

Okanagan Regional Library

Statement of Financial Information (SOFI)

For the year: 2021

Report Appendices

Report appendices include:

- Financial Information Act submission checklist
- Board approval form
- Management report
- Schedule of guarantee and indemnity agreements;
- Statement of remuneration and expenses
 - Schedule showing the total amount of remuneration and the total amount of expenses paid to or on behalf of each member of the Board;
 - Schedule showing remuneration and expenses paid to or on behalf of each employee that exceeds \$75,000;
- Statement of severance agreements;
- Schedule of Payments for the Provision of Goods and Services

The following are not included with this report but are instead included with the Library's audited financial statements:

- Financial statements
 - Statement of Revenue and Expenditures (Statement of Operations)
 - Statement of Assets and Liabilities (Statement of Financial Position)
- Schedule of debts;
- Statement of Changes in Financial Position

Submission Checklist

Financial Information Act - Statement of Financial Information

Library Name: Okanagan Regional Library

Fiscal Year Ended: December 31, 2021

a)	<input checked="" type="checkbox"/>	Approval of Statement of Financial Information
b)	<input checked="" type="checkbox"/>	A Management Report signed and dated by the Library Board and Library Director
An operational statement including:		
c)	<input checked="" type="checkbox"/>	i) Statement of Income
	<input checked="" type="checkbox"/>	ii) Statement of Changes in Financial Position, or, if omitted, an explanation in the Notes to the Financial Statements (audited ¹ financial statements)
d)	<input checked="" type="checkbox"/>	Statement of assets and liabilities (audited ¹ financial statements)
e)	<input checked="" type="checkbox"/>	Schedule of debts (audited ¹ financial statements) If there is no debt, or if the information is found elsewhere in the SOFI, an explanation must be provided in the Schedule.
f)	<input checked="" type="checkbox"/>	Schedule of guarantee and indemnity agreements including the names of the entities involved and the amount of money involved. If no agreements, or if the information is found elsewhere in the SOFI, an explanation must be provided in the Schedule.
Schedule of Remuneration and Expenses, including:		
	<input checked="" type="checkbox"/>	i) An alphabetical list of employees (first and last names) earning over \$75,000
	<input checked="" type="checkbox"/>	ii) Total amount of expenses paid to or on behalf of each employee under
	<input checked="" type="checkbox"/>	75,000
	<input checked="" type="checkbox"/>	iii) If the total wages and expenses differs from the audited financial
g)	<input checked="" type="checkbox"/>	statements, an explanation is required
	<input checked="" type="checkbox"/>	iv) A list, by name and position, of Library Board Members with the amount of any remuneration paid to or on behalf of the member.
	<input checked="" type="checkbox"/>	v) The number of severance agreements started during the fiscal year and the range of months' pay covered by the agreement, in respect of excluded employees. If there are no agreements to report, an explanation is required.
Schedule of Payments for the Provision of Goods and Services including:		
h)	<input checked="" type="checkbox"/>	i) An alphabetical list of suppliers receiving over \$25,000 and a consolidated total for those suppliers receiving less than \$25,000. If the total differs from the Audited Financial Statements, an explanation is required.

¹ Municipal Libraries and Regional Library Districts must provide audited financial statements as per the *Libraries Act* section 11(2) and 26(2) (a). Audited statements are not required for the SOFI but if available, please include them.

As per the *Libraries Act* section 40(3)(a) Public Library Associations must prepare annual financial statements in accordance with generally accepted accounting principles. This also applies to Library Federations.

Board Approval Form

Financial Information Act - Statement of Financial Information

NAME OF LIBRARY Okanagan Regional Library		FISCAL YEAR END (YYYY) December 31, 2021
LIBRARY ADDRESS 1430 K.L.O. Road		TELEPHONE NUMBER 250-860-4033
CITY Kelowna	PROVINCE B.C.	POSTAL CODE V1W 3P6
NAME OF THE CHAIRPERSON OF THE LIBRARY BOARD Sherry Philpott-Adhikary		TELEPHONE NUMBER 250-801-3814
NAME OF THE LIBRARY DIRECTOR Don Nettleton, CEO		TELEPHONE NUMBER 250-860-4033

DECLARATION AND SIGNATURES

We, the undersigned, certify that the attached is a correct and true copy of the Statement of Financial Information of the year ended December 31, 2018 for Okanagan Regional Library as required under Section 2 of the Financial Information Act.

