



NOTICE OF MEETING

Okanagan Regional Library Board
will meet virtually via Microsoft Teams
on Wednesday, February 16, 2022

REGULAR MEETING
9:30 AM – 11:00 AM

Public wishing to attend the regular meeting must provide e-mail contact information to lsamson@orl.bc.ca by 3:00 PM on Monday, February 14th in order to receive a link to join.

AGENDA

**LIBRARY BOARD REGULAR MEETING
WEDNESDAY, FEBRUARY 16, 2022
TO BE HELD VIRTUALLY VIA MICROSOFT TEAMS
9:30 AM – 11:00 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."

Outgoing Board Chair Sherry Philpott-Adhikary will preside over the meeting until the election of officers.

1. CALL TO ORDER / INTRODUCE GUESTS

2. ADOPTION OF THE AGENDA

RECOMMENDATION 1

THAT the Agenda be adopted.

3. ADOPTION OF THE PREVIOUS MINUTES (attached pgs. 4 – 7)

RECOMMENDATION 2

THAT the Minutes of the Regular Library Board Meeting held November 17, 2021, be approved.

4. ANNUAL ELECTIONS AND APPOINTMENTS

4.1. Nominations Committee Report (attached pg. 8)

RECOMMENDATION 3

THAT the Nominations Committee Report be received for information.

4.2. Election of Board Chair and Board Vice Chair

Library Act Part 3 Section 19 (1)

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

- a) **Library Board Chair**
- b) **Library Board Vice Chair**

4.3. Elect Board Officers

Policy Section II: Board Organization and Structure

Standing Committees

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

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

4.4. Appoint Signing Officers

Policy Section II: Board Organization and Structure

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

RECOMMENDATION 4

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

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

5. STAFF REPORTS

- a) **CEO Report** – Don Nettleton (attached pgs. 9 – 12)

RECOMMENDATION 5

THAT the CEO Report be received for information.

- b) **UBCM Draft Resolution** – Don Nettleton (attached pg. 13)

RECOMMENDATION 6

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

- c) **Update on Peer Navigator Program and Information on a Possible Vernon Program** – Directors of Public Services Christine McPhee and Monica Gaucher (attached pgs. 14 - 15) (Note – Board will be asked to support CEO plans to fund extending the Peer Navigator program in Kelowna until year end using donated reserve funds and adding longer term funding to 2023 budget requests)

- d) **Library Champions Program** – Community Engagement Coordinator Tara Thompson will update the Board on this program which has just started

- e) **CFO Report: Internal Financial Statements to November 31, 2021** – Jeremy Feddersen (attached pgs. 16 – 23)

RECOMMENDATION 7

THAT the CFO Report and Internal Financial Statements be received for information.

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

6. BOARD CHAIR REPORT

7. TRUSTEE REPORTS

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

8. NEXT MEETING - Wednesday, May 18, 2022

9. ADJOURNMENT

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

**DRAFT MINUTES
LIBRARY BOARD MEETING
HELD VIRTUALLY VIA MICROSOFT TEAMS
WEDNESDAY, NOVEMBER 17, 2021
9:30 AM**

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

TRUSTEES IN ATTENDANCE:

Jim Wright, Armstrong (Alternate)	Michael Brooks-Hill, Revelstoke
Pat Cochrane, Coldstream	Louise Wallace Richmond, Salmon Arm
Tundra Baird, Enderby	Bob Evans, Sicamous
Caleb Moss, Golden	Erin Carlson, Summerland
Loyal Wooldridge, Kelowna	Kari Gares, Vernon
Sherry Philpott-Adhikary, Keremeos	Doug Findlater, West Kelowna
Todd McKenzie, Lake Country	Wayne Carson, CORD
Lori Mindnich, Lumby	Jay Simpson, CSRD
David Mattes, Oliver	Amanda Shatzko, NORD

TRUSTEES ABSENT:

Patrick Van Minsel, Peachland	George Elliott, Princeton
Subrina Monteith, OSRD	Todd York, Spallumcheen
Brian Harvey, Osoyoos	Christopher Derickson, WFN

ADMINISTRATIVE STAFF IN ATTENDANCE:

Don Nettleton, Chief Executive Officer
Christine McPhee, Director of Public Services South
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:

Shelley Craig, Urban Arts Architecture	Alison Beaumont
Kelly-Lynn Ware, CUPE Representative	Shaune Vasseur
Kristy Smith, PEA Representative	

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 Philpott-Adhikary called the meeting to order at 9:30 am.

