



NOTICE OF MEETING

Okanagan Regional Library Board
will meet virtually via Microsoft Teams
on Wednesday, September 8, 2021

IN-CAMERA MEETING

9:30 AM – 10:00 AM

REGULAR MEETING

10:00 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, September 6th in order to receive an e-vite, which will be sent when the in-camera meeting concludes, and the regular meeting begins.

AGENDA
LIBRARY BOARD MEETING
HELD VIRTUALLY VIA MICROSOFT TEAMS
WEDNESDAY, SEPTEMBER 8, 2021
10:00 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."

1. CALL TO ORDER / INTRODUCTION OF GUESTS

A majority of all the members of the library board is a quorum.

2. ADOPTION OF THE AGENDA

RECOMMENDATION 1

THAT the Agenda be adopted.

3. ADOPTION OF PREVIOUS MINUTES (pgs. 3 – 6)

RECOMMENDATION 2

THAT the Minutes of the Regular Library Board Meeting held May 19, 2021 be approved.

4. WEIGHTED VOTE SHEET: September 2021-2022 – Administrative Services Manager
Leah Samson (pgs. 7 – 8)

RECOMMENDATION 3

THAT the revised Weighted Vote Sheet be received for information.

5. FINANCE COMMITTEE REPORT – Chair David Mattes

a) 2022 Budget Report (File 100.32) – CFO Jeremy Sundin (pgs. 9 – 20)

RECOMMENDATION 4

THAT the 2022 Budget Report be received for information.

The Board may choose to hold the budget vote at either their September or November 2021 meeting.

b) 2022 Library Levy Allocation Spreadsheet (pg. 21)

RECOMMENDATION 5

THAT the Library Levy Allocation Spreadsheet be received for information.

c) Letter to Ministry re BC Assessment Data to the Library District (File 100.34) – CFO
Jeremy Sundin (pgs. 22 – 23)

RECOMMENDATION 6

THAT the Board authorize the Board Chair to sign and send the letter to the Minister of Finance on behalf of the Library Board.

6. STAFF REPORTS

a) Library of Things Presentation – Naomi Van Caillie (pgs. 24 – 27)

b) CEO Report - Don Nettleton (pgs. 28 – 34)

- Introduction of Leslie Brecht, new HR Director
- Memo: Operational Plan (pgs. 35 – 37)
- Strategic Planning Discussion, Including Decision on Consultant

RECOMMENDATION 7

THAT the CEO Report and Operational Plan Memo be received for information.

c) CFO Financial Update Report (File 100.33) - Jeremy Sundin (pgs. 38 – 45)

RECOMMENDATION 8

THAT the CFO Report be received for information.

d) Public Services Report - Christine McPhee (verbal)

RECOMMENDATION 9

THAT the Public Services Report be received for information.

7. BOARD CHAIR REPORT – Sherry Philpott-Adhikary

8. TRUSTEE REPORTS

9. NEXT MEETING – Wednesday, November 17, 2021

10. MOTION TO ADJOURN

DRAFT MINUTES

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

LIBRARY BOARD REGULAR MEETING

WEDNESDAY, MAY 19, 2021

HELD VIRTUALLY VIA MICROSOFT TEAMS

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

TRUSTEES IN ATTENDANCE:

Linda Fisher, Armstrong
Pat Cochrane, Coldstream
Tundra Baird, Enderby
Caleb Moss, Golden
Loyal Wooldridge, Kelowna
Sherry Philpott-Adhikary, Keremeos
Todd McKenzie, Lake Country
Lori Mindnich, Lumby
David Mattes, Oliver
Brian Harvey, Osoyoos

Louise Wallace Richmond, Salmon Arm
Bob Evans, Sicamous
Erin Carlson, Summerland
Kari Gares, Vernon
Doug Findlater, West Kelowna
Wayne Carson, CORD
Jay Simpson, CSRD
Amanda Shatzko, NORD
Subrina Monteith, OSRD

TRUSTEES ABSENT:

Todd York, Spallumcheen
George Elliott, Princeton
Christopher Derickson, WFN

Patrick Van Minsel, Peachland
Michael Brooks-Hill, Revelstoke

ADMINISTRATIVE STAFF IN ATTENDANCE:

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

GUESTS IN ATTENDANCE:

Markus Schrott, BDO Dunwoody
Ashley Machum, PEA President

1. CALL TO ORDER / INTRODUCTION OF GUESTS

A majority of all the members of the library board is a quorum.

Quorum was established with 19 board members in attendance.
The meeting was called to order at 10:14 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 February 17, 2021 be
approved.
CARRIED*

4. BOARD COMMITTEE REPORTS

4.1. FINANCE COMMITTEE – Chair David Mattes

- a) **BDO Final Report to the Board**
- b) **2020 Audited Financial Statements**

The Board heard a report from Markus Schrott, Auditor, BDO Canada LLP, on the ORL's 2020 audit. The Finance Committee had reviewed the Auditor's report and draft financial statements in detail at a meeting on May 5, 2021 and brought forward to the Board a recommendation to approve the statements.

MOTION 3

*It was moved and seconded
THAT the Auditor's Report be received for information.
CARRIED UNANIMOUSLY*

MOTION 4

*It was moved and seconded
THAT the draft 2020 Audited Financial Statements be approved.
CARRIED UNANIMOUSLY*

The approved audited financial statements will soon be available on the ORL's website www.orl.bc.ca.

- a) **Statement of Financial Information (SOFI) Report Year 2020 – CFO Jeremy Sundin**

Board policy states that the Finance Committee shall approve all of the statements and schedules filed under the Financial Information Act. The Finance Committee had reviewed the report in detail at their meeting on May 5, 2021 and had passed a motion to approve it. The approved 2020 audited financial statements will be inserted and the full report will be submitted to the Province as required.

MOTION 5

*It was moved and seconded
THAT the 2020 Statement of Financial Information Report be received for
information.
CARRIED UNANIMOUSLY*

b) Appoint Auditor for 2021 Audit

The Finance Committee discussed the appointment of auditor at their meeting on May 5, 2021 and brought forward a recommendation to reappoint BDO Canada. Chair Mattes advised that board policy around tender for financial services and going out to market for audit services will be reviewed this year.

MOTION 6

It was moved and seconded

THAT BDO Canada LLP be appointed as auditor for the Okanagan Regional Library 2021 audit.

CARRIED UNANIMOUSLY

c) Budget 2022 – David Mattes

Initial discussion, proposed timeframe, and any input from the Board

The Finance Committee has directed staff to prepare three draft budget options of 0%, 1%, and 2%. The Finance Committee will present these options at the September 8, 2021 Library Board meeting for their consideration.

5. ANNUAL REPORT 2020

CEO Don Nettleton reported on the highlights of 2020. Aside from service changes impacted by the pandemic, other events in 2020 included new paint and flooring for Golden Branch, relocation of the Oliver Branch to a larger shopping mall location, a new staff position to increase services to those shut-in and/or with visual or other challenges with print, and a special provincial grant that allowed the ORL to increase the speed and bandwidth of users of library equipment and wi-fi.

MOTION 7

It was moved and seconded

THAT the 2020 Annual Report be approved.

CARRIED UNANIMOUSLY

The Annual Report will soon be available on the ORL's website www.orl.bc.ca

6. STAFF REPORTS

A. CEO Report - Don Nettleton

The Board heard a report from CEO Don Nettleton, which highlighted key staff changes in Kelowna, West Kelowna and Vernon branches, together with the announcement of a new Director of Human Resources, Leslie Brecht, who will join the ORL at the end of this month. The report also highlighted an update on library services including the continuation of the ORL's 'Browse and Borrow' services, the upcoming online Summer Reading Club program, and usage of our makerspaces. Also included in the report was the West Kelowna new branch planning – West Kelowna anticipates starting the public input process over the next month or so.

Mr. Nettleton further reported that the ORL has received donations from Vantage One for the Peachland, Enderby, Armstrong and Vernon branches, which allowed them to purchase cricket cutters for their makerspaces.

MOTION 8

It was moved and seconded

THAT the CEO Report be received for information.

CARRIED UNANIMOUSLY

B. CFO Report - Jeremy Sundin

The Board heard a financial report from CFO Jeremy Sundin, which included an update to December 31, 2020 along with the year-to-date, annual budget and variances. He concluded that the ORL's financial results to year end are reasonably consistent with expectations and pandemic impacts, and that there does not appear to be anything requiring specific board attention at this time.

MOTION 9

It was moved and seconded

THAT the CFO Report be received for information.

CARRIED UNANIMOUSLY

C. Public Services Presentation - Monica Gaucher & Christine McPhee

The Board viewed a video presentation on 'Joy', in which branch leaders shared stories from their library communities.

The Board also heard a presentation on the Peer Navigator Program operated by Urban Matters, which is currently underway in the Kelowna Branch. The program provides employment opportunities and supports people experiencing a variety of vulnerabilities, including those with lived and living experience of homelessness and/or substance use.

7. BOARD CHAIR REPORT – Sherry Philpott-Adhikary

Chair Philpott-Adhikary thanked staff and trustees and encouraged board members to drop by their local library branch to say hello to staff.

8. TRUSTEE REPORTS

Opportunity for Trustees to report on any library related activities in their area.

Enderby Councillor Tundra Baird reported that the chicken eggs have hatched at their local branch.

9. NEXT MEETING – Wednesday, September 8, 2021

10. MOTION TO ADJOURN

MOTION 10

It was moved and seconded

THAT the regular library board meeting be adjourned.

CARRIED

The meeting adjourned at 11:08 AM.

MEMO

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

To:	ORL Library Board
From:	Leah Samson, Administrative Services Manager
Re:	Population Figures for Levies and Weighted Votes
Date:	September 2, 2021

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

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

Changes to this year's votes are:

- a) Kelowna increased by 4, from 144 to 148.
- b) Lumby increased by 1, from 1 to 2.
- c) Princeton increased by 1, from 2 to 3.
- d) Vernon increased by 1, from 43 to 44.
- e) West Kelowna increased by 1, from 35 to 36.

All other votes remain the same.

As per Board Policy, Section II, the attached revised weighted votes will be effective September 2021 through to September 2022.

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

Respectfully submitted,

Leah Samson

Administrative Services Manager

OKANAGAN REGIONAL LIBRARY BOARD - WEIGHTED VOTE SHEET

Effective September 2021 to September 2022

Municipalities	Population	Weighted Vote
Armstrong	5,433	5
Coldstream	11,609	11
Enderby	3,188	3
Golden + Electoral Area A	7,611	7
Kelowna	148,015	148
Keremeos	1,695	1
Lake Country	15,654	15
Lumby	2,014	2
Oliver	5,648	5
Osoyoos	5,443	5
Peachland	5,781	5
Princeton	3,108	3
Revelstoke	8,744	8
Salmon Arm	19,296	19
Sicamous	2,700	2
Spallumcheen	5,623	5
Summerland	12,642	12
Vernon	44,171	44
West Kelowna	36,496	36
Westbank First Nation	10,974	10
Total	355,845	346
Regional District Electoral Participating Areas	Population	Weighted Vote
Central Okanagan, Electoral Areas I, J	5,853	5
Columbia Shuswap, Electoral Areas B, C, D, E, F	17,997	17
North Okanagan, Electoral Areas B, C, D, E, F	20,106	20
Okanagan Similkameen, E. Areas A,B,C,D,E,F,G, I	19,790	19
Total	63,746	61
Regional Library Totals	419,591	407

REPORT

File No. 100.32

To: Okanagan Regional Library, Board of Trustees

From: Chief Financial Officer

Date: August 25, 2021

Subject: Okanagan Regional Library 2022 Budget

INTRODUCTION & BACKGROUND

The Board Finance Committee met on June 23rd and June 30th to discuss the budget for 2022. A variety of scenario's were discussed with the conclusion being a recommended funding requirement of \$18,777,950.

