Interest is exceeding budget due to rates being higher than in prior years. The higher rate was considered when drafting the 2020 budget. Approximately half (51.2%) of Sundry income is made up of funding from the Salmon Arm branch landlord who contributed \$75,000 toward the recent renovations. Donation revenue is not budgeted; as donations are received they are transferred to reserve and then

used according to the donor's wishes or at the approved discretion of the branch leaders for branch programming or improvements.

#### From Reserves

This amount is an accounting adjustment and relates to planned draws out of reserves for IT replacement, furnishings and amounts from the donation reserves for programming and capital expenditures.

Total receipts and transfers to November 30, 2019 are \$17,958,598 representing 91.6% of budgeted receipts. These results are in line with budget and expectation.

#### Disbursements

Remuneration and benefits (the ORL's most significant expense category) is on budget to November 30, 2019 at 92% incurred 11 months through the year. The insignificant variance is 0.36% for this category.

The rent and property expenses are also close to budget, with property expenses being slightly higher than budget. More than half of this (~\$90,000) can be attributed to the Salmon Arm branch renovations that was primarily reimbursed by the Landlord.

Library materials is modestly under budget by \$98,069 or 4.22% - this is approximately the same percent under budget as the last update to the Board. This is something Finance and Public Services have discussed and are communicating with the Acquisition department to ensure that they fully utilize this budget to meet the needs of the organization.

The other expenses category as a whole is under budget by \$49,949 or about 3.55% of the category's YTD budget. Marketing and Communications may appear high, however, this is because the system purchased a large amount of promotional material expected to last for multiple years; this was funded by accumulated donations from prior year book sale proceeds. On the other hand staff development appears low, however these expenses are not necessarily incurred on a regular and consistent basis each month but instead more 'choppy' as opportunity for staff development becomes available and branch leaders/HR are able to plan and enable it. This budget also includes a provision for associated wages, however all wages are reported in the Remuneration expense. This creates a small discrepancy between where the budget is allocated and where the expense ends up being coded to; staff will look to remedy this. Expenses for supplies is higher than budgeted; this variance will come down somewhat in December but still remain higher than budget. This is something that will require monitoring to ensure it's not repeated, or to determine whether there is a justifiable reason to recommend increasing this budget line. Technology expenses are also greater than budget, however there are planned draws from the IT Replacement Reserve that will be completed as part of year-end to make up for this.



Total disbursements before capital expenditures and reserve transaction is \$17,327,165, which is 90.3% spent 11 months through the year (or put another way 91.6% through the year).

The Capital Expenditures figure will come up in December as many of these transactions are accounting adjustments related to reserve funded activities; both transfers from reserves and capital expenditures will increase resulting in a limited or nil impact on the bottom line.

The Transfers to Reserves are made primarily at year-end, with some exception related to the donations reserve. The Donations reserve is unique compared to the other reserves as the ORL cannot easily predict the dollar amount of donations that will be received each year, when they will be received during the year, or how exactly the donors would like the funding used.

Total disbursements to November 30<sup>th</sup> is \$17,692,068

The net receipts over disbursements to November 30<sup>th</sup> is \$266,530.


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

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

#### **CONCLUSION**

The ORL's financial results to November 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, 2019 to November 30, 2019**

