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Financial Information Act - Statement of Financial Information

Library Name: Coquitlam Public Library

Fiscal Year Ended: December 31, 2023

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- 11) Schedule of Payments for the Provision of Goods and Services

Submission Checklist

Financial Information Act - Statement of Financial Information

Library Name: Coquitlam Public Library

Fiscal Year Ended: December 31, 2023

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 75,000
g)	<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.
		v) The number of severance agreements started during the fiscal year and the range of months` pay covered by the agreement, in respect of

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.

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) 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.
-



Board Approval Form

Financial Information Act - Statement of Financial Information

NAME OF LIBRARY <i>Coquitlam Public Library</i>	FISCAL YEAR END (YYYY) 2023	
LIBRARY ADDRESS 575 Poirier Street	TELEPHONE NUMBER 604-937-4130	
CITY Coquitlam	PROVINCE BC	POSTAL CODE V3J 6A9
NAME OF THE CHAIRPERSON OF THE LIBRARY BOARD Jackie Gorton	TELEPHONE NUMBER 604-644-2855	
NAME OF THE LIBRARY DIRECTOR Anthea Goffe	TELEPHONE NUMBER 604-554-7347	

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 2023 for Coquitlam Public Library as required under Section 2 of the Financial Information Act.

SIGNATURE OF THE CHAIRPERSON OF THE LIBRARY BOARD* 	DATE SIGNED (DD-MM-YYYY) <i>24-04-2024</i> DD-MM-YYYY
SIGNATURE OF THE LIBRARY DIRECTOR 	DATE SIGNED (DD-MM-YYYY) <i>18-04-2024</i> DD-MM-YYYY

Management Report

Financial Information Act - Statement of Financial Information

Library Name: Coquitlam Public Library

Fiscal Year Ended: December 31, 2023

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, **KPMG Chartered Accountants**, 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 [Library name]


Name. Chairperson of the Library Board [Print] Jackie Gorton

Signature, Chairperson of the Library Board 

Date (MM-DD-YYYY)

April 24/24

Name, Library Director [Print] Anthea Goffe

Signature, Library Director 

Date (MM-DD-YYYY)

Apr. 18, 2024

Financial Statements of

COQUITLAM PUBLIC LIBRARY

And Independent Auditor's Report thereon

Year ended December 31, 2023



KPMG LLP

PO Box 10426 777 Dunsmuir Street
Vancouver BC V7Y 1K3
Canada
Telephone 604 691 3000
Fax 604 691 3031

INDEPENDENT AUDITOR'S REPORT

To the Board of Trustees of Coquitlam Public Library

Opinion

We have audited the financial statements of Coquitlam Public Library (the "Library"), which comprise:

- the statement of financial position as at December 31, 2023
- the statement of operations for the year then ended
- the statement of changes in net financial assets for the year then ended
- the statement of cash flows for the year then ended
- and notes to the financial statements, including a summary of significant accounting policies (hereinafter referred to as the "financial statements").

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Library as at December 31, 2023, and its results of operations, its changes in net financial assets and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the "***Auditor's Responsibilities for the Audit of the Financial Statements***" section of our auditor's report.

We are independent of the Library in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada and we have fulfilled our other ethical responsibilities in accordance with these requirements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Library's ability to continue as a going concern, disclosing as applicable, matters related to going concern and



using the going concern basis of accounting unless management either intends to liquidate the Library or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Library's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion.

Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists.

Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit.

We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion.

The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Library's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on Library's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause Library to cease to continue as a going concern.