Although this represents a 2.0% increase in the levy (following a 0.75% increase in 2021) this does not mean those who paid the levy last year will pay 2.0% more. New growth in population and land & improvement values is expected to fund this change. This change also enables additional, impactful actions and activities including:

- Adds a total of 600 programming hours (about 1/3 of an FTE) shared between the six branches with Makerspaces (Westside Learning Lab, Downtown Kelowna, Vernon, Lumby, Golden, and Revelstoke);
- Adds just over 50% additional programming hours for the entire system;
- Adds \$10,520 shared amongst all branches for program materials;
- Adds modest resources for adult programming;
- Adds 1 technology support analyst to support all branches;
- Adds funding for a casual contract social media manager;
- Allows for a realistic inflationary allowance of 2.9% for library electronic materials and books;
- Allows for a 2.0% inflationary allowance for some of the other expenses;
- Allows for reserve contributions to support expected future needs.

The adjusted population figures provided by the Province indicate a population increase of 2.12% in the library district (see the Tables on the following page); if we assume new improvements of the same then all new dollars in the levy will be paid for by growth. If new improvements were to be greater than this, then new growth may actually reduce the levy assessed to taxpayers from one year to the next.



Table 1: Service Area Population Growth

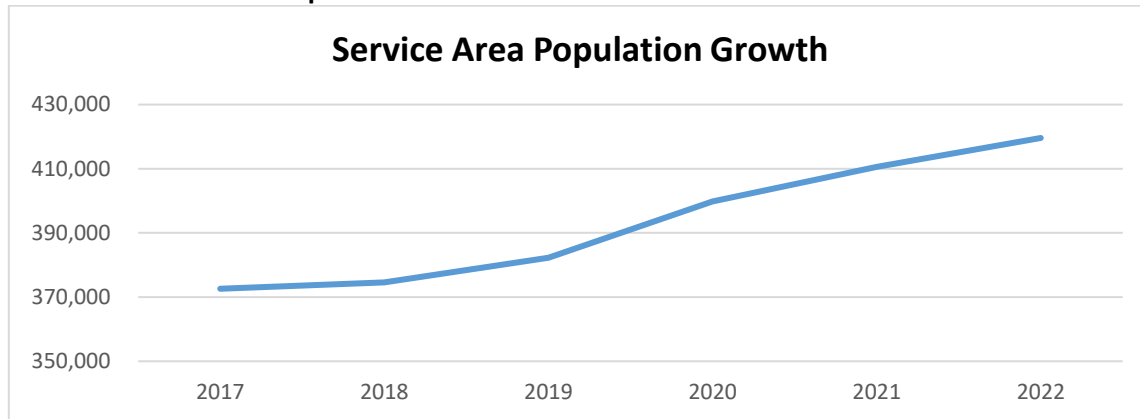
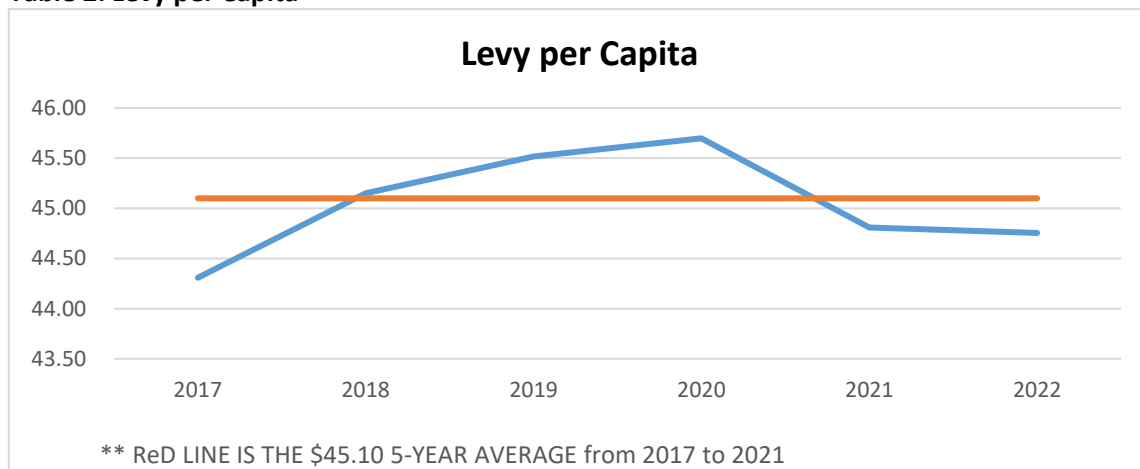


Table 2: Levy per Capita



The remainder of this report will walk the Board through the proposed 2022 budget.

APPENDIX 1: 2022 BUDGET RECOMMENDED BY THE FINANCE COMMITTEE

OTHER INCOME

Proceeds from Borrowing

Columns E & F: Reallocations & Required Changes

This is the maximum amount permitted by the long-term borrowing bylaw adopted by the Regional District of Central Okanagan and approved by the Minister. The ORL may not have to borrow the full amount for the West Kelowna facility, but until known with certainty it would be prudent to budget the full amount. If it is not needed, then less can be borrowed. This represents the upper limit only. Further discussion of the new West Kelowna facility is provided below in the CAPITAL EXPENDITURES section.



MFA Actuarial, Debt Reduction

Columns E & F: Reallocations & Required Changes

The MFA holds “sinking funds” which are comprised of principal payments from its borrowers and investments returns. These assets continue to generate returns, which are estimated in advance and allocated to borrowers including ORL for Vernon and Headquarters. These figures come directly from schedules provided by MFA. The 2022 amount is confirmed by the MFA schedules.

TRANSFERS FROM RESERVES

Columns E & F: Reallocations & Required Changes

The required change includes only a 3% additional reserve draw for technology expenses. It is common for ORL to be at the mercy of certain primary vendors who provide critical operating software or hardware replacement (i.e. Microsoft or Polaris) who tend to have rate increases greater than nominal inflation. Hardware increases are likely to exceed this allowance due to the well publicized worldwide microchip shortage.

The draw from the Capital Building Projects reserve reflects almost the entire balance of the reserve. Similar to the approach with the proceeds of borrowing this is the upper limit, which provides staff the flexibility to determine the ideal mix of debt and equity (reserves) as the project moves forward and cost becomes certain. Staff will also consider interest rate projections, which could also impact the debt/equity mix.

Further discussion of the new West Kelowna facility is provided below in the CAPITAL EXPENDITURES section.

EXPENDITURES (DISBURSEMENTS)

REMUNERATION AND FRINGE BENEFITS

Columns E & F: Reallocations & Required Changes

The required change represents the agreed upon wage lifts in the unions collective agreements; it assumes similar for the exempt staff. The negative amount in fringe benefit is a result of the removal of lingering legacy MSP budgets. The MSP has been replaced by the Employer Health Tax – which is considerably less costly to the ORL due to the ability to file on a branch basis as opposed to the consolidated organization.

Column G: Adjustments

The adjustments to this category include, rounded:

- \$10,000 for system wide adult programming;
- \$21,000 to support programming specific to Makerspaces;
- \$74,000 for 1 technology support analyst to support all branches.
- \$82,000 to add just over 50% additional programming hours for the entire system;



Programming “is a core library service” yet it makes up only a relatively small component of the ORL budget. This increase would have lasting, positive impacts to the communities ORL serves. The offerings and attendance of programming has increased significantly over the years, however the budget has changed very little since 2015. This initiative would be the first injection of financial resources in about 7 years and is expected to be impactful and well received and enjoyed by library patrons.

RENT AND PROPERTY EXPENSES

Columns E & F: Reallocations & Required Changes

The rent obligations are contractual; several locations will have increases from one year to the next.

Long-term debt (LTD) principal, actuarial & interest are adjusted to agree to the MFA schedules provided to ORL for the borrowings through the Central and North Okanagan Regional Districts. Funding established in previous years that was temporary held in the SUNDRY (FAMA) account is being reallocated back to this category. This is not new money and is expected to partially fund the new long-term debt for the new West Kelowna facility. There is a small decrease of \$9,229 shown in the required changes column related to the already existing debt servicing components netting out lower than the previous year.

Property expenses are often outside of ORL’s direct control due to the triple net lease arrangements. Even in cases where maintenance is within ORL’s control, it would be unwise to try and save money by not adequately maintaining the systems largest assets (its buildings). The required change of \$17,874 represents only a 1.0% lift to this budget line.

LIBRARY ELECTRONIC MATERIALS

Columns E & F: Reallocations & Required Changes

The \$400,000 reallocation more accurately matches the spending between Library electronic materials and books and other physical items. The systems ‘collections budget’ is a consolidation of both these amounts. The budget process attempts to establish an individual budget for each, however Public Services and Acquisitions/Collections determine the actual mix based upon forecasts and demand from patrons. The increase in electronic materials is exactly offset by a decrease noted lower down in the same column for books and other physical items. Changing user trends and the impact of COVID is driving more patrons to use digital resources, which requires ORL to purchase more of these types of materials.

Column G: Adjustments

Adjustments include a combined 2.86% increase intended to maintain the purchasing power of the systems electronic and physical materials collection. Price increases in this category are expected to be above the nominal 2.0% inflation. This additional 0.86% is not a lot more, but it’s thought to be sufficient (or close to it) for this purpose.

****Please see the table on the following page**



	2022	2021
Combined Library Electronic Materials and Books & Other Physical Items budget	\$ 2,732,042	\$ 2,656,148
Combined change (\$)	\$ 75,894	
Combined change (%)	2.86%	

*The 2022 budget is allocated as \$1,285,608 to Library Electronic Material + \$1,446,434 as Books and Other Physical Items which together total \$2,732,042.

OTHER EXPENSES

Columns E & F: Reallocations & Required Changes

The only required increases are thought to be insurance (+\$2,000) and technology expenses (+\$15,314 or 3.0%). The reallocation was referred to in the RENT AND PROPERTY EXPENSES section above, but to reiterate this is existing funding that was temporary held in the SUNDRY (FAMA) account and is now being reallocated back.

Column G: Adjustments

- The small increase (not specifically addressed) are simply 2.0% inflationary increases;
- There are negative amounts in Collection Agency, Supplies (consolidated) and Virtual branch where budgets could be reduced and savings realized;
- Programs has \$10,520 in additional program material in addition to its regular inflationary lift;
- Marketing & Communications has a \$15,000 budget established for a contract part-time social media manager in addition to its regular inflationary lift.