**OKANAGAN REGIONAL LIBRARY  
RECEIPTS & DISBURSEMENTS  
For the 11 Months Ending November 30, 2019**

	30/11/2019 ACTUAL YR. TO D	BUDGET YR. TO D	VARIANCE YR. TO D	BUDGET -YEAR-	VARIANCE -From Annual-	% RECEIVED -Annual-	% OF YEAR COMPLETED
<b>RECEIPTS</b>							
<b>TAX LEVY ON MUNICIPALITIES AND REGIONAL DISTRICTS</b>							
ARMSTRONG, CITY	\$180,947	\$180,947	\$0	\$180,947	-\$0	100%	
CENTRAL OKANAGAN RD	\$312,460	\$312,460	\$0	\$312,460	\$0	100%	
COLDSTREAM, DISTRICT	\$459,076	\$459,076	-\$0	\$459,076	\$0	100%	
COLUMBIA SHUSWAP RD	\$811,651	\$811,651	-\$0	\$811,651	\$0	100%	
ENDERBY, CITY	\$99,955	\$99,955	\$0	\$99,955	-\$0	100%	
GOLDEN, CITY	\$301,794	\$301,794	-\$0	\$301,794	\$0	100%	
KELOWNA, CITY	\$4,791,842	\$6,389,123	\$1,597,281	\$6,389,123	-\$1,597,281	75%	
KEREMEOS, VILLAGE	\$36,924	\$49,232	\$12,308	\$49,232	-\$12,308	75%	
LAKE COUNTRY, DISTRICT	\$316,686	\$633,373	\$316,687	\$633,373	-\$316,687	50%	
LUMBY, VILLAGE	\$62,619	\$62,619	-\$0	\$62,619	\$0	100%	
NORTH OKANAGAN RD	\$728,054	\$728,054	-\$0	\$728,054	\$0	100%	
OLIVER, TOWN	\$187,594	\$187,594	-\$0	\$187,594	\$0	100%	
OKANAGAN SIMILKAMEEN RD	\$877,858	\$877,858	\$0	\$877,858	-\$0	100%	
OSOYOOS, TOWN	\$254,205	\$254,205	\$0	\$254,205	-\$0	100%	
PEACHLAND, DISTRICT	\$247,985	\$247,985	\$0	\$247,985	-\$0	100%	
PRINCETON, TOWN	\$123,253	\$123,038	-\$215	\$123,038	\$215	100%	
REVELSTOKE, CITY	\$325,069	\$325,069	\$0	\$325,069	-\$0	100%	
SALMON ARM, CITY	\$757,820	\$757,820	-\$0	\$757,820	\$0	100%	
SICAMOUS, DISTRICT	\$145,915	\$145,484	-\$431	\$145,484	\$431	100%	
SPALLUMCHEEN, TOWNSHIP	\$202,473	\$202,473	-\$0	\$202,473	\$0	100%	
SUMMERLAND, DISTRICT	\$499,643	\$499,643	-\$0	\$499,643	\$0	100%	
VERNON, CITY	\$1,813,366	\$1,810,356	-\$3,010	\$1,810,356	\$3,010	100%	
WESTBANK FIRST NATION	\$409,247	\$409,247	\$0	\$409,247	\$0	100%	
WEST KELOWNA, CITY	\$1,529,052	\$1,529,052	\$0	\$1,529,052	-\$0	100%	
	<b>\$15,475,488</b>	<b>\$17,398,108</b>	<b>\$1,922,620</b>	<b>\$17,398,108</b>	<b>-\$1,922,620</b>	<b>89%</b>	<b>92%</b>

	ACTUAL YR.TO D	BUDGET YR.TO D	VARIANCE YR.TO D	BUDGET -YEAR-	VARIANCE -From Annual-	% RECEIVED -Annual-	% OF YEAR COMPLETED
<b>FROM GOVERNMENT &amp; OWN RESOURCES</b>							
PROV OF B.C.- PER CAPITA GRANT	\$1,008,382	\$1,008,808	\$426	\$1,008,808	-\$426	100%	
GRANTS - FEDERAL	\$3,755	\$70,583	\$66,829	\$77,000	-\$73,245	5%	
GRANTS - OTHER	\$7,214	\$6,500	-\$714	\$6,500	\$714	111%	
CIRC. REV. - FINES & DAMAGED BKS	\$199,895	\$213,133	\$13,238	\$232,509	-\$32,614	86%	
MEETING ROOM RENTAL	\$14,070	\$12,833	-\$1,237	\$14,000	\$70	100%	
INTERNET PRINTING REVENUE	\$32,681	\$10,775	-\$21,906	\$11,755	\$20,926	278%	
KEYCARD REVENUE	\$4,218	\$0	-\$4,218	\$0	\$4,218	0%	
INTEREST AND EXCHANGE	\$81,938	\$20,717	-\$61,222	\$22,600	\$59,338	363%	
COPIER REVENUE	\$10,055	\$10,977	\$922	\$11,975	-\$1,920	84%	
SUNDRY INCOME	\$146,455	\$0	-\$146,455	\$60,000	\$86,455	244%	
DONATIONS REVENUE	\$68,952	\$0	-\$68,952	\$0	\$68,952	0%	
MFA ACTUARIAL, DEBT REDUCTION	\$0	\$0	\$0	\$135,488	-\$135,488	0%	
INTER LIBRARY LOANS-NET	-\$62	\$0	\$62	\$0	-\$62	0%	
<b>SUBTOTAL GOVERNMENT &amp; OWN RESOURCES</b>	<b>\$1,577,555</b>	<b>\$1,354,327</b>	<b>-\$223,228</b>	<b>\$1,580,635</b>	<b>-\$3,080</b>	<b>100%</b>	<b>92%</b>
TRANSFERS FROM RESERVES	\$270,873	\$0	-\$270,873	\$0	\$270,873	0%	
ORL OWNED BULDINGS RENT CHARGEBACK	\$634,682	\$317,341	-\$317,341	\$634,682	\$0	100%	
<b>TOTAL RECEIPTS</b>	<b>\$17,958,598</b>	<b>\$19,069,776</b>	<b>\$1,111,178</b>	<b>\$19,613,425</b>	<b>-\$1,654,827</b>	<b>92%</b>	<b>92%</b>