SIGNATURE OF THE CHAIRPERSON OF THE LIBRARY BOARD*

Sherry Philpott-Adhikary

DATE SIGNED (DD-MM-YYYY)

18-05-2022

SIGNATURE OF THE LIBRARY DIRECTOR

Don Nettleton

DATE SIGNED (DD-MM-YYYY)

18-05-2022

Management Report

Financial Information Act - Statement of Financial Information

Library Name: Okanagan Regional Library

Fiscal Year Ended: December 31, 2021

MANAGEMENT REPORT

The Financial Statements contained in this Statement of Financial Information under the *Financial Information Act* have been prepared by management in accordance with Canadian generally accepted accounting principles and the integrity and objectivity of these statements are management's responsibility.

Management is also responsible for all other schedules of financial information and for ensuring this information is consistent, where appropriate, with the information contained in the financial statements and for implementing and maintaining a system of internal controls to provide reasonable assurance that reliable financial information is produced.

The Board of the Library is responsible for ensuring that management fulfils its responsibilities for financial reporting and internal control and for approving the financial information included in the Statement of Financial Information.

The external auditors, BDO Canada LLP, conduct an independent examination, in accordance with generally accepted auditing standards, and express their opinion on the financial statements. Their examination does not relate to the other schedules of financial information required by the *Financial Information Act*. Their examination includes a review and evaluation of the board's system of internal control and appropriate tests and procedures to provide reasonable assurance that the financial statements are presented fairly.

On behalf of Okanagan Regional Library

Name, Chairperson of the
Library Board [Print]

Sherry Philpott-Adhikary

Signature,
Chairperson of the Library
Board



Date

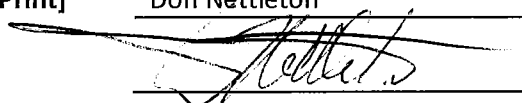
(MM-DD-YYYY)

05-18-22

Name,
Library Director [Print]

Don Nettleton

Signature,
Library Director



Date

(MM-DD-YYYY)

05/18/22

Schedule of Guarantee and Indemnity

Financial Information Act - Statement of Financial Information

Library Name: Okanagan Regional Library

Fiscal Year Ended: December 31, 2021

Okanagan Regional Library has not given any guarantee or indemnity under the Guarantees and Indemnities Regulation.

Schedule of Remuneration and Expenses

Financial Information Act - Statement of Financial Information

Library Name: Okanagan Regional Library
 Fiscal Year Ended: December 31, 2021

NAME		MEMBER AREA	POSITION	RENUMERATION	EXPENSES
BAIRD	TUNDRA	ENDERBY	DIRECTOR	\$ -	\$ -
BROOKS-HILL	MICHAEL	REVELSTOKE	DIRECTOR	\$ -	\$ -
CARLSON	ERIN	SUMMERLAND	DIRECTOR	\$ -	\$ -
CARSON	WAYNE	REG.DIST.OF CENTRAL OKANAGAN	DIRECTOR	\$ -	\$ -
COCHRANE	PAT	COLDSTREAM	DIRECTOR	\$ -	\$ -
DERICKSON	CHRISTOPHER	WESTBANK FIRST NATION	DIRECTOR	\$ -	\$ -
ELLIOTT	GEORGE	PRINCETON	ALT. DIRECTOR	\$ -	\$ -
EVANS	BOB	SICAMOUS	DIRECTOR	\$ -	\$ -
FINDLATER	DOUG	WEST KELOWNA	BOARD VICE-CHAIR	\$ -	\$ -
FISHER	LINDA	ARMSTRONG	DIRECTOR	\$ -	\$ -
GARES	KARI	VERNON	ALT. DIRECTOR	\$ -	\$ -
HARVEY	BRIAN	OSOYOOS	DIRECTOR	\$ -	\$ -
MATTES	DAVID	OLIVER	DIRECTOR	\$ -	\$ -
MCKENZIE	TODD	LAKE COUNTRY	DIRECTOR	\$ -	\$ -
MINDNICH	LORI	LUMBY	DIRECTOR	\$ -	\$ -
MONTEITH	SUBRINA	REG.DIST.OF OKANAGAN-SIMILKAMEEN	PERSONNEL COMMITTEE CHAIR	\$ -	\$ -
MOSS	CALEB	GOLDEN	DIRECTOR	\$ -	\$ -
PHILPOTT-ADHIKARY	SHERRY	KEREMEOS	DIRECTOR - BOARD CHAIR	\$ -	\$ -
SHATZKO	AMANDA	REG.DIST.OF NORTH OKANAGAN	DIRECTOR	\$ -	\$ -
SIMPSON	JAY	REG.DIST.OF COLUMBIA SHUSWAP	DIRECTOR	\$ -	\$ -
VAN MINSEL	PATRICK	PEACHLAND	DIRECTOR	\$ -	\$ -
WALLACE-RICHMOND	LOUISE	SALMON ARM	DIRECTOR	\$ -	\$ -
WOOLDRIDGE	LOYAL	KELOWNA	DIRECTOR	\$ -	\$ -
WRIGHT	JIM	ARMSTRONG	ALT. DIRECTOR	\$ -	\$ -
YORK	TODD	SPALLUMCHEEN	DIRECTOR	\$ -	\$ -
TOTAL BOARD MEMBERS				\$ -	\$ -

