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### Financial Information Act - Statement of Financial Information

**Library Name:** Penticton Public Library

**Fiscal Year Ended:** December 31, 2023

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## Submission Checklist

### Financial Information Act - Statement of Financial Information

**Library Name:** Penticton Public Library

**Fiscal Year Ended:** December 31, 2023

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|   |                                     |  |
|---|-------------------------------------|--|
| 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 <sup>1</sup> financial statements)  |
| d)  | <input checked="" type="checkbox"/> | Statement of assets and liabilities (audited <sup>1</sup> financial statements)  |
| e)  | <input checked="" type="checkbox"/> | Schedule of debts (audited <sup>1</sup> 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.   |
|   | <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  |

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<sup>1</sup> 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.

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excluded employees. If there are no agreements to report, an explanation is required.

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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.
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**Board Approval Form**

**Financial Information Act - Statement of Financial Information**

|  |                                  |
|--|----------------------------------|
| NAME OF LIBRARY<br><i>Penticton Public Library</i>             | FISCAL YEAR END (YYYY)<br>2023   |
| LIBRARY ADDRESS<br>785 Main Street                             | TELEPHONE NUMBER<br>250-770-7781 |
| CITY<br>Penticton  | PROVINCE<br>BC                   |
|  | POSTAL CODE<br>V2A 5E3           |
| NAME OF THE CHAIRPERSON OF THE LIBRARY BOARD<br>Derek McKeever | TELEPHONE NUMBER<br>778-622-0643 |
| NAME OF THE LIBRARY DIRECTOR<br>Heather Buzzell                | TELEPHONE NUMBER<br>250-770-7784 |

**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, 2023 for Penticton 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)

24-04-2024

SIGNATURE OF THE LIBRARY DIRECTOR



DATE SIGNED (DD-MM-YYYY)

11-04-2024

**Management Report**

**Financial Information Act - Statement of Financial Information**

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

On behalf of Penticton Public Library

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

Derek McKeever

**Signature,  
Chairperson of the  
Library Board**



**Date  
(MM-DD-YYYY)** 24-04-2024

**Name,  
Library Director [Print]**

Heather Buzzell

**Signature,  
Library Director**



**Date  
(MM-DD-YYYY)** 11-04-2024



**THE CITY OF PENTICTON  
PENTICTON PUBLIC LIBRARY  
NOTES TO THE FINANCIAL STATEMENTS  
YEAR ENDED DECEMBER 31, 2023  
(UNAUDITED)**

The accounting policies of the Penticton Public Library conform to generally accepted accounting principles for British Columbia municipalities.

- 1 The assets used by the Library were provided for by the City of Penticton.
- 2 The Library has neither long-term financial commitments nor any contingent liabilities.
- 3 The financial operations of the Penticton Public Library are highly integrated with those of the City of Penticton. Consequently, any surplus or deficit of revenues compared to expenditures is returned to the City.
- 4 A Statement of Changes in Financial Position has not been prepared because it would not provide any additional information.

**THE CITY OF PENTICTON  
PENTICTON PUBLIC LIBRARY  
STATEMENT OF REVENUE AND EXPENDITURE  
YEAR ENDED DECEMBER 31, 2023  
(UNAUDITED)**