**OKANAGAN REGIONAL LIBRARY  
RECEIPTS & DISBURSEMENTS  
For the 11 Months Ending November 30, 2019**

	ACTUAL YR. TO D	BUDGET YR. TO D	VARIANCE YR. TO D	BUDGET -YEAR-	VARIANCE -From Annual-	% SPENT -Annual-	% OF YEAR COMPLETED
<b>DISBURSEMENTS</b>							
<b>REMUNERATION AND FRINGE BENEFITS</b>							
REMUNERATION	\$7,375,590	\$7,285,890	-\$89,700	\$7,948,244	-\$572,653		
FRINGE BENEFITS	\$1,555,849	\$1,614,011	\$58,162	\$1,760,738	-\$204,889		
WCB	\$23,263	\$22,973	-\$291	\$25,061	-\$1,798		
	<b>\$8,954,703</b>	<b>\$8,922,874</b>	<b>-\$31,828</b>	<b>\$9,734,043</b>	<b>-\$779,340</b>	<b>92%</b>	<b>92%</b>
<b>RENT AND PROPERTY EXPENSES</b>							
RENT	\$2,266,784	\$2,255,620	-\$11,165	\$2,749,011	-\$482,227		
LTD PRINCIPAL AND INTEREST	\$1,113,017	\$1,214,267	\$101,250	\$1,214,267	-\$101,250		
PROPERTY EXPENSES	\$1,410,978	\$1,260,430	-\$150,547	\$1,375,014	\$35,964		
	<b>\$4,790,779</b>	<b>\$4,730,317</b>	<b>-\$60,462</b>	<b>\$5,338,292</b>	<b>-\$547,513</b>	<b>90%</b>	<b>92%</b>
<b>LIBRARY MATERIALS</b>							
	<b>\$2,225,956</b>	<b>\$2,324,026</b>	<b>\$98,069</b>	<b>\$2,535,301</b>	<b>-\$309,344</b>	<b>88%</b>	<b>92%</b>
<b>OTHER EXPENSES</b>							
BINDING & MENDING	\$3,522	\$27,500	\$23,978	\$30,000	-\$26,478	12%	
BOARD EXPENSES	\$11,743	\$18,723	\$6,980	\$20,141	-\$8,398	58%	
BOOK DEPOSIT GRANTS	\$2,000	\$3,000	\$1,000	\$3,000	-\$1,000	67%	
COLLECTION AGENCY	\$3,095	\$13,352	\$10,257	\$14,566	-\$11,471	21%	
EQUIPMENT REPAIRS & RENEWALS	\$7,104	\$12,155	\$5,051	\$13,260	-\$6,156	54%	
INSURANCE	\$56,643	\$52,020	-\$4,623	\$52,020	\$4,623	109%	
INTEREST & BANK CHARGES	\$10,512	\$7,480	-\$3,032	\$8,160	\$2,352	129%	
MARKETING & COMMUNICATIONS	\$59,430	\$42,666	-\$16,764	\$46,545	\$12,886	128%	
MEMBERSHIPS	\$15,725	\$17,765	\$2,040	\$19,380	-\$3,655	81%	
PENTICTON LIBRARY FEE	\$46,530	\$40,000	-\$6,530	\$40,000	\$6,530	116%	
POSTAGE & FREIGHT	\$49,786	\$57,072	\$7,285	\$62,260	-\$12,474	80%	
PROFESSIONAL FEES	\$57,476	\$67,845	\$10,369	\$77,489	-\$20,013	74%	
PROGRAMS	\$59,704	\$85,942	\$26,238	\$93,755	-\$34,051	64%	
RECRUITMENT, TRAVEL & SUNDRY	\$22,444	\$13,816	-\$8,627	\$15,072	\$7,371	149%	
STAFF DEVELOPMENT & MEETINGS	\$87,585	\$135,145	\$47,560	\$147,431	-\$59,846	59%	