Coquitlam Public Library
Page 3

- Evaluate the overall presentation, structure, and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

KPMG LLP

Chartered Professional Accountants

Vancouver, Canada
March 18, 2024

COQUITLAM PUBLIC LIBRARY

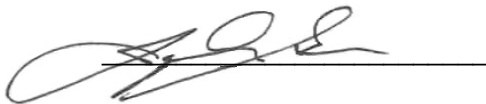
Statement of Financial Position

December 31, 2023, with comparative information for 2022

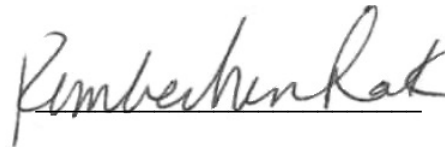
	2023	2022
Financial Assets		
Cash	\$ 2,313,989	\$ 1,309,097
Investments (note 4)	503,957	481,056
Accounts receivable	37,601	41,785
	<u>2,855,547</u>	<u>1,831,938</u>
Liabilities		
Accrued salaries and benefits (note 10)	1,045,475	580,714
Accounts payable and accrued liabilities	220,034	170,187
Obligation for leased tangible capital asset (note 5)	26,479	48,041
Deferred revenue	-	40,664
	<u>1,291,988</u>	<u>839,606</u>
Net financial assets	1,563,559	992,332
Non-Financial Assets		
Tangible capital assets (note 6)	2,196,189	2,232,178
Prepaid expenses	56,910	59,196
	<u>2,253,099</u>	<u>2,291,374</u>
Commitments (note 12)		
Accumulated surplus (note 7)	<u>\$ 3,816,658</u>	<u>\$ 3,283,706</u>

See accompanying notes to financial statements.

Approved on behalf of the Library Board:



Director



Director

COQUITLAM PUBLIC LIBRARY

Statement of Operations

Year ended December 31, 2023, with comparative information for 2022

	2023 Budget (note 13)	2023	2022
Revenue:			
Grants (note 8)	\$ 6,721,851	\$ 7,309,770	\$ 6,241,949
Interest	25,000	152,610	42,707
Fines and fees	55,000	76,602	63,426
Photocopying services	50,000	57,215	44,000
Book sales	8,000	12,860	12,164
Fundraising activities	6,000	19,524	11,032
Other	24,800	4,993	10,638
	6,890,651	7,633,574	6,425,916
Expenses:			
Amortization	731,000	740,832	730,595
Building and grounds maintenance	185,000	180,974	169,809
Conferences and courses	74,000	55,205	77,314
Insurance	44,208	46,862	41,665
InterLINK assessment (note 12(a))	51,000	35,533	33,323
Magazines and online subscriptions	354,266	365,563	382,527
Professional fees	60,000	105,322	81,515
Promotion and publicity	50,000	77,413	48,736
Salaries and benefits	4,684,362	4,797,528	4,144,066
Supplies and equipment	80,300	72,637	67,056
Telecommunications, computer charges and utilities	410,300	448,371	379,024
Transportation	45,200	32,539	42,094
Rental, administration and other	135,100	141,843	126,612
	6,904,736	7,100,622	6,324,336
Annual surplus (deficit)	(14,085)	532,952	101,580
Accumulated surplus, beginning of year	3,283,706	3,283,706	3,182,126
Accumulated surplus, end of year	\$ 3,269,621	\$ 3,816,658	\$ 3,283,706

See accompanying notes to financial statements.

COQUITLAM PUBLIC LIBRARY

Statement of Changes in Net Financial Assets

Year ended December 31, 2023, with comparative information for 2022

	2023 Budget (note 13)	2023	2022
Annual surplus (deficit)	\$ (14,085)	\$ 532,952	\$ 101,580
Acquisition of tangible capital assets	(716,915)	(704,843)	(662,471)
Amortization of tangible capital assets	731,000	740,832	730,595
	-	568,941	169,704
Acquisition of prepaid expenses	-	(56,910)	(59,196)
Use of prepaid expenses	-	59,196	51,753
Change in net financial assets	-	571,227	162,261
Net financial assets, beginning of year	992,332	992,332	830,071
Net financial assets, end of year	\$ 992,332	\$ 1,563,559	\$ 992,332

See accompanying notes to financial statements.