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 Minutes of the Regular Library Board Meeting held September 8, 2021, be approved as presented.
CARRIED*

4. PUBLIC DELEGATION – Alison Beaumont

The Board viewed a video from several Oyama Community members who shared their stories about the Oyama Branch.

5. PRESENTATION ON NEW WEST KELOWNA LIBRARY PROJECT – Shelley Craig, Architect, Urban Arts Architecture

The Board viewed a presentation on the new West Kelowna City Hall/Library building project. West Kelowna Councillor Doug Findlater expressed that his council is pleased with the arrangement and the project remains on budget.

6. POLICY AND PLANNING COMMITTEE REPORT – Chair Loyal Wooldridge

The Board heard a report on the work of the Committee which includes the following listed items. The Committee is also working on Truth and Reconciliation and First Nations Land Acknowledgements for the ORL service area. The Committee will report back on these.

6.1. Policy Update - Section V: Materials

MOTION 3

*It was moved and seconded
THAT the recommended changes to Board Policy Section V: Materials, be approved as presented.
CARRIED*

6.2. Policy Update – Section VII: Rules of Conduct

MOTION 4

*It was moved and seconded
THAT the recommended additional language to Board Policy Section VII: Public Relations, Rules of Conduct, be approved as presented.
CARRIED*

6.3. New Policy Statement: Diversity and Inclusion Statement & Special Recognition Days

MOTION 5

It was moved and seconded

*THAT the draft policy on diversity and inclusion be approved as presented;
AND THAT the draft policy on special recognition days be approved as presented.*

CARRIED

6.4. Strategic Planning

MOTION 6

It was moved and seconded

THAT strategic planning be postponed until 2023 after the 2022 General Election.

CARRIED

The Board had received an in-depth operational plan at the September meeting, which will be the basis of the ORL's interim focus.

7. STAFF REPORTS

7.1. CEO Report - Don Nettleton

The Board was presented with a report on the ORL's current activities, including that Jeremy Feddersen begins as the new Chief Financial Officer on December 13, 2021.

MOTION 7

It was moved and seconded

THAT the CEO Report be received for information.

CARRIED

7.2 CFO Financial Update Report to September 30, 2021

MOTION 8

It was moved and seconded

THAT the CFO Report be received for information.

CARRIED

8. CORRESPONDENCE TO THE BOARD

8.1. Letter from Minister of Finance re annual assessment roll data

MOTION 9

It was moved and seconded

THAT the correspondence be received for information.

CARRIED

The matter of annual assessment roll data will be referred to the new CFO to pursue.

9. BOARD CHAIR REPORT – Sherry Philpott-Adhikary

Chair Philpott-Adhikary reported that October 15th was Canadian Library Workers Day, and she thanked all staff throughout the system for their work.

10. TRUSTEE REPORTS

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

Discussion was held around the recent weather-related flooding events in various communities throughout the province. Due to the recent storm, Highway 3 in both directions of Princeton was closed and deliveries to the Princeton branch have been delayed.

11. 2022 BOARD MEETING SCHEDULE

Meeting dates have been moved forward in the second half of the year to avoid conflict with the BC General Local Elections in October 2022. Dates will be posted on the Library website: www.orl.bc.ca

MOTION 10

It was moved and seconded

THAT the 2022 Board Meeting Schedule be approved as distributed.

CARRIED

12. NEXT MEETING – Wednesday February 16, 2022

13. ADJOURNMENT OF REGULAR MEETING

MOTION 11

It was moved and seconded

THAT the Regular Meeting be adjourned.

CARRIED

Adjourned at 10:40 AM.

BOARD NOMINATIONS COMMITTEE REPORT - 2022

POSITION	NOMINEE FOR CHAIR	Committee Member Volunteers
Board Chair		n/a
Board Vice Chair	Erin Carlson	n/a
Personnel Committee		
Finance Committee	Dave Mattes	Brian Harvey
Policy & Planning Committee		Erin Carlson
Will Sit on a Committee as a Member Where Needed	n/a	



Okanagan Regional Library

CEO REPORT TO THE BOARD

To: ORL Board Members

From: Don Nettleton, CEO

Date: February 16, 2022

Re: February Board Update

It is hard to believe that we are already into February of 2022. It is even more hard to believe that we are entering into the third year of Covid-19. What we anticipated would be a few weeks of disruption stretched into a few months which has stretched into a few years. The last time that this Board was able to meet in person was exactly 2 years ago, at the February 2020 meeting. Since then, even the most computer illiterate person has successfully pivoted to connecting virtually, to sharing screens, and to learning to adapt in many ways. Like everything else in life, we have lost some things such as personal connections, while gaining others such as avoiding long and often dangerous periods of travel to attend meetings. I want to thank all members of the Board for their continued support and engagement, and I am hoping that before this year's term ends, we can have at least one more meeting in person or hybrid. One thing that the policy committee will need to add to their next agenda is to examine meeting policy, based upon the past two years' experience, to determine how the Board can learn from the experiences of the past two years and merge the in-person and virtual and come up with a workable hybrid model pulling the best of both.