	ACTUAL YR.TO D	BUDGET YR.TO D	VARIANCE YR.TO D	BUDGET -YEAR-	VARIANCE -From Annual-	% SPENT -Annual-	% OF YEAR COMPLETED
SUNDRY EXPENSE (FAMA / REALLOCATIONS)	\$0	\$0	\$0	\$56,751	-\$56,751	0%	
SUPPLIES	\$131,950	\$114,748	-\$17,202	\$125,088	\$6,862	105%	
TECHNOLOGY EXPENSES	\$592,818	\$530,494	-\$62,323	\$567,560	\$25,258	104%	
TELEPHONE & INTERNET	\$23,655	\$29,379	\$5,724	\$32,050	-\$8,395	74%	
TRANSPORTATION	\$100,099	\$122,823	\$22,724	\$133,988	-\$33,889	75%	
VIRTUAL BRANCH	\$13,905	\$13,750	-\$155	\$15,000	-\$1,095	93%	
	<b>\$1,355,726</b>	<b>\$1,405,675</b>	<b>\$49,949</b>	<b>\$1,573,516</b>	<b>-\$217,790</b>	<b>86%</b>	<b>92%</b>
<b>DISBURSEMENTS BEFORE CAPITAL EXPENDITURES AND TRANSFERS TO RESERVES</b>	<b>\$17,327,165</b>	<b>\$17,382,892</b>	<b>\$55,728</b>	<b>\$19,181,152</b>	<b>-\$1,853,987</b>	<b>90%</b>	<b>92%</b>
<b>CAPITAL EXPENDITURES</b>	<b>\$295,952</b>	<b>\$0</b>	<b>-\$295,952</b>	<b>\$0</b>	<b>\$295,952</b>		
<b>TRANSFERS TO RESERVES</b>							
TO BRANCH FURNISHING RESERVE	\$0	\$0	\$0	\$182,500	-\$182,500		
TO CAPITAL PROJECTS RESERVE	\$0	\$0	\$0	\$114,000	-\$114,000		
TO DONATION RESERVES	\$68,952	\$0	-\$68,952	\$0	\$68,952		
TO IT REPLACEMENT RESERVE	\$0	\$0	\$0	\$126,850	-\$126,850		
TO OWNED BUILDING MNTC RESERVE	\$0	\$0	\$0	\$61,511	-\$61,511		
TO STRATEGIC INITIATIVES RESERVE	\$0	\$0	\$0	\$2,000	-\$2,000		
	\$68,952	\$0	-\$68,952	\$486,861	-\$417,909		
<b>TOTAL DISBURSEMENTS</b>	<b>\$17,692,068</b>	<b>\$17,382,892</b>	<b>-\$309,176</b>	<b>\$19,668,013</b>	<b>-\$1,975,945</b>		
<b>NET DISBURSEMENTS OVER RECEIPTS</b>	<b>\$266,530</b>	<b>\$1,686,884</b>	<b>\$1,420,354</b>	<b>-\$54,588</b>	<b>\$321,118</b>		

FEBRUARY 13, 2020



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**TO:** ORL BOARD

**FROM:** DON NETTLETON, CEO

**SUBJECT:** CEO UPDATE FOR FEBRUARY REGULAR BOARD MEETING

**CC:**

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The following are a few items that I would like to update the Board on.

