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Financial Information Act - Statement of Financial Information

Library Name: Greater Victoria Public Library

Fiscal Year Ended: December 31, 2023

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- 8) Schedule of Remuneration and Expenses
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- 10) Statement of Changes in Financial Position
- 11) Schedule of Payments for the Provision of Goods and Services

Submission Checklist

Financial Information Act - Statement of Financial Information

Library Name: Greater Victoria 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
	<input checked="" type="checkbox"/>	\$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
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.
-


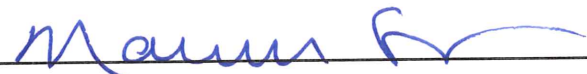
Board Approval Form

Financial Information Act - Statement of Financial Information

NAME OF LIBRARY <i>Greater Victoria Public Library</i>	FISCAL YEAR END (YYYY) 2023
LIBRARY ADDRESS 735 Broughton Street	TELEPHONE NUMBER 250-950-4875
CITY Victoria	PROVINCE BC
	POSTAL CODE V8W 3H2
NAME OF THE CHAIRPERSON OF THE LIBRARY BOARD Andrew Appleton	TELEPHONE NUMBER 778-533-4604
NAME OF THE LIBRARY DIRECTOR Maureen Sawa	TELEPHONE NUMBER 250-413-0356

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 Greater Victoria 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)
	05-28-2024
SIGNATURE OF THE LIBRARY DIRECTOR	DATE SIGNED (DD-MM-YYYY)
	05-28-2024

Management Report

Financial Information Act - Statement of Financial Information

Library Name: Greater Victoria 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 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 Greater Victoria Public Library

**Name. Chairperson of
the Library Board [Print]**

Andrew Appleton

**Signature,
Chairperson of the
Library Board**



**Date
(MM-DD-
YYYY)**

06-07-2024

**Name,
Library Director [Print]**

Maureen Sawa

**Signature,
Library Director**



**Date
(MM-DD-
YYYY)**

06-05-2024

Financial Statements of

**GREATER VICTORIA PUBLIC
LIBRARY BOARD**

Year ended December 31, 2023

GREATER VICTORIA PUBLIC LIBRARY BOARD

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Year ended December 31, 2023

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MANAGEMENT'S RESPONSIBILITY FOR THE FINANCIAL STATEMENTS

The accompanying financial statements of the Greater Victoria Public Library Board (the "Board") are the responsibility of the Board's management and have been prepared in compliance with legislation, and in accordance with generally accepted accounting principles established by the Public Sector Accounting Board of The Chartered Professional Accountants of Canada. A summary of the significant accounting policies are described in Note 1 to the financial statements. The preparation of financial statements necessarily involves the use of estimates based on management's judgment, particularly when transactions affecting the current accounting period cannot be finalized with certainty until future periods.

The Board's management maintains a system of internal controls designed to provide reasonable assurance that assets are safeguarded, transactions are properly authorized and recorded in compliance with legislative and regulatory requirements, and reliable financial information is available on a timely basis for preparation of the financial statements. These systems are monitored and evaluated by management.

The Board's Finance Committee meets with management and the external auditor to review the financial statements and discuss any significant financial reporting or internal control matters prior to their approval of the financial statements.

The financial statements have been audited by KPMG LLP, independent external auditor appointed by the Board. The accompanying Independent Auditor's Report outlines their responsibilities, the scope of their examination and their opinion on the Board's financial statements.



Chief Executive Officer



Assistant Director of Finance



KPMG LLP

St. Andrew's Square II
800-730 View Street
Victoria BC V8W 3Y7
Canada
Telephone (250) 480 3500
Fax (250) 480 3539

INDEPENDENT AUDITOR'S REPORT

To the Members of Greater Victoria Public Library Board

Opinion

We have audited the financial statements of the Greater Victoria Public Library Board (the "Entity"), 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 statements 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 Entity 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 Entity 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.



Greater Victoria Public Library Board

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 Entity'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 Entity or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Entity'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 Entity's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.



Greater Victoria Public Library Board

- 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 the Entity'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 the Entity to cease to continue as a going concern.
- 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.

A handwritten signature in black ink that reads 'KPMG LLP' in a cursive, slanted font. A horizontal line is drawn underneath the signature.

