



# Statement of Financial Information for the Year Ended December 31, 2022



**Vancouver Island Regional Library  
Administration**

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## 2022 SOFI Report

All B.C. public libraries and library federations that receive provincial grants are required to submit an annual Statement of Financial Information (SOFI), as per section 2 of the [Financial Information Act \(FIA\)](#). These are available [here](#).

The following notes, and the annotated salaries on page 40 are offered as additional context.

The total compensation figures published in the SOFI reports include employee benefits and work-related expenses claimed. These and other factors like mid-year hirings, promotions within the year, and staff moving from one step to another impact the figures stated. Exempt staff move through a five-step salary structure at VIRL; whereas Bargaining Unit staff move through a three-step structure per the respective Collective Agreements.

The premiums paid by VIRL for extended health, dental, life insurance, long-term disability, Accidental Disability and Death, and Emergency Family Assistance Program are subject to the rates and terms in VIRL's agreement with its benefits provider - Pacific Blue Cross. Premiums vary by employee, number of dependents, salary level, and other factors.

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**Library Name:** Vancouver Island Regional Library

**Fiscal Year Ended:** December 31, 2022

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## Submission Checklist

### Financial Information Act - Statement of Financial Information

**Library Name:** Vancouver Island Regional Library

**Fiscal Year Ended:** December 31, 2022

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 \$75,000
	<input checked="" type="checkbox"/>	ii) Total amount of expenses paid to or on behalf of each employee under 75,000
	<input checked="" type="checkbox"/>	iii) If the total wages and expenses differs from the audited financial statements, an explanation is required
g)	<input checked="" type="checkbox"/>	iv) A list, by name and position, of Library Board Members with the amount of any remuneration paid to or on behalf of the member.
	<input checked="" type="checkbox"/>	v) The number of severance agreements started during the fiscal year and the range of months` pay covered by the agreement, in respect of excluded employees. If there are no agreements to report, an explanation is required.
		Schedule of Payments for the Provision of Goods and Services including:
h)	<input checked="" type="checkbox"/>	i) An alphabetical list of suppliers receiving over \$25,000 and a consolidated total for those suppliers receiving less than \$25,000. If the total differs from the Audited Financial Statements, an explanation is required.

<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.

## Board Approval Form

### Financial Information Act - Statement of Financial Information

NAME OF LIBRARY <i>Vancouver Island Regional Library</i>	FISCAL YEAR END (YYYY) 2022
LIBRARY ADDRESS Box 3333, 6250 Hammond Bay Rd	TELEPHONE NUMBER 250-758-4697
CITY Nanaimo	PROVINCE BC
	POSTAL CODE V9R 5N3
NAME OF THE CHAIRPERSON OF THE LIBRARY BOARD Erin Hemmens	TELEPHONE NUMBER 250-729-2310
NAME OF THE LIBRARY DIRECTOR Ben Hyman	TELEPHONE NUMBER 250-729-2313

#### **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, 2022 for Vancouver Island Regional Library as required under Section 2 of the Financial Information Act.*

SIGNATURE OF THE CHAIRPERSON OF THE LIBRARY BOARD\*

DATE SIGNED (DD-MM-YYYY)



12-05-2023

SIGNATURE OF THE LIBRARY DIRECTOR

DATE SIGNED (DD-MM-YYYY)



12-05-2023

## Management Report

### Financial Information Act - Statement of Financial Information

**Library Name:** Vancouver Island Regional Library

**Fiscal Year Ended:** December 31, 2022

#### 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, MNP LLC, 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 Vancouver Island Regional Library

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

Erin Hemmens

**Signature,  
Chairperson of the Library  
Board**




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

05-12-2023

**Name,  
Library Director [Print]**

Ben Hyman

**Signature,  
Library Director**



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

05-12-2023

To the Board of Directors of Vancouver Island Regional Library

### **Management's Responsibility**

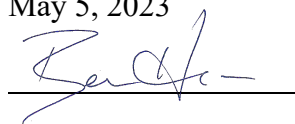
Management is responsible for the preparation and presentation of the accompanying consolidated financial statements, including responsibility for significant accounting judgments and estimates in accordance with Canadian Public Sector Accounting Standards. This responsibility includes selecting appropriate accounting principles and methods, and making decisions affecting the measurement of transactions in which objective judgment is required.

In discharging its responsibilities for the integrity and fairness of the consolidated financial statements, management designs and maintains the necessary accounting systems and related internal controls to provide reasonable assurance that transactions are authorized, assets are safeguarded and financial records are properly maintained to provide reliable information for the preparation of financial statements.

The Board of Directors is composed entirely of members who are neither management nor employees of the Library. The Board of Directors is responsible for overseeing management in the performance of its financial reporting responsibilities, and for approving the financial information included in the annual report. The Board of Directors fulfils these responsibilities by reviewing the financial information prepared by management and discussing relevant matters with management and external auditors. The Board of Directors is also responsible for appointing the Library's external auditors.

MNP LLP, an independent firm of Chartered Professional Accountants, is appointed by the Board of Directors to audit the consolidated financial statements and report directly to them; their report follows. The external auditors have full and free access to, and meet periodically with, both the Board of Directors and management to discuss their audit findings.

May 5, 2023

A handwritten signature in blue ink, appearing to read "S. [unclear]", is written over a horizontal line.

Executive Director

To the Members of the Board of the Vancouver Island Regional Library:

### Opinion

We have audited the consolidated financial statements of Vancouver Island Regional Library (the "Library"), which comprise the consolidated statement of financial position as at December 31, 2022, and the consolidated statements of operations, changes in net financial assets and cash flows for the year then ended, and notes to the consolidated financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying consolidated financial statements present fairly, in all material respects, the consolidated financial position of the Library as at December 31, 2022, and the results of its consolidated operations, changes in its net financial assets and its consolidated 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 Consolidated Financial Statements section of our report. We are independent of the Library in accordance with the ethical requirements that are relevant to our audit of the consolidated 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 Consolidated Financial Statements

Management is responsible for the preparation and fair presentation of the consolidated 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 consolidated financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the consolidated 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 Consolidated Financial Statements

Our objectives are to obtain reasonable assurance about whether the consolidated 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 these consolidated 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 consolidated 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 the 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 consolidated 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 Library to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the consolidated financial statements, including the disclosures, and whether the consolidated financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We 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.