UPDATE ON LIBRARY BRANCH ACTIVITIES

At the last meeting in November, we had anticipated our branches would start to reopen for in person programming. We had developed the safety protocols, and most of our branch staff were getting excited and comfortable with in person programming bringing back more patrons, noise, and excitement into our buildings. We also had started to put out furnishings, re-open meeting room spaces, and add back some computers and other equipment which had had to be removed to enable adequate social distancing. Unfortunately, the rapid spread of the Omicron variant changed our plans once again. Most Library programs became classified as events by the PHO, and so we needed to require vaccination confirmation to attend. We were also required to decrease the size of what was held in our spaces, so some programs were no longer possible. We had to add back capacity limits into our buildings and be very conscious once again of physical distances. As a result, many of our planned programming was delayed or cancelled until later in the spring. Many branches focused on take away projects which could be given out and done at home instead. This has helped keep the community engaged and helped to lessen the division in the community between vaccinated and unvaccinated.

Some communities are much more split on this than others, and some populations such as new mothers or seniors who depend upon programs like story-times or book-clubs for their connections to other adults are also more impacted and displeased. Our branch staff have learned to handle difficult challenges from people unhappy with masking and vaccines well – but like everybody else they are feeling the covid fatigue and experiencing the increasing anger of some members of our communities. We look forward to this soon easing off.

We have started to see the effects of the Omicron wave hitting the ORL through increased staff sickness. So far, we have only had a couple of occasions where we have had to close a couple of branches for a few hours or a day until we could find on call staff to cover - or some regular staff recovered enough to return to work. It is very difficult with Omicron to determine where infections begin, but to date it continues to appear that it is originating from general sickness in the community and not from within our branches. Our protocols including masking, social distancing, hand washing, plexi-barriers, and staying home when ill seem to be generally working.

There will be a couple of presentations in this February Board meeting about some new partnerships we are involved with.

- One about the Peer Navigator Program that has run in the Kelowna area funded by a special Federal Grant since last April that the Library was a partner in, will need to end at the end of March unless additional funding is found. We believe that it has been a very successful initiative and should be continued. I have offered that the Library would step up with \$20,000 of money from some donated reserve funds to continue it to the end of December (other partners would be providing other funding). This would allow it to continue in the downtown Library for the rest of 2022 until the Board could determine if they wished to continue it beyond that time when they consider their 2023 budget later this year.
- A second to do with the Library Champions Program will also be of interest to the Board. It is a program that is funded and run by the provincial library branch using special funding and has run in the lower mainland for many years. They have been wanting to try expanding it to other larger centers in the province and have received additional money to try that this year. We were one of the first sites they accepted to work with them. It is just in its first intake and Tara Thompson will update the Board on what it is about, who are the first Champions they have selected, and how it seems to be going so far. I am hopeful that if it proves successful, they may opt to try other communities in the future that have larger numbers of newly arriving immigrants such as Vernon and maybe others.

CHARGING FOR LATE FINES

One question that I would like the Board to soon discuss is the charging of fines for late materials. We made the decision at the beginning of the covid period when everything shut down to suspend the charging of fines on late fees. We did this due to all circulation being stopped - people could not even return items to us until we started to do curbside services and then returned to browse and borrow. As things were still very financially challenging for many people, we wanted to have as few barriers to using our services as possible, and we were in the fortunate position of still operating under budget expenditure wise, we have continued to not charge fines for late items. A large percentage of Library Boards in Canada have made the decision to permanently stop charging for late fines over the past three years including many of the larger systems in the lower mainland.

There have been a lot of studies done that these fees end up stopping many folks from using Library services – particularly those that are most disadvantaged and need our help the most. Another factor is that with increasing electronic products that don't accrue late fees it is a declining source of revenue which trend we expect to continue going forward. Our annual budget for late fines is currently approximately \$150,000 per year. This is something that deserves a full and detailed report followed by an in-depth Board discussion at a future meeting when setting a budget. For 2022, given where things are still at with covid, I believe that we can financially make it through the year without re-instating these fines if the Board wishes and that would be my recommendation. After the Board has fully considered this issue and makes a permanent budget decision, should the decision be to discontinue this permanently, then we would tie that decision into a good news public marketing plan that should help to boost circulation by hopefully returning customers who have been scared away because of past experiences with late fees.

