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Financial Information Act - Statement of Financial Information

Library Name: VALEMOUNT PUBLIC LIBRARY
Fiscal Year Ended: 2019

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Submission Checklist

Financial Information Act - Statement of Financial Information

Library Name: VALEMOUNT PUBLIC LIBRARY

DECEMBER 31, 2019

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:		
g)	<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 75,000
	<input checked="" type="checkbox"/>	iii) If the total wages and expenses differs from the audited financial 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	FISCAL YEAR END (YYYY)	
VALEMOUNT PUBLIC LIBRARY	2019	
LIBRARY ADDRESS	TELEPHONE NUMBER	
Box 368	250.566.4367	
CITY	PROVINCE	POSTAL CODE
Valemount	BC	VOE 2Z0
NAME OF THE CHAIRPERSON OF THE LIBRARY BOARD	TELEPHONE NUMBER	
Darryl Polyk	250.566.4347	
NAME OF THE LIBRARY DIRECTOR	TELEPHONE NUMBER	
Wendy Cinnamon	250.566.4367	

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, 2019 for VALEMOUNT PUBLIC LIBRARY as required under Section 2 of the Financial Information Act.

SIGNATURE OF THE CHAIRPERSON OF THE LIBRARY BOARD*

Darryl Polyk

DATE SIGNED (DD-MM-YYYY)

03-05-2020
DD-MM-YYYY

SIGNATURE OF THE LIBRARY DIRECTOR

Wendy Cinnamon

DATE SIGNED (DD-MM-YYYY)

01-05-2020
DD-MM-YYYY

Management Report

Financial Information Act - Statement of Financial Information

Library Name: VALEMOUNT PUBLIC LIBRARY
Fiscal Year Ended: DECEMBER 31, 2019

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.

On behalf of VALEMOUNT PUBLIC LIBRARY

Name, Chairperson of the
Library Board [Print]

DARRYL POLYK

Signature,
Chairperson of the Library
Board



Date
(MM-DD-YYYY)

05-03-2020

Name,
Library Director [Print]

WENDY CINNAMON

Signature,
Library Director



Date
(MM-DD-YYYY)

May 1, 2020

Valemount Public Library

Income Statement 2019/01/01 to 2019/12/31

REVENUE

RECEIPTS

Grant, Success By Six (United Way)	0.00	
Grant, CBT	8,226.00	
Grant, PLSB, Book Purchases	6,992.00	
Grant, PLSB, One Card	6,350.00	
Grant, Regional District, In Aid	1,500.00	
Grant, PLSB, Literacy	2,415.00	
Grant, InterLibrary Loan	2,426.00	
Grant, Regional District	115,140.00	
Grant, Lawmatters	2,500.00	
Total: Grants		145,549.00
FUNDRAISING & DONATIONS	1,129.56	
Donations/renovations	0.00	
Petty Cash, Fines, Lost Books	1,560.47	
Photocopier	1,298.95	
Total: Other Income		3,988.98
Interest Earned		1,294.99
Previous Years Surplus		0.00
TOTAL RECEIPTS		150,832.97
TOTAL REVENUE		150,832.97

EXPENSE

EXPENDITURES

Accounting & Legal	770.00
Advertising & Promotion	292.29
Bookkeeping	4,500.00
Contingency Expenses	0.00
Copier Lease & Supplies	3,660.48
Custodian	5,100.00
Expansion Plan - Phase I	0.00
Expansion Plan - Phase 2	0.00
Events and Programs	392.44
Education & Conference	1,134.94
Electronic Databases	2,098.01
GST (5%) Expense 2020	0.00
Hydro	3,986.87
In-Library Accessories	2,108.98
Insurance	1,385.00