Schedule of Remuneration and Expenses (Continued)

Financial Information Act - Statement of Financial Information

Library Name: Okanagan Regional Library

Fiscal Year Ended: December 31, 2021

NAME	POSITION	REMUNERATION	EXPENSES
CAMPBELL, JEFF	CHIEF TECHNOLOGY OFFICER	\$ 121,517	\$ 563
GAUCHER, MONICA	DIRECTOR OF PUBLIC SERVICE	\$ 125,523	\$ 18
HENNINGS, KRISTY	BRANCH HEAD	\$ 80,699	\$ 915
JURASSOVICH, LISA	HEAD OF SUPPORT SERVICES	\$ 81,018	\$ 729
KICKSEE, RICHARD	BRANCH HEAD	\$ 76,208	\$ -
LAITINEN, JAMES	HEAD OF COLLECTION DEVELOPMENT	\$ 82,292	\$ 729
MACHUM-HUTTON, ASHLEY	HEAD OF YOUTH SERVICES	\$ 75,684	\$ 729
MC GEE, CHANTELE	VIRTUAL BRANCH HEAD	\$ 76,886	\$ 729
MCPHEE, CHRISTINE	DIRECTOR OF PUBLIC SERVICE	\$ 124,846	\$ 45
NETTLETON, DON	CHIEF EXECUTIVE OFFICER	\$ 167,754	\$ 1,689
NICHOLSON, KRISTY-LEE	REFERENCE & INSTRUCTION SUPERVISOR	\$ 78,217	\$ 729
SAMSON, LEAH	ADMINISTRATIVE SERVICES MANAGER	\$ 83,777	\$ 215
STUART, DOUGLAS	BRANCH HEAD	\$ 76,622	\$ 163
SUNDIN, JEREMY	CHIEF FINANCIAL OFFICER	\$ 115,830	\$ 1,065
THOMPSON, TARA	COMMUNITY ENGAGEMENT COORDINATOR	\$ 89,249	\$ 6,595
UTKO, MICHAL	DIRECTOR OF MARKETING & COMMUNICATIONS	\$ 96,246	\$ 4,414
EMPLOYEES OVER \$75,000		\$ 1,552,369	\$ 19,327
EMPLOYEES UNDER \$75,000		\$ 6,726,002	
TOTAL		\$ 8,278,371	

Explanatory note: the differences between this Schedule and the financial statements are attributed to taxable benefits and timing. The remuneration above is reported based on the year it's paid pursuant to Canada Revenue Agency requirements, where it's accounted for in the financial statements when it has been earned.

"expenses" includes:

(a) includes travel expenses, memberships, tuition, relocation, vehicle leases, extraordinary hiring expenses, registration fees and similar amounts paid directly to an employee, or to a third party on behalf of the employee, and which has not been included in "remuneration",

(b) is not limited to expenses that are generally perceived as perquisites, or bestowing personal benefit, and may include expenditures required for employees to perform their job functions, and

(c) excludes benefits of a general nature applicable to all employees pursuant to an agreement such as medical, dental, counselling, insurance and similar plans;

Statement of Severance Agreements

Financial Information Act - Statement of Financial Information

Library Name: Okanagan Regional Library

Fiscal Year Ended: December 31, 2021

There were no severance agreements made between the Okanagan Regional Library and its non-unionized employees during fiscal year 2021.