BUILDING PROJECTS UPDATE

We currently have several large projects underway that are taking a lot of staff time and energy.

- Mission Branch began a large renovation project over the Christmas period that is expected to last until April (challenges in procurement of some things such as windows, etc. makes the final date a bit uncertain). This is one of our busiest branches and they have operated in this space since the early 2000's. We are replacing carpeting, re-painting the entire building, and creating a new programming space. We are also realigning the staff work areas to create a behind-the-scenes staff work area while returning other space to public use. We have had a few days of service interruptions but generally have been continuing to operate from portions of the library while other parts of the building are being worked on.
- Revelstoke Library Project is finally underway. The modular building is still scheduled to be constructed in the plant over the next month, and delivery onto site and the in-branch renovations to prepare for that will be happening over later February through to about the end of April. We are anticipating that there will be some sort of soft opening of the new tech space during a tech conference happening in Revelstoke the first week of May. As most will remember, a portion of the cost of this much needed space and equipment is being provided by the Columbia Basin Trust, as well as fundraising which has been happening over the past 2-3 years in the community championed by our local Branch Head with assistance from our communications and fundraising staff. Revelstoke did also offer up \$50,000 toward the project though close to half of that was needed for the costs of the drawings and fees related to the original plan to expand the building which had to be changed to moving in the modular building and doing some renovations.
- New West Kelowna Library – this project, in partnership with the City of West Kelowna, is well underway. Some pictures of the poured foundations, which happened early February, are included in the Board FYI Package. We are expecting that we will be moving into this new space in approximately one years' time. This is one of the larger projects that we have undertaken, and we have appreciated the design plans of our architect team, and all the work that has been done by our staff team and by the City of West Kelowna staff. Much of the major tenders have been let and closed. The project team is currently working on aspects of the mechanical and electrical and trying to drive cost savings as prices continue to rise due to the current inflationary cycle and the quite hot building market.

CONCLUSION

I want to end by once again giving a shout out to our ORL staff – front line and support and management. The past two years have challenged them with a great deal of change and constant stress. Not only are they dealing with their own personal concerns for their family and personal health, but they are missing many aspects of our services that brought them the greatest joy, which is the programming and interconnecting with our customers. In addition, they are dealing with a lot of customers who are also dealing with a great deal of stress and often may show this in ways that can be challenging and making staff work hard to keep a positive attitude and continue to be a positive resource to the community.

I know that staff continue to appreciate the support that the Board has given, and I know that the Management Team and I greatly appreciate your continuing words and actions in supporting our work. It continues to be true that it is the people that work, care, and use our branches that continues to put libraries at the heart of our communities, even during Covid.

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

Don Nettleton, ORL CEO

UBCM Draft Resolution Template

As you know the BC Public Library Partners continue to advocate to the Province for increased and sustainable funding for public libraries.

Based on requests we've received from you in 2021, this year's advocacy effort includes a draft UBCM resolution template supporting the request for increased funding.

We know some municipalities are already beginning to develop resolutions to be submitted to UBCM by the June 30th deadline, so we are providing a draft template, which was endorsed by the ABCPLD Board (below) to assist those who are interested in participating in this [process](#).

I hope this is helpful to you and your Board in lending your voice of support,

Elizabeth and the ABCPLD Board

DRAFT TEMPLATE:

Whereas libraries in British Columbia are largely financed by levies paid by local governments, and where provincial library funding has remained stagnant for the past 10 years:

And whereas public libraries are central to communities, providing equitable access to vital resources, including internet, computers, digital library tools, and in-person services from expert staff;

And whereas public libraries provide British Columbians with low-barrier services, that support job seekers and small businesses, that increase literacy in communities, that advance reconciliation with Indigenous peoples, and that promote equity and inclusion;

Therefore be it resolved that _____ urge the Government of British Columbia to provide long-term sustainable funding for public libraries in BC;

And be it further resolved that the Province ensure that BC Libraries will henceforth receive regular increases to Provincial Government funding in subsequent years.



Peer Navigator and Capacity Building Project at the Downtown Kelowna Library

The City of Kelowna, in partnership with Urban Matters and PEOPLE Employment Services, established a grant-funded peer navigator program in 2020. The program is designed to employ Indigenous people with lived experience to work with people who are struggling with a variety of vulnerabilities, including homelessness and substance use.