Nanaimo, British Columbia

May 5, 2023

*MNP LLP*

Chartered Professional Accountants

Statement "A"

**VANCOUVER ISLAND REGIONAL LIBRARY**  
**CONSOLIDATED STATEMENT OF FINANCIAL POSITION**

**As at December 31, 2022**

	2022	2021
<b>Financial Assets</b>		
Cash and Equivalents- Note 3	2,608,848	3,654,341
Accounts Receivable	124,820	280,157
Deposits- Note 15	37,501	182,965
	<u>2,771,169</u>	<u>4,117,463</u>
<b>Liabilities</b>		
Trade Accounts Payable	2,471,393	2,318,209
Wages Payable	801,039	835,099
Accumulated Sick Payable - Note 8	546,832	510,371
Short Term Debt	-	6,000,000
Deferred Revenue - Note 2.b	19,928	19,928
Accrued Benefit Obligation -Note 7	500,707	526,064
Long Term Debt- Note 13	22,513,058	17,192,753
	<u>26,852,956</u>	<u>27,402,424</u>
<b>Net Debt</b>	<u><b>(24,081,787)</b></u>	<u><b>(23,284,961)</b></u>
<b>Non-Financial Assets</b>		
Tangible Capital Assets - Note 4 & Schedule III	38,119,595	39,071,118
Prepaid Expenses	784,812	696,701
	<u><b>38,904,407</b></u>	<u><b>39,767,819</b></u>
<b>Accumulated Surplus - Note 12</b>	<u><b>14,822,620</b></u>	<u><b>16,482,857</b></u>

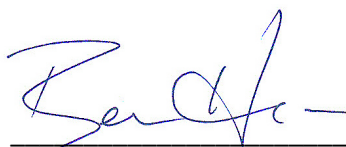
**Commitments -Note 9**

**Outstanding Claims - Note 17**

On behalf of the Board:



Chair of the Board



Executive Director

*The accompanying notes are in integral part of these consolidated financial statements*

## VANCOUVER ISLAND REGIONAL LIBRARY

## CONSOLIDATED STATEMENT OF OPERATIONS AND ACCUMULATED SURPLUS

For the Year Ended December 31, 2022

	<b>2022 Budget (Note 10)</b>	<b>2022 Actual</b>	<b>2021 Actual</b>
<b>Revenues</b>			
Municipal Levies	17,630,120	17,630,122	16,978,090
Regional District Levies	7,810,311	7,810,311	7,522,437
Government and Other Grants - Note 5	1,308,218	1,475,529	1,314,920
Fines and Other Income	242,610	96,656	147,189
Interest Earned	100,000	36,479	18,326
	<u>27,091,259</u>	<u>27,049,097</u>	<u>25,980,962</u>
<b>Expenses</b>			
Wages and Benefits -Schedule I	15,146,459	16,680,096	16,198,754
Branch Costs	3,788,995	4,291,735	3,886,954
Administration Costs -Schedule II	2,402,936	3,157,493	2,640,230
Retirement Benefit Accrual	20,000	93,740	25,458
Amortization Expense	4,486,270	4,486,270	4,365,905
	<u>25,844,660</u>	<u>28,709,334</u>	<u>27,117,301</u>
<b>Annual Surplus (Deficit)</b>	<b>1,246,599</b>	<b>(1,660,237)</b>	<b>(1,136,339)</b>
<b>Accumulated Surplus, Beginning of Year</b>	<b>16,482,857</b>	<b>16,482,857</b>	<b>17,619,196</b>
<b>Accumulated Surplus, End of Year</b>	<b>17,729,456</b>	<b>14,822,620</b>	<b>16,482,857</b>

*The accompanying notes are in integral part of these consolidated financial statements*

Statement "C"

**VANCOUVER ISLAND REGIONAL LIBRARY**

**CONSOLIDATED STATEMENT OF CHANGES IN NET DEBT**

**As at December 31, 2022**

	<b>Budget</b> (Note 10)	<b>2022</b> <b>Actual</b>	<b>2021</b> <b>Actual</b>
<b>Annual Surplus (Deficit)</b>	1,246,599	(1,660,237)	(1,136,339)
Acquisition of Tangible Assets	(970,570)	(3,534,744)	(10,203,629)
Amortization of Capital Assets	<u>4,486,270</u>	<u>4,486,270</u>	<u>4,365,905</u>
	<u>4,762,299</u>	<u>(708,712)</u>	<u>(6,974,063)</u>
Acquisition of Prepaid Expenses	-	(784,812)	(696,701)
Use of Prepaid Expenses	<u>-</u>	<u>696,701</u>	<u>567,373</u>
	<u>-</u>	<u>(88,111)</u>	<u>(129,328)</u>
<b>Decrease (Increase) in Net Debt</b>	<b>4,762,299</b>	<b>(796,823)</b>	<b>(7,103,391)</b>
<b>Net Debt, Beginning of Year</b>	<u><b>(23,284,961)</b></u>	<u><b>(23,284,961)</b></u>	<u><b>(16,181,570)</b></u>
<b>Net Debt, End of Year</b>	<u><b>(18,522,662)</b></u>	<u><b>(24,081,787)</b></u>	<u><b>(23,284,961)</b></u>

*The accompanying notes are in integral part of these consolidated financial statements*

Statement "D"