Chartered Professional Accountants

Victoria, Canada
May 28, 2024

GREATER VICTORIA PUBLIC LIBRARY BOARD

Statement of Financial Position

December 31, 2023, with comparative information for 2022

	2023	2022
Financial assets:		
Cash and cash equivalents	\$ 10,332,032	\$ 8,039,006
Accounts receivable	55,160	80,918
Investments (note 2)	3,440,553	3,324,000
	<u>13,827,745</u>	<u>11,443,924</u>
Financial liabilities:		
Accounts payable and accrued liabilities	987,918	1,114,732
Accrued payroll, vacation and sick leave benefits	86,068	94,109
Deferred revenue (note 3)	1,561,480	997,770
Employee future benefit obligation (note 4)	408,732	390,644
	<u>3,044,198</u>	<u>2,597,255</u>
Net financial assets	10,783,547	8,846,669
Non-financial assets:		
Tangible capital assets (note 5)	7,654,229	7,718,533
Prepaid expenses and deposits	868,588	749,974
	<u>8,522,817</u>	<u>8,468,507</u>

Commitments (note 11)

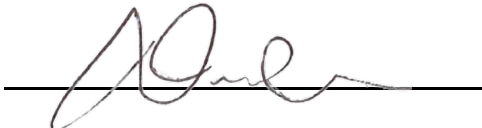
Accumulated surplus (note 6)	\$ 19,306,364	\$ 17,315,176
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The accompanying notes are an integral part of these financial statements.

On behalf of the Library Board:



Trustee



Trustee

GREATER VICTORIA PUBLIC LIBRARY BOARD

Statement of Operations

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

	Budget (note 9)	2023	2022
Revenue:			
Municipal contributions (note 7)	\$ 19,537,497	\$ 19,545,506	\$ 18,654,799
Government transfers - Provincial (note 13)	642,339	2,230,071	662,728
Investment income	85,000	599,971	240,154
Donations (note 8)	85,000	330,000	230,512
Fines, fees and printing	218,400	113,589	128,364
Contracts for service	32,890	31,890	31,470
Total revenue	20,601,126	22,851,027	19,948,027
Expenses:			
Salaries and benefits	16,546,276	14,551,480	13,183,621
Library materials	1,367,370	1,538,426	1,422,430
Supplies and services	883,189	1,293,323	1,478,535
Building occupancy	1,026,241	1,144,677	956,036
Other	348,782	395,550	338,350
Amortization	2,100,000	1,938,160	2,035,374
Loss (gain) on disposal of tangible capital assets	-	(7,800)	30,082
Loss on currency exchange	-	6,023	794
Total expenses	22,271,858	20,859,839	19,445,222
Annual surplus (deficit)	(1,670,732)	1,991,188	502,805
Accumulated surplus, beginning of year	17,315,176	17,315,176	16,812,371
Accumulated surplus, end of year	\$ 15,644,444	\$ 19,306,364	\$ 17,315,176

The accompanying notes are an integral part of these financial statements.

GREATER VICTORIA PUBLIC LIBRARY BOARD

Statement of Change in Net Financial Assets

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

	Budget (note 9)	2023	2022
Annual surplus (deficit)	\$ (1,670,732)	\$ 1,991,188	\$ 502,805
Acquisition of tangible capital assets	(1,695,560)	(1,875,724)	(1,641,687)
Amortization of tangible capital assets	2,100,000	1,938,160	2,035,374
Proceeds on sale of tangible capital assets	-	9,668	-
Loss (gain) on disposal of tangible capital assets	-	(7,800)	30,082
	(1,266,292)	2,055,492	926,574
Purchase of prepaid expenses and deposits	-	(118,614)	(78,212)
Change in net financial assets	(1,266,292)	1,936,878	848,362
Net financial assets, beginning of year	8,846,669	8,846,669	7,998,307
Net financial assets, end of year	\$ 7,580,377	\$ 10,783,547	\$ 8,846,669

The accompanying notes are an integral part of these financial statements.

GREATER VICTORIA PUBLIC LIBRARY BOARD

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	\$ 1,991,188	\$ 502,805
Items not involving cash:		
Amortization of tangible capital assets	1,938,160	2,035,374
Loss (gain) on disposal of tangible capital assets	(7,800)	30,082
Changes in non-cash operating assets and liabilities:		
Accounts receivable	25,758	253,273
Accounts payable and accrued liabilities	(126,814)	58,567
Accrued payroll, vacation and sick leave benefits	(8,041)	3,896
Employee future benefit obligation	18,088	14,454
Deferred revenue	563,710	549,031
Prepaid expenses and deposits	(118,614)	(78,212)
Net change in cash from operating activities	4,275,635	3,369,270
Capital activities:		
Acquisition of tangible capital assets	(1,875,724)	(1,641,687)
Proceeds on sale of tangible capital assets	9,668	-
	(1,866,056)	(1,641,687)
Investing activities:		
Increase in investments	(116,553)	(66,536)
Change in cash and cash equivalents	2,293,026	1,661,047
Cash and cash equivalents, beginning of year	8,039,006	6,377,959
Cash and cash equivalents, end of year	\$ 10,332,032	\$ 8,039,006

The accompanying notes are an integral part of these financial statements.

