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Financial Information Act - Statement of Financial Information

Library Name: Whistler Public Library

Fiscal Year Ended: December 31, 2023

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Submission Checklist

Financial Information Act - Statement of Financial Information

Library Name: Whistler 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 |
| | | 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

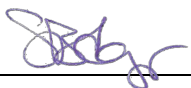
| | |
|--|---|
| NAME OF LIBRARY <i>Whistler Public Library</i> | FISCAL YEAR END (YYYY) December 31, 2023 |
| LIBRARY ADDRESS 4329 Main Street | TELEPHONE NUMBER 604-935-8433 |
| CITY Whistler | PROVINCE British Columbia |
| | POSTAL CODE V8E 1B2 |
| NAME OF THE CHAIRPERSON OF THE LIBRARY BOARD Sarene Bourdages | TELEPHONE NUMBER 604-441-4869 |
| NAME OF THE LIBRARY DIRECTOR Mikale Fenton | TELEPHONE NUMBER 604-935-8438 |

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 Whistler 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)



DD-MM-YYYY
13-05-2024

SIGNATURE OF THE LIBRARY DIRECTOR

DATE SIGNED (DD-MM-YYYY)



DD-MM-YYYY
13-05-2024

Management Report

Financial Information Act - Statement of Financial Information

Library Name: Whistler 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.

Operations of the Whistler Public Library are fully integrated in the operations and financial statements of Resort Municipality of Whistler ("RMOW"). An unaudited schedule of library operations and library reserve contributions and expenditures has been provided with the statement of financial information.

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, conducted an audit of the RMOW in accordance with Canadian generally accepted auditing standards. Those standards require that they comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the consolidated financial statements of the RMOW are free from material misstatement. Their examination does not relate to the other schedules of financial information required by the *Financial Information Act*.

On behalf of Whistler Public Library

Name, Chairperson of the Library Board

Sarene Bourdages

Signature, Chairperson of the Library Board



Date

(MM-DD-YYYY)

05-13-2024

Name, Library Director

Mikale Fenton

Signature, Library Director



Date

(MM-DD-YYYY)

05-13-2024

Whistler Public Library
Statement of Assets and Liabilities
(Unaudited)

As at December 31, 2023

| | 2023 | 2022 |
|---------------------------------|-------------|-------------|
| Financial Assets | | |
| Cash | \$ 43,578 | \$ 29,894 |
| Deposits (Reserve) | 296,694 | 281,161 |
| Accounts Receivable | - | - |
| Intercompany RMOW | 310,555 | 60,722 |
| | 650,827 | 371,777 |
| Liabilities | | |
| Accounts Payable | 36,009 | 60,722 |
| Deferred Contributions | 274,546 | - |
| | 310,555 | 60,722 |
| Net Financial Assets | 340,272 | 311,055 |
| Non-financial assets | | |
| Tangible capital assets | 599,018 | 646,106 |
| Accumulated Surplus | \$ 939,290 | \$ 957,161 |

**Whistler Public Library
Schedule of Operations
(Unaudited)**

| For the year ended December 31, 2023 | 2023 | 2022 |
|--|-----------------------|-----------------------|
| Revenues | | |
| Grants | \$ 79,375 | \$ 113,072 |
| Donations | 27,642 | 30,111 |
| Interest | 10,940 | 9,820 |
| Parking | 93,407 | 66,361 |
| Other | 29,605 | 22,315 |
| Total Revenues | \$ 240,970 | \$ 241,678 |
| Operating Expenditures | | |
| Advertising | 6,551 | 7,053 |
| Amortization | 145,882 | 139,184 |
| Bank charges and interest | 5,438 | 4,443 |
| Contract services | 13,613 | 24,226 |
| Dues and fees | 3,928 | 3,936 |
| Fundraising activities | 3,873 | - |
| Office and administration | 48,722 | 36,781 |
| Program activity costs | 27,746 | 25,579 |
| Repairs and maintenance | 66,404 | 55,770 |
| Training & recognition | 9,510 | 11,658 |
| Travel & meals | 2,295 | 5,363 |
| Wages and benefits | 1,416,814 | 1,241,606 |
| Total Operating Expenditures | \$ 1,750,775 | \$ 1,555,601 |
| Project Expenditures | | |
| L001 Library Furniture and Equipment (less amount capitalized) | \$ 5,607 | \$ 297 |
| L002 Library Collection (less amount capitalized) | \$ 56,036 | \$ 55,855 |
| L010 Library Infrastructure & Improvements (less amount capitalized) | \$ 56,010 | \$ 24,113 |
| L011 Library Website Upgrade (less amount capitalized) | \$ - | \$ 13,762 |
| Total Project Expenditures | \$ 117,653 | \$ 94,027 |
| Total Operating Expenditures | \$ 1,868,428 | \$ 1,649,628 |
| Excess of expenditures over revenues before reserve transfers and municipal funding | \$ (1,627,458) | \$ (1,407,950) |
| Municipal funding | 1,609,587 | 1,481,727 |
| Net revenue (expenditures) from operations | \$ (17,871) | \$ 73,778 |

The statement of operations that has been provided does not encompass the entirety of the Whistler Library operations. Costs such as direct and indirect overhead, IT support, and energy costs are the responsibility of other municipal departments and are reported in the consolidated statement of operations for the Resort Municipality of Whistler.