**VANCOUVER ISLAND REGIONAL LIBRARY**

**Consolidated Statement of Cash Flows**

**For the Year Ended December 31, 2022**

	<b>2022</b>	<b>2021</b>
<b>Cash Provided (Used):</b>		
<b>Operating Activities</b>		
Annual Surplus (Deficit)	(1,660,237)	(1,136,339)
Amortization Expense	4,486,270	4,365,905
Actuarial Adjustments	(153,917)	(138,161)
<b>Changes in non-cash operating accounts:</b>		
Decrease in accounts receivable	155,337	348,400
Increase (Decrease) in prepaid expenses	(88,111)	(129,323)
Increase in trade accounts payable	153,181	871,448
Increase (Decrease) in accumulated sick payable	36,461	75,332
Increase (Decrease) in accrued benefit obligation	(25,357)	(51,493)
Increase in wages payable	(34,060)	98,864
Decrease in deferred revenue	-	(26,400)
Increase (Decrease) in deposits	145,464	227,250
	<u>3,015,030</u>	<u>4,505,483</u>
<b>Capital Activities:</b>		
Acquisitions of Tangible Capital Assets	<u>(3,534,744)</u>	<u>(10,203,629)</u>
<b>Financing Activities:</b>		
Short Term Debt Proceeds	-	6,000,000
Long Term Debt Principal Repayments	<u>(525,779)</u>	<u>(506,029)</u>
	<u>(525,779)</u>	<u>5,493,971</u>
<b>Change in Cash and equivalents</b>	<u><b>(1,045,494)</b></u>	<u><b>(204,175)</b></u>
<b>Cash and equivalents, beginning of year</b>	<u><b>3,654,341</b></u>	<u><b>3,858,516</b></u>
<b>Cash and equivalents, end of year</b>	<u><b>2,608,847</b></u>	<u><b>3,654,341</b></u>

*The accompanying notes are in integral part of these consolidated financial statements*

**VANCOUVER ISLAND REGIONAL LIBRARY****Internally Restricted Fund Balances****For the Year Ended December 31, 2022****(Unaudited)**

	<b>2022</b>	<b>2021</b>	<b>2020</b>	<b>2019</b>	<b>2018</b>
<b>Internally Restricted Funds</b>					
Outfitting & New/Expanded Facilities	2,286,395	1,700,053	1,004,537	1,352,409	2,525,742
Long-Term Maintenance	3,216,622	2,354,306	2,485,564	2,634,647	2,592,224
ILS Replacement	100,003	50,003	-	124,396	73,357
Books	-	-	-	-	10,340
Accrued Sick Reserve	-	155,972	175,994	285,736	282,652
Fundraising	715,390	692,162	631,405	344,815	312,401
Computer Equipment	1,203,714	853,010	401,400	75,213	46,963
Prior Years General Reserve	-	43,500	401,700	-	-
Human Resources Issues	36,171	42,671	70,138	70,075	69,319
Friends Reserve	16,297	16,473	15,593	18,232	18,232
Furnishings & Equipment	406,933	494,190	515,045	335,440	253,749
Vehicles	72,973	42,973	78,347	48,275	77,711
Summer Employment	-	-	-	-	20
Salaries	204,452	204,452	204,432	204,134	600,000
<b>Total Internally Restricted Funds</b>	<b>8,258,951</b>	<b>6,649,765</b>	<b>5,984,155</b>	<b>5,493,372</b>	<b>6,862,710</b>

*The accompanying notes are in integral part of these consolidated financial statements*

**VANCOUVER ISLAND REGIONAL LIBRARY**  
**NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS**  
**For the Year Ended December 31, 2022**

**1 Organization**

The Vancouver Island Regional Library (the "Library") is a regional library with administrative offices located in Nanaimo, BC. It serves customers in 39 locations, as well as books by mail services, on Vancouver Island, Haida Gwaii and the Central Coast of BC. Card holders can borrow materials from any location. The Library was established in 1936 under the Library Act of British Columbia. The Library is a registered charity and is exempt from income taxes as long as certain conditions are met.

**2 Significant Accounting Policies**

The consolidated Financial Statements of the Library have been prepared in accordance with Canadian Public Sector Accounting Standards with significant policies adopted by the Library as noted below:

**2.a Tangible Capital Assets**

The building, furniture, equipment, system computers, vehicles and books are stated at Net Book Value as amortization has been recorded. Amortization is recorded on a straight-line basis over the estimated useful life of the asset, commencing the year the asset is put into service. Assets are initially recorded at cost based on a single item purchase threshold and group purchase thresholds. Contributed tangible capital assets are recorded at their fair value on the date of contribution. Estimated useful lives are as follows:

		Single Purchase Threshold	Group Purchase Threshold
Buildings	40 years	\$ 5,000	\$ 5,000
Leasehold Improvements	5 years	5,000	5,000
Furniture and Equipment	10 years	1,000	10,000
Vehicles	10 years	5,000	5,000
Computer Equipment	3 years	3,000	15,000
Books	5 years	-	-

In accordance with PSAB3150 Tangible Capital Assets the Library has adopted a policy of expensing interest related to construction projects.

**VANCOUVER ISLAND REGIONAL LIBRARY**  
**NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS**  
**For the Year Ended December 31, 2022**

**2 Significant Accounting Policies (continued)**

**2.b Deferred Revenue**

Non-government grants with external restrictions are deferred and recognized as revenue in the period in which the corresponding expenditures are incurred. Changes to the deferred revenues for 2022 are as follows:

	<u><b>2022</b></u>	<u><b>2021</b></u>
Opening Deferred Revenue	\$ 19,928	\$46,328
Total of New Grants Received	-	-
Less: Recognized as Revenue	-	(26,400)
Ending Balance of Deferred Revenue	<u>\$ 19,928</u>	<u>\$ 19,928</u>

**2.c Use of estimates**

The preparation of the consolidated financial statements of the Vancouver Island Regional Library, in accordance with Canadian Public Sector Accounting Standards, requires management to make estimates and assumptions of values which affect the reported amounts of assets, liabilities, revenues and expenses, and related disclosures. Amounts are based on best estimates, but actual amounts may vary from the amounts recorded. Adjustments, if any, will be reflected in the period of settlement.

- i) Amortization is based on the estimated useful lives of tangible capital assets.
- ii) Accrued benefit obligation is based on an estimate of accumulated termination benefits.
- iii) Accumulated sick payable is based on an estimate of future sick time usage.
- iv) Accounts Receivable are stated after evaluation as to their collectability.  
allowance for doubtful accounts.
- v) Liabilities for contaminated sites are estimated based on the best information available regarding potentially contaminated sites that the Vancouver Island Regional Library is responsible for.