COQUITLAM PUBLIC LIBRARY

Statement of Cash Flows

Year ended December 31, 2023, with comparative information for 2022

	2023	2022
Cash provided by (used in):		
Operating activities:		
Annual surplus (deficit)	\$ 532,952	\$ 101,580
Amortization, an item not involving cash	740,832	730,595
Changes in non-cash operating working capital:		
Decrease (increase) in accounts receivable	4,184	(13,846)
Decrease (increase) in prepaid expenses	2,286	(7,443)
Increase in accrued salaries and benefits	464,761	3,126
Increase (decrease) in accounts payable and accrued liabilities	49,847	(31,578)
Increase (decrease) in deferred revenue	(40,664)	40,664
	1,754,198	823,098
Capital activities:		
Cash used to acquire tangible capital assets	(704,843)	(662,471)
Financing activities:		
Principal payments under obligations for leased tangible capital assets	(21,562)	(21,489)
Investing activities:		
Increase in investments	(22,901)	(6,530)
Change in cash	1,004,892	132,608
Cash, beginning of year	1,309,097	1,176,489
Cash, end of year	\$ 2,313,989	\$ 1,309,097

See accompanying notes to financial statements.

COQUITLAM PUBLIC LIBRARY

Notes to Financial Statements

Year ended December 31, 2023

1. Operations:

Coquitlam Public Library (the "Library"), which is funded primarily by the City of Coquitlam (the "City"), was established in 1977 pursuant to the Library Act of British Columbia (Part 2) as a Municipal Public Library. The Library is governed by a nine member municipally appointed Board of Trustees (the "Board"). The Board, on behalf of the residents and taxpayers of the City, oversees the management and operation of the Library and further serves as a policy making body for the organization.

2. Significant accounting policies:

These financial statements are prepared in accordance with Canadian public sector accounting standards, and include the following policies:

(a) Budget information:

Budget information, presented in these financial statements, is based on the 2023 operating and capital budgets developed by management. The 2023 budget was approved by the Board on February 22, 2023. Note 13 reconciles the budget developed by management and approved by the Board to the budget figures reported in the financial statements.

(b) Investments:

Investments are recorded at cost which approximates market value.

(c) Deferred revenue:

Contributions restricted for the acquisition of tangible capital assets and program related expenditures are deferred and recorded as revenue in the period that the funds are spent.

(d) Non-financial assets:

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year and are not intended for sale in the ordinary course of operations.

(e) Tangible capital assets:

Tangible capital assets are initially recorded at cost, which includes amounts that are directly attributable to the acquisition, construction, development or betterment of the asset. The cost, less residual value of the tangible capital assets, is amortized on either a straight-line basis or declining balance basis over their estimated useful lives as follows:

COQUITLAM PUBLIC LIBRARY

Notes to Financial Statements (continued)

Year ended December 31, 2023

2. Significant accounting policies (continued):

(e) Tangible capital assets (continued):

Asset	Basis	Rate
Automotive	Straight line	5 to 10 years
Leasehold improvements	Straight line	5 years
Library collections	Straight line	6 years
Security equipment	Straight line	5 years
Computer equipment	Declining balance	30%
Furniture and equipment	Declining balance	7% to 20%
Leased tangible capital assets	Straight line	Lease term

Land and buildings used in the library operations are owned by the City and recorded in the City's financial statements.

Amortization commences when the asset is available for use.

(i) Contributions of tangible capital assets:

Tangible capital assets received as contributions are recorded at their fair value at the date of receipt and are recorded as revenue.

(ii) Leased tangible capital assets:

Leases, which transfer substantially all of the benefits and risks incidental to ownership of property, are accounted for as leased tangible capital assets. All other leases are accounted for as operating leases and the related payments are charged to expenses as incurred.

(f) Functional and object reporting:

The operations of the Library are comprised of a single function, library operations. As a result, the expenses of the Library are presented by object in the statement of operations.

(g) Employee future benefits:

The Library and its employees make contributions to the Municipal Pension Plan. These contributions are expensed as incurred.

Sick leave benefits and retirement severance benefits are also available to the Library's employees. The costs of these benefits are actuarially determined based on service and best estimates of retirement ages and expected future salary and wage increases. The obligation under these benefit plans are accrued based on projected benefits as the employees render services necessary to earn the future benefits. Actuarial gains and losses are amortized over the period equal to the employees' average remaining service life of 11.4 years (2022 - 11.4 years).