Approved on behalf of the board



Sarene Bourdages, Chairperson of the Library Board

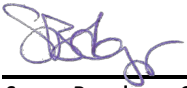
Gail Banning, Vice-Chairperson of the Library Board

Whistler Public Library
Schedule of Library Reserve Contributions and Expenditures
(Unaudited)

For the year ended December 31, 2023

| | | |
|---|----|---------|
| Reserve balance, beginning of year | \$ | 281,161 |
| Add: Contributions | | |
| Donations / Other | \$ | 10,000 |
| Grants | \$ | - |
| Interest allocation | \$ | 10,940 |
| <hr/> | | |
| Deduct: Expenditures in 2023 | | |
| L001: Library Furniture and Equipment | \$ | 5,407 |
| <hr/> | | |
| Reserve balance, end of year | \$ | 296,694 |

Approved on behalf of the board



Sarene Bourdages, Chairperson of the Library Board

Gail Banning, Vice-Chairperson of the Library Board

Whistler Public Library
Statement of Changes in Financial Position
(Unaudited)

For the year ended December 31, 2023

| | 2023 | 2022 |
|--|----------------|-----------------|
| | Actual | Actual |
| Annual Surplus (Deficit) | (17,871) | 73,778 |
| Acquisition of tangible capital assets | (98,794) | (196,545) |
| Amortization of tangible capital assets | 145,882 | 139,184 |
| | <u>47,088</u> | <u>(57,360)</u> |
| Changes in Net financial assets for the year | 29,217 | 16,417 |
| Net financial assets beginning of year | <u>311,055</u> | <u>294,638</u> |
| Net financial assets, end of year | <u>340,272</u> | <u>311,055</u> |

Prepared as required by Financial Information Regulation, Schedule 1, section 3

Whistler Public Library
Notes to the Statement of Financial Information
Unaudited

For the year ended December 31, 2023

Library Accounting Policies

The Whistler Public Library ("WPL") became a municipal library in 2006, operating in a Resort Municipality of Whistler ("RMOW") facility. The RMOW has integrated the library's financial function in order to streamline the WPL's accounting function. Fiscal oversight and direction for the WPL is provided by the WPL Board of Directors.

The Resort Municipality of Whistler prepares its financial statements in accordance with Canadian public sector accounting standards.

Financial Statement Integration

For 2023 the Whistler Library financial statements are integrated into the audited financial statements of the Resort Municipality of Whistler. This includes the Consolidated Statement of Financial Position, the Consolidated Statement of Change in Net Financial Assets, and the Consolidated Statement of Operations.

For 2023, separate entity financial statements for the WPL have been prepared and included. These reports include a Statement of Assets and Liabilities, a Statement of Changes in Financial Position, and a Statement of Income. These included reports are unaudited.

Deferred Contributions

During the year, the Library received the Public Library Enhancement Grant of \$274,545 from the Province of British Columbia to be used over three years (2023-2025) to support service enhancement, including helping address shifting demands on services, collections, programs and spaces. Any portion of unused grant funds will be reclaimed by the Province.

Comparative Figures

Certain comparative figures have been reclassified to conform with the current year's presentation.

On behalf of Whistler Public Library



Sarene Bourdages, Chairperson of the Library Board

Whistler Public Library

Date: 2024-05-13



Mikale Fenton, Library Director

Whistler Public Library

Date: 2024-05-13



Ashley Palmer, Manager of Financial Services

Resort Municipality of Whistler

Date: 2024-05-13

Schedule of Debt

Financial Information Act - Statement of Financial Information

Library Name: Whistler Public Library

Fiscal Year Ended: December 31, 2023

The **Whistler Public Library** has no long term debt.