|   |                                       | Budget    | 2023      | 2022      |
|---|---------------------------------------|-----------|-----------|-----------|
| <b>Revenue</b>                          |                                       |           |           |           |
| Grant City of Pentiction                |                                       |           |           |           |
|   | Operating Building and Administration | 1,284,337 | 1,202,317 | 1,123,600 |
|   |                                       | 188,800   | 188,800   | 188,800   |
| Grant - Province of B.C. Operating      |                                       | 93,369    | 93,369    | 93,369    |
| Grant - Outlook                         |                                       | 1,765     | 1,718     | 1,765     |
| Grant - Legal Services Society          |                                       | 2,500     | 2,000     | 2,500     |
| Grant - Tech/ Equity                    |                                       | 18,887    | 18,900    | 18,887    |
| Grant - BC OneCard                      |                                       | 11,000    | 11,000    | 11,000    |
| Grant - Province of B.C. Special        |                                       | 42,938    | 44,126    | 7,277     |
| Grant - BC Libraries Cooperative        |                                       | 11,000    | -         | -         |
| Grant - Federal                         |                                       | 12,500    | -         | -         |
| Okanagan Regional Library Contract      |                                       | 40,000    | 42,020    | 36,740    |
| Penticton Indian Band Contract          |                                       | 29,000    | 32,505    | 28,875    |
| Fines and Fees                          |                                       | 7,400     | 13,956    | 11,333    |
| Miscellaneous Revenue                   |                                       | 5,000     | 2,916     | 2,807     |
| Photocopy Revenue                       |                                       | 6,000     | 5,608     | 4,753     |
| Donations                               |                                       | 4,000     | 16,345    | 10,230    |
| Legacy/Estate Funds                     |                                       | 15,000    | 20,590    | 12,350    |
| Fundraising                             |                                       | -         | -         | -         |
| Equipment Replacement Fund              |                                       | -         | 14,185    | 7,223     |
|   |                                       | 1,773,496 | 1,710,356 | 1,561,509 |
| SURPLUS AT THE BEGINNING OF THE YEAR    |                                       |           | 47,144    | \$ 77,931 |
| <b>Expenditure</b>                      |                                       |           |           |           |
| Building and Administration             |                                       | 188,800   | 188,800   | 188,800   |
| Equipment Allowance                     |                                       | 16,000    | 13,833    | 14,185    |
| Equipment Maintenance                   |                                       | 40,000    | 22,880    | 54,234    |
| Acquisitions                            | - Books                               | 157,000   | 136,972   | 143,723   |
|   | - Periodicals                         | 10,000    | 11,318    | 18,018    |
|   | - Videos / Audio                      | 5,000     | 5,191     | 6,859     |
| Online Subscriptions                    |                                       | 85,000    | 89,352    | 26,775    |
| Office Supplies                         |                                       | 30,000    | 33,430    | 32,636    |
| Marketing                               |                                       | 8,000     | 2,461     | 5,996     |
| Postage, Freight, Courier, Mileage      |                                       | 3,000     | 2,265     | 1,472     |
| Salaries and Benefits                   |                                       | 1,143,758 | 1,061,738 | 1,060,158 |
| Staff/ Trustee Training and Development |                                       | 15,000    | 14,805    | 9,601     |
| Telephone & Internet                    |                                       | 15,000    | 16,433    | 11,179    |
| Wellness                                |                                       | 4,000     | 3,971     | 2,438     |
| Program Support                         |                                       | 10,000    | 11,562    | 8,944     |
| Program Support -PRBC Stand alone grant |                                       | 42,938    | 44,126    | 7,277     |
| Capital Equipment                       |                                       | -         | -         | -         |
|   |                                       | 1,773,496 | 1,659,137 | 1,592,296 |
| SURPLUS AT THE END OF THE YEAR          |                                       |           | \$ 98,363 | \$ 47,144 |



**THE CITY OF PENTICTON  
PENTICTON PUBLIC LIBRARY  
STATEMENT OF FINANCIAL POSITION  
YEAR ENDED DECEMBER 31, 2023  
(UNAUDITED)**

|                                       | <b>2023</b> | <b>2022</b> |
|---------------------------------------|-------------|-------------|
| <b>Assets</b>                         |             |             |
| Total Assets (Note 1)                 | \$ -        | \$ -        |
| <br>                                  |             |             |
| <b>Liabilities &amp; Equity</b>       |             |             |
| Total liabilities and equity (Note 2) | \$ -        | \$ -        |

**Schedule of Debt**

**Financial Information Act - Statement of Financial Information**

**Library Name:** Penticton Public Library  
**Fiscal Year Ended:** December 31, 2023

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

**Schedule of Guarantee and Indemnity**

**Financial Information Act - Statement of Financial Information**

**Library Name:** Penticton Public Library

**Fiscal Year Ended:** December 31, 2023

**Penticton 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.

|                           |                          |
|---------------------------|--------------------------|
| <b>Library Name:</b>      | Penticton Public Library |
| <b>Fiscal Year Ended:</b> | 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<br>(Wages/Salaries) | Total Expenses<br>(Reimbursement for<br>Conferences/Mileage etc.) |
|-----------------------------------|--|---|
| David Folstad (past chair)        |  | \$110.58  |
| Lyndsay de Jong (Chair)           |  | \$110.58  |
| Sarah Sloan                       |  | \$110.58  |
| Derek McKeever (Vice-Chair)       |  | \$110.58  |
| Debra Mikaelson                   |  | \$110.58  |
| Teri McKnight                     |  | \$110.58  |
| Wes Nickel                        |  | \$110.58  |
| Sheila Hamilton                   |  | \$110.58  |
| James Miller, City Representative |  | \$110.58  |
| <b>Total Board Members</b>        | <b>\$0.00</b>                          | <b>\$995.22</b>   |

| Detailed Employees Exceeding \$75,000      | Total Remuneration<br>(Wages/Salaries) | Total Expenses<br>(Reimbursement for<br>Conferences/Mileage etc.) |
|--|--|---|
| Heather Buzzell, Chief Librarian           | \$95,763.00                            | \$5,077.01  |
| Daniel Lerch, Systems Librarian            | \$85,683.00                            | \$2,696.86  |
| Stephanie James, Public Services Librarian | \$80,735.00                            | \$3,795.22  |
| <b>Total Employees Exceeding \$75,000</b>  | <b>\$262,181.00</b>                    | <b>\$11,569.09</b>  |

| Total Employees Equal to or Less Than \$75,000 | Total Remuneration<br>(Wages/Salaries) | Total Expenses<br>(Reimbursement for<br>Conferences/Mileage etc.) |
|--|--|---|
| <b>DO NOT USE - list totals only</b>           | <b>\$595,300.00</b>                    | <b>\$5,951.10</b>   |

| Consolidated Total                   | Total Remuneration<br>(Wages/Salaries) | Total Expenses<br>(Reimbursement for<br>Conferences/Mileage etc.) |
|--------------------------------------|--|---|
| <b>DO NOT USE - list totals only</b> | <b>\$857,481.00</b>                    | <b>\$18,515.41</b>  |