“Well-informed patrons are vital to our organization's success. The programs, events and services we offer may be underutilized due to a lack of exposure. A contract social media manager under the guidance of the Director of Marketing and Communications will ensure ORL's services and offerings are presented to our followers. The contract Social Media Manager will also ensure timely communication and responses to the community feedback and questions while ensuring there is a healthy engagement with our content. In addition, the position will also be responsible for increasing the library's reach and identifying influencers that can help get the library's message out.”

Expected outcomes of engaging a contract Social Media Manager include:

1. An increase in ORL's social media following
2. Patrons will gain better awareness of ORL's offerings
3. Patrons will be more informed of important news
4. Increase in the usage of our digital offerings
5. A more consistent, brand-aligned online presence



CAPITAL EXPENDITURES

Columns E & F: Reallocations & Required Changes

The \$400,000 reallocation is adjusting the mix between Library electronic materials and Books and Other Physical Materials.

The IT Equipment figure of \$9,932 reflects the 3.0% inflationary changes expected for this category.

West Kelowna Branch (New Facility)

At the November 18, 2020 Regular Board Meeting, staff communicated a preliminary budget of \$600 per square foot for the new, purpose-built facility in West Kelowna to replace the existing lease space that is old and undersized to serve the growing West Kelowna community. Staff are still working with this budget figure as refined cost estimates are not yet available to be relied upon. To this construction cost there would also be “build out” of the ORL’s own space, including furnishing and fixturing expected to be in the range of about \$500,000 using the Summerland building as a reference combined with ORL’s own internal knowledge, experience and expectation. This results in a **comprehensive project budget of \$9,500,000.**

The 2022 budget includes a \$10,767,318 figure because staff recommend to budget the maximum debt and maximum reserve draw (equity), so that as the project unfolds and variables become certain, staff will have the flexibility to determine the optimal mix of debt and equity. The \$10,767,318 is a balancing number that exactly offsets the ‘income’ (or ‘receipt’) amounts from the Proceeds from Borrowing and Transfers from the Capital Building Projects reserve.

The optimal mix of debt and equity could theoretically include the maximum borrowing and lesser reserve draw, the opposite – a maximum reserve draw and lesser borrowing, or something in between. To reiterate, staff are asking to set expectation of a \$9,500,000 project budget, however the ORL budget includes a greater amount for balancing purposes to allow flexibility in financing decisions.

It should be noted that this comprehensive budget includes the cost of furnishings, even though policy would suggest that funding be requested from the City of West Kelowna. Staff believe it makes the most sense to fold everything in together as part of the project cost, then determine the most suitable way to finance that total without distinguishing between the various project components (building shell, internal build out, fixturing, furnishing, etc.).

Column G: Adjustments

The adjustment reflects a 2.86% increase to the combined Library Collection budget, which is made up of Library Electronic Materials and the Books and Other Physical Items. There is a table at the top of the preceding page that displays this.

TRANSFERS TO RESERVE

There is little change to the Transfers to Reserves. The \$9,932 once again represents the 3.0% increase for technology, and the \$12,925 is an increase to the vehicle replacement reserve as ORL



staff have been planning for the replacement of the entire fleet (which includes 4 owned vehicles) and the current contributions and balance were a bit shy of what will be needed. Accordingly, a contribution increase of \$12,925 has been included for 2022.

CONCLUSION

The Board Finance Committee has met twice, discussed, deliberated and recommended this budget that includes a funding requirement of \$18,777,950 to the Board. This budget accomplishes a great deal with a levy increase expected to be paid for by growth in the system. The Board could decide it's pleased with this and approve the 2022 Okanagan Regional Library budget at its Regular Meeting on September 8th. Alternatively, as has been more commonplace, the Board could take some time to consider this material and come back at the November 17th meeting to approve the budget.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Jeremy Sundin'.

Jeremy Sundin, BBA, CPA, CA
Chief Financial Officer



APPENDIX 1

OKANAGAN REGIONAL LIBRARY

2022 BUDGET AS RECOMMENDED BY THE FINANCE COMMITTEE



	A	B	C	D	E	F	G	H
	ACTUAL 2019	BUDGET 2019	BUDGET 2020	BUDGET 2021	RE- ALLOCATIONS	REQUIRED CHANGES	ADJUST- MENTS	RECOMMENDED 2022 BUDGET
INCOME (RECEIPTS)								
OTHER INCOME								
PROVINCIAL GRANT	-\$1,008,382	-\$1,008,808	-\$1,008,000	-\$1,008,000				-\$1,008,000
GRANTS - FEDERAL	-\$43,805	-\$77,000	-\$49,000	-\$49,000				-\$49,000
GRANTS - OTHER	-\$107,214	-\$6,500	-\$6,500	-\$6,500				-\$6,500
FINES, DAMAGE & REPLACEMENT	-\$221,634	-\$232,509	-\$225,000	-\$202,500				-\$202,500
OTHER	-\$311,486	-\$120,330	-\$156,755	-\$157,938		-\$1,207		-\$159,145
DONATIONS REVENUE	-\$307,220	\$0	\$0	\$0				\$0
PROCEEDS FROM BORROWING	\$0	\$0	\$0	\$0		-\$8,000,000		-\$8,000,000
MFA ACTUARIAL, DEBT REDUCTION	-\$189,278	-\$135,488	-\$135,488	-\$135,488	-\$120,243			-\$255,731
	-\$2,189,019	-\$1,580,635	-\$1,580,743	-\$1,559,426	-\$120,243	-\$8,001,207		-\$9,680,876
INTERNAL RENTS	-\$634,682	-\$634,682	-\$634,682	-\$647,376				-\$647,376
SUBTOTAL BEFORE TRANSFERS FROM RESERVES	-\$2,823,701	-\$2,215,317	-\$2,215,425	-\$2,206,802	-\$120,243	-\$8,001,207		-\$10,328,252
TRANSFERS FROM RESERVES								
IT REPLACEMENT RESERVE	-\$122,049	-\$175,000	-\$323,000	-\$331,075		-\$9,932		-\$341,007
DONATIONS	-\$161,468	\$0	\$0	\$0				\$0
BRANCH FURNISHINGS	-\$104,956	-\$250,000	-\$250,000	-\$165,000				-\$165,000
VEHICLE REPLACEMENT	-\$48,435	-\$35,000	-\$35,000	-\$40,000				-\$40,000
NON-OWNED BUILDING MAINTENANCE	-\$139,032	-\$50,000	-\$50,000	-\$50,000				-\$50,000
ORL OWNED BUILDING MAINTENANCE	-\$30,000	-\$30,000	-\$30,000	-\$30,000				-\$30,000
STRATEGIC INITIATIVES	\$0	-\$25,000	-\$330,000	-\$330,000				-\$330,000
CAPITAL BUILDING PROJECTS	\$0	\$0	\$0	\$0		-\$2,767,318		-\$2,767,318
	-\$605,940	-\$565,000	-\$1,018,000	-\$946,075		-\$2,777,250		-\$3,723,325
TOTAL RECEIPTS AND RESERVE TRANSFERS	-\$3,429,641	-\$2,780,317	-\$3,233,425	-\$3,152,877	-\$120,243	-\$10,778,457		-\$14,051,577



	A	B	C	D	E	F	G	H
EXPENDITURES (DISBURSEMENTS)	ACTUAL 2019	BUDGET 2019	BUDGET 2020	BUDGET 2021	RE- ALLOCATIONS	REQUIRED CHANGES	ADJUST- MENTS	RECOMMENDED 2022 BUDGET
REMUNERATION AND FRINGE BENEFITS								
REMUNERATION	\$8,127,966	\$7,948,244	\$8,222,997	\$8,472,207		\$169,444	\$151,562	\$8,793,213
FRINGE BENEFITS	\$1,573,973	\$1,760,738	\$1,760,572	\$1,813,645		-\$44,417	\$35,863	\$1,805,091
WCB	\$24,677	\$25,061	\$30,112	\$30,775		\$610	\$545	\$31,930
	\$9,726,616	\$9,734,043	\$10,013,681	\$10,316,627		\$125,637	\$187,970	\$10,630,234
RENT AND PROPERTY EXPENSES								
RENT	\$2,586,870	\$2,749,011	\$2,471,182	\$2,520,605		\$25,206		\$2,545,811
LTD PRINCIPAL, ACTUARIAL & INTEREST	\$1,113,017	\$1,214,267	\$1,113,017	\$1,113,017	\$99,281	-\$9,229		\$1,203,069
PROPERTY EXPENSES	\$1,377,336	\$1,375,014	\$1,752,335	\$1,787,382		\$17,874		\$1,805,256
	\$5,077,223	\$5,338,292	\$5,336,534	\$5,421,004	\$99,281	\$33,851		\$5,554,136
LIBRARY ELECTRONIC MATERIALS	\$885,934	\$938,061	\$829,500	\$850,238	\$400,000		\$35,370	\$1,285,608
OTHER EXPENSES								
BOARD EXPENSES	\$12,766	\$20,141	\$20,141	\$20,141				\$20,141
BOOK DEPOSIT GRANTS	\$2,000	\$3,000	\$3,200	\$3,200				\$3,200
COLLECTION AGENCIES	\$3,474	\$14,566	\$14,566	\$14,566			-\$5,000	\$9,566
EQUIPMENT REPAIRS	\$7,104	\$13,260	\$13,260	\$13,526			\$276	\$13,802
INSURANCE	\$56,643	\$52,020	\$55,363	\$56,470		\$2,000		\$58,470
INTEREST & BANK CHARGES	\$11,893	\$8,160	\$11,500	\$11,500				\$11,500
MARKETING & COMMUNICATIONS	\$61,237	\$46,545	\$47,475	\$48,425			\$16,169	\$64,594
MEMBERSHIPS	\$16,824	\$19,380	\$19,380	\$19,380			\$388	\$19,768
PENTICTON LIBRARY FEE	\$46,530	\$40,000	\$46,000	\$46,000			\$920	\$46,920
POSTAGE & FREIGHT	\$53,320	\$62,260	\$62,260	\$62,260			\$1,245	\$63,505
PROFESSIONAL FEES	\$72,238	\$77,489	\$97,489	\$83,487			\$1,668	\$85,155
PROGRAMS	\$120,989	\$93,755	\$115,630	\$115,630			\$13,043	\$128,673
RECRUITMENT, TRAVEL & SUNDRY	\$22,450	\$15,072	\$15,374	\$15,374			\$307	\$15,681
STAFF DEVELOPMENT, & MEETINGS	\$106,477	\$147,431	\$150,380	\$110,380			\$4,415	\$114,795
SUNDRY (FAMA/REALLOCATIONS)	\$0	\$56,751	\$162,181	\$99,281	-\$99,281			\$0
SUPPLIES	\$144,933	\$155,088	\$155,629	\$157,964			-\$7,041	\$150,923
STRATEGIC INITIATIVES	\$0	\$0	\$300,000	\$300,000				\$300,000
TECHNOLOGY & DATA LINES	\$549,576	\$567,560	\$498,000	\$510,450		\$15,314		\$525,764
TELEPHONES	\$25,463	\$32,050	\$25,000	\$25,000			\$2,000	\$27,000
TRANSPORTATION	\$114,358	\$133,988	\$136,668	\$136,668			\$2,733	\$139,401
VIRTUAL BRANCH	\$14,220	\$15,000	\$15,000	\$15,000			-\$5,000	\$10,000
	\$1,442,495	\$1,573,516	\$1,964,496	\$1,864,703	-\$99,281	\$17,314	\$26,122	\$1,808,858
DISBURSEMENTS BEFORE CAPITAL EXPENDITURES & RESERVE TRANSFERS	\$17,132,268	\$17,583,912	\$18,144,211	\$18,452,572	\$400,000	\$176,802	\$249,462	\$19,278,836