Inter-Library Expense		1,155.98
Interest, Bank Charges, & Penalties		215.76
Internet		913.00
Memberships, Fees, Dues		1,299.70
Office Supplies		1,492.99
Postage & Freight		643.29
Purchases, Books		12,050.40
Purchases, Lawmatters Special Grant		2,261.50
Purchases, Magazines		1,183.24
Purchases, Office Equipment		0.00
Purchases, CD's		205.75
Purchases, DVD		2,562.02
R & M, Building		700.00
Purchases PLSB Grant Technology		0.00
Purchases PLSB Grant Literacy		1,879.34
R & M Equipment		582.79
Purchases, CBT Tech Grant		6,316.73
R & M, Grounds		0.00
Sundry Supplies		334.19
Telephone		1,542.09
Wages	80,050.77	
Vacation Pay Expense	0.00	
UI Expense	1,815.39	
CPP Expense	3,368.62	
Employee Benefits	1,511.80	
WCB Expense	120.12	
Total Wages and Benefits		<u>86,866.70</u>
TOTAL EXPENDITURES		<u>147,634.48</u>
TOTAL EXPENSE		<u>147,634.48</u>
NET INCOME		<u><u>3,198.49</u></u>

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VALEMOUNT PUBLIC LIBRARY
Statement of Financial Position
December 31, 2019
(Unaudited - See Notice To Reader)

	<u>2019</u>	<u>2018</u>
Assets		
Current		
Cash	\$ 26,461	\$ 26,084
Term deposits	96,770	95,475
Accounts receivable	28,785	28,220
Goods and services tax recoverable	2,297	904
	154,313	150,683
Property and equipment <i>(note 1)</i>	383,024	382,724
	<u>\$ 537,337</u>	<u>\$ 533,407</u>
 Liabilities and Net assets		
Current		
Accounts payable	\$ 1,741	\$ 1,009
 Net Assets		
General fund	152,572	149,674
Invested in property and equipment	383,024	382,724
	535,596	532,398
	<u>\$ 537,337</u>	<u>\$ 533,407</u>

On behalf of the Board

 _____ Director

 _____ Director

VALEMOUNT PUBLIC LIBRARY
Statement of Revenues and Expenditures
Year Ended December 31, 2019
(Unaudited - See Notice To Reader)

	2019	2018
Revenues		
Grants	\$ 145,549	\$ 134,652
Fines	1,560	2,027
Photocopier	1,299	1,119
Interest	1,295	106
Fundraising	1,130	1,740
	<u>150,833</u>	<u>139,644</u>
Expenses		
Advertising and promotion	292	432
Bookkeeping fees	4,500	4,500
Copier lease	3,660	3,397
Custodian	5,100	5,100
Grant Expenses	-	2,177
Insurance	1,385	1,385
Interest and bank charges	216	284
Internet	913	828
Licences and dues	1,300	1,407
Office	9,361	7,278
Professional fees	770	695
Repairs and maintenance	1,283	557
Telephone	1,542	2,797
Utilities	3,987	2,626
Videos, books and magazines	26,459	15,118
Wages	86,867	84,915
	<u>147,635</u>	<u>133,496</u>
Excess of revenues over expenses	<u>\$ 3,198</u>	<u>\$ 6,148</u>

See notes to financial statements

VALEMOUNT PUBLIC LIBRARY
Statement of Changes in Net Assets
Year Ended December 31, 2019
(Unaudited - See Notice To Reader)

	General Fund	Invested in Property and Equipment	2019	2018
Net assets - beginning of year	\$ 149,674	\$ 382,724	\$ 532,398	\$ 526,250
Excess of revenues over expenses	2,898	300	3,198	6,148
Net assets - end of year	\$ 152,572	\$ 383,024	\$ 535,596	\$ 532,398

See notes to financial statements

VALEMOUNT PUBLIC LIBRARY
Notes to Financial Statements
Year Ended December 31, 2019
(Unaudited - See Notice To Reader)

1. Property and equipment

	<u>2019</u>		<u>2018</u>
Books	\$ 217,699	\$	217,699
Building improvements	124,329		124,329
Computer equipment	9,604		9,604
Office Furniture	31,392		31,092
	<u>\$ 383,024</u>	<u>\$</u>	<u>382,724</u>

Financial Statement

REVENUE

Grants, Regional District	115,140
Grants, Book	6,992
Grants, Interlibrary loans	2,426
Grants, Law matters	2,500
Grants, One Card	6,350
Grants, Literacy	2,415
Grants, CBT	8,226
Grants, RDFFG	1,500
Fundraising and donations	1,130
Petty cash, fines and lost books	1,560
Interest Earned	1,295
Photocopier	1,299
TOTAL	<u>150,833</u>