GREATER VICTORIA PUBLIC LIBRARY BOARD

Notes to Financial Statements

Year ended December 31, 2023

Greater Victoria Public Library Board (the "Board") was established under the Library Act of British Columbia. Its principal activity is the operation of the public libraries serving residents of the Cities of Victoria, Colwood and Langford, the Town of View Royal, the Township of Esquimalt and the Districts of Central Saanich, Highlands, Metchosin, Oak Bay and Saanich.

The Board also provides service to residents of the communities of Willis Point, Durrance, Malahat, and of the Esquimalt, Songhees, Tsawout, Tsartlip and Becher Bay Reserves.

The Board is a registered charity and is exempt from income tax.

1. Significant accounting policies:

The financial statements of Greater Victoria Public Library Board are prepared by management in accordance with Canadian public sector accounting standards. Significant accounting policies adopted by the Board are as follows:

(a) Reporting entity:

The financial statements include the combination of all the assets, liabilities, revenues, expenses, and changes in net financial assets of the Board. The Board does not control any external entities and accordingly, no entities have been consolidated with the financial statements. Inter-fund balances and transactions have been eliminated.

(b) Basis of accounting:

The Board follows the accrual method of accounting for revenues and expenses. Revenues are normally recognized in the year in which they are earned and measurable. Expenses are recognized as they are incurred and measurable as a result of receipt of goods or services and/or the creation of a legal obligation to pay.

(c) Revenue recognition:

Fines are recorded when received as a result of the difficulty in determining collectability.

Receipts that are restricted by legislation or by agreement with external parties are deferred and reported as deferred revenue. When qualifying expenses are incurred, deferred revenue are brought into revenue in equal amounts.

GREATER VICTORIA PUBLIC LIBRARY BOARD

Notes to Financial Statements (continued)

Year ended December 31, 2023

1. Significant accounting policies (continued):

(d) Government transfers:

Government transfers are recognized in the financial statements as revenues in the period in which events giving rise to the transfer occur, providing the transfers are authorized, any eligibility criteria have been met, and reasonable estimates of the amounts can be made. Government transfers with stipulations are recognized as revenue when authorized and eligibility criteria have been met, except when and to the extent the transfer gives rise to an obligation that meets the definition of a liability.

(e) Cash equivalents:

Cash equivalents include short-term highly liquid investments with a term to maturity of 90 days or less at acquisition or redeemable without penalty.

(f) Investments:

Investments are recorded at cost plus accrued interest. Investment income is reported as revenue in the period earned. When required by the funding government or related Act, investment income earned on deferred revenue is added to the investment and forms part of the deferred revenue balance. When there has been a loss in value that is other than a temporary decline in value, the respective investment is written down to recognize the loss.

GREATER VICTORIA PUBLIC LIBRARY BOARD

Notes to Financial Statements (continued)

Year ended December 31, 2023

1. Significant accounting policies (continued):

(g) 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.

(i) Tangible capital assets:

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

Asset	Rate
Library materials collection	7 years
Building improvements	10%
Shelving	5%
Computer equipment	20%
Furniture and equipment	10%
Software	10 - 100%
Automotive	30%

Amortization is charged in the year of acquisition and in the year of disposal. Assets under construction are not amortized until the asset is available for productive use.

When a tangible capital asset no longer contributes to the Board's ability to provide services, its carrying amount is written down to its residual value.

GREATER VICTORIA PUBLIC LIBRARY BOARD

Notes to Financial Statements (continued)

Year ended December 31, 2023

1. Significant accounting policies (continued):

(g) Non-financial assets (continued):

(ii) Contributions of tangible capital assets:

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

(iii) 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.

(iv) Works of art and cultural and historic assets:

Works of art and cultural and historic assets are not recorded as assets in these financial statements.

(h) Contaminated sites:

Contaminated sites are defined as the result of contamination being introduced in air, soil, water or sediment of a chemical, organic, or radioactive material or live organism that exceeds an environmental standard. A liability for remediation of contaminated sites is recognized, net of any expected recoveries, when all of the following criteria are met:

- (i) an environmental standard exists
- (ii) contamination exceeds the environmental standard
- (iii) the Board is directly responsible or accepts responsibility for the liability
- (iv) future economic benefits will be given up, and
- (v) a reasonable estimate of the liability can be made

(i) Employee future benefits:

- (i) The Board pays a retirement gratuity directly to employees upon retirement. The cost of this benefit is actuarially determined based on periods of service and best estimates of retirement ages and expected future salary increases. The obligation under this benefit is accrued based on projected benefits as the employees render services necessary to earn the future benefit. Actuarial gains and losses are recognized immediately in the statement of operations.
- (ii) The Board and its employees make contributions to the Municipal Pension Plan, which provides benefits directly to employees upon retirement. These contributions are expensed as incurred.