	A	B	C	D	E	F	G	H
	ACTUAL 2019	BUDGET 2019	BUDGET 2020	BUDGET 2021	RE- ALLOCATIONS	REQUIRED CHANGES	ADJUST- MENTS	RECOMMENDED 2022 BUDGET
CAPITAL EXPENDITURES								
BOOKS AND OTHER PHYSICAL ITEMS	\$1,497,221	\$1,597,240	\$1,770,500	\$1,805,910	-\$400,000		\$40,524	\$1,446,434
IT EQUIPMENT	\$255,887	\$263,000	\$323,000	\$331,075		\$9,932		\$341,007
NEW FACILITY	\$0	\$0	\$0	\$0		\$10,767,318		\$10,767,318
ALL OTHER CAPITAL	\$257,248	\$247,412	\$315,000	\$235,000				\$235,000
	\$2,010,356	\$2,107,652	\$2,408,500	\$2,371,985	-\$400,000	\$10,777,250	\$40,524	\$12,789,759
SUBTOTAL	\$19,142,624	\$19,691,564	\$20,552,711	\$20,824,557		\$10,954,052	\$289,986	\$32,068,595
TRANSFERS TO RESERVE								
TO BRANCH FURNISHING RESERVE	\$145,000	\$145,000	\$145,000	\$145,000				\$145,000
TO IT REPLACEMENT RESERVE	\$171,416	\$126,850	\$293,000	\$301,075		\$9,932		\$311,007
TO STAFF APPREC OR DEVELOPMENT RESERVE	\$1,500	\$1,511	\$1,500	\$1,500				\$1,500
TO NON-OWNED BUILDING MNTC RESERVE	\$25,000	\$25,000	\$25,000	\$32,000				\$32,000
TO VEHICLE REPLACEMENT RESERVE	\$41,000	\$12,500	\$12,500	\$12,500			\$12,925	\$25,425
TO STRATEGIC INITIATIVES RESERVE	\$2,000	\$2,000	\$302,000	\$72,000				\$72,000
TO DONATION RESERVES	\$297,079	\$0	\$0	\$0				\$0
TO CAPITAL BUILDING PROJ RESERVE	\$635,854	\$114,000	\$114,000	\$114,000				\$114,000
TO ORL OWNED BUILDINGS RESERVE	\$60,000	\$60,000	\$60,000	\$60,000				\$60,000
	\$1,378,849	\$486,861	\$953,000	\$738,075		\$9,932	\$12,925	\$760,932
TOTAL DISBURSEMENTS AND RESERVE TRANSFERS	\$20,521,473	\$20,178,425	\$21,505,711	\$21,562,632		\$10,963,984	\$302,911	\$32,829,527
FUNDING REQUIREMENT	\$17,398,108	\$17,398,108	\$18,272,286	\$18,409,755	-\$120,243	\$185,527	\$302,911	\$18,777,950



APPENDIX 2

Okanagan Regional Library Reserve Schedule

	ACTUAL December 31, 2018	ACTUAL December 31, 2019	ACTUAL December 31, 2020	EXPECTED December 31, 2021	PLANNED 2022 USED CONTRIBUTIONS	EXPECTED December 31, 2022
IT Replacement Reserve	\$ 223,252	\$ 272,619	\$ 363,095	\$ 333,095	-\$ 341,007 \$ 311,007	\$ 303,095
ILS Computer Systems	\$ 170,221	\$ 170,221	\$ 170,221	\$ 170,221		\$ 170,221
Donations	\$ 273,454	\$ 409,065	\$ 599,606	\$ 599,606		\$ 599,606
Branch Furnishings	\$ 546,626	\$ 588,972	\$ 605,909	\$ 585,909	-\$ 165,000 \$ 145,000	\$ 565,909
Vehicle Replacement	\$ 75,510	\$ 68,076	\$ 80,575	\$ 53,075	-\$ 40,000 \$ 25,425	\$ 38,500
Non Owned Building Maintenance	\$ 472,232	\$ 355,897	\$ 362,275	\$ 344,275	-\$ 50,000 \$ 32,000	\$ 326,275
ORL Owned Bld Maintenance	\$ 359,197	\$ 419,197	\$ 476,697	\$ 506,697	-\$ 30,000 \$ 60,000	\$ 536,697
Rent Stabilization	\$ 82,729	\$ 82,729	\$ 82,729	\$ 82,729		\$ 82,729
Staff Development	\$ 126,320	\$ 96,320	\$ 96,320	\$ 96,320		\$ 96,320
Staff Appreciation	\$ 9,882	\$ 11,382	\$ 12,849	\$ 14,349	\$ 1,500	\$ 15,849
Strategic Initiatives	\$ 199,934	\$ 201,934	\$ 503,330	\$ 475,330	-\$ 330,000 \$ 72,000	\$ 217,330
Capital Building Projects	\$ 903,464	\$ 1,539,318	\$ 2,653,318	\$ 2,837,318	-\$ 2,767,318 \$ 114,000	\$ 184,000
TOTAL	\$ 3,442,821	\$ 4,215,730	\$ 6,006,924	\$ 6,098,924	-\$ 3,723,325 \$ 760,932	\$ 3,136,531

Okanagan Regional Library
Library Levy Allocation Spreadsheet
January 1, 2022 to December 31, 2022

ITEM 5b

	Provincially supplied formula input factors which determine percentage of ORL budget paid						(50% A/total A + 50% B/total B)									
	"A"			"B"			"C"			"D"			"E" = (D / A)		Quarterly Excludes	
	POPULATION			CONVERTED VALUE OF LAND AND IMPROVEMENTS			APPORTIONMENT PER \$100 OF SHARED COSTS						PER CAPITA LEVY		Amounts paid for additional service	
Municipalities	2022	2021	% Change	2022	2021	% Change	2022	2021	Change per \$100 of shared costs	Current Year Levy 2022	Prior Year Levy 2021	Total Difference in levy	Change due apportionment formula	Change due to budget increase	2022	2021
Armstrong	5,433	5,449	-0.3%	\$108,827,808	\$104,191,929	4.4%	1.063	1.074	-0.011	\$199,614	\$197,754	\$1,860	(\$2,054)	\$3,914	\$36.74	\$36.29
Coldstream	11,609	11,383	2.0%	\$306,113,600	\$289,594,893	5.7%	2.552	2.527	0.025	\$479,289	\$465,295	\$13,994	\$4,596	\$9,398	\$41.29	\$40.88
Enderby	3,188	3,143	1.4%	\$56,304,167	\$52,440,202	7.4%	0.595	0.589	0.006	\$111,713	\$108,510	\$3,203	\$1,013	\$2,190	\$35.04	\$34.52
Golden + E.Area A	7,611	7,473	1.8%	\$230,379,815	\$219,471,398	5.0%	1.787	1.775	0.012	\$335,517	\$326,761	\$8,757	\$2,178	\$6,579	\$44.08	\$43.73
Kelowna	148,015	144,003	2.8%	\$5,204,110,204	\$5,097,515,732	2.1%	37.512	37.624	-0.112	\$7,044,023	\$6,926,536	\$117,488	(\$20,630)	\$138,118	\$47.59	\$48.10
Keremeos	1,695	1,692	0.2%	\$29,043,363	\$27,177,973	6.9%	0.313	0.313	0.000	\$58,756	\$57,651	\$1,104	(\$48)	\$1,152	\$34.66	\$34.07
Lake Country	15,654	15,143	3.4%	\$520,125,868	\$484,300,461	7.4%	3.852	3.753	0.099	\$723,274	\$690,842	\$32,432	\$18,250	\$14,182	\$46.20	\$45.62
Lumby	2,014	1,984	1.5%	\$42,580,635	\$40,070,380	6.3%	0.403	0.400	0.003	\$75,602	\$73,551	\$2,051	\$568	\$1,482	\$37.54	\$37.07
Oliver	5,648	5,384	4.9%	\$125,431,684	\$121,710,888	3.1%	1.152	1.135	0.017	\$216,332	\$209,005	\$7,326	\$3,085	\$4,242	\$38.30	\$38.82
Osoyoos	5,443	5,410	0.6%	\$208,080,615	\$205,215,724	1.4%	1.443	1.468	-0.024	\$271,014	\$270,166	\$848	(\$4,466)	\$5,314	\$49.79	\$49.94
Peachland	5,781	5,696	1.5%	\$190,531,885	\$184,377,918	3.3%	1.417	1.420	-0.004	\$265,993	\$261,461	\$4,531	(\$684)	\$5,216	\$46.01	\$45.90
Princeton	3,108	2,988	4.0%	\$71,130,838	\$66,863,036	6.4%	0.642	0.627	0.015	\$120,555	\$115,497	\$5,058	\$2,694	\$2,364	\$38.79	\$38.65
Revelstoke	8,744	8,259	5.9%	\$278,430,830	\$253,783,483	9.7%	2.105	2.006	0.099	\$395,328	\$369,274	\$26,054	\$18,302	\$7,752	\$45.21	\$44.71
Salmon Arm	19,296	19,115	0.9%	\$466,569,256	\$451,829,065	3.3%	4.081	4.108	-0.027	\$766,363	\$756,341	\$10,022	(\$5,005)	\$15,027	\$39.72	\$39.57
Sicamous	2,700	2,714	-0.5%	\$103,817,765	\$99,477,683	4.4%	0.718	0.723	-0.004	\$134,866	\$133,014	\$1,852	(\$792)	\$2,644	\$49.95	\$49.01
Spallumcheen	5,623	5,505	2.1%	\$135,496,444	\$128,966,820	5.1%	1.188	1.179	0.009	\$222,990	\$216,982	\$6,008	\$1,636	\$4,372	\$39.66	\$39.42
Summerland	12,642	12,354	2.3%	\$339,243,274	\$337,463,648	0.5%	2.802	2.834	-0.032	\$526,161	\$521,791	\$4,370	(\$5,946)	\$10,317	\$41.62	\$42.24
Vernon	44,171	43,315	2.0%	\$1,252,488,659	\$1,219,850,785	2.7%	10.047	10.082	-0.035	\$1,886,576	\$1,856,067	\$30,509	(\$6,483)	\$36,992	\$42.71	\$42.85
West Kelowna	36,496	35,818	1.9%	\$1,142,804,943	\$1,093,601,945	4.5%	8.713	8.671	0.042	\$1,636,180	\$1,596,395	\$39,785	\$7,703	\$32,082	\$44.83	\$44.57
Municipal Totals	344,871	336,828	2.4%	\$ 10,811,511,653	\$10,477,903,963	3.2%	82.385	82.309	0.076	\$ 15,470,145	\$ 15,152,894	\$317,251	\$13,915	\$303,336	\$44.86	\$44.99
Regional Districts																
CORD I,J	5,853	5,841	0.2%	\$258,862,733	\$254,357,851	1.8%	1.686	1.714	-0.028	\$316,605	\$315,478	\$1,127	(\$5,081)	\$6,208	\$54.09	\$54.01
CSRD B,C,D,E,F	17,997	17,706	1.6%	\$660,646,298	\$631,131,092	4.7%	4.668	4.643	0.024	\$876,472	\$854,822	\$21,650	\$4,464	\$17,186	\$48.70	\$48.28
NORD B,C,D,E,F	20,106	20,035	0.4%	\$474,846,216	\$453,585,268	4.7%	4.209	4.227	-0.018	\$790,423	\$778,242	\$12,181	(\$3,317)	\$15,498	\$39.31	\$38.84
OSRD A,B,C,D,E,F,G, I	19,790	19,694	0.5%	\$598,703,520	\$590,450,366	1.4%	4.645	4.725	-0.080	\$872,173	\$869,883	\$2,290	(\$14,812)	\$17,101	\$44.07	\$44.17
Regional District Totals	63,746	63,276	0.7%	\$ 1,993,058,767	\$1,929,524,577	3.3%	15.208	15.309	-0.102	\$ 2,855,672	\$ 2,818,425	\$37,247	(\$18,746)	\$55,994	\$44.80	\$44.54
Westbank First Nation	10,974	10,451	5.0%	\$ 288,059,946	\$281,375,608	2.4%	2.408	2.382	0.026	\$ 452,133	\$ 438,437	\$13,696	\$4,831	\$8,865	\$41.20	\$41.95
Regional Library Total	419,591	410,555	2.2%	\$13,092,630,366	\$12,688,804,148	3.2%	100.00	100.000	0.000	\$ 18,777,950	\$ 18,409,755	\$368,195	\$0.00	\$368,195	\$44.75	\$44.84