COQUITLAM PUBLIC LIBRARY

Notes to Financial Statements (continued)

Year ended December 31, 2023

2. Significant accounting policies (continued):

(h) Government transfers:

Restricted transfers from governments are deferred and are recognized as revenue in the year in which the related expenditures are incurred or the stipulations in the related agreement are met. Unrestricted transfers are recognized as revenue when received.

(i) Fines and fees revenue:

The Library recognizes fines and fees as revenue upon receipt.

(j) Financial instruments:

Financial instruments include cash, investments, accounts receivable, accrued salaries and benefits, and accounts payable and accrued liabilities.

Financial instruments are recorded at fair value on initial recognition. Equity instruments and derivatives that are quoted in an active market are subsequently recorded at fair value as at the reporting date. All other financial instruments are subsequently recorded at cost or amortized cost unless management elects to carry the instruments at fair value. The Library has not elected to carry any other financial instruments at fair value.

Unrealized changes in fair value are recognized on the statement of remeasurement gains and losses. They are recorded in the statement of operations when they are realized. There are no unrealized changes in fair value as at December 31, 2023 and December 31, 2022. As a result, the Library does not have a statement of remeasurement gains and losses.

Transaction costs incurred on the acquisition of financial instruments subsequently measured at fair value are expensed as incurred.

All financial assets are assessed for impairment on an annual basis. When a decline is determined to be other than temporary, the amount of the loss is reported in the statement of operations.

(k) Measurement uncertainty:

The preparation of the financial statements requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenses during the reporting period. Actual results could differ from those estimates. These estimates are reviewed periodically, and, as adjustments become necessary, they are reported in earnings in the year in which they become known.

COQUITLAM PUBLIC LIBRARY

Notes to Financial Statements (continued)

Year ended December 31, 2023

3. Adoption of new accounting standards:

(a) PS 3280 *Asset Retirement Obligations*:

On January 1, 2023, the Library adopted Canadian public sector accounting standard PS 3280 *Asset Retirement Obligations*. An asset retirement obligation is recognized when, as at the financial reporting date, all of the following criteria are met:

- (i) There is a legal obligation to incur retirement costs in relation to a tangible capital asset;
- (ii) The past transaction or event giving rise to the liability has occurred;
- (iii) It is expected that future economic benefits will be given up; and,
- (iv) A reasonable estimate of the amount can be made.

The estimate of the asset retirement obligation includes costs directly attributable to the asset retirement activities and is recorded as a liability. As at December 31, 2023, the Library determined that there are no asset retirement obligations associated with its tangible capital assets and hence, the adoption of this standard did not have any impact on the amounts presented in these financial statements.

(b) PS 3450 *Financial Instruments* and related standards:

On January 1, 2023, the Library adopted Canadian public sector accounting standard PS 3450 *Financial Instruments*, PS 2601 *Foreign Currency Translation*, PS 1201 *Financial Statement Presentation* and PS 3041 *Portfolio Investments*. Under PS 3450 *Financial Instruments*, all financial instruments are included on the statement of financial position and are measured at either fair value or amortized cost based on the characteristics of the instrument and the Library's accounting policy choices (see note 2(j)).

The adoption of these standards did not have any impact on the amounts presented in these financial statements.

4. Investments:

The investments balance of \$503,957 (2022 - \$481,056) is comprised of guaranteed investment certificates earning interest at 5.00% to 5.47% (2022 - 4.04% to 4.36%) and maturing in 2024.

COQUITLAM PUBLIC LIBRARY

Notes to Financial Statements (continued)

Year ended December 31, 2023

5. Obligation for leased tangible capital assets:

The tangible capital lease obligation for the Library's photocopiers is as follows:

2024	\$	21,676
2025		10,838
Total minimum lease payments		32,514
Less amount representing interest at borrowing rate of 1.00% per quarter		6,035
Present value of minimum capital lease payments		\$ 26,479

Total interest paid on the capital lease obligations during the year was \$115 (2022 - \$187).