GREATER VICTORIA PUBLIC LIBRARY BOARD

Notes to Financial Statements (continued)

Year ended December 31, 2023

1. Significant accounting policies (continued):

(j) Use of estimates:

The preparation of financial statements requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities at the date of the financial statements, and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenses during the period. Estimates and assumptions include obligations related to employee future benefits and accrued liabilities. Actual results could differ from these estimates.

(k) Adoption of new accounting policy:

On January 1, 2023, the Board adopted Canadian public sector accounting standard PS 3280 *Asset Retirement Obligations*. The new accounting standard addresses the reporting of legal obligations associated with the retirement of certain tangible capital assets, such as asbestos removal in retired buildings by public sector entities. The standard was adopted on the prospective basis at the date of adoption. The adoption of this standard did not have an impact on the amounts presented in the financial statements.

2. Investments:

Investments include Municipal Finance Authority pooled investment funds which are recorded at cost plus earnings reinvested in the funds, and investments in guaranteed investment certificates. Investments held in the year earn interest at rates varying from 1.41% to 5.10%, and mature at varying dates to 2026.

3. Deferred revenue:

Deferred revenue, reported on the statement of financial position, is made up of the following:

	2023	2022
Deferred municipal contributions and government grants	\$ 663,627	\$ 454,350
Restricted donations	897,853	543,420
	\$ 1,561,480	\$ 997,770

GREATER VICTORIA PUBLIC LIBRARY BOARD

Notes to Financial Statements (continued)

Year ended December 31, 2023

4. Employee future benefit obligation:

The Board provides one month salary as benefit on retirement to its employees. The estimated amounts due are as follows:

	2023	2022
Obligations for retirement gratuity	\$ 408,732	\$ 390,644

Information about the Board's obligation is as follows:

	2023	2022
Balance, beginning of year	\$ 390,644	\$ 376,190
Current benefit cost and interest	27,569	43,378
Benefits paid	(9,481)	(28,924)
Balance, end of year	\$ 408,732	\$ 390,644

Included in the statement of operations is \$27,569 in expenses (2022 - \$43,378) related to future benefit obligations.

The significant actuarial assumptions used in estimating employee future benefit obligations are as follows:

	2023	2022
Discount rate for present value of future benefits	4.6 %	3.7 %
Rate of annual salary increases, including inflation	3.4 %	3.3 %

GREATER VICTORIA PUBLIC LIBRARY BOARD

Notes to Financial Statements (continued)

Year ended December 31, 2023

4. Employee future benefit obligation (continued):

Pension plan:

The Board and its employees contribute to the Municipal Pension Plan, a jointly trustee pension plan. The Board of Trustees, representing plan members and employers, is responsible for administering the plan, including investment of the assets and administration of benefits. The plan is a multi-employer defined benefit pension plan. Basic pension benefits are based on a formula. As at December 31, 2022, 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 adequacy of plan funding. The actuary determines an appropriate combined employer and member contribution rate to fund the plan. The actuary's calculated contribution rate is based on the entry age normal cost method, which produces the long-term rate of member and employer contributions sufficient to provide benefits for average future entrants to the plan. This rate may be adjusted for the amortization of any actuarial funding surplus and will be adjusted for the amortization of any unfunded actuarial liability.

The most recent actuarial valuation for the Municipal Pension Plan as at December 31, 2021, indicated a \$3,761 million funding surplus for basic pension benefits on a going concern basis.

The Board paid \$1,011,178 (2022 - \$915,240) for employer contributions while employees contributed \$935,149 (2022 - \$846,424) to the Plan in fiscal 2023.

The next valuation will be as at December 31, 2024, with results available later 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, resulting in no consistent and reliable basis for allocating the obligation, assets and cost to individual employers participating in the plan.

GREATER VICTORIA PUBLIC LIBRARY BOARD

Notes to Financial Statements (continued)

Year ended December 31, 2023

5. Tangible capital assets:

2023	Library materials collection	Building improvements	Shelving	Computer equipment	Furniture and equipment	Automotive	Software	Total
Cost:								
Balance, beginning of year	\$ 31,260,966	\$ 1,558,241	\$ 2,135,936	\$ 1,925,846	\$ 3,893,355	\$ 222,871	\$ 211,826	\$ 41,209,041
Additions	1,469,071	67,055	-	129,740	209,858	-	-	1,875,724
Disposals	-	-	-	-	(1,145)	(52,258)	-	(53,403)
Balance, end of year	32,730,037	1,625,296	2,135,936	2,055,586	4,102,068	170,613	211,826	43,031,362
Accumulated amortization:								
Balance, beginning of year	26,667,273	884,276	1,254,413	1,463,707	2,849,557	188,347	182,935	33,490,508
Disposals	-	-	-	-	-	(51,535)	-	(51,535)
Amortization	1,536,724	74,102	44,076	118,375	126,068	9,924	28,891	1,938,160
Balance, end of year	28,203,997	958,378	1,298,489	1,582,082	2,975,625	146,736	211,826	35,377,133
Net book value, end of year	\$ 4,526,040	\$ 666,918	\$ 837,447	\$ 473,504	\$ 1,126,443	\$ 23,877	\$ -	\$ 7,654,229