ITEM 5c

September 8, 2021

Our File Reference: 100.34

Honourable Selina Robinson

Minister of Finance
PO Box 9056 Stn Prov Govt
Victoria, BC V8W 9E2

Sent via email only to: FIN.Minister@gov.bc.ca

Subject: Request for the Minister to Provide Authorization to BC Assessment

Honourable Minister,

As you may know the Okanagan Regional Library (www.orl.bc.ca) is a Library District that covers a significant area of B.C. with library branches as far south as Princeton and north as Golden. The Okanagan Regional Library includes 19 municipalities, 4 regional districts and 1 First Nation government. Each year the Library District prepares a levy that is allocated to its members who include it on their local property tax assessments, which are paid by their taxpayers; this levy is approaching \$19 million dollars annually.

Board Members for the Library District would like to have the information necessary to understand the impact to their residents, who have elected them and to whom we are accountable to. We do not presently have all the information we need, although the information does exist and is available.

When a municipality or regional district is preparing a budget (Financial Plan) they are provided non-market change data directly from B.C. Assessment, which enables them to determine how much additional tax revenue new growth in their community will provide. From this they can determine how much more tax they may need to collect from previously existing taxpayers. In an over simplified example, if a local government determined it required 3% additional tax revenue to carry out its services and determined new growth (based upon the non-market change data) would fund 1% of that, then they could reasonably conclude (all else being equal) that taxpayers from the previous year could expect to see about a 2% tax increase.

The Library District is not privileged to receive the same information from BC Assessment, and so we are unable to determine how much additional levy could be generated from new growth in our service areas. It might be suggested, can the Library District not ask each local government to forward this information? The answer is yes it could, but we do not believe this is an efficient or effective long-term approach. Our preference and request is that BC Assessment, who already has the data gathered and available, would provide it directly to the Library District. The Library Board Finance Committee previously directed staff to inquire with BC Assessment whether they could provide this valuable information. BC Assessment replied that they did not



have the authority to do so. The Library Board is therefore asking the Minister to authorize BC Assessment to directly provide this data, so we might use it for analysis and decision making. As mentioned, this information is already gathered and provided to the local governments and so this request is asking that the Library District be included in its regular distribution of non-market change data reporting.

If the Minister finds it helpful, the following are the service participants (local governments) included in the Library District for which we are seeking the non-market change data from BC Assessment:

Armstrong, City
Coldstream, District
Enderby, City
Golden, Town
Kelowna, City
Lake Country, District
Keremeos, Village
Lumby, Village
Oliver, Town
Osoyoos, Town

Peachland, District
Princeton, Town
Revelstoke, City
Salmon Arm, City
Sicamous, District
Spallumcheen, Township
Summerland, District
Vernon, City
West Kelowna, City

- Regional District of Central Okanagan, Electoral Areas I, J
- Regional District of Columbia Shuswap, Electoral Areas B, C, D, E, F
- Regional District of North Okanagan, Electoral Areas B, C, D, E, F
- Regional District of Okanagan Similkameen, Electoral Areas A, B, C, D, E, F, G, I

Minister, the Board believes this to be a reasonable request that after initial set-up by BC Assessment is likely something that can be automated and folded into the process already established to communicate this information to all local governments in BC.

We are hopeful you will authorize and direct BC Assessment to provide this information to the Library District, so that our Library staff can do a similar analysis as their local government counterparts and provide the Library Board with valuable information for decision making.

We appreciate you receiving this letter and look forward to your response.

Sincerely,

signed

Board Chair, on behalf of the Okanagan Regional Library District

cc: Honourable Josie Osborne, Minister of Municipal Affairs via email:
MAH.Minister@gov.bc.ca



Library of Things

Borrow an Experience!

Coming soon... You will be able to borrow technology from our Library of Things collection. Not an ORL member? [Get a library card, today!](#)



Snap Circuits Junior

Learn basic engineering, electronics and circuitry concepts.

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Beep boop, learn to code with a wee robot friend.

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Lending Policy

- Each kit can be borrowed for 2 weeks.
- Late fees are \$1.00 a day to a maximum of \$20.00.
- 1 renewal if no one else is waiting for the item.
- The borrower is responsible for lost, missing, and damaged pieces (see content list with prices included with kit).
- Return the kit to a staff member at the front desk of your nearest ORL location. Do not use the book drop or leave them outside the library.
- BC One Card patrons: Library of Things kits must be checked out and returned to one of the Okanagan Regional Library branches.

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Snap Circuits



Using the Snap Circuits Kit

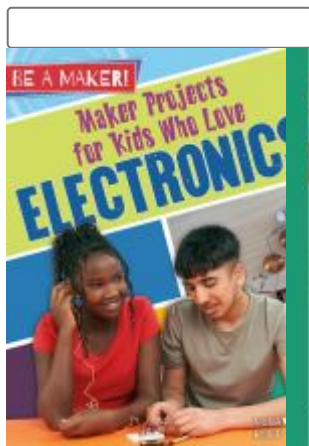
Learn basic engineering, electronics and circuitry concepts.

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Library Materials to Help you Learn More

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Yourself](#)



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Conductors](#)



[What Are
Electrical](#)

Video Resources from YouTube

Snap Circuits Jr. – Model: SC-100 [links to be added]

Snap Circuits Coding Fun

Learning Electronics with Snap Circuits

Learn How to Make Electronics with the Snap Circuit Junior

Lending Policy

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The Board has been updated on most matters in other items or will be updated by the presentations. Beyond that, key items the Board should be aware of include:

COVID-19: IMPACTS OF THIS PANDEMIC CONTINUE TO SIGNIFICANTLY IMPACT LIBRARY OPERATIONS

- **Programming.** We are operating at a level closer to normal than many libraries in Canada, but we have still largely not restored in-person programming. Even the always very popular Summer Reading Club had a large part of it virtual as we joined in the virtual SRC provincial programming. We were anticipating starting to restore some of our in-person programming in later September although at reduced sizes. We are still anticipating being able to do this, but we will be requiring that all attendees 12 and over show the new provincial proof of vaccination ID and provincial ID before they can participate. This is a significant improvement over no programs, but we do anticipate some public pushback to this provincial requirement.
- **Normal Library Operations.** Over the summer we have increased the allowed occupancy in our buildings to the full level allowed under Covid. This is above the more conservative levels that we had initially operated at. Some branches have re-introduced some public seating and we expect more to be added back in the fall. Masks were only recommended in most branches during the summer, although we required staff to continue to wear them, and our Central Okanagan Branches had to revert back to mandatory mask wearing for the public in late July. All our branches reintroduced mandatory mask wearing when it was mandated by the Health Authorities in later August.

ORL STAFF

- We have been doing some surveys of staff through our Mental Health Task Force: inquiring as to how staff are feeling supported and how steps or information we are taking or not taking are impacting them. Results of the latest Survey #3, which was taken mid-summer just prior to the worst of the fires, is included as an attachment. We know that staff are feeling very fatigued with dealing with the continuing challenges of the pandemic both at home and at work. We anticipate that the fires and smoke will have increased their level of stress and fatigue since this survey was done, but the results also show that the majority of staff are finding ways to adjust and cope which is encouraging.
- Our Senior Management Team is continuing to have more than their plates full. Some including myself were able to finally get some vacation time over the summer which was much needed. Others are still dealing with things like significant family illness, being evacuated and/or on alert from their homes due to the fires and dealing with the ever-changing challenges and staff frustrations due to the pandemic. We are greatly appreciating having Leslie Brecht come on board as our new Director of Human Resources. Finding housing in the Kelowna area has been a significant challenge so she has had to work from her home in Peace River since she started but has thankfully relocated to the Okanagan in September which will be much easier for her and for the team.
- Over the summer, we had several branches significantly impacted by the fires, as well as many of our staff. Falkland Branch was evacuated and closed for short periods, and Silver Creek, Armstrong, Sicamous, and Vernon were on evacuation alert at times. The community of Killiney Beach where we support a small volunteer book deposit library has lost many homes and the damage throughout the community is still being calculated. Many of these citizens use the Vernon Library and so these staff did their best to offer assistance to those who requested it. Fires in areas around Okanagan Falls, Oliver, Osoyoos, Princeton, West Kelowna and

Peachland also impacted many of our staff and patrons and added to the stress already there from the pandemic. There have been several stories of staff stepping forward and quietly helping others which is heartwarming. We are all hoping that with the cooler weather things will settle down and the pandemic situation will stabilize so that we can get closer to normal.

OTHER THINGS TO NOTE

- Many Libraries across Canada are stepping back from their programming restart plans or putting pauses on reintroducing services due to the new covid fourth wave. At this time, we are carefully monitoring but anticipate gradually and carefully introducing some in person programming which will require showing the vaccine passports while continuing to offer a wide array of virtual programs and events that people everywhere will be able to participate in.
- The Library will be closed September 30th for the new Statutory Truth and Reconciliation Holiday that was just introduced by the Federal Government. Our Union contracts include any recognized Federal or Provincial holiday as being a paid stat, and the extra costs of operating on a stat day make it cost prohibitive to stay open that day. It will also give staff the opportunity that day to participate in events or reflect. I expect most of our branches will have book displays and other resources highlighted throughout this period, as well as being highlighted on our website, to assist the public in learning more.
- The new West Kelowna Branch planning is continuing. Many of the tenders have been let and so far, we are keeping on time and budget although that has taken some significant work and adjustment by the consulting teams. We expect the equipment and project management team to be assembling at site the week of September 6. This was held back until the new skateboard park was finished so that the old park which occupies the site could be decommissioned. We still anticipate occupancy of the building late 2022 or early 2023.
- The Revelstoke project which the Board approved additional funds for in the summer is moving ahead. The contractor will be doing the foundation work and other needed outside projects before the snow flies. The new modular buildings are still scheduled to arrive sometime around the Christmas closure period.