Since March 2021, the Downtown Kelowna Library has hosted a Peer Navigator. An office was created out of a small meeting room on the second floor of the library, and without much fanfare, the Peer Navigator began. It quickly became apparent that this program was not only beneficial to the people connecting with the Peer Navigator, but also to the general operations of the library.

Having a Peer Navigator at the library helps in a myriad of ways, but to highlight the largest impacts:

Information Resources

At our daily morning meetings, library staff are often informed by the Peer Navigator of changes in social programs and services or new opportunities that people can access for support. With the ever-changing nature of non-profits and government funded initiatives, library staff are kept aware of information and resources in their community. This allows them to help direct library patrons in the right direction for their needs.

Behaviour Improvements and De-Escalated Incidents

Knowing that there is someone at the library, willing and able to help them, can mean that an individual enters the library knowing that it is a place for *them*. Ownership of a space can mean the difference between acting respectful of that space and its rules or not.

Difficult interactions can be diverted from major conflict by being able to offer an opportunity to discuss their issues with someone who can help. For example, an individual refusing to leave at closing because they were placed on a shelter's blacklist, became compliant when the Peer Navigator was able to offer to make some calls on their behalf.

Morale Boost

As a downtown located library, we see many individuals struggling with vulnerabilities come through our doors. The consistent use of the library by this community can be wearying for staff. Having to monitor bathroom use, hygiene-related issues, behaviour outbursts or sometimes just the everyday brush up with human social struggles can take a huge toll. By being able to direct someone to the Peer Navigator for assistance and then hearing an update that that individual has found shelter, or that they've gotten into a rehab program, helps staff to feel they played a part in providing that individual with what they needed.

From staff:

I have noticed that our homeless or less fortunate patrons are so much more respectable, less fighting in branch or outside branch....I had a male patron thank me tonight for his (sister) Corrine who provided him with blankets and made him feel valued...

Corrine stopped a fight outside from escalating by calling security then sitting down to talk with the person.

When we now see a person in need who is asking for help, we actually have someone in our branch who can actually help them!!!!

The help she has been able to provide, has made me extremely proud to work at this library and so grateful we have Corrine who goes the extra mile.



REPORT

File No. 100.37

To: Okanagan Regional Library Board of Directors
 From: Chief Financial Officer
 Date: February 07, 2022
 Subject: Financial Update Report to November 30, 2021 (11 Months)

RECOMMENDATION

That the Board receive the CFO's Financial Update Report to November 30, 2021 for information.

BACKGROUND

The attached **Appendix 1** provides the Board with an interim financial report (receipts and disbursements) to November 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. Please note that this report is as at November 30, 2021, as the final adjustments required to bring the report to fiscal year end could not be completed.

DISCUSSION

Receipts – Tax Levy

There are variances that relate to the timing of this report, which are due to the timing of when the receipts are recorded vs. when they are budgeted to be received. As at year end, all tax levies have been received as expected.

Receipts – Government, Grants and Own Resources

As with the previous quarter, this category remains under budget, now by a total of \$168,772. This is attributable to the ongoing COVID19 pandemic that has impacted branch visits as well as fines, space rentals and printing, which are all well below historic levels and the budget. As the Board will recall, fines for late books and materials was paused early in the COVID pandemic; these charges have not yet resumed.

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 was completed by the outgoing CFO as a courtesy and has resulted in the amounts appearing overbudget due to timing.