6. Tangible capital assets:

Cost	Balance, December 31, 2022	Additions, net of transfers	Disposals	Balance, December 31, 2023
Automotive	\$ 92,517	\$ -	\$ -	\$ 92,517
Leasehold improvements	217,577	-	-	217,577
Library collections	2,762,363	552,224	(434,012)	2,880,575
Security equipment	200,101	-	-	200,101
Computer equipment	1,091,497	76,981	-	1,168,478
Furniture and equipment	1,848,869	75,638	-	1,924,507
Asset under capital lease	106,542	-	-	106,542
	\$ 6,319,466	\$ 704,843	\$ (434,012)	\$ 6,590,297

Accumulated amortization	Balance, December 31, 2022	Amortization	Disposals	Balance, December 31, 2023
Automotive	\$ 66,912	\$ 3,104	\$ -	\$ 70,016
Leasehold improvements	151,734	23,957	-	175,691
Library collections	1,609,646	476,331	(434,012)	1,651,965
Security equipment	200,101	-	-	200,101
Computer equipment	789,453	102,160	-	891,613
Furniture and equipment	1,209,832	113,604	-	1,323,436
Asset under capital lease	59,610	21,676	-	81,286
	\$ 4,087,288	\$ 740,832	\$ (434,012)	\$ 4,394,108

COQUITLAM PUBLIC LIBRARY

Notes to Financial Statements (continued)

Year ended December 31, 2023

6. Tangible capital assets (continued):

Net book value	Balance, December 31, 2022	Balance, December 31, 2023
Automotive	\$ 25,605	\$ 22,501
Leasehold improvements	65,843	41,886
Library collections	1,152,717	1,228,610
Security equipment	-	-
Computer equipment	302,044	276,865
Furniture and equipment	639,037	601,071
Assets under capital lease	46,932	25,256
	\$ 2,232,178	\$ 2,196,189

7. Accumulated surplus:

Accumulated surplus consists of fund surplus and reserve funds as follows:

	Investment in tangible capital assets	Reserves for capital purposes (a)	Reserves for operating purposes (b)	Total
Balance, December 31, 2022	\$ 2,184,137	\$ 501,520	\$ 598,049	\$ 3,283,706
Annual surplus (deficit)	(740,832)	-	1,273,784	532,952
Changes in investment in tangible capital assets	726,405	(11,515)	(714,890)	-
Interfund transfers	-	39,323	(39,323)	-
Balance, December 31, 2023	\$ 2,169,710	\$ 529,328	\$ 1,117,620	\$ 3,816,658

(a) Reserves for capital purposes as at December 31, 2023 are comprised of \$499,954 for information technology projects and \$29,374 for furniture and equipment.

(b) Reserves for operating purposes as at December 31, 2023 include \$428,225 for library enhancement projects, \$42,218 for the Library Link and \$26,250 for a race and social equity project. The remaining balance of \$620,927 are the Library's unrestricted surplus.

COQUITLAM PUBLIC LIBRARY

Notes to Financial Statements (continued)

Year ended December 31, 2023

8. Grants revenue:

	2023 Budget	2023	2022
City of Coquitlam	\$ 6,438,881	\$ 6,438,880	\$ 5,907,028
Province of British Columbia:			
Operating	272,770	288,422	272,770
Enhancement grant (non-recurring)	-	526,304	-
Other non-recurring	-	45,664	59,951
Community Service Clubs	10,200	10,500	2,200
	\$ 6,721,851	\$ 7,309,770	\$ 6,241,949

9. Pension Plan:

The Library and its employees contribute to the Municipal Pension Plan (the "Plan"), a jointly trustee pension plan. The Board of Trustees, representing plan members and employers, is responsible for overseeing the management of the Plan, including the investment of the assets and administration of benefits. The Plan is a multi-employer contributory pension plan. Basic pension benefits provided are based on a formula. The Plan has about 240,000 active members and approximately 124,000 retired members. Active members include approximately 43,000 contributors from local governments.

Every three years, an actuarial valuation is performed to assess the financial position of the Plan and the adequacy of plan funding. The most recent valuation as at December 31, 2021 indicated a \$3.761 billion funding surplus for basic pension benefits on a going concern basis. The next actuarial valuation will be performed as at December 31, 2024 with results available in 2025. Employers participating in the Plan record their pension expense as the amount of employer contributions made during the fiscal year (defined contribution pension plan accounting). This is because the Plan records accrued liabilities and accrued assets for the Plan in aggregate with the result that there is no consistent and reliable basis for allocating the obligation, assets and cost to the individual employers participating in the Plan.