I hope that the above items have filled in any gaps that you may have had regarding library operations. We enter this fall with lots of questions but also with hopes that we can once again start to re-introduce services to our communities. I am proud of the work that our staff have been doing during challenging times and believe that the ORL has been a key resource in assisting our communities as they work their way through these months.

Thank you for the continuing support and encouragement that the Board is providing. Should you have any questions at any time, please don't hesitate to contact me.

Respectfully submitted,



Don Nettleton, CEO

Attachment: Mental Health Task Force Survey Results #3

ORL Mental Health Taskforce

Pulse Survey #3 responses

136 Responses =
almost exactly 50% of the entire team

Question # 1

1. In regards to Covid, I feel safe and protected while at work

[More Details](#)

Strongly agree	41
Agree	62
Neutral	20
Disagree	11
Strongly disagree	1



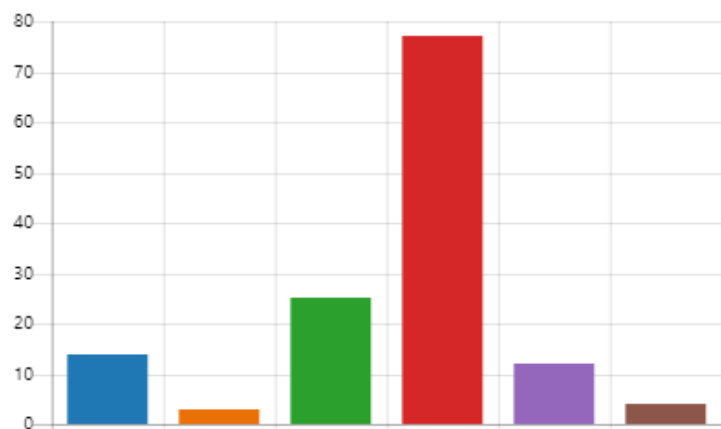
76% strongly agree or agree, up from 70% in survey #2.

Question # 2

2. I feel that some of the concerns I have about coming to work during Covid have been addressed.

[More Details](#)

Strongly disagree	14
Disagree	3
Neutral	25
Agree	77
Strongly agree	12
Other	4

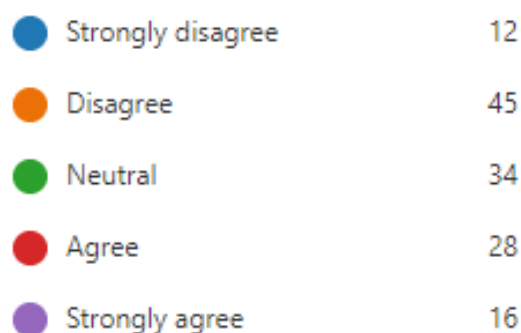


68% strongly agree or agree, down from 71% in survey #2
(We have some work to do here)

Question # 3

3. I am feeling burned out/exhausted while at work.

[More Details](#)

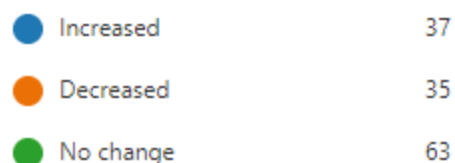


33% strongly agree or agree, down from 52 % in survey #2
This was before the worst of the fire season began,
numbers are surely higher now

Question # 4

4. How has your stress level changed now that masks are not mandatory for patrons?

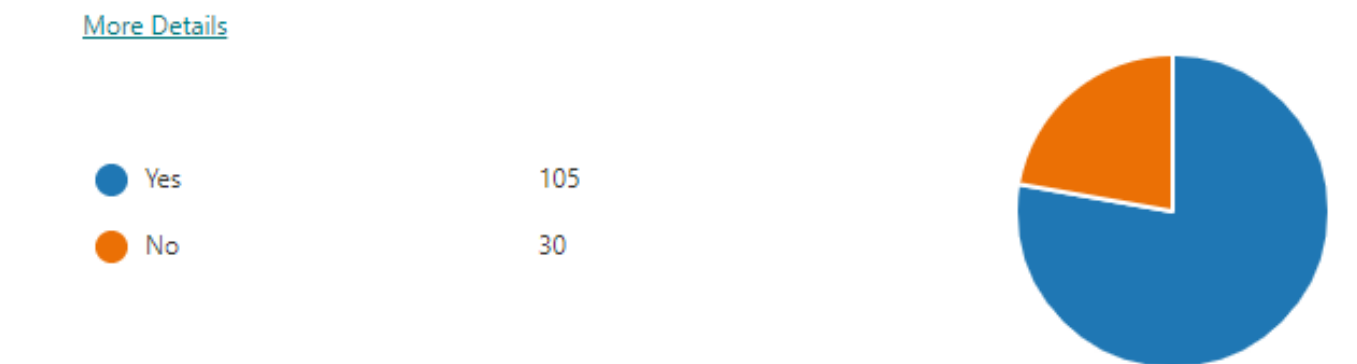
[More Details](#)



This was a new question and now affected by the mask mandate from the province.

Question # 5

5. Have you booked any time off or planned any vacations from work yet?



78% of team members have booked holidays, up from 63% in the second survey.

ORL Mental Health Taskforce

We won't go into the specifics of comments to maintain anonymity but there were a few issues that we wanted to bring to light.

- ♦ **Comments about patrons and masks leaned very heavily in favor of Team members being able to wear masks optionally. With the current mandate from Interior Health, it is not possible at this time.**
- ♦ **Comments were also made that when masks were not mandatory at all times for our teams, some team members were not wearing masks and at the same time going in other members 6 foot bubbles. Remember that even though the masks came off (and will again), respect that not all team members will be as comfortable. Please respect their personal space**
- ♦ **Comments regarding the concern for program attendees being vaccinated. With the news from the province regarding vaccine passports, we will need to see how library programs will play into that. We are awaiting advice and management will send updates as decisions are made.**
- ♦ **Plexi barriers. A lot of support for the barriers to stay in place, there are no plans to remove them. Someone commented about having requested a barrier for a service point, and they have not yet received it. Please follow up with who you spoke to about this.**
- ♦ **Smoke and fires. There were a few comments about the ORL's response to supporting our team members affected by the wildfires in our area. Aside from keeping tabs on contact info for our team members and working on work plans for those affected, the PSDs have been in heavy contact with those branches affected and unofficially rooms and**

- ♦ **Stress and burnout.** Where to start, there is a lot here to unpack. The job we do has always had stress, but it seems like plates are getting fuller and fuller and there is no respite. Add to that the last 16 months of new technology, new ways of working, dealing with a pandemic, smoke, fires, staffing levels and there is little doubt why so many on our Team are feeling this way.

A lot of the comments spoke of particular situations that we will not get into here to maintain anonymity.

If you have hit a wall or are going to hit a wall, please reach out. Use the EAP, talk to your PSD, HR, management, your team, your colleagues who are in the same boat as you. (You can call me, I probably can't help, but I can listen. –Mark). The important thing is to connect with someone.

- ♦ **Survey Burnout:** There were about being sick of doing surveys, fair enough. This was the third one since we started and they are optional. If you don't wish to share, you don't have to. We won't know who isn't filling it out so don't feel any pressure to do it if it is adding stress. Know that we do appreciate the effort put into the feedback we get.

Thank you to all that took the time to fill out the surveys, If you have any questions concerns or comments, please feel free to reach out to any members of the MHTF

Don Nettleton, CEO

Ashley Machum , Head of Youth Services

Kristy Henning, VE Branch Head

Marigje Toepfer , CL II Oliver

Shelley Torres, HR Assistant

Michal Utko, Director of Marketing & Communications

Leslie Brecht, Director of HR

Leah Samson, Admin Services Manager

Richard Kicksee, MI Branch Head

Leigh Schaffer , CLII South Shuswap

Mark Reinelt, SCC

MEMO

To: Board Members
From: Don Nettleton, CEO
cc: Management Team
Date: August 31, 2021
Re: ORL Draft Operational Plan: Fall 2021 - Spring 2022

In 2019 the ORL Board and staff began work on a new Strategic Plan that would replace the plan done in 2014/15. The expectation at that time was that the plan would be completed in mid-2020 and that from that plan a new operational plan would be developed each year which would include actions staff would be concentrating on to operationalize this strategic direction.

Covid-19 obviously set this aside and the ORL has deferred the new strategic plan to a future date. At this time, the earliest the Board might have a new plan developed and approved may be next April or May, and it might be even past that. If it was next spring, then this new plan could drive the preparation of the 2023 budget which would begin around May and be finalized over the summer. Should the Board wish to start on some items in the new plan sooner, they may be able to utilize some of the one-time money in the Strategic Plan Reserve to begin initiatives mid-2022 to the end of the year.

Because of these delays, I am wanting to bring to the Board a summary of operational initiatives that the Senior Management Team is planning to work on for the academic year. These are items that are above and beyond the normal daily operations or regular activity. I have grouped these items into logical categories on the attached spreadsheet and have included initials of the lead Management Team member as well as anticipated period when this could be worked on. As the Board will see, this is a very full list and will be a challenge to achieve, particularly if Covid-19 changes and challenges keep happening.

I am bringing this to the Board so that the Board can see the activities and can comment on and hopefully approve this Operational Plan. If there are significant items which the Board feels are missing, then we could consider what these are and if they seem more important than what is in the Plan then we could discuss adding them and removing items that are within the Plan as staff resources are already stretched to their maximum.

I have come across a few other libraries that have decided to follow this type of relatively short-term operational plan in lieu of a full new strategic plan. The Board may wish to discuss whether for the next couple of years it would be better to develop a short operational plan rather than doing a full strategic planning exercise and then a strategic plan operational plan. This could be a possible way to operate until we are safely past the effects of the pandemic and more aware of what the new normal will be.

In summary, I am asking the Board to:

1. Review the attached Operational Plan from now to next May and approve it.
2. Determine if doing a subsequent annual operational plan next spring is preferable to trying to create a new strategic plan – thus postponing doing a full strategic plan for another year and operating under the goals, and values of the old plan for another year until a new normal is better known.

Respectfully submitted,



Don Nettleton, CEO

Attachment: Operational Plan

ORL draft Operational Plan - fall 2021-spring 2022

The following items are additional projects above the normal operations that the ORL management team have on their plates to accomplish.