These estimates and assumptions are reviewed periodically and as adjustment becomes necessary they are reported in operating surplus in the year they become known.

**2.d Revenue Recognition**

Revenue is recorded in the period in which the transactions or events that gave rise to the revenue occur. Non-government grants that have been received in advance of services being rendered are recorded as deferred revenue until the Library discharges the obligations that led to the collection of funds. Following are the types of revenue received and a description of their recognition:

- i) Municipal and rural levies are recognized in the year levied
- ii) Interest earned and other income are recorded in the year they are earned
- iii) Fines are recognized when received as a result of the difficulty in determining collectability

Government transfers are recognized as revenues when the transfer is authorized and any eligibility criteria are met, except to the extent that transfer stipulations give rise to an obligation that meets the definition of a liability. Transfers are recognized as deferred revenue when transfer stipulations give rise to a liability.



**VANCOUVER ISLAND REGIONAL LIBRARY**  
**NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS**  
**For the Year Ended December 31, 2022**

**2 Significant Accounting Policies (continued)**

Transfer revenue is recognized in the statement of operations as the stipulation liabilities are settled.

**2.e Liability for Contaminated Sites**

A liability for remediation of a contaminated site is recognized at the best estimate of the amount required to remediate the contaminated site when contamination exceeding an environmental standard exists, the Vancouver Island Regional Library is either directly responsible or accepts responsibility, it is expected that future economic benefits will be given up, and a reasonable estimate of the amount is determinable. The best estimate of the liability includes all costs directly attributable to remediation activities and is reduced by expected net recoveries based on information available at December 31, 2022.

At each financial reporting date, the Vancouver Island Regional Library reviews the carrying amount of the liability. Any revisions required to the amount previously recognized is accounted for in the period revisions are made. The Vancouver Island Regional Library continues to recognize the liability until it is settled or otherwise extinguished. Disbursements made to settle the liability are deducted from the reported liability when they are made.

**2.f Recent Accounting Pronouncements**

PS 3280 Asset Retirement Obligations, issued August 2018, establishes standards for recognition, measurement, presentation and disclosure of legal obligations associated with the retirement of tangible capital assets and is effective for the Library as of January 1, 2023. A liability will be recognized when, as at the financial reporting date:

- a) There is a legal obligation to incur retirement costs in relation to a tangible capital assets;
- b) The past transaction or event giving rise to the liability has occurred;
- c) It is expected that future economic benefits will be given up; and
- d) A reasonable estimate of the amount can be made

Liabilities are recognized for statutory, contractual or legal obligations associated with the retirement of tangible capital assets when those obligations result from the acquisition, construction, development or normal operation of the assets. The obligations are measured initially at fair value, determined using present value methodology, and the resulting costs capitalized into the carrying amount of the related tangible capital asset. In subsequent periods, the liability is adjusted for accretion and any changes in the amount or timing of the underlying future cash flows. The capitalized asset retirement cost is amortized on the same basis as the related asset and accretion expense is included in the Statement of Operations and Accumulated Surplus.

Management is in the process of assessing the impact of adopting this standard on the Library's financial results.

**VANCOUVER ISLAND REGIONAL LIBRARY**  
**NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS**  
**For the Year Ended December 31, 2022**

**3 Cash and Equivalents**

Cash and equivalents includes 370.29 (2021 - 100,357) units of Municipal Finance Authority of British Columbia Money Market Fund, and 2730.539 (2021 - 2,661) units of Municipal Finance Authority of British Columbia Bond Fund. The rates of return vary depending on the rates of return of the items held.

The general bank account has an overdraft limit up to \$30,000 and carries interest at prime rate.

Cash is recorded at cost which is equal to its fair market value and includes:

	<u><b>2022</b></u>	<u><b>2021</b></u>
Cash	\$ 2,579,799	\$ 2,624,545
Municipal Finance Authority of British Columbia		
- Money Market Fund	3,703	1,003,573
- Bond Fund	25,346	26,223
	<u>\$ 2,608,848</u>	<u>\$ 3,654,341</u>

**4 Tangible Capital Assets**

The land at 6250 Hammond Bay Road in Nanaimo, BC was acquired by way of a crown grant from the Province of BC (valued in 1994 by BCAA at \$167,831). Should the Library ever wish to dispose of it, it is likely that a repayment amount would have to be negotiated with the Province of BC.

The land at 9796 Willow Street in Chemainus, BC (valued by BCAA at \$203,000) was transferred to VIRL by the District of North Cowichan in November 2018. Should the Library cease library operations at this site, ownership would revert back to the District.

The land at 68 Renfrew Avenue in Cowichan Lake, BC (valued by BCAA at \$113,000) was transferred to the Library by the Town of Lake Cowichan in August of 2014. Should the Library cease library operations at this site, ownership would revert back to the Town.

The land at 90 Commercial Street in Nanaimo, BC (valued by BCAA at \$1,092,000) was transferred to the Library by the City of Nanaimo in June 2013. Should the Library cease library operations at this site, ownership would revert back to the City.

The land at 6671 Wadams Way in Sooke, BC (valued by BCAA at \$1,429,000) was transferred to the Library by the Town of Sooke in Dec 2019. Should the Library cease library operations at this site, ownership would revert back to the Town.

Work in Progress is for construction or renovation of buildings owned by the Library that had begun during the year but was not completed and put into service by the fiscal year end.

**VANCOUVER ISLAND REGIONAL LIBRARY**  
**NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS**  
**For the Year Ended December 31, 2022**

**4 Tangible Capital Assets (continued)**

For additional information, see Consolidated Schedule of Tangible Capital Assets (Schedule III).

The Library also owns certain donated artworks which have not been capitalized due to the uncertainty of the value.