The Library paid \$272,294 (2022 - \$267,553) for employer contributions to the Plan in 2023. Employees paid \$251,820 (2022 - \$247,435) for employee contributions to the Plan in 2023.

10. Employee future benefits:

The Library provides benefits for sick leave and certain other retirement benefit arrangements to its employees.

All employees accumulate sick leave entitlement on a monthly basis and can only use this entitlement for paid time off under certain circumstances. Retirement benefit payments represent the Library's share of the cost to provide employees with various benefits upon retirement. The accrued benefit obligation and the net periodic benefit cost were estimated by an actuarial valuation report as of December 31, 2022 and extrapolated to December 31, 2023.

10. Employee future benefits (continued):

COQUITLAM PUBLIC LIBRARY

Notes to Financial Statements (continued)

Year ended December 31, 2023

The total expenses recorded in the financial statements in respect of obligations under these plans amount to \$23,700 (2022 - \$29,600).

Information about liabilities for the Library's employee benefit plans is as follows:

	Sick leave	Retirement benefit payments	2023 Total	2022 Total
Accrued benefit obligation:				
Balance, beginning of year	\$ 81,400	\$ 98,800	\$ 180,200	\$ 246,200
Current service cost	7,600	9,800	17,400	18,800
Interest cost	3,900	4,700	8,600	6,300
Benefits paid	(3,400)	(3,300)	(6,700)	(13,800)
Actuarial loss (gain)	2,200	(2,300)	(100)	(77,300)
Accrued benefit obligation, end of year	91,700	107,700	199,400	180,200
Unamortized actuarial gain (loss)	60,200	(14,800)	45,400	47,600
Accrued sick and retirement liability	\$ 151,900	\$ 92,900	\$ 244,800	\$ 227,800

The accrued sick and retirement liabilities are included as part of accrued salaries and benefits on the statement of financial position.

The significant actuarial assumptions adopted in measuring the Library's accrued benefit obligation are as follows:

	2023	2022
Discount rate	4.1%	4.5%
Expected future inflation rate	4.1%	4.5%
Expected wage and salary increase	4.1%	4.5%

11. Credit facility:

The Library has a revolving demand credit facility with a credit limit of \$500,000 which bears interest at an annual rate of prime plus 0.5% per annum. No amounts were outstanding under the line of credit as at December 31, 2023.

COQUITLAM PUBLIC LIBRARY

Notes to Financial Statements (continued)

Year ended December 31, 2023

12. Commitments:

(a) InterLINK:

The Library is a member of InterLINK, which provides interlibrary loans for the Library's patrons from 16 other participating libraries in other municipalities. The Library has a contractual agreement with InterLINK to pay the annual assessment fee which, for 2023, was \$35,533 (2022 - \$33,323). The annual assessment fee for 2024 and subsequent years cannot currently be determined.

(b) Capital commitment:

In 2022, the Library entered into an agreement to purchase IT equipment for \$299,557. \$217,806 (2022 - \$206,291) of the IT equipment was delivered in 2022 and 2023, and the remaining items totaling \$81,751 will be delivered in 2024.

13. Budget data:

The budget data presented in these financial statements is based upon the 2023 budget developed by management. The 2023 budget was approved by the Board on February 22, 2023. The chart below reconciles the budget developed by management to the budget figures reported in these financial statements.

Revenue:	
Operating	\$ 6,890,651
Expenses:	
Operating	6,173,736
Capital	1,447,915
	<hr/> 7,621,651
Annual deficit per budget	(731,000)
Add: capital expenditures recorded as tangible capital assets	716,915
Annual deficit per statement of operations	<hr/> \$ (14,085) <hr/>

14. Financial risk management:

The Board ensures that the Library has identified its major risks and ensures that management monitors and mitigates them.