EXPENSES

Accounting	770
Advertising and promotion	292
Bookkeeping	4,500
Copier lease and supplies	3,660
Custodian	5,100
Education and conference	1,135
Electronic databases	2,098
Events and programs	392
Hydro	3,987
In-library accessories	2,109
Insurance	1,385
Inter-library expense	1,156
Interest, bank charges & penalties	216
Internet	913
Membership fees and dues	1,300
Office supplies	1,493
Postage and freight	643
Purchases, Books	12,050
Purchases, CDs	206
Purchases, DVDs	2,562
Purchases, CBT tech grant	6,317
Purchases, LawMatters grant	2,261
Purchases, Literacy	1,879
Purchases, Magazines	1,183
Purchases, Office equipment	0
R&M building	700
R&M equipment	583
R&M grounds	0
Sundry supplies	334
Telephone	1,542
Wages	80,051
EI expense	1,815
CPP expense	3,369
Medical benefits	1,512
WCB expense	120
TOTAL	<u>147,634</u>
Surplus	<u>3,198</u>

~ 2019 ~

MEMBERS ~ 1,114

(2018 ~ 1,146)

CIRCULATION ~ 16,189

(2018 ~ 17,035)

COLLECTION ~ 16,933

(2018 ~ 16,359)



Library Hours

Tuesday	10:00am-5:00pm
Wednesday	10:00am-9:00pm
Thursday	10:00am-5:00pm
Friday	10:00am-5:00pm
Saturday	11:00am-3:00pm
Sunday	closed
Monday	closed



**VALEMOUNT
PUBLIC
LIBRARY**

2019 Annual Report

1090A Main St.

Phone: (250) 566-4367

Fax: (250) 566-4278

library@valemount.ca

http://

valemount.bc.libraries.coop

Librarian's Report

2019 in review

"Encouraging a spirit of learning and discovery"

We successfully applied for funding through Columbia Basin Trust to purchase new technologies that we will be introducing in early 2020.

A new book drop was installed with financial support from Regional District of Fraser-Fort George Community Grant-in-aid.

Two new collections; snowshoes and jigsaw puzzles were available for library patrons to enjoy, thanks to funding from a Northern Health's Healthy Community grant and patron donations.

The library was host to a Philosophy 101 course, Writing Workshop, Author Talk, Felting 101, Zendooding, and Mind Gem workshops. We hosted an Armchair Travel Series, Legal Skype sessions, Star Wars Day, Immunization and Birthing talks, a Magic Show, Investing Made Easy, VeD Talks, Creative Writing Course, Angel Tree, and Haunted Housel Most of these activities were joint ventures with groups like Valenmount Arts and Cultural Society, Valenmount Learning Centre, North Central Library Federation, Valenmount Quilters Guild, and/or various community volunteers.

We contributed to a joint initiative with Robson Valley Community Services to offer Dolly Parton's Imagination Library to children under six in the community who will receive a free book every month for a year.

The Books for Babies program continued, in partnership with Columbia Basin Alliance for Literacy, with our contribution of book bags, books, and other materials.

The library's multi-use space and meeting room were used by over a dozen community organizations for activities and meetings and is totally accessible thanks to the lift installed last year.

Thank you to the experienced staff, dedicated board members, and all the patrons and volunteers who make the library a hub of activity, learning, and opportunity. Special thanks to our volunteer gardener, Darryl Polyk, who makes the library a beautiful place to visit!

We look forward to a new decade of learning and discovery.

Wendy Cinnamon,
Library Director



Library Staff

Wendy Cinnamon (Director)

Hollie Blanchette

Elli Haag

Giovanna Gislumberti

Library Board

Darryl Polyk (Board Chair)

Paul Johnson (Vice Chair)

Linda Hedberg

Maureen Brownlee

Jan VanderZwan

Kim Thorn

Marion Farguharson



Schedule of Debt

Financial Information Act - Statement of Financial Information

Library Name: VALEMOUNT PUBLIC LIBRARY
Fiscal Year Ended: DECEMBER 31, 2019

The VALEMOUNT PUBLIC LIBRARY has no long term debt.