<b>Description</b>	<b>Location</b>	<b>Estimated Value</b>
Totem Pole	Cowichan	\$50,000

**5 Government and Other Grants**

	<b>2022 Budget</b>	<b>2022 Actual</b>	<b>2021 Actual</b>
Provincial Per Capita Operating Grants	\$ 1,232,608	\$ 1,206,871	\$ 1,206,871
Other Provincial Grants	75,610	75,610	75,610
Other Grants	-	28,361	32,439
	<u>\$ 1,308,218</u>	<u>\$ 1,475,529</u>	<u>\$ 1,314,920</u>

Annual per capita operating grants are provided by the Ministry of Education to all library systems in BC. For a regional library system such as the Library, grants are calculated for municipal areas at \$1.78 - \$2.20 per capita, and for rural areas at \$3.90 - 4.10 per capita.

**6 Pension Obligations**

The Library 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 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, 2021, the plan has about 227,000 active members and approximately 118,000 retired members. Active members include approximately 42,000 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.

**VANCOUVER ISLAND REGIONAL LIBRARY**  
**NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS**  
**For the Year Ended December 31, 2022**

The Library paid \$1,065,205 (2021 - \$1,064,525) for employer contributions to the plan in fiscal 2022.

The next valuation will be 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, resulting in no consistent and reliable basis for allocating the obligation, assets and cost to individual employers participating in the plan.

## **7 Accrued Benefit Obligation**

The liability represents an estimate of the amount of accumulated severance benefits. The following data is a result of applying an actuarial method in valuating the liability at December 31, 2022. Significant assumptions used in the valuation include a discount rate of 3.83% (2021 – 1.98%) and inflation of 2% (2021 - 2%). There are no unamortized gains or losses.

The severance calculation is based on the current contractual obligation that states that permanent full time CUPE employees who have ten (10) years of consecutive service and who retire on the Municipal Pension Plan after their sixtieth (60th) birthday will be awarded two (2) months' pay at the rate that prevailed at the time of retirement. Permanent part-time employees severance calculation varies in that employees with ten (10) years continuous service who retire after their sixtieth (60th) birthday will receive an award of two (2) months of their average monthly earnings based on the previous six (6) months earnings.

	<b>2022</b>	<b>2021</b>
Provision for accrued benefit obligation, beginning of the year	\$ 526,064	\$ 577,557
Payments during the year	(13,946)	(21,055)
Interest earned	-	58
Contribution to provision during the year	(11,411)	(30,496)
Provision for accrued benefit obligation, end of the year	<u>\$ 500,707</u>	<u>\$ 526,064</u>

## **8 Accumulated Sick Payable**

The Vancouver Island Regional Library provides for sick leave under the following conditions:

- (a) All CUPE, BCGEU, and Exempt full time accumulate one and one half days of sick leave per month.
- (b) CUPE staff are limited to accumulate the equivalent of 120 working days pay, while BCGEU and Exempt employees are limited to accumulate 130 working days pay.
- (c) Regular Part Time CUPE, BCGEU, and Exempt employees are allowed the same earnings rates and limits with the exceptions that the amounts are prorated to an equivalent amount based on their regular appointed schedules.
- (d) Sick leave can only be used for paid time off for illness of the employee. Sick leave taken is paid at the employee's normal rate of pay at the time.

**VANCOUVER ISLAND REGIONAL LIBRARY**  
**NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS**  
**For the Year Ended December 31, 2022**

(e) There is no provision for payment of any unused sick bank balance on termination of employment.

The estimate for accumulated sick payable as at December 31, 2022 is \$546,832 (2021 - \$510,371)

## 9 Commitments

The Library is committed under several lease agreements for building rentals and shared common costs which, for each of the next five years and in total, are disclosed below. The Library has entered into a five year operating lease for a photocopier at an annual cost of \$3,024 expiring in October 2025, and a lease for self check terminals at an annual cost of \$122,926 expiring in December 2025.

	<b>Rental</b>	<b>Copier and Self Check</b>	<b>Total</b>
2023	1,972,021	125,950	2,097,971
2024	1,572,942	125,950	1,698,892
2025	1,336,154	125,194	1,461,349
2026	1,070,507	-	1,070,507
2027	681,818	-	681,818
	<u>\$ 6,633,442</u>	<u>\$ 377,095</u>	<u>\$9,218,712</u>

The rental lease agreements are all expected to be renewed as they reach expiry and the resultant liability in the future is expected to escalate rather than decline.

## 10 Annual Budget

The financial statements include the unaudited annual budget as approved by the Library Board on September 25, 2021.

	<b>Budget</b>	<b>Capital Asset Acquisitions Budget</b>
Balanced Budget Amount	Nil	
Transfers from Restricted Reserves	(4,183,455)	
Transfers to Restricted Reserves	<u>3,953,455</u>	
Budgeted increase in Net Financial Assets	<u>(230,000)</u>	
MFA Debt Issue		
Repayments of Long Term Debt	506,029	
Purchase of Tangible Capital Assets	<u>970,570</u>	<u>970,570</u>
<b>Budgeted Operating Surplus</b>	<b><u>\$ 1,246,599</u></b>	

**VANCOUVER ISLAND REGIONAL LIBRARY**  
**NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS**  
**For the Year Ended December 31, 2022**

**11 Economic Dependence**

The Vancouver Island Regional Library is economically dependent on Government per-capita grants in order to continue to provide the current level of services.

**12 Accumulated Surplus**

Which is comprised of:

	<b>2022</b>	<b>2021</b>
Internally restricted - Statement "E"	\$ 8,258,951	\$ 6,649,765
Unrestricted	(9,042,868)	(6,045,273)
Net investment in tangible capital assets - Schedule III	<u>15,606,537</u>	<u>15,878,365</u>
	<u><b>\$ 14,822,620</b></u>	<u><b>\$ 16,482,857</b></u>

**12.a Fund Accounting**

The General Fund accounts for the Library's program delivery and administrative services. This Fund reports all assessments, grants, other income and expenditures.

The capital fund reports all assets and liabilities related to the Library's tangible capital assets.

**12.b Internally-restricted funds**

Included in internally-restricted funds are amounts set aside from past and current operations for future operating and capital expenditures. The money in these reserve funds, and interest earned thereon, must be expended only for the purpose for which the fund was established. If the amount in the reserve fund is greater than required, the Board may transfer all or part of the balance to another reserve fund.