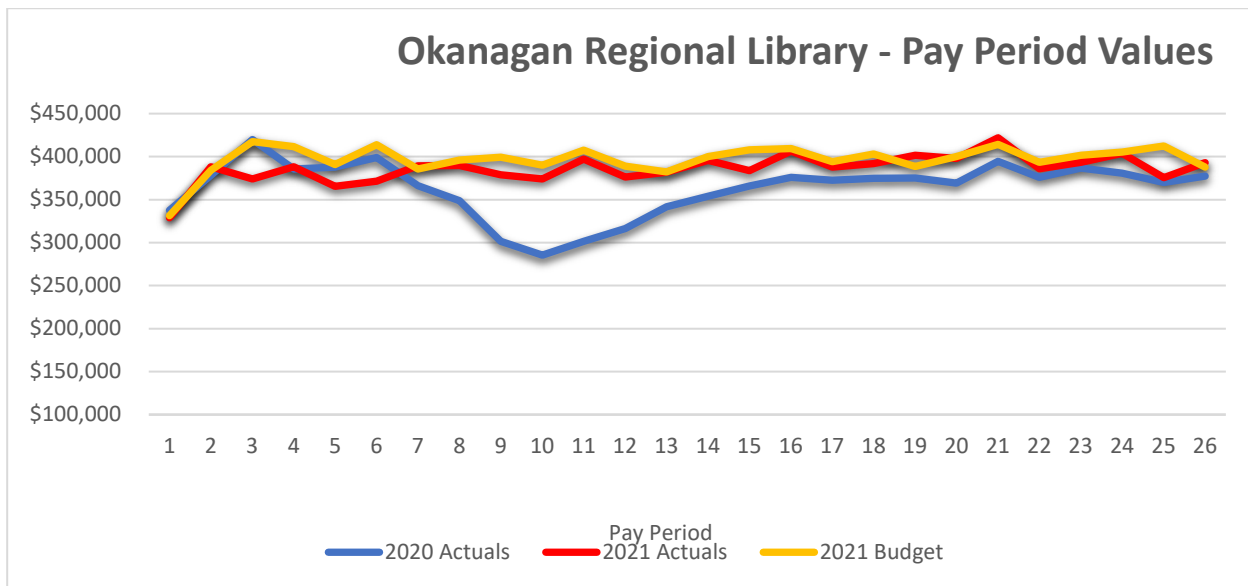
The internal rent chargeback relates to adjustments for the owned branches. The small variance with the internal rent chargebacks occurred due to actual market rates not being available when the budget was created; the actuals ended up being slightly lower.

Total receipts to November 30th are \$18,963,992

Disbursements

Remuneration and benefits continues to be impacted by COVID19, with less programming and less on-call coverage occurring while regular staff are away. For the year there was \$100,648 less in programming and on-call wages compared to the same period in 2019. The variance will likely continue to shrink to the end of the year as each pay period, from about mid-way through the year and onward, and is now quite close to budget.

Graph: Pay Period Values: 2020 Actual, 2021 Actual, 2021 Budget



Rent is as expected, within less than half a percent variance between actual and budget. Long term debt, actuarial adjustments and interest have a variance of \$150,150. This will persist through to the end of the year but has been addressed in the Board approved 2022 budget. Property expenses are lower than expected, but these are not necessarily incurred evenly each month, so an increase in property activities prior to the end of year could reduce this to a smaller variance.

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 appears well over budget, the other component – books and other physical materials, is under budget. Taken together, given where we are in the year, overall spending in this area is a little lower than expected with an overall variance of 3.7% of budget.

Table: Combined Library Collection Budget

Combined Library Collections Budget	ACTUAL YR.TO D	BUDGET YR.TO D	VARIANCE YR.TO D	BUDGET -YEAR--	VARIANCE -From Annual--	% SPENT -Annual--
BOOKS AND OTHER PHYSICAL MATERIALS	\$ 1,011,095	\$ 1,655,418	\$ 644,322	\$ 1,805,910	\$ 794,815	
LIBRARY MATERIALS	\$ 1,332,448	\$ 779,385	-\$ 553,063	\$ 850,238	-\$ 482,210	
	\$ 2,343,543	\$ 2,434,802	\$ 91,259	\$ 2,656,148	\$ 312,605	96%

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. Technology 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 November 30th are \$16,251,871.

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

Total disbursements to November 30th are \$18,001,043

Total net receipts over disbursements to November 30th are \$962,949

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 30th are generally consistent with expectation and variances explainable. There does not appear to be anything that requires specific Board attention at this time.

Signing off,



Jeremy Feddersen, CPA, CA
Chief Financial Officer



Okanagan Regional Library

Appendix 1

Interim Financial Report

(Receipts & Disbursements)