COQUITLAM PUBLIC LIBRARY

Notes to Financial Statements (continued)

Year ended December 31, 2023

14. Financial risk management (continued):

(a) Credit risk:

Credit risk is the risk of financial loss if a counterparty to a financial instrument fails to meet its contractual obligations. The Library is exposed to credit risk with respect to its cash, investments and accounts receivable. The Library limits its exposure to credit risk by placing its cash and investments with high credit quality financial institutions. The Library's credit risk related to accounts receivable is minimal as receivables are with parties that have a low risk of collectability.

(b) Liquidity risk:

Liquidity risk is the risk that the Library will not be able to meet its obligations as they fall due. The Library is exposed to liquidity risk with respect to its accrued salaries and benefits, accounts payable and accrued liabilities. The Library maintains adequate levels of working capital to ensure all obligations can be met when they fall due. Investments are also held in securities that can be liquidated in the short-term.

(c) Interest rate risk:

Interest rate risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in the market interest rates. The Library is exposed to interest rate risk on its investments (note 4). Fixed rate instruments subject the Library to a fair value risk since fair value fluctuates inversely to changes in market interest rates.

There has been no change to the financial risks from the prior year.

Schedule of Debt

Financial Information Act - Statement of Financial Information

Library Name: Coquitlam Public Library

Fiscal Year Ended: December 31, 2023

The **Coquitlam Public Library** has no long-term debt.

Schedule of Guarantee and Indemnity

Financial Information Act - Statement of Financial Information

Library Name: Coquitlam Public Library

Fiscal Year Ended: December 31, 2023

Coquitlam Public Library has not given any guarantee or indemnity under the Guarantees and Indemnities Regulation.

Schedule 8 - Remuneration and Expenses
Financial Information Act - Statement of Financial Information

Please enter data only in white fields - leave grey fields untouched.

Library Name:	Coquitlam Public Library
Fiscal Year Ended:	2023

Note: Total Remuneration and Total Expenses columns MUST REMAIN SEPARATE throughout the form.

Table 1: Total Remuneration and Expenses - Board and Employees

Board Members	Total Remuneration (Wages/Salaries)	Total Expenses (Reimbursement for Conferences/Mileage etc.)
Knox, Natasha		\$69.95
Gordon, Jacqueline		\$300.52
Total Board Members	\$0.00	\$370.47

Detailed Employees Exceeding \$75,000	Total Remuneration (Wages/Salaries)	Total Expenses (Reimbursement for Conferences/Mileage etc.)
Holly Basura, Manager - Human Resources	\$96,677.15	\$282.70
Gnissios Thodoros, Executive Director (till Feb 8, 2023)	\$198,411.77	\$148.11
Goffe Anthea, Executive Director	\$167,232.09	\$259.94
Gordana Latinovic-Rauski, Director - Operations	\$118,934.59	-\$22.85
Jay Peters, Manager - Programming and Community Connections	\$101,655.44	\$129.98
Kathy Johnson, Manager -Customer Experiences and Information S	\$90,755.32	\$115.35
Lily Vulasovic, Office Manager	\$81,772.55	\$412.44
Lisa, Qian, Senior Accountant	\$96,677.14	
Naomi Macdonald, Payroll & Finance Specialist	\$80,671.18	
Ryan Jamieson, Deputy Executive Director	\$141,339.43	\$428.58
Samantha Wink, Manager - Marketing and Communications	\$88,586.22	\$50.00
Total Employees Exceeding \$75,000	\$1,262,712.88	\$1,804.25

Total Employees Equal to or Less Than \$75,000	Total Remuneration (Wages/Salaries)	Total Expenses (Reimbursement for Conferences/Mileage etc.)
DO NOT USE - list totals only	\$2,391,763.62	\$7,953.10

Consolidated Total	Total Remuneration (Wages/Salaries)	Total Expenses (Reimbursement for Conferences/Mileage etc.)
DO NOT USE - list totals only	\$3,654,476.50	\$10,127.82

Table 2: Total Employer Premium to Receiver General for Canada

Total Employer Premium for Canada Pension Plan and Employment	\$224,996.68
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Table 3: Reconciliation of Remuneration and Expenses