In addition to budgeted transfers to reserves, an evaluation of the unrestricted surplus is carried out annually to establish the minimum surplus retention. This is done by taking the total expenditures, less current assets and current liabilities and subtracting the designated reserves on hand. This total is multiplied by a factor of 5% to establish the minimum surplus to be retained. The amount transferred from unrestricted to restricted in 2022 was \$0 (2021 - \$0).

**VANCOUVER ISLAND REGIONAL LIBRARY**  
**NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS**  
**For the Year Ended December 31, 2022**

**13 Long Term Debt**

All Long Term Debt is borrowed from the Municipal Finance Authority of BC (MFA). Interest payments and actuarial earnings related to long-term debt obligations are recorded on an accrual basis. Actuarial revenue is investment earnings on the Library's principal payments made to, and invested by, the MFA, prior to the MFA using these funds to retire the related debt.

The actuarial interest rate is set when the debt is issued to the Regional District and may be adjusted by MFA during the term of the debt as market

conditions dictate that the rate can no longer be achieved. Actual actuarial earnings beyond the set rate are paid to the Regional District when the related debt has been retired. Actuarial revenue is recognized and compounded annually starting in the second year of the debt term.

Interest has been accrued as an expense to December 31, 2022. Actuarial adjustments are treated as additional principal repayments per the schedules and advices received from the MFA. Principal payments are applied directly to loan balances in the period they accrue.

Two Debt issues have been secured by the Nanaimo Regional District for the Nanaimo North Branch and the Nanaimo Harbourfront Branch, two by the Cowichan Valley Regional District for the Lake Cowichan Branch and Chemainus Branch, one by the North Coast Regional District for branches on Haida Gwaii, and one by the Capital Regional District for the Sooke Branch.

**VANCOUVER ISLAND REGIONAL LIBRARY**  
**NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS**  
**For the Year Ended December 31, 2022**

**13 Long Term Debt (Continued)**

	<b>Cowichan Lake</b>	<b>Nanaimo North</b>	<b>Nanaimo Harbourfront</b>	<b>Haida Gwaii</b>	<b>Chemainus</b>	<b>Sooke</b>	<b>Total</b>
MFA Debt Issue #	121	117	126	145	149	157	
Initial Borrowing	1,000,000	8,000,000	8,610,000	1,500,000	2,230,000	6,000,000	27,340,000
Term	30 years	30 years	25 years	20 years	20 years	30 years	
Interest Rate	3.25%	3.25%	3.85%	3.15%	2.24%	3.36%	
YTD Principal Payment	17,830	162,391	206,743	55,824	82,991	-	525,779
YTD Interest Payment	22,634	57,660	255,286	42,074	44,898	207,196	629,748
Total Annual Payment	40,464	220,051	462,029	97,898	127,889	207,196	1,155,527
Beginning Balance							
January 1, 2022	811,308	6,287,439	6,705,023	1,327,453	2,061,528	-	17,192,753
Additional Funding	-	-	-	-	-	6,000,000	6,000,000
Actuarial Adjustments	7,548	59,940	76,199	5,176	5,054	-	153,917
Principal Repayments	17,830	162,391	206,743	55,824	82,991	-	525,779
Ending Balance							
December 31, 2022	785,930	6,065,108	6,422,081	1,266,455	1,973,483	6,000,000	22,513,058



**VANCOUVER ISLAND REGIONAL LIBRARY**  
**NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS**  
**For the Year Ended December 31, 2022**

**13 Long Term Debt (Continued)**

**Principal Payments (next 5 years)**

<b>Year</b>	<b>Cowichan Lake</b>	<b>Nanaimo North</b>	<b>Nanaimo Harbourfront</b>	<b>Haida Gwaii</b>	<b>Chemainus</b>	<b>Sooke</b>
2023	17,830	142,641	206,743	55,824	82,991	136,666
2024	17,830	142,641	206,743	55,824	82,991	136,666
2025	17,830	142,641	206,743	55,824	82,991	136,666
2026	17,830	142,641	206,743	55,824	82,991	136,666
2027	17,830	142,641	206,743	55,824	82,991	136,666

**14 MFA Debt Reserve Fund**

The Library secures its long term borrowing through the MFA. As a condition of these borrowings a portion of the debenture proceeds are retained by the Authority as a Debt Reserve Fund. The Library is contingently liable to the MFA for the Debt Reserve Fund, to help secure its participation in MFA debentures. The MFA has the right, if one or more participants in that issue default, to draw upon the Library's share of the Debt Reserve Fund of \$329,844 as at December 31, 2022 (2021 - \$262,872).

**15 Deposits**

Deposits at December 31 represent construction deposits with the District of North Cowichan, the City of Nanaimo, and the District of Sooke, and security deposits paid on rental agreements.

**16 Comparative Figures**

Some prior year figures have been reclassified to conform to the current year's presentation.

**17 Outstanding Claims**

The Library has received 2 grievances from CUPE Local 401 and 5 grievances from BCGEU Local 702 regarding differences of opinion in interpreting and applying the collective agreement. As of December 31, 2022 the outcome of these grievances, and losses if any, are not reasonably determinable. Due to the uncertainty surrounding these grievances, no liability has been recorded.

**VANCOUVER ISLAND REGIONAL LIBRARY**  
**GENERAL FUND EXPENSE SCHEDULE**  
**WAGES AND BENEFITS**  
**For the Year Ended December 31, 2022**

	<b>Budget</b> (Note 10)	<b>2022</b>	<b>2021</b>
<b>Library Services</b>			
Branch Services	\$ 8,369,208	\$ 9,641,215	\$ 9,067,376
Technical Services	571,327	655,255	630,353
Information Services and Network Support	<u>728,754</u>	<u>466,442</u>	<u>588,468</u>
	<u>9,669,289</u>	<u>10,742,912</u>	<u>10,286,197</u>
<b>Corporate Services</b>			
Financial Services	510,970	545,206	534,168
Shipping & Receiving	136,754	164,928	170,126
Executive Director's Office	481,398	511,481	565,197
Human Resources	345,858	337,355	346,809
Communications	508,061	587,826	518,823
Facility Management	94,519	7,342	106,493
Purchasing	<u>160,492</u>	<u>185,458</u>	<u>199,686</u>
	<u>2,238,051</u>	<u>2,339,595</u>	<u>2,441,302</u>
Total Wages	<u>11,907,340</u>	<u>13,082,507</u>	<u>12,727,499</u>
Benefits	3,222,809	3,559,193	3,444,355
Hiring and Training	<u>16,310</u>	<u>38,396</u>	<u>26,901</u>
<b>Total Wages and Benefits</b>	<b><u>\$ 15,146,459</u></b>	<b><u>\$ 16,680,096</u></b>	<b><u>\$ 16,198,754</u></b>