Description	timeframe	Branch	support	lead staff	Other staff	additional notes
Building and Spaces Projects						
West Kelowna new Library planning and work - major time commitments	Aug21-March 22	WK		JS, CM, DN	JS branch P	This project will vary in time depending upon phase thru to early 2023
Revelstoke Branch renovation and makerspace opening	aug 21-Feb 22	RE		JS, MG	LB branch	the most increased critical time for this project those aside from JS will be Dec-Feb as renos and move need to happen and planning for new programming
Opening Lumby Makerspace	fall 2021	LU		MG	MF	may need assistance from other tech staff
Completing Oliver and Grand Opening	fall 2021	OL		CM	MT, MU	furniture ordering and help planning event when covid allows
Mission Branch major renovation	Dec 2021-April 2022	MI		JS, CM	RK	This will be a major project which will likely require closure, total move of everything
Oyama Decision Making and possible move	Sept - Nov 2021	OY		JS, MG, DN		This may involve Lake country staff, and a lot of public consult and communications
Kelowna Childrens space reno	fall 2021			CM	JK	This is a project that has been put off by covid but needs completion to satisfy donor funding
Early Learning space improvement - as time allows starting with PR, PL, OL				cm	am	Would involve the branch leaders of branches we would be starting with
Branch Programming and Branch collections projects						
Initiate Library of Things pilot project	aug 21-Mar 22			NV	CM, MG, L	This interesting new collection purchase and cataloguing and promotion and piloting will be a soft launch this fall
Adult Services Committee - programming system wide planning	aug 21 June 22			KN, TT	MG, CM	This committee will operate like the long standing childrens services committee has to coordinate adult programming system wide
Assessment of programming - development of tool and training staff in using it	aug21-June22			NV	MG, CM	this is being overseen and championed by new assessment position which was funded starting in 2020 - covid delayed some of this work
Assessment of fall programs and planning focus of spring programs	Oct/Nov 21			NV, MG, CM	branch head	Much of this is going to be driven by how the pandemic affects reintroduction of fall programming. Will strategize January programming focus mid fall
Homebound Service improvements and expansion	aug21-June22			tt	MG	this expanded system wide initiative was piloted with new funding starting in 2020-covid and some staff changes has slowed some of the roll out
develop ways to sustainably continue Virtual system wide programming and marketing of same	aug21-June22			MG, cm	MU	This will be aided by adult and childrens services committees and librarians throughout the system
Maker in residence partnership with OK College	?			JK	CM	Will depend upon time of our staff and the college
Peer Navigator Pilot project	2021-2022			CM, JK		this pilot project with partners was begun in April and will continue to be tweaked and developed

Description	timeframe	Branch	support	lead staff	Other staff	additional notes
Post covid programming re-activation and planning and training						
- re-activate makerspaces (including reopening whisper rooms)	fall 2021			mg, cm cl's and branch heads		this will happen over fall as covid situation clarifies
- planning and reintroduction of in branch programming	Sept 21-May22				MG, CM	This will be ongoing and varying branch by branch as the covid situation changes
Re-opening UBCO pocket library on campus	Aug-Oct			TT, WF,		As UBCO on site campus reopens, we will need to redo collection and resigh up students with cards, etc
Reopening UBC's innnovation Library at Kelowna Branch (piloting new service model)	Aug-Dec			JK, CM		As UBCO reopens
System wide HR and other Support areas projects						
Job description review of reference Librarians				LB	DN, MG, CM	This has been outstanding project of HR for sometime
As per negotiated settlement review and develop PEA new job assessment tool	Oct-March			LB	DN	
Review mental health task force and related workplace psych safety requirements	Oct-March			LB		assisted by mental health task group
Performance Management	Jan-May			LB		to review Halogen and determine if it will be re-activated and rolled out or adapted or replaced and training and rollout preparation
Continuing to shift several servers to the cloud/ms365	sept-May			JC		
investigating options and preparing for phone system replacement	Nov-Mar			JC		system is about at end of life
adding automated people counters to branches	sept-may			jc		continuing project as able
rebuilding ORL Intranet site	sept-may			JC	LS, MU	This will be a project that may involve most library departments as we roll out new intranet areas
Preparing for 2022 security audit/Penn testing	Dec-May			JC	IT staff	hardening ORL network security is large ongoing task
Hiring and training new Network analyst	Sept-Dec			JC	LB	this takes several months to shadow other staff
Developing New Strategic Plan for ORL system	Oct21-May22			Policy committee and Board	DN, LS	Working with consultant and most of mgmt team - goal is to have final plan accepted by no later than May Board meeting and preferably by March/early April 2022
Switch childrens programming database to ORL plus to enable better workflow	Sept-Dec			MU	AM	Working with HQ childrens systems support group to convert this database to more easily aid workflow and ordering
Create supplies ordering via ORLPlus to better assist workflow	Nov-Mar			MU	LS	to better assist workflow
Move email notifications to patron point	Sept-Dec			MU	CM, KB	to improve communications to the public regarding our regular notices
Finish remaining external sign rebranding of buildings	Sept-Dec			MU		to finish the rebranding project on remaining few facilities
Move from eTapestry to CanadaHelps fundraising software	fall 21			MU	JS	To better utilize funds and lower costs
Social Media improvement and development	setp 21-May22			MU		Working with Public services to build calendar for 2022 and develop key focus areas and grow the community
Push to distribute and promote planned giving	sept 21-May22			Scott	mu	to work on developing and increasing planned giving to Library



ITEM 6c

REPORT

File No. 100.33

To: Okanagan Regional Library Board of Directors
From: Chief Financial Officer
Date: August 30, 2021
Subject: Financial Update Report to July 31, 2021 (7 Months)

RECOMMENDATION

THAT the Board receive the CFO's Financial Update Report to July 31, 2021 for information.

BACKGROUND

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

DISCUSSION

Receipts – Tax Levy

There is no variances and the results are consistent with expectation.

Receipts – Government, Grants and Own Resources

This category is under budget by \$111,179, which is attributed to loss of revenue from the ongoing impacts of the COVID19 pandemic. Fines, space rentals and printing 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.

From Reserves and Internal Rent

The transfers from reserves is an accounting adjustment that relates to planned amounts drawn out of reserves for technology replacement, furnishings and amounts from the donation reserves for programming and capital expenditures. The internal rent chargeback relates to adjustments for the owned branches.

Total receipts to July 31st are \$10,682,185.

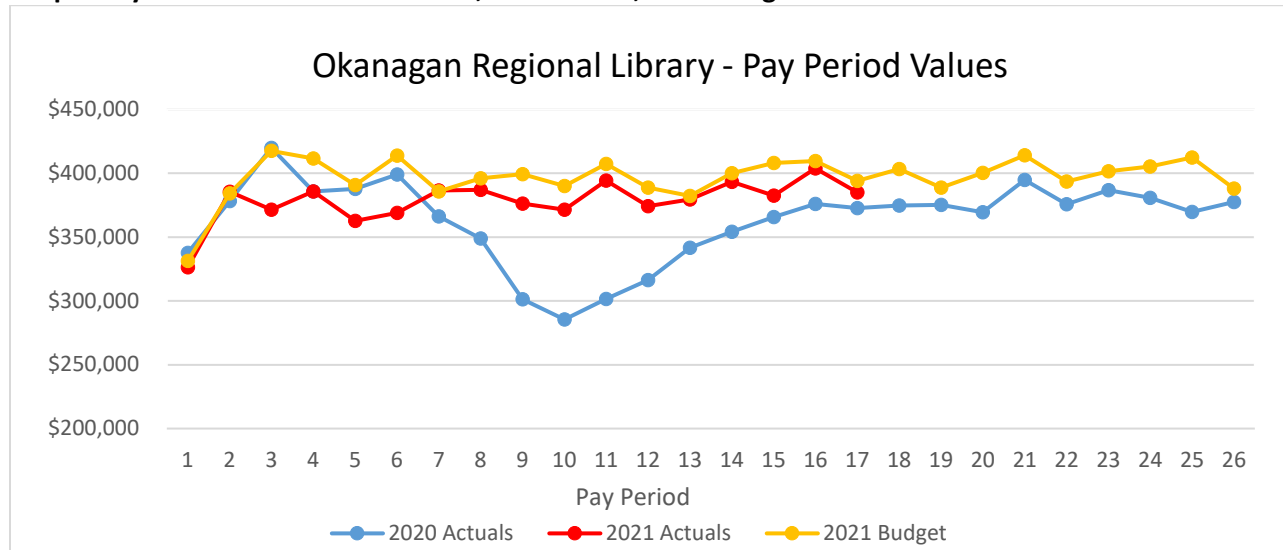
Disbursements

Remuneration and benefits continues to be impacted by COVID19, with less programming and less on-call coverage occurring while regular staff are away. From January to mid-August for example, there was \$141,467 less in programming and on-call wages compared to the same



period in 2019. There were also a number of vacancies that contributed to this, including the Payroll & Benefit Administrator, Kelowna Branch Head and numerous others.

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



There is not much to report on rent and property expenses; rent payments are within 1% of budget, property expense are under a little more however this is expected to narrow as year-end approaches.

Library (electronic) materials, along with Books and Other Physical Material form the combined Library Collections Budget. Although Library Materials appears overbudget, the Books and Other Physical Materials is under by a similar amount. A table is presented below to display this. As you can see, the Acquisition teams has done remarkably well in terms of budget utilization to date, with 58.3% of the year completed for this report (7 months divided by 12 months in the full year) with 57.2% if the budget spent.

Table: Combined Library Collection Budget

<u>LIBRARY COLLECTIONS BUDGET</u>	ACTUAL YR.TO D	BUDGET YR.TO D	VARIANCE YR.TO D	BUDGET -YEAR--	VARIANCE -From Annual--	% SPENT -Annual--	% of the Year Completed
LIBRARY MATERIALS	830,275	495,972	-334,303	850,238	19,963	97.7%	
BOOKS & OTHER PHYSICAL MATERIALS	689,234	1,053,448	364,214	1,805,910	1,116,676	38.2%	
	1,519,508	1,549,420	29,911	2,656,148	1,136,640	57.2%	58.3%

Other expenses as a whole makes up less than 9% of the total budget, so variances within the individual line items are relatively insignificant. A few of the line items are more noticeably low such as programs, staff development/meeting, technology and transportation. The Library's operations are still hampered by COV19, which makes anything in-person more challenging and less frequent than otherwise. Technology transactions are often done in 'lump sums' or 'batch purchasing' so the expense will veer over or under budget during the year depending on where



things are at. Along with the large delivery truck expenses, transportation includes fuel for the fleet vehicles and reimbursements to staff for personal use of their vehicles. There is still a lot less staff movement compared to the pre-COVID years; additionally, insurance expense is recorded in September for the fleet and this report only goes up to July 31st.

Total disbursements before capital expenditures and reserve transactions are \$10,116,006

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) is also a useful reference when considering this expense line.

The Transfers to Reserves were recorded bi-annually, instead of annually for 2021. This is a more accurate approach, as it more closely matches the receipts (the levy payments) that the Library uses to fund these transfers. The expense and budget are the same, which is to be expected for this class of expenses.

Total disbursements to July 31st are \$11,174,277

The net receipts over disbursements to July 31st are -\$492,092.

BUDGET AND COST IMPACTS

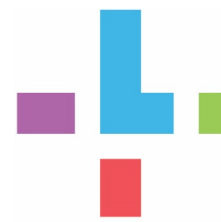
There are no budget or cost impacts that would derive from this report.