	Amount
Total Remuneration	\$3,654,476.50

Reconciling Items	Amount
Less Worksafe BC reimbursement	-\$18,186.52
Less C.U.P.E. LOCAL 561 reimbursement	-\$16,641.72
Less monthly car allowance	-\$5,500.00
Add year end accruals and adjustment	\$462,970.58
El premium rebate	\$1,675.15
Dental Plan Benefits	\$68,507.48
Extended Health Benefits	\$88,388.47
Group Life Insurance Plan	\$30,621.09
Employer Health Tax (MSP)	\$16,910.08
Municipal Pension Plan	\$272,293.55
Workers' Compensation Board	\$17,017.36
Total Reconciling Items	\$918,055.52

	Amount
Total Per Statement of Revenue & Expenditure	\$4,797,528.70

	Amount
Variance	\$0.00

Variance explanation (if required):

Statement of Severance Agreements

Financial Information Act - Statement of Financial Information

Library Name: Coquitlam Public Library

Fiscal Year Ended: December 31, 2023

There were **one** severance agreement made between **Coquitlam Public Library** and its non-unionized employees during fiscal year **2023**.

These agreement represents **12** months' compensation.

Schedule of Changes in Financial Position

Financial Information Act - Statement of Financial Information

Library Name: Coquitlam Public Library

Fiscal Year Ended: December 31, 2023

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

Schedule 11 - Provision of Goods and Services
Financial Information Act - Statement of Financial Information

Please enter data only in white fields - leave grey fields untouched.

Library Name:	Coquitlam Public Library
Fiscal Year Ended:	31-Dec-23

Table 1: Suppliers of Goods and Services

Name of Individual, Firm or Corporation	Total Amount Paid During Fiscal Year
BC HYDRO	\$104,759
BC LIBRARIES COOPERATIVE 2009	\$51,106
CITY OF COQUITLAM	\$84,625
COMMUNICO LLC	\$26,784
CVS MIDWEST TAPE	\$118,654
HARBOUR WEST CONSULTING ING.	\$32,525
HENDERSON CIVIC CENTRE LTD.	\$63,353
HERITAGE OFFICE FURNISHINGS LTD.	\$46,201
INNOVATIVE INTERFACES, INC.	\$72,889
INTEGRAL HOSPITALITY INC.	\$83,432
ION UNITED INC	\$33,630
LIBRARY BOUND INC.	\$129,558
MARSH CANADA LIMITED	\$45,782
MATRIX VIDEO COMMUNICATIOS CORP.	\$31,814
MK SOLUTIONS, INC (USD)	\$45,514
RECEIVER GENERAL FOR CANADA	\$224,997
OVERDRIVE, INC.	\$143,164
PUBLIC LIBRARY INTERLINK	\$36,077
WHITEHOTS INC.	\$412,753
Total of all suppliers exceeding \$25,000	\$1,787,617

Totals	Amount
Total (Suppliers with payments exceeding \$25,000 (total from above))	\$1,787,617
Total (Suppliers with payments less than or equal to \$25,000)	\$810,632
Consolidated Total	\$2,598,249

Table 2: Reconciliation of Goods and Services

Reconciliation of Goods and Services	Amount
Total of Aggregate Payments Exceeding \$25,000 Paid to Suppliers	\$1,787,617
Consolidated total of suppliers with payments less than or equal to \$25,000	\$810,632

Reconciling Items	Amount
Salaries & Wages	\$3,654,477
Employee Benefits	\$455,085
Payroll accruals and adjustment	\$462,971
Add Amortization	\$740,832
Less Capital Expenditure	-\$704,843
Less Capital Lease Liability	-\$21,676
Less GST Rebate included in Purchases	-\$58,549
Add Mileage Allowance - Management	\$5,500
Less 2022 accrued expenses paid in 2023	-\$20,361
Add Prepaid Expenses Decrease	\$2,287
Less Other Vendors Credits not in Purchases	-\$8,937
Less General Journal Adjustment Credits	-\$4,411
Total Reconciling Items	\$4,502,373

Reconciliation	Amount
Total Per Statement of Revenue and Expenditure	\$7,100,622
Variance	\$0

Variance explanation (if required):

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