**VANCOUVER ISLAND REGIONAL LIBRARY  
GENERAL FUND EXPENSE SCHEDULE  
ADMINISTRATION COSTS  
For the Year Ended December 31, 2022**

	<b>Budget (Note 10)</b>	<b>2022</b>	<b>2021</b>
<b>Administration</b>			
Utilities and communications	\$ 304,590	\$ 313,224	\$ 307,626
Office, photocopier and postage	282,152	459,370	476,810
Central services' building and equipment maintenance	618,157	978,934	897,663
Furniture and Equipment - small items expensed	300,300	135,697	182,512
Travel and Vehicle Operation	186,868	180,971	122,783
Professional Fees	190,134	476,152	242,503
Insurance	150,000	191,996	153,048
Training and workshops	125,636	86,483	52,132
Board expenses	50,000	33,595	4,811
Promotion and advertising	110,100	196,429	106,457
Bank and payroll production charges	85,000	104,642	93,884
<b>Total Administration</b>	<b><u>\$ 2,402,936</u></b>	<b><u>\$ 3,157,493</u></b>	<b><u>\$ 2,640,230</u></b>

## Schedule III

**VANCOUVER ISLAND REGIONAL LIBRARY**  
**CONSOLIDATED SCHEDULE OF TANGIBLE CAPITAL ASSETS**  
**For the Year Ended December 31, 2022**

	<b>Books</b>	<b>Furniture &amp; Equipment</b>	<b>Computer Equipment</b>	<b>Vehicles</b>	<b>Building</b>	<b>Leasehold Improvement</b>	<b>Land</b>	<b>2022 Total</b>	<b>2021 Total</b>
<b>Historical Cost:</b>									
Opening Balance	\$ 16,358,309	\$ 6,006,732	\$ 5,048,205	\$ 533,746	\$ 24,534,253	\$ 4,096,872	\$ 1,575,831	\$ 58,153,948	\$ 56,958,387
Additions	2,943,422	50,769	143,803	-	373,918	11,503	-	3,523,415	3,415,506
Transfers from									
Work in Progress	-	-	-	-	8,198,637	-	-	-	-
Less: Disposals & Write-Downs	(2,465,440)	-	-	-	-	-	-	(2,465,440)	(2,219,945)
	<b>16,836,291</b>	<b>6,057,501</b>	<b>5,192,008</b>	<b>533,746</b>	<b>33,106,806</b>	<b>4,108,375</b>	<b>1,575,831</b>	<b>67,410,560</b>	<b>58,153,948</b>
<b>Accumulated Amortization</b>									
Opening Balance	9,137,997	4,806,027	4,833,846	379,301	5,230,268	2,894,026	-	27,281,465	25,135,505
Amortization Expense	2,805,090	298,956	168,769	25,803	718,873	468,780	-	4,486,270	4,365,905
Effects of Disposals & Write-Downs	(2,465,440)	-	-	-	-	-	-	(2,465,440)	(2,219,945)
	<b>9,477,646</b>	<b>5,104,983</b>	<b>5,002,615</b>	<b>405,104</b>	<b>5,949,141</b>	<b>3,362,806</b>	<b>-</b>	<b>29,302,294</b>	<b>27,281,465</b>
<b>Work in Progress</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>11,329</b>	<b>-</b>	<b>-</b>	<b>11,329</b>	<b>8,198,637</b>
<b>Net Book Value</b>									
<b>For the Year Ended</b>									
<b>December 31, 2022</b>	<b>\$ 7,358,644</b>	<b>\$ 952,518</b>	<b>\$ 189,393</b>	<b>\$ 128,642</b>	<b>\$ 27,157,665</b>	<b>\$ 745,569</b>	<b>\$ 1,575,831</b>	<b>\$ 38,119,595</b>	<b>\$ 39,071,118</b>
<b>Less Debt</b>								<b>22,513,058</b>	<b>23,192,753</b>
<b>Net Investment In Assets</b>								<b>\$ 15,606,537</b>	<b>\$ 15,878,365</b>

## **Schedule of Debt**

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

**Library Name:** Vancouver Island Regional Library

**Fiscal Year Ended:** December 31, 2022

**Note:**

Information is disclosed in the Consolidated Statement of Financial Position (Statement "A").  
Additional information is disclosed in the notes to the financial statements.

All liabilities, except for long term debt, are current and due for payment within the next year.

The Vancouver Island Regional Library long term debt comprises 6 borrowings from Municipal Finance Authority in the amount of \$22.5 million (see Note 13 of the financial statements).

Schedule of Guarantee and Indemnity

Financial Information Act - Statement of Financial Information

**Library Name:** Vancouver Island Regional Library

**Fiscal Year Ended:** December 31, 2022

**Vancouver Island Regional Library** has not given any guarantee or indemnity under the Guarantees and Indemnities Regulation.