CONCLUSION

The ORL's financial results to July 31st are generally consistent with expectation and variances explainable. 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

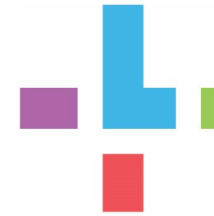
(Receipts & Disbursements)

January 1, 2021 to July 31, 2021



OKANAGAN REGIONAL LIBRARY
RECEIPTS & DISBURSEMENTS
For the 7 Months Ending July 31, 2021

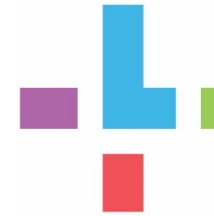
	ACTUAL YR.TO D	BUDGET YR.TO D	VARIANCE YR.TO D	BUDGET -YEAR--	VARIANCE -From Annual--	% RECEIVED -Annual--
RECEIPTS						
TAX LEVY ON MUNICIPALITIES AND REGIONAL DISTRICTS						
ARMSTRONG, CITY	\$98,877	\$98,877	\$0	\$197,754	\$98,877	50.0%
CENTRAL OKANAGAN RD	\$157,739	\$157,739	\$0	\$315,478	\$157,739	50.0%
COLDSTREAM, DISTRICT	\$232,648	\$232,648	\$0	\$465,295	\$232,648	50.0%
COLUMBIA SHUSWAP RD	\$427,411	\$427,411	\$0	\$854,822	\$427,411	50.0%
ENDERBY, CITY	\$54,255	\$54,255	\$0	\$108,510	\$54,255	50.0%
GOLDEN, CITY	\$163,380	\$163,380	\$0	\$326,761	\$163,380	50.0%
KELOWNA, CITY	\$3,463,268	\$3,463,268	\$0	\$6,926,536	\$3,463,268	50.0%
KEREMEOS, VILLAGE	\$28,826	\$28,826	\$0	\$57,651	\$28,826	50.0%
LAKE COUNTRY, DISTRICT	\$345,421	\$345,421	\$0	\$690,842	\$345,421	50.0%
LUMBY, VILLAGE	\$36,775	\$36,775	\$0	\$73,551	\$36,775	50.0%
NORTH OKANAGAN RD	\$389,121	\$389,121	\$0	\$778,242	\$389,121	50.0%
OLIVER, TOWN	\$104,503	\$104,503	\$0	\$209,005	\$104,503	50.0%
OKANAGAN SIMILKAMEEN RD	\$434,941	\$434,941	\$0	\$869,883	\$434,941	50.0%
OSOYOOS, TOWN	\$135,083	\$135,083	\$0	\$270,166	\$135,083	50.0%
PEACHLAND, DISTRICT	\$130,731	\$130,731	\$0	\$261,461	\$130,731	50.0%
PRINCETON, TOWN	\$57,749	\$57,749	\$0	\$115,497	\$57,749	50.0%
REVELSTOKE, CITY	\$184,637	\$184,637	\$0	\$369,274	\$184,637	50.0%
SALMON ARM, CITY	\$378,170	\$378,170	\$0	\$756,341	\$378,170	50.0%
SICAMOUS, DISTRICT	\$66,507	\$66,507	\$0	\$133,014	\$66,507	50.0%
SPALLUMCHEEN, TOWNSHIP	\$108,492	\$108,491	-\$0	\$216,982	\$108,491	50.0%
SUMMERLAND, DISTRICT	\$260,896	\$260,896	\$0	\$521,791	\$260,896	50.0%
VERNON, CITY	\$928,034	\$928,034	\$0	\$1,856,067	\$928,034	50.0%
WESTBANK FIRST NATION	\$219,218	\$219,218	\$0	\$438,437	\$219,218	50.0%
WEST KELOWNA, CITY	\$798,197	\$798,197	\$0	\$1,596,395	\$798,197	50.0%
	\$9,204,878	\$9,204,878	-\$0	\$18,409,755	\$9,204,877	50.0%



RECEIPTS
(continued)

FROM GOVERNMENT & OWN RESOURCES

	ACTUAL YR.TO D	BUDGET YR.TO D	VARIANCE YR.TO D	BUDGET -YEAR--	VARIANCE -From Annual--	% RECEIVED -Annual--
PROVINCE OF BC - PER CAPITA GRANT	\$1,008,382	\$1,008,000	-\$382	\$1,008,000	-\$382	100.0%
GRANTS - FEDERAL	\$2,833	\$0	-\$2,833	\$49,000	\$46,167	5.8%
GRANTS - OTHER	\$0	\$0	\$0	\$6,500	\$6,500	0.0%
FINES, FEES AND DAMAGED MATERIALS	\$20,003	\$118,125	\$98,122	\$202,500	\$182,497	9.9%
SPACE RENTALS	\$0	\$10,500	\$10,500	\$18,000	\$18,000	0.0%
PRINTING REVENUE	\$9,980	\$17,486	\$7,505	\$29,975	\$19,995	33.3%
KEYCARD REVENUE	\$836	\$145	-\$691	\$250	-\$586	334.5%
INTEREST AND EXCHANGE	\$19,583	\$20,417	\$834	\$35,000	\$15,417	56.0%
COPIER REVENUE	\$2,990	\$5,556	\$2,567	\$9,525	\$6,535	31.4%
SUNDRY INCOME	\$42,551	\$38,114	-\$4,437	\$65,338	\$22,787	65.1%
MFA ACTUARIAL , DEBT REDUCTION	\$0	\$0	\$0	\$135,488	\$135,488	0.0%
INTER LIBRARY LOANS, NET	-\$82	-\$88	-\$5	-\$150	-\$68	54.8%
SUBTOTAL GOVERNMENT & OWN RESOURCES	\$1,107,076	\$1,218,255	\$111,179	\$1,559,426	\$452,350	71.0%
TRANSFERS FROM RESERVES	\$0	\$0	\$0	\$946,075	\$946,075	0.0%
ORL OWNED BUILDINGS, RENT CHARGEBACK	\$370,231	\$377,636	\$7,405	\$647,376	\$277,145	57.2%
TOTAL RECEIPTS	10,682,185	10,800,768	118,583	21,562,632	10,880,447	49.5%



OKANAGAN REGIONAL LIBRARY
RECEIPTS & DISBURSEMENTS
For the 7 Months Ending July 31, 2021

	ACTUAL YR.TO D	BUDGET YR.TO D	VARIANCE YR.TO D	BUDGET -YEAR--	VARIANCE -From Annual--	% SPENT -Annual--
DISBURSEMENTS						
REMUNERATION AND FRINGE BENEFITS						
REMUNERATION	4,602,552	4,850,734	248,182	8,472,207	3,869,655	54.3%
FRINGE BENEFITS	872,440	1,038,397	165,957	1,813,645	941,205	48.1%
WCB	18,063	17,952	-111	30,775	12,712	58.7%
	5,493,055	5,907,084	414,029	10,316,627	4,823,572	53.2%
RENT AND PROPERTY EXPENSES						
				0.80%		
RENT	1,458,580	1,470,354	11,773	2,520,606	1,062,026	57.9%
LTD PRINCIPAL, ACTUARIAL AND INTEREST	665,649	665,649	0	1,113,017	447,368	59.8%
PROPERTY EXPENSES	964,382	1,042,640	78,257	1,787,382	823,000	54.0%
	3,088,612	3,178,642	90,030	5,421,005	2,332,393	57.0%
LIBRARY MATERIALS						
	830,275	495,972	-334,303	850,238	19,963	97.7%
OTHER EXPENSES						
BOARD EXPENSES	0	11,749	11,749	20,141	20,141	0.0%
BOOK DEPOSIT GRANTS	2,000	1,867	-133	3,200	1,200	62.5%
COLLECTION AGENCY	1,402	8,497	7,095	14,566	13,164	9.6%
EQUIPMENT REPAIRS & RENEWALS	10,623	7,890	-2,733	13,525	2,902	78.5%
FAMA/REALLOCATIONS	0	0	0	99,281	99,281	0.0%
INSURANCE	0	0	0	56,470	56,470	0.0%
INTEREST & BANK CHARGES	6,785	6,708	-77	11,500	4,715	59.0%
MARKETING & COMMUNICATIONS	28,669	28,248	-421	48,425	19,756	59.2%
MEMBERSHIPS	13,592	11,305	-2,287	19,380	5,788	70.1%
PENTICTON LIBRARY FEE	41,030	46,000	4,970	46,000	4,970	89.2%
POSTAGE & FREIGHT	31,650	36,318	4,668	62,260	30,610	50.8%
PROFESSIONAL FEES	45,944	48,702	2,758	83,489	37,545	55.0%



DISBURSEMENTS

(continued)

	ACTUAL YR.TO D	BUDGET YR.TO D	VARIANCE YR.TO D	BUDGET -YEAR--	VARIANCE -From Annual--	% SPENT -Annual--
PROGRAMS	15,082	37,803	22,721	80,779	65,697	18.7%
RECRUITMENT, TRAVEL & SUNDRY	3,663	8,968	5,305	15,374	11,711	23.8%
STAFF DEVELOPMENT & MEETINGS	35,357	64,388	29,032	110,380	75,023	32.0%
STRATEGIC PLANNING	0	0	0	300,000	300,000	0.0%
SUPPLIES	131,508	112,475	-19,033	192,814	61,306	68.2%
TECHNOLOGY EXPENSES	231,193	267,779	36,586	459,050	227,857	50.4%
TELEPHONE & INTERNET	50,113	44,567	-5,547	76,400	26,287	65.6%
TRANSPORTATION	49,844	79,723	29,879	136,668	86,824	36.5%
VIRTUAL BRANCH	5,608	8,750	3,142	15,000	9,392	37.4%
	704,064	831,737	127,673	1,864,702	1,160,638	37.8%
DISBURSEMENTS BEFORE CAPITAL EXPENDITURES AND TRANSFERS TO RESERVES	10,116,006	10,413,435	297,429	18,452,572	8,336,567	54.8%
CAPITAL EXPENDITURES						
BOOKS AND OTHER PHYSICAL MATERIALS	689,234	1,053,448	364,214	1,805,910	1,116,676	38.2%
TECHNOLOGY ASSETS	0	0	0	331,075	331,075	0.0%
FURNITURE, EQUIPMENT & OTHER	0	0	0	235,000	235,000	0.0%
	689,234	1,053,448	364,214	2,371,985	1,682,751	29.1%
TRANSFERS TO RESERVES						
TO BRANCH FURNISHING RESERVE	72,500	72,500	0	145,000	72,500	
TO CAPITAL PROJECTS RESERVE	57,000	57,000	0	114,000	57,000	
TO IT REPLACEMENT RESERVE	150,538	150,538	-1	301,075	150,537	
TO NON-OWNED BUILDING MNTC RESERVE	16,000	16,000	0	32,000	16,000	
TO OWNED BUILDING MNTC RESERVE	30,000	30,000	0	60,000	30,000	
TO STAFF APPRECIATION OR DEVELOPMENT RESERV	750	750	0	1,500	750	
TO STRATEGIC INITIATIVES RESERVE	36,000	36,000	0	72,000	36,000	
TO VEHICLE REPLACEMENT RESERVE	6,250	6,250	0	12,500	6,250	
	369,038	369,038	-1	738,075	369,037	
TOTAL DISBURSEMENTS	11,174,277	11,835,920	661,643	21,562,632	10,388,355	
NET DISBURSEMENTS OVER RECEIPTS	-492,092	-1,035,152	-543,060	-0	492,092	