GREATER VICTORIA PUBLIC LIBRARY BOARD

Notes to Financial Statements (continued)

Year ended December 31, 2023

5. Tangible capital assets (continued):

2022	Library materials collection	Building improvements	Shelving	Computer equipment	Furniture and equipment	Automotive	Software	Total
Cost:								
Balance, beginning of year	\$ 29,814,750	\$ 1,511,955	\$ 2,135,936	\$ 1,861,439	\$ 3,864,816	\$ 222,871	\$ 211,826	\$ 39,623,593
Additions	1,446,216	46,286	-	64,407	84,778	-	-	1,641,687
Disposals	-	-	-	-	(56,239)	-	-	(56,239)
Balance, end of year	31,260,966	1,558,241	2,135,936	1,925,846	3,893,355	222,871	211,826	41,209,041
Accumulated amortization:								
Balance, beginning of year	25,080,734	800,449	1,205,440	1,313,867	2,739,024	162,453	179,324	31,481,291
Disposals	-	-	-	-	(26,157)	-	-	(26,157)
Amortization	1,586,539	83,827	48,973	149,840	136,690	25,894	3,611	2,035,374
Balance, end of year	26,667,273	884,276	1,254,413	1,463,707	2,849,557	188,347	182,935	33,490,508
Net book value, end of year	\$ 4,593,693	\$ 673,965	\$ 881,523	\$ 462,139	\$ 1,043,798	\$ 34,524	\$ 28,891	\$ 7,718,533

GREATER VICTORIA PUBLIC LIBRARY BOARD

Notes to Financial Statements (continued)

Year ended December 31, 2023

5. Tangible capital assets (continued):

(a) Contributed tangible capital assets:

There were no tangible capital assets contributed during the years presented.

(b) Write-down of tangible capital assets:

No write-down of capital assets occurred during the years presented.

(c) Work of art and historical treasures:

The Board manages and controls various works of art and non-operational historical cultural assets including artifacts, paintings and sculptures located at branch sites and public display areas. These assets are not recorded as tangible capital assets and are not amortized.

(d) Ownership of premises:

Land and buildings for the twelve library branches are owned or leased by the respective municipalities in which the branches are located or in accordance with title registration. The Central Branch building, located at 735 Broughton Street, Victoria, is jointly owned by the City of Victoria, Township of Esquimalt, Districts of Saanich and Oak Bay and the Town of View Royal. Shared Services BC, a division of the BC Ministry of Citizens' Services has an option to purchase the premises of the Central Branch if it ceases to be used for library purposes.

The fair value of the cost to lease the premises has not been recognized in the statement of operations.

GREATER VICTORIA PUBLIC LIBRARY BOARD

Notes to Financial Statements (continued)

Year ended December 31, 2023

6. Accumulated surplus:

Accumulated surplus consists of:

	2023	2022
Surplus:		
Invested in tangible capital assets	\$ 7,654,229	\$ 7,718,533
Unfunded employee future benefit obligation	(115,766)	(148,014)
Total surplus	7,538,463	7,570,519
Reserves:		
Capital improvement reserve	1,903,612	1,786,022
Operating reserve	4,196,245	2,344,715
Contingency reserve	3,575,383	3,633,953
Replacement reserve	2,092,661	1,979,967
Total reserves	11,767,901	9,744,657
	\$ 19,306,364	\$ 17,315,176

7. Municipal contributions:

The following municipal contributions have been included in revenue:

	2023	2022
District of Saanich	\$ 6,372,206	\$ 6,019,455
City of Victoria	5,460,213	5,317,619
City of Langford	2,404,009	2,145,466
District of Oak Bay	1,235,493	1,156,625
District of Central Saanich	1,023,182	962,515
Township of Esquimalt	1,019,280	985,934
Township of Esquimalt - new branch	-	214,500
City of Colwood	991,446	900,852
Town of View Royal	597,084	558,076
District of Metchosin	297,022	265,593
District of Highlands	145,571	128,164
	\$ 19,545,506	\$ 18,654,799

GREATER VICTORIA PUBLIC LIBRARY BOARD

Notes to Financial Statements (continued)

Year ended December 31, 2023

8. Donations:

Included in donation revenue are distributions from the following endowment funds held at the Victoria Foundation. These funds are shown below in their endowed amounts.

	2023	2022
General endowment	\$ 376,223	\$ 350,879
T. Harry Wilson	81,282	75,749
	<u>\$ 457,505</u>	<u>\$ 426,628</u>

9. Budget data:

The budget data presented in these financial statements is based upon the operating budget approved by the Board on October 25, 2022. The chart below reconciles the approved financial plan to figures reported in these financial statements.