## Schedule of Remuneration and Expenses

### Financial Information Act - Statement of Financial Information

**Library Name:** Vancouver Island Regional Library

**Fiscal Year Ended:** December 31, 2022

**Table 1 – Total Remuneration & Total Expenses**

	Total Remuneration (Wages/Salaries)	Total Expenses (Reimbursement for Conferences/Mileage etc.)
<b>Board Members</b>		
Arbour, Daniel - Member	0	195
Bateman, Jeff - Member	0	0
Brown, Vickey - Member	0	0
Capps, Jenni - Member	0	0
Cote, Penny - Member	0	418
Craig, Vanessa - Member	0	0
Embree, Jesse – Member	0	1,584
Evans, Colleen - Member	0	595
Fall, Andrew - Member	0	0
Gould, Ian - Member	0	0
Haggard, Debbie - Member	0	0
Harrison, Scott - Member	0	0
Hemmens, Erin - Vice Chair	0	0
Hicks, Mike - Member	0	0
Hory, Andrew - Member	0	0
Kennedy, Jayme - Member	0	0
Kerr, Jonathan - Member	0	0
Kirschner, Norm - Member	0	0
Leigh, Brenda - Member	0	0
Lloyd, Bruce - Member	0	800
McClintock, Jack - Member	0	775
McEwan, Marilyn - Member	0	0
McMaster, Duncan - Member	0	286
Northcott, Cheryl - Member	0	2,110
Patterson, Teresa - Member	0	0
Patrick, Brenda - Member	0	503
Proctor, Karen - Member	0	0
Putterill, Evan - Member	0	0
Robertson, Fred - Member	0	1,115
Rodgers, Al - Member	0	0
Sawrie, Rosalie - Member	0	0
Theos, Manno - Member	0	0
Virtanen, Jeff - Member	0	0

Vomacka, Lorna - Member	0	0
Wainwright, Peter - Member	0	0
Wickstrom, Gaby – Chair	0	2,024
Williams, Regina - Member	0	1,311
Wilson, Mike - Member	0	0
<b>Total Board Members</b>	<b>0</b>	<b>11,716</b>

<b>Detailed Employees Exceeding \$75,000</b>		
Adams, Joel - Director of Finance	146,875	97
Bartlett, Natasha - Divisional Manager, Communications	113,905	3,294
Bigelow, Jonathon - Library Manager	86,205	809
Bond, Jennifer - Divisional Manager, Finance	113,755	10
Broadley, Louise - Divisional Manager - Collections & Support Services	107,379	2,890
Burgess, Daniel - IT Project Manager	85,011	1,502
Carson, David - Director of Communications	145,226	0
Dawley, Amy - Assistant Director, Service & Building Design	110,908	2,045
De Leur, Michael - Library Manager	86,846	434
Finn, Monica - Library Manager	87,015	343
Grace, Valerie - Technical Services Librarian	76,374	0
Hall, Dara - Acting Human Resources Manager	99,533	0
Hyman, Benjamin - Executive Director	174,665	5,332
Kaminker, Laura - Library Manager	88,113	1,996
Kuffler, Jason - Sales & Marketing Officer	95,897	1,790
Martin, Anthony - Library Manager	86,142	420
Mathews, Emily - Assistant Director, Experience & Engagement - Central	112,422	1,004
McConnell, Jason - Divisional Manager, Health & Safety	113,755	1,688
McCunn, David - Scheduling & Data Analysis Officer	94,784	0
O'Shea, Anne - Deputy Executive Director & COO	153,932	104
Pandher, Amanjit - Assistant Director, IT	122,239	247
Patterson, Mariah - Executive Assistant	79,469	1,672
Pettigrew, Stephanie - Library Manager	86,812	726
Rumohr, Kristin - Customer Service Librarian II	75,960	0
Samson, Joelle - Library Manager	87,820	920
Siebold, Patrick - Library Manager	87,441	570
Skaronski, Myra - Assistant Director, Experience & Engagement - North	114,502	0
Strain, Jeffrey - Library Manager	80,907	460
Van Koevering, Annette - Library Manager	85,646	157
Walker, Sharon - Library Manager	87,745	0
Warren, Stephen - Library Manager	87,663	513
Warren, Stephen R - Assistant Director, Experience & Engagement - South	84,631	2,108
Wright, Elizabeth - Systems Services Manager	86,148	150



<b>Total Detailed Employees Exceeding \$75,000</b>	<b>3,345,730</b>	<b>31,278</b>
<b>Total Employees Equal to or Less Than \$75,000</b>	<b>9,736,777</b>	<b>49,902</b>
<b>Consolidated Total* (Sum of column)</b>	<b>13,082,507</b>	<b>81,180</b>

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

<b>Total Employer Premium for Canada Pension Plan and Employment Insurance</b>	<b>DO NOT USE</b>	<b>899,477</b>
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\* A Reconciliation to the financial statements is required, and any variance must be explained.

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

**Reconciliation of Remuneration and Expenses**

<b>Total Remuneration</b>		<b>13,082,507</b>
<b>Reconciling Items</b>		
	CPP/EI	899,477
	Employee Benefits	2,659,716
	Hiring Costs	38,396
<b>Total Per Statement of Revenue and Expenditure</b>		<b>16,680,096</b>
<b>Variance*</b>		<b>0</b>

## **Statement of Severance Agreements**

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

**Library Name:** Vancouver Island Regional Library

**Fiscal Year Ended:** December 31, 2022

There were 2 severance agreements made between Vancouver Island Regional Library and its non-unionized employees during fiscal year 2022.

These agreements represent from 7 to 8 months' compensation.

**Schedule of Changes in Financial Position**

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

**Library Name:** Vancouver Island Regional Library

**Fiscal Year Ended:** December 31, 2022

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

**Schedule of Payments Made For the Provision of Goods and Services**

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

**Library Name:** Vancouver Island Regional Library

**Fiscal Year Ended:** December 31, 2022

<b>Name of Individual, Firm or Corporation</b>	<b>Total Amount Paid During Fiscal Year</b>
0907289 BC LTD	72,185.40
A.C.E. COURIER SERVICES	133,773.79
ABER HOLDINGS INC.	32,983.00
ATS PRODUCTIONS LTD.	39,200.00
BCGEU - LOCAL 702	55,373.38
B.C. HYDRO	228,062.13
BC LIBRARIES COOPERATIVE	394,851.91
BELL MOBILITY INC	50,038.41
BELLA COOLA CONSUMER'S COOPERATIVE ASSOCIATION	33,445.44
BIBLIOCOMMONS INC.	55,296.68
BIG ISLAND BUILDING SERVICES	39,434.40
BUDGET SELF STORAGE	34,641.30