January 1, 2021 to November 30, 2021



**OKANAGAN REGIONAL LIBRARY
RECEIPTS & DISBURSEMENTS**
For the 11 Months ending November 30, 2021

	ACTUAL YR.TO D	BUDGET YR.TO D	VARIANCE YR.TO D	BUDGET -YEAR--	% RECEIVED -Annual--
RECEIPTS					
TAX LEVY ON MUNICIPALITIES AND REGIONAL DISTRICTS					
ARMSTRONG, CITY	\$148,315	\$148,315	\$0	\$197,754	75.0%
CENTRAL OKANAGAN RD	\$315,478	\$315,478	\$0	\$315,478	100.0%
COLDSTREAM, DISTRICT	\$348,971	\$465,295	\$116,324	\$465,295	75.0%
COLUMBIA SHUSWAP RD	\$854,822	\$854,822	\$0	\$854,822	100.0%
ENDERBY, CITY	\$81,382	\$81,382	\$0	\$108,510	75.0%
GOLDEN, CITY	\$326,761	\$245,071	-\$81,690	\$326,761	100.0%
KELOWNA, CITY	\$6,926,536	\$5,194,902	-\$1,731,634	\$6,926,536	100.0%
KEREMEOS, VILLAGE	\$43,239	\$43,239	\$0	\$57,651	75.0%
LAKE COUNTRY, DISTRICT	\$518,132	\$518,132	\$0	\$690,842	75.0%
LUMBY, VILLAGE	\$55,163	\$55,163	\$0	\$73,551	75.0%
NORTH OKANAGAN RD	\$778,242	\$583,681	-\$194,560	\$778,242	100.0%
OLIVER, TOWN	\$209,005	\$156,754	-\$52,251	\$209,005	100.0%
OKANAGAN SIMILKAMEEN RD	\$652,412	\$869,883	\$217,471	\$869,883	75.0%
OSOYOOS, TOWN	\$270,166	\$270,166	\$0	\$270,166	100.0%
PEACHLAND, DISTRICT	\$196,096	\$196,096	\$0	\$261,461	75.0%
PRINCETON, TOWN	\$83,772	\$115,497	\$31,726	\$115,497	72.5%
REVELSTOKE, CITY	\$276,956	\$276,956	\$0	\$369,274	75.0%
SALMON ARM, CITY	\$567,256	\$756,341	\$189,085	\$756,341	75.0%
SICAMOUS, DISTRICT	\$94,051	\$99,760	\$5,710	\$133,014	70.7%
SPALLUMCHEEN, TOWNSHIP	\$162,737	\$162,737	\$0	\$216,982	75.0%
SUMMERLAND, DISTRICT	\$521,791	\$521,791	\$0	\$521,791	100.0%
VERNON, CITY	\$1,856,067	\$1,856,067	\$0	\$1,856,067	100.0%
WESTBANK FIRST NATION	\$328,827	\$438,437	\$109,609	\$438,437	75.0%
WEST KELOWNA, CITY	\$1,596,395	\$1,596,395	\$0	\$1,596,395	100.0%
	\$17,212,571	\$15,822,359	-\$1,390,212	\$18,409,755	93.5%



	ACTUAL YR.TO D	BUDGET YR.TO D	VARIANCE YR.TO D	BUDGET -YEAR--	% RECEIVED -Annual--
Receipts (continued)					
FROM GOVERNMENT & OWN RESOURCES					
PROVINCE OF BC - PER CAPITA GRANT	\$1,008,382	\$1,008,000	-\$382	\$1,008,000	100.0%
GRANTS - FEDERAL	\$5,558	\$0	-\$5,558	\$49,000	11.3%
GRANTS - OTHER	\$6,988	\$0	-\$6,988	\$6,500	107.5%
FINES, FEES AND DAMAGED MATERIALS	\$31,771	\$185,625	\$153,854	\$202,500	15.7%
SPACE RENTALS	\$393	\$16,500	\$16,108	\$18,000	2.2%
PRINTING REVENUE	\$14,478	\$27,477	\$12,999	\$29,975	48.3%
KEYCARD REVENUE	\$1,449	\$228	-\$1,220	\$250	579.5%
INTEREST AND EXCHANGE	\$29,904	\$32,083	\$2,180	\$35,000	85.4%
COPIER REVENUE	\$4,568	\$8,731	\$4,163	\$9,525	48.0%
SUNDRY INCOME	\$66,210	\$59,893	-\$6,317	\$65,338	101.3%
MFA ACTUARIAL , DEBT REDUCTION	\$0	\$0	\$0	\$135,488	0.0%
INTER LIBRARY LOANS, NET	-\$71	-\$138	-\$66	-\$150	47.5%
SUBTOTAL GOVERNMENT & OWN RESOURCES	\$1,169,629	\$1,338,401	\$168,772	\$1,559,426	75.0%
TRANSFERS FROM RESERVES	\$0	\$0	\$0	\$946,075	0.0%
ORL OWNED BUILDINGS, RENT CHARGEBACK	\$581,792	\$593,428	\$11,636	\$647,376	89.9%
TOTAL RECEIPTS	18,963,992	17,754,188	-1,209,804	21,562,632	87.9%