Schedule of Guarantee and Indemnity

Financial Information Act - Statement of Financial Information

Library Name: Whistler Public Library

Fiscal Year Ended: December 31, 2023

Whistler 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: | Whistler 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 | Column1 | Total Expenses (Reimbursement for Conferences/Mileage etc.) |
|---|---------------|---|
| Walsh, Mike - Chair | 0 | \$199 |
| Bourdage, Sarene - Vice Chair | 0 | \$199 |
| Forsyth, Ralph - Council Representative | 0 | \$199 |
| Banning, Gail - Board Member | 0 | \$199 |
| Blancher, Ali - Board Member | 0 | \$199 |
| Chuback, Josie - Board Member | 0 | \$199 |
| Heath Ansley, Bevin - Board Member | 0 | \$199 |
| Laughland, Karen - Board Member | 0 | \$199 |
| Martin, Sheilagh - Board Member | 0 | \$399 |
| Sikora, Thomas - Board Member | 0 | \$199 |
| Young, Tina (Christine) - Board Member | 0 | \$199 |
| Total Board Members | \$0.00 | \$2,389 |

| Detailed Employees Exceeding \$75,000 | Total Remuneration (Wages/Salaries) | Total Expenses (Reimbursement for Conferences/Mileage etc.) |
|---|--|---|
| Esnouf, Mariana - Public Services Librarian | \$87,489 | \$790 |
| Fenton, Mikale - Library Director | \$125,752 | \$1,519 |
| O'Brien, Kaley - Public Services Librarian | \$96,542 | \$1,578 |
| White, Nadine - Public Services Librarian | \$99,584 | \$1,166 |
| Total Employees Exceeding \$75,000 | \$409,367 | \$5,054 |

| 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 | \$669,143 | \$6,727 |

| Consolidated Total | Total Remuneration (Wages/Salaries) | Total Expenses (Reimbursement for Conferences/Mileage etc.) |
|--------------------------------------|--|---|
| DO NOT USE - list totals only | \$1,078,510 | \$14,170 |

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) | \$70,416 |
|--|----------|

Table 3: Reconciliation of Remuneration and Expenses

| Total Remuneration | Amount |
|---------------------------|--------------------|
| Total Remuneration | \$1,078,510 |

| Reconciling Items | Amount |
|---|------------------|
| Employer premium to Receiver General (CPP and EI) | \$70,416 |
| Employer contributions to municipal pension plan | \$78,634 |
| Employer contributions to Employer Health Tax and exten | \$106,087 |
| Employer contributions to Work Safe BC | \$53,789 |
| Total Reconciling Items | \$308,927 |

| Total Per Statement of Revenue & Expenditure | Amount |
|---|--------------------|
| Total Per Statement of Revenue & Expenditure | \$1,416,814 |

| Variance | Amount |
|-----------------|-----------------|
| Variance | \$29,377 |

Variance explanation (if required):

The cause of the variance is the T4 schedules are on a cash basis while the financial statement uses the accrual method

Statement of Severance Agreements

Financial Information Act - Statement of Financial Information

Library Name: Whistler Public Library

Fiscal Year Ended: December 31, 2023

There were no severance agreements made between the Whistler 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: Whistler 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: | Whistler Public Library |
| Fiscal Year Ended: | 2023 |

Table 1: Suppliers of Goods and Services

| Name of Individual, Firm or Corporation | Total Amount Paid During Fiscal Year |
|---|---|
| BC Libraries Cooperative | \$26,881 |
| Municipal Pension Plan | \$78,634 |
| Manulife | \$64,872 |
| Receiver General (CPP and EI) | \$70,416 |
| Three Star Amil Cleaning Services | \$50,121 |
| United Library Services Inc. | \$54,621 |
| Work Safe BC | \$53,789 |
| | |
| | |
| Total of all suppliers exceeding \$25,000 | \$399,335 |
| | |
| Totals | Amount |
| Total (Suppliers with payments exceeding \$25,000 (total from above)) | \$399,335 |
| Total (Suppliers with payments less than or equal to \$25,000) | \$314,117 |
| Consolidated Total | \$713,452 |

Table 2: Reconciliation of Goods and Services

| Reconciliation of Goods and Services | Amount |
|--|---------------|
| Total of Aggregate Payments Exceeding \$25,000 Paid to Suppliers | \$399,335 |
| Consolidated total of suppliers with payments less than or equal to \$25,000 | \$314,117 |

| Reconciling Items | Amount |
|---|--------------------|
| Salaries (employer labor costs excluded) | \$1,078,510 |
| Capital additions funded from RMOW General reserve | -\$98,794 |
| Project expenditures funded from RMOW General reserve | -\$117,653 |
| Amortization | \$145,882 |
| Total Reconciling Items | \$1,007,945 |

| Reconciliation | Amount |
|--|------------------|
| Total Per Statement of Revenue and Expenditure | \$1,750,775 |
| Variance | -\$29,377 |

Variance explanation (if required):

The cause of the variance is the same as Schedule 8. Schedules are on a cash basis while the financial statement uses the accrual method.