	Budget amount
Revenues:	
Operating budget	\$ 21,867,418
Transfers from other funds	(1,266,292)
Total revenue	<u>20,601,126</u>
Expenses:	
Operating budget	21,867,418
Amortization expense	2,100,000
Capital expenditures	(1,695,560)
Total expenses	<u>22,271,858</u>
Annual surplus	<u>\$ (1,670,732)</u>

10. Economic dependency:

Approximately 86% (2022 - 94%) of the Board's revenues are derived from contributions from municipalities participating under the Library Operating Agreement (the "Agreement"). Should this Agreement be cancelled or not renewed, management is of the opinion that continued viability of operations would not be assured.

GREATER VICTORIA PUBLIC LIBRARY BOARD

Notes to Financial Statements (continued)

Year ended December 31, 2023

11. Commitments:

The Board has a contractual obligation for facilities and IT service contracts. Estimated commitments for the next five years is as follows:

2024	\$	127,156
2025		30,100
	\$	157,256

12. Financial risks and concentration of credit risk:

(a) Credit risk:

Credit risk refers to the risk that a counterparty may default on its contractual obligations resulting in a financial loss. The Board is exposed to credit risk with respect to the accounts receivable, cash and investments.

The Board assesses, on a continuous basis, accounts receivable and provides for any amounts that are not collectible in the allowance for doubtful accounts. The maximum exposure to credit risk of the Board at December 31, 2023 is the carrying value of these assets.

The carrying amount of accounts receivable is valued with consideration for an allowance for doubtful accounts. The amount of any related impairment loss is recognized in the statement of operations. Subsequent recoveries of impairment losses related to accounts receivable are credited to the statement of operations.

As at December 31, 2023, no (2022 - \$nil) trade accounts receivable were past due, but not impaired.

There have been no significant changes to the credit risk exposure from 2022.

GREATER VICTORIA PUBLIC LIBRARY BOARD

Notes to Financial Statements (continued)

Year ended December 31, 2023

12. Financial risks and concentration of credit risk (continued):

(b) Liquidity risk:

Liquidity risk is the risk that the Board will be unable to fulfill its obligations on a timely basis or at a reasonable cost. The Board manages its liquidity risk by monitoring its operating requirements. The Board prepares budget and cash forecasts to ensure it has sufficient funds to fulfill its obligations.

Accounts payable and accrued liabilities are generally due within 30 days of receipt of an invoice.

There have been no significant changes to the liquidity risk exposure from 2022.

(c) Market risk:

It is management's opinion that the Board is not exposed to significant interest or currency risks. Interest rate risk is mitigated through investment in fixed rate guaranteed investment certificates and Municipal Finance Authority pooled investment funds.

13. Government transfers - Provincial:

During the year, the Board received \$1,453,605 from the Ministry of Municipal Affairs as an Enhancement Grant that may be used over three years (2023-2025) to support local library service enhancement, including helping address shifting demands on services, collections, programs, and spaces. This grant may also be used to respond to local service priorities, making services more accessible and inclusive, and/or increasing climate readiness and resilience when facing future challenges. The grant has been recognized as revenue on receipt and placed in reserve to be used in accordance with priority areas of the grant.

Schedule of Debt

Financial Information Act - Statement of Financial Information

Library Name: Greater Victoria Public Library

Fiscal Year Ended: December 31, 2023

The **Greater Victoria Public Library** has no long term debt.

Schedule of Guarantee and Indemnity

Financial Information Act - Statement of Financial Information

Library Name: Greater Victoria Public Library

Fiscal Year Ended: December 31, 2023

Greater Victoria 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:	Greater Victoria 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.)
Appleton, Andrew		\$ 20
Davis, Joy		\$ 66
Kahair, Shahira		\$ 18
Total Board Members	\$0.00	\$104.95