**Table 2: Total Employer Premium to Receiver General for Canada**

|  |             |
|--|-------------|
| <b>Total Employer Premium for Canada Pension Plan and Employment Insurance (Component of Receiver General for Canada Supplier Payment)</b> | \$56,909.00 |
|--|-------------|

**Table 3: Reconciliation of Remuneration and Expenses**

|                           | Amount              |
|---------------------------|---------------------|
| <b>Total Remuneration</b> | <b>\$857,481.00</b> |

| Reconciling Items   | Amount              |
|---|---------------------|
| CPP & EI  | \$56,909.00         |
| Municipal Pension Plan  | \$58,792.00         |
| Telus Health (includes Manulife Dental, extended benefits, Desjardin Life and Industrial Alliance AD&D) | \$41,010.00         |
| WCB   | \$2,402.00          |
| <b>Total Reconciling Items</b>  | <b>\$159,113.00</b> |

|   | Amount                |
|---|-----------------------|
| <b>Total Per Statement of Revenue &amp; Expenditure</b> | <b>\$1,061,738.00</b> |

|                 | Amount             |
|-----------------|--------------------|
| <b>Variance</b> | <b>\$45,144.00</b> |

**Variance explanation (if required):**

The City of Penticton, which manages the Penticton Public Library's finances – including payroll and benefits and the creation of the Statements of Revenue and Expenditures, operates with a Labour Load calculated as a percentage of the wage for the various employment classifications, rather than with the actual costs of the benefits, insurance, and other mandatory employment related costs. For Library staff the Labour Load ranges from 11% to 37% and accounts for the \$45,244 variance to the actual costs of remuneration and expenses.

**Statement of Severance Agreements**

**Financial Information Act - Statement of Financial Information**

**Library Name:** Penticton Public Library

**Fiscal Year Ended:** December 31, 2023

There were 0 severance agreements made between the Penticton 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:** Penticton 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.

|                           |                          |
|---------------------------|--------------------------|
| <b>Library Name:</b>      | Penticton Public Library |
| <b>Fiscal Year Ended:</b> | December 31 2023         |

**Table 1: Suppliers of Goods and Services**

| <b>Name of Individual, Firm or Corporation</b>          | <b>Total Amount Paid During Fiscal Year</b> |
|---|---|
| Baker and Taylor  | \$28,366.00                                 |
| BC Libraries Cooperative                                | \$34,334.00                                 |
| City of Penticton                                       | \$188,800.00                                |
| CVS Midwest Tape  | \$32,796.00                                 |
| Municipal Pension Plan                                  | \$58,792.00                                 |
| Receiver General (CPP & EI)                             | \$56,909.00                                 |
| Telus Health (Manulife, Industrial Alliance, Desjardin) | \$41,010.00                                 |
| United Library Services                                 | \$89,327.00                                 |
|   | \$0.00                                      |
| <b>Total of all suppliers exceeding \$25,000</b>        | <b>\$530,334.00</b>                         |

| <b>Totals</b>   | <b>Amount</b>       |
|---|---------------------|
| Total (Suppliers with payments exceeding \$25,000 (total from above)) | \$530,334.00        |
| Total (Suppliers with payments less than or equal to \$25,000)        | \$223,776.00        |
| <b>Consolidated Total</b>   | <b>\$754,110.00</b> |

**Table 2: Reconciliation of Goods and Services**

| <b>Reconciliation of Goods and Services</b>                                  | <b>Amount</b> |
|--|---------------|
| Total of Aggregate Payments Exceeding \$25,000 Paid to Suppliers             | \$530,334.00  |
| Consolidated total of suppliers with payments less than or equal to \$25,000 | \$223,776.00  |

| <b>Reconciling Items</b>   | <b>Amount</b>       |
|--|---------------------|
| Salaries & Benefits including Labour Load - less Receiver General, MPP & Telus Health as noted above | \$905,027.00        |
|  | \$0.00              |
|  | \$0.00              |
|  | \$0.00              |
| <b>Total Reconciling Items</b>   | <b>\$905,027.00</b> |

| <b>Reconciliation</b>                          | <b>Amount</b>  |
|--|----------------|
| Total Per Statement of Revenue and Expenditure | \$1,659,137.00 |
| <b>Variance</b>                                | <b>\$0.00</b>  |

**Variance explanation (if required):**

|  |
|--|
|  |
|--|