	ACTUAL	BUDGET	VARIANCE	BUDGET	% RECEIVED
	YR.TO D	YR.TO D	YR.TO D	-YEAR--	-Annual--
DISBURSEMENTS					
REMUNERATION AND FRINGE BENEFITS					
REMUNERATION	7,554,820	7,815,092	260,272	8,472,207	89.2%
FRINGE BENEFITS	1,372,473	1,672,977	300,505	1,813,645	75.7%
WCB	30,691	28,211	-2,480	30,775	99.7%
	8,957,984	9,516,280	558,296	10,316,627	86.8%
RENT AND PROPERTY EXPENSES					
RENT	2,297,023	2,310,556	13,533	2,520,606	91.1%
LTD PRINCIPAL, ACTUARIAL AND INTEREST	962,867	1,113,017	150,150	1,113,017	86.5%
PROPERTY EXPENSES	1,481,201	1,638,434	157,233	1,787,382	82.9%
	4,741,090	5,062,006	320,916	5,421,005	87.5%
LIBRARY MATERIALS	1,332,448	779,385	-553,063	850,238	156.7%
OTHER EXPENSES					
BOARD EXPENSES	0	18,463	18,463	20,141	0.0%
BOOK DEPOSIT GRANTS	2,000	2,933	933	3,200	62.5%
COLLECTION AGENCY	2,092	13,352	11,260	14,566	14.4%
EQUIPMENT REPAIRS & RENEWALS	10,896	12,398	1,502	13,525	80.6%
FAMA/REALLOCATIONS	0	0	0	99,281	0.0%
INSURANCE	13,452	56,470	43,018	56,470	23.8%
INTEREST & BANK CHARGES	9,308	10,542	1,234	11,500	80.9%
MARKETING & COMMUNICATIONS	55,179	44,390	-10,790	48,425	113.9%
MEMBERSHIPS	21,429	17,765	-3,664	19,380	110.6%
PENTICTON LIBRARY FEE	41,030	46,000	4,970	46,000	89.2%
POSTAGE & FREIGHT	42,397	57,072	14,675	62,260	68.1%
PROFESSIONAL FEES	77,519	76,532	-988	83,489	92.8%

Disbursements (continued)	ACTUAL YR.TO D	BUDGET YR.TO D	VARIANCE YR.TO D	BUDGET -YEAR--	% RECEIVED -Annual--
PROGRAMS	21,609	74,047	52,439	80,779	26.8%
RECRUITMENT, TRAVEL & SUNDRY	14,083	14,093	10	15,374	91.6%
STAFF DEVELOPMENT & MEETINGS	54,250	101,182	46,931	110,380	49.1%
STRATEGIC PLANNING	0	0	0	300,000	0.0%
SUPPLIES	202,871	176,747	-26,124	192,814	105.2%
TECHNOLOGY EXPENSES	467,061	420,796	-46,266	459,050	101.7%
TELEPHONE & INTERNET	87,419	70,033	-17,386	76,400	114.4%
TRANSPORTATION	90,689	125,279	34,590	136,668	66.4%
VIRTUAL BRANCH	7,065	13,750	6,685	15,000	47.1%
	1,220,350	1,351,842	131,492	1,864,702	65.4%
DISBURSEMENTS BEFORE CAPITAL EXPENDITURES AND TRANSFERS TO RESERVES	16,251,871	16,709,513	457,642	18,452,572	88.1%
CAPITAL EXPENDITURES					
BOOKS AND OTHER PHYSICAL MATERIALS	1,011,095	1,655,418	644,322	1,805,910	56.0%
TECHNOLOGY ASSETS	0	0	0	331,075	0.0%
FURNITURE, EQUIPMENT & OTHER	0	0	0	235,000	0.0%
	1,011,095	1,655,418	644,322	2,371,985	42.6%
TRANSFERS TO RESERVES					
TO BRANCH FURNISHING RESERVE	145,000	72,500	-72,500	145,000	
TO CAPITAL PROJECTS RESERVE	114,000	57,000	-57,000	114,000	
TO IT REPLACEMENT RESERVE	301,076	150,538	-150,539	301,075	
TO NON-OWNED BUILDING MNTC RESERVE	32,000	16,000	-16,000	32,000	
TO OWNED BUILDING MNTC RESERVE	60,000	30,000	-30,000	60,000	
TO STAFF APPRECIATION OR DEVELOPMENT RESERVE	1,500	750	-750	1,500	
TO STRATEGIC INITIATIVES RESERVE	72,000	36,000	-36,000	72,000	
TO VEHICLE REPLACEMENT RESERVE	12,500	6,250	-6,250	12,500	
	738,076	369,038	-369,039	738,075	
TOTAL DISBURSEMENTS	18,001,043	18,733,968	732,925	21,562,632	
NET DISBURSEMENTS OVER RECEIPTS	962,949	-979,780	-1,942,729	-0	