Schedule of Guarantee and Indemnity

Financial Information Act - Statement of Financial Information

Library Name: VALEMOUNT PUBLIC LIBRARY
Fiscal Year Ended: DECEMBER 31, 2019

VALEMOUNT PUBLIC 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: VALEMOUNT PUBLIC LIBRARY

Fiscal Year Ended: December 31, 2019

Table 1 – Total Remuneration & Total Expenses

	Total Remuneration (Wages/Salaries)	Total Expenses (Reimbursement for Conferences/Mileage etc.)
Board Members		
1) POLYK, DARRYL	\$0.00	\$0.00
2) VANDERZWAN, JANIECE	\$0.00	\$0.00
3) JOHNSON, PAUL	\$0.00	\$0.00
4) BROWNLEE, MAUREEN	\$0.00	\$0.00
5) FARQUHARSON, MARION	\$0.00	\$0.00
Total Board Members	\$	\$

Detailed Employees Exceeding \$75,000		
1)	\$	\$
2)	\$	\$
3)	\$	\$
Total Detailed Employees Exceeding \$75,000	\$0.00	\$0.00

Total Employees Equal to or Less Than \$75,000	\$80,050.77	\$00.00
Consolidated Total* (Sum of column)	\$80,050.77	\$00.00

Table 2 – Total Employer Premium to Receiver General for Canada

Total Employer Premium for Canada Pension Plan and Employment Insurance	DO NOT USE	\$
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* A Reconciliation to the financial statements is required, and any variance must be explained.

* The Total Remuneration column and the Total Expenses Column **MUST REMAIN SEPARATE** throughout the form.

Reconciliation of Remuneration and Expenses

Total Remuneration		\$ 80,050.77
Reconciling Items		
	UI EXPENSE	\$ 1,815.39
	CPP EXPENSE	\$ 3,368.62
	EMPLOYEE BENEFITS	\$ 1,511.80
	WCB EXPENSES	\$ 120.12
Total Per Statement of Revenue and Expenditure		\$ 86,866.70
Variance*		\$ 0.00

Schedule of Changes in Financial Position

Financial Information Act - Statement of Financial Information

Library Name: VALEMOUNT PUBLIC LIBRARY
Fiscal Year Ended: DECEMBER 31, 2019

A Statement of Changes in Financial Position has not been prepared because this information is provided in the Financial Statements.

Statement of Severance Agreements

Financial Information Act - Statement of Financial Information

Library Name: VALEMOUNT PUBLIC LIBRARY

Fiscal Year Ended: DECEMBER 31, 2019

There were NO severance agreements made between
VALEMOUNT PUBLIC LIBRARY Library and its non-unionized employees during fiscal year
2019.

These agreements represent from NIL to NIL months' compensation.

Schedule of Changes in Financial Position

Financial Information Act - Statement of Financial Information

Library Name: VALEMOUNT PUBLIC LIBRARY
Fiscal Year Ended: DECEMBER 31, 2019

A Statement of Changes in Financial Position has not been prepared because this information is provided in the Financial Statements.

Schedule of Payments Made For the Provision of Goods and Services

Financial Information Act - Statement of Financial Information

Library Name: VALEMOUNT PUBLIC LIBRARY

Fiscal Year Ended: DECEMBER 31, 2019

VALEMOUNT PUBLIC LIBRARY	Total Amount Paid During Fiscal Year
1)	\$
2)	\$
3)	\$
Total (Suppliers with payments exceeding \$25,000)	\$
Total (Suppliers where payments are \$25,000 or less)	\$60,767.78
Consolidated Total	\$60,767.78

Reconciliation of Goods and Services

Total of Suppliers with Payments Exceeding \$25,000	\$ 0.00
Consolidated Total of Supplier Payments of \$25,000 or Less	\$ 60,767.78
Reconciling Items	
WAGES	\$ 80,050.77
UI EXPENSES	\$ 1,815.39
CPP EXPENSES	\$ 3,368.62
EMPLOYEE BENEFITS	\$ 1,511.80
WCB BENEFITS	\$120.12
Total Per Statement of Revenue and Expenditure	\$ 147,634.48
Variance*	\$ 00.00