Schedule of Payments Made For the Provision of Goods and Services

Financial Information Act - Statement of Financial Information

Library Name: Okanagan Regional Library

Fiscal Year Ended: December 31, 2021

NAME OF INDIVIDUAL, FIRM OR CORPORATION	AMOUNT PAID
6-4 BUILDING MAINTENANCE	\$ 101,916
654412 BC LTD	\$ 52,663
A.C.E. COURIER SERVICES	\$ 29,653
ANTHEM OLIVER PLACE MALL	\$ 86,578
BAKER & TAYLOR BOOKS	\$ 285,092
BC HYDRO	\$ 59,159
BDO CANADA LLP	\$ 25,725
BIBLIOCOMMONS INC	\$ 54,768
BRITISH COLUMBIA LIBRARIES COOPERATIVE	\$ 196,024
CALLAHAN CONSTRUCTION COMPANY	\$ 194,427
CANADIAN UNION OF PUBLIC EMPLOYEES	\$ 94,709
CAPITAL NEWS CENTRE	\$ 152,460
CARMI JANITORIAL SERVICES	\$ 28,264
CENTRE FOR EQUITABLE LIBRARY ACCESS	\$ 25,392
CHURHILL WFN LTD PARTNERSHIP	\$ 85,738
COUNTRY COURT HOLDINGS	\$ 48,299
CVS MIDWEST TAPE	\$ 29,329
DIRECTDIAL.COM	\$ 130,117
EBS CO CANADA LTD.	\$ 27,352
EQUITABLE LIFE OF CANADA	\$ 439,176
EVERGREEN BUILDING MAINTENANCE INC	\$ 32,559
FFD DEVITO INVESTMENTS	\$ 41,147
FORTIS BC	\$ 83,452
HARMONY HONDA AUTO SALES LTD	\$ 82,354
INDEL INDUSTRIES	\$ 27,506
INNOVATIVE INTERFACES GLOBAL	\$ 92,727
INTEGRAL GROUP CONSULTING (BC) LLP	\$ 43,439
IRL IDEALEASE LTD	\$ 40,494
KELOWNA, CITY OF	\$ 863,088
KIMCO CONTROLS LTD	\$ 29,121
LAKE COUNTRY, DISTRICT OF	\$ 89,520
LIBRARY BOUND INC	\$ 131,084
MANULIFE C/O COLLIERS INTERNATIONAL	\$ 238,851
MOSAIC BOOKS	\$ 36,088
MUNICIPAL PENSION PLAN	\$ 1,031,867

OCLC INC	\$	83,501
OSOYOOS, TOWN OF	\$	47,714
OVERDRIVE INC	\$	816,608
PALADIN SECURITY GROUP LTD	\$	145,165
PEACHLAND VILLAGE LTD	\$	52,068
PENTICTON PUBLIC LIBRARY	\$	41,030
PRINCETON, TOWN OF	\$	29,580
PRO JANITORIAL	\$	44,562
RAINCOAST BOOKS	\$	180,563
RECEIVER-GENERAL OF CANADA	\$	1,873,832
REGIONAL DISTRICT OF CENTRAL OKANAGAN	\$	284,442
REGIONAL DISTRICT OF COLUMBIA SHUSWAP	\$	60,007
REGIONAL DISTRICT OF NORTH OKANAGAN	\$	681,249
REVELSTOKE, CITY OF	\$	53,028
ROYAL BANK VISA	\$	147,974
SANA KLEEN JANITORIAL	\$	51,554
SANDHILL BOOK MARKETING	\$	65,132
SCOTT WELLS	\$	31,500
SECURE LINKS	\$	130,329
SENSOURCE	\$	38,066
SHAW CABLE AND COMMUNICATIONS	\$	33,914
SICAMOUS, DISTRICT OF	\$	47,332
STARGARDEN SOFTWARE LTD.	\$	31,658
SUNCOR ENERGY PRODUCTS	\$	36,789
TELUS COMMUNICATIONS	\$	58,691
THE CLEANING COMPANY	\$	60,138
TNG CALGARY	\$	54,328
UNITED LIBRARY SERVICES LTD.	\$	551,915
URBAN ARTS ARCHITECTURE	\$	76,319
VVI CONSTRUCTION LTD.	\$	44,128
WESTERN GATEWAY INVESTMENT LTD	\$	261,778
WORKSAFE BC	\$	28,387
TOTAL SUPPLIERS WITH PAYMENTS EXCEEDING \$25,000	\$	11,153,419
TOTAL SUPPLIERS WHERE PAYMENTS ARE \$25,000 OR LESS	\$	1,417,523
CONSOLIDATED TOTAL	\$	12,570,943

** Also see the explanatory notes on the following page

Explanatory note:

The total in this Schedule will differ from the Statement of Operations in the audited financial statements for the following reasons:

- The financial statements are prepared on an accrual basis while this Schedule is prepared on a cash basis;
- The Schedule includes amounts paid for GST while the expenses in the financial statements do not;
- The Schedule includes employee and employer amounts paid, while the financial statements only include the employer amounts;
- The financial statements include a provision for amortization while the Schedule does not because amortization is a non-cash expense;
- The Schedule includes amounts paid that were capitalized (not expensed) by the Library; capitalized expenditures do not appear on the Statement of Operations.