Detailed Employees Exceeding \$75,000	Total Remuneration (Wages/Salaries)	Total Expenses (Reimbursement for Conferences/Mileage etc.)
Akin, Nicholle - Librarian	\$ 81,525	\$ 1,205
Andersen, Kirsten - Librarian	\$ 89,380	\$ -
Au, John - Senior IT Analyst	\$ 103,298	\$ 602
Barnes, Melina - Finance Coordinator	\$ 111,014	\$ 1,599
Bingham, Matthew - District Coordinator	\$ 116,927	\$ 360
Brimmell, Andrea - District Coordinator	\$ 105,046	\$ 562
Brooks, Martin - Branch Supervisor	\$ 76,429	\$ -
Charaf, Inaam - Librarian II	\$ 76,323	\$ 322
Cherriere, Cory - Facilities Coordinator	\$ 114,889	\$ 718
Collyer, Michelle - Director, Marketing & Development	\$ 118,896	\$ -
De_Luca, Alison - People & Culture Advisor	\$ 92,471	\$ -
Ferreira, Fatima - Librarian II	\$ 84,249	\$ -
Filipescu, Delia - Librarian II	\$ 75,920	\$ 1,263
Flores_Agoitia, Luis - IT Support Analyst	\$ 92,297	\$ 1,526
Fraser, Bonnie - Purchasing Advisor	\$ 83,287	\$ 804
Gingera, Jeffrey - Director, ITS	\$ 84,694	\$ -
Harrison, Sarah - Customer Service Coordinator	\$ 123,437	\$ 475
Hu, Yun-Tai_(Kevin) - Senior IT Analyst	\$ 103,434	\$ 142
Joyce, Darrell - District Coordinator	\$ 104,908	\$ 1,971
Kendrick, Tracy - Public Service Coordinator	\$ 99,545	\$ 272
Lamonja, Juan_Alexis - IMIT Coordinator	\$ 120,766	\$ 2,886
Lee, Becky - Branch Supervisor	\$ 75,352	\$ 45
Li, Jun_Nian - IT Support Analyst	\$ 93,540	\$ 1,197
Ma, Aiyang - Librarian II	\$ 85,937	\$ -
Mann, Yvonne - Project Manager, Organizational Development	\$ 92,632	\$ -
Mckinnon, Paul - Director, Finance & Facilities	\$ 145,902	\$ 3,303
Munro, Scott - Librarian II	\$ 75,790	\$ -
Murch, Heather - Collections & Technical Services Supervisor	\$ 83,454	\$ -
Neilson, Victoria - Librarian II	\$ 83,931	\$ 40
Ottenbreit, Caitlin - Librarian II	\$ 86,279	\$ -
Pagan, Nathan - Branch Supervisor	\$ 75,246	\$ 112
Pearse, Leah - Librarian II	\$ 85,765	\$ -
Penkova, Emilia - Branch Supervisor	\$ 76,156	\$ -
Perfenova, Darina - Branch Supervisor	\$ 76,475	\$ -
Ridgway, Kelly - Marketing & Development Coordinator	\$ 106,824	\$ 360
Riecken, Lara - Senior Librarian	\$ 94,060	\$ -
Rogers, Rachel - Collections & Technical Services Coordinator	\$ 103,535	\$ 1,956

Rowan, Jennifer - Librarian II	\$ 75,333	\$ -
Russell, Erika - Executive Assistant	\$ 79,240	\$ 142
Sawa, Maureen - CEO	\$ 194,566	\$ 3,955
Sutherland, Nicole - Librarian	\$ 87,506	\$ -
Tatton, Devon - Public Service Coordinator	\$ 93,331	\$ 756
Trakhtenberg, Tatiana - Payroll & Benefits Officer	\$ 75,700	\$ 721
Tuapin, Orlando - IT Support Analyst	\$ 92,196	\$ 674
Van_Der_Linde, Deborah - Public Service Coordinator	\$ 93,178	\$ 888
Walker, Jill - Talent Acquisition Sepcialist	\$ 83,164	\$ -
Waplington, Jonathan - People & Culture Advisor	\$ 99,846	\$ 1,098
Weissl, Jeanne - Director, People & Culture	\$ 141,215	\$ 360
Wilson, Peter - Information Security Specialist	\$ 101,378	\$ -
Windecker, Jennifer - Director, Library Services	\$ 144,529	\$ -
Wold, Jeanine - Library Assistant	\$ 76,244	\$ -
Wood, Daphne - Director, Library Services	\$ 145,932	\$ 1,232
Total Employees Exceeding \$75,000	\$5,082,971.01	\$31,547.03
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	\$ 6,811,836.19	\$3,147.00

Consolidated Total	Total Remuneration (Wages/Salaries)	Total Expenses (Reimbursement for Conferences/Mileage etc.)
DO NOT USE - list totals only	\$11,894,807.20	\$34,798.98

Table 2: Total Employer Premium to Receiver General for Canada

Total Employer Premium for Canada Pension Plan and Employment Insurance (Component of Receiver General for Canada Supplier Payment)	\$773,629.00
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Table 3: Reconciliation of Remuneration and Expenses

	Amount
Total Remuneration	\$11,894,807.20

Reconciling Items	Amount
Employer portion of other employment benefits	\$1,883,044.00
Employer portion of Premium to Receiver General for Canada	\$773,629.00
Total Reconciling Items	\$2,656,673.00

	Amount
Total Per Statement of Revenue & Expenditure	\$14,551,480.00

	Amount
Variance	-\$0.20

Variance explanation (if required):

Rounding

Statement of Severance Agreements

Financial Information Act - Statement of Financial Information

Library Name: Greater Victoria Public Library

Fiscal Year Ended: December 31, 2023

There were 0 severance agreements made between the Greater Victoria Public Library and its non-unionized employees during fiscal year 2023.

Schedule of Changes in Financial Position

Financial Information Act - Statement of Financial Information

Library Name: Greater Victoria 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:	Greater Victoria Public Library
Fiscal Year Ended:	December 31, 2023

Table 1: Suppliers of Goods and Services

Name of Individual, Firm or Corporation	Total Amount Paid During Fiscal Year
Affinity Staffing Inc	\$123,522.02
ARI Financial Services T46163	\$28,817.86
BC Hydro - ES	\$42,550.18
BC Libraries Cooperative	\$147,737.08
BC Moving and Storage Ltd.	\$36,285.38
Better Choice Staffing Ltd.	\$36,529.67
Bibliotheca Canada Inc.	\$25,636.80
British Columbia Pension Corporation	\$1,946,326.56
Bunzl Cleaning & Hygiene Canada	\$31,301.86
Canpro Construction Ltd	\$26,092.50
Capson Industries	\$67,015.16
CDW Canada Inc	\$133,055.43
Chase Office Interiors	\$57,457.59
City of Victoria - 39998	\$132,761.79
CUPE Local 410	\$211,621.91
CVS Midwest Tape, LLC	\$291,423.65
Dexterra Integrated Facilities	\$386,609.98
District of Saanich (Acct 46759)	\$42,794.54
Ebsco Canada Ltd	\$88,454.58
Ernst & Young Orenda Corpotate Finance	\$51,240.00
Globe Contracting Ltd	\$32,794.66
Greater Victoria Labour Relations Association	\$41,728.29
GVLRA / CUPE LTD TRUST	\$307,626.31
Island Floor Centre Ltd.	\$78,651.12
IslandLink Library Federation	\$25,536.81
Kanopy, Inc	\$111,172.00
KPMG LLP, T4348	\$26,250.00
Library Bound Inc	\$1,040,301.12
Library Services Centre	\$32,368.87
M. Griffin Ltd	\$28,299.88
Manufacturers Life Insurance Company (Manulife Financial)	\$65,025.75
Ministry of Finance - EHT	\$117,698.36
Ministry of Finance - PST	\$42,967.09
Monk Office Supply Ltd	\$242,314.42
Munro's Book Store Ltd (CaTS)	\$167,132.85
OverDrive Inc	\$1,024,681.83
Pacific Blue Cross	\$453,471.36
Paladin Security	\$204,555.91
Pinton Forrest & Madden Group Inc	\$36,056.31
Quadient CXM Canada Inc.	\$32,164.30
Receiver General - Payroll Remits RP0002	\$773,629.18
Ricoh Canada Inc	\$49,863.93
Ricoh Canada Inc (Copies)	\$57,379.73
SirsiDynix (Canada) Inc	\$72,016.92
Softchoice LP	\$89,640.15
Uline - Canada	\$34,376.23
Veer Holdings Ltd	\$38,936.82
West Shore Parks and Recreation	\$49,048.56
Whitehots Inc	\$185,495.37
Whitehots Inc - LS	\$43,367.30

Wilson M. Beck Insurance Services Inc.	\$84,833.00
Work Safe BC	\$72,995.53
	\$0.00
	\$0.00
	\$0.00
Total of all suppliers exceeding \$25,000	\$9,569,614.50

Totals	Amount
Total (Suppliers with payments exceeding \$25,000 (total from above))	\$9,569,614.50
Total (Suppliers with payments less than or equal to \$25,000)	\$1,127,754.00
Consolidated Total	\$10,697,368.50

Table 2: Reconciliation of Goods and Services

Reconciliation of Goods and Services	Amount
Total of Aggregate Payments Exceeding \$25,000 Paid to Suppliers	\$9,569,614.50
Consolidated total of suppliers with payments less than or equal to \$25,000	\$1,127,754.00

Reconciling Items	Amount
Remuneration and expenses per Sch 8	\$11,894,807.20
Employee and Board expenses per Sch 8	\$34,798.98
Deduct employee's portion of employment benefit contributions	-\$1,395,080.96
Deduct GST claims for year (on expenses)	-\$228,539.00
Amortization expense	\$1,938,160.00
Tangible capital asset additions	-\$1,822,321.00
Loss on disposal of assets	-\$7,800.00
Loss on foreign exchange	\$6,023.00
Increase in future retirement benefit obligation	\$18,088.00
Increase in non-salary prepaid expenses	-\$118,614.00
Decrease in non-salary expenses L1/L2	-\$157,052.00
	\$0.00
Total Reconciling Items	\$10,162,470.22

Reconciliation	Amount
Total Per Statement of Revenue and Expenditure	\$20,859,839.00
Variance	-\$0.28

Variance explanation (if required):