### **Staff Changes**

We have had a number of significant retirements over the past year. As of a couple of weeks ago, 12 people retired over the past year or so with a total of 283 years of service (average of over 23 years per person service). We also have at least 3 librarians heading off for maternity leave for at least a year over the next month or so. So, staff changes continue to be a part of the ORL. But it is creating opportunities for new folk, and new ideas. We have been doing significant hiring and training at least each quarter for on call positions in the system. Each influx is close to 20 people, and we run them through a one week training program that we have recently developed that is presented here in Kelowna at our headquarters lab and downtown Kelowna branch. It is a large investment, but it is starting to pay dividends in the consistency and knowledge levels of staff throughout the branches. With all the staff retirements we are also finding that these new on call recruits are quickly moving into permanent positions throughout the system.

### **Branch building changes**

As already announced in an email to you, we will be relocating the Oliver Library by the end of May into a new facility. This new location is in a shopping mall, and we believe staff and the local community are excited about the move. The new facility is a better shape, and to have remained in our present location would likely have required us to downsize the branch and end up with an even more awkward layout and difficult operating space than we have had. Thankfully, this opportunity arose at a time when our lease was up for renewal. Revelstoke Library expansion plans for the REVLab project are still being finalized and we anticipate construction to start as soon as the snow has gone, with the space being finished in June or early July. The construction is being managed by City of Revelstoke

staff, as it is their building. We had a minor flood in Princeton but thankfully things were cleaned up without loss of open days to the public. Enderby branch continued to experience difficulties with a strange odor, but that too seems to finally be corrected. As soon as we have operated for another month or so odor free, we will start to reconstruct the areas that had to be removed to remediate the problem. Kelowna downtown Library had the former childrens area repainted the end of 2019 in preparation for the creation of the new teen zone. This will be adjacent to the new sound booth, and we hope, with additional funding, to be soon able to renovate the former children's story room to work for sound recording training.

### **FAMA adjustment**

Summerland Library because of FAMA will see some staffing adjustments due to attrition. This branch had not previously had anybody leave since FAMA began. At the most recent FAMA report, this branch was almost \$100,000 in expenses above the level of taxation money received. About 20 hours per week will be removed, which should save just under \$30,000 annually to bring them closer into alignment. They will be able to maintain the same open hours to the public, but will have to adjust the way they offer some of their services and it will likely affect the amount of programming that they have been offering. All such FAMA changes are challenging to the staff when they occur, but under the FAMA model Summerland was one of the branches operating above the tax funding allocated to them and like others, needed to be examined when attrition happened to bring them closer into line.

### **Funding Announcement Ceremony in Vernon**

WE will be having a public funding announcement celebration at Vernon Library on Saturday February 22 at 2 PM. This announcement is to focus appreciation on the generous funding donation of approximately \$75,000 and what this funding will do for the community as it funds the new technology lab. All Board members from that area are encouraged to attend to help show support and thanks to the donors.

### **BCLTA conference day in Richmond in April – do you want to attend?**

In conjunction with the BCLA conference, BCLTA will be holding their AGM and professional development session on Saturday April 18 in Richmond. We have traditionally sent up to 3 Board members, including our BCLTA representative. Please consider whether you are interested in attending and let Karla or myself know ASAP (within the next couple of weeks if possible) so that we can confirm who will be going and ensure that we have you registered and transportation and accommodation arranged before it is all filled up. Details on the conference day were previously forwarded to you with the BCLTA email update, or see their website.

### **Constituent Unit Presentations**

Presentations have been made to all but one member over the past 3 months updating them on what has been happening at the Library and trends within the ORL in regards to programming, finances, and other changes. Presentations seemed to be well received. Some questions continue to be raised in regards to FAMA and the identified shortfalls or overages and how and when these are being addressed. This is something that needs to be a continuing focus of the Board and management as we develop our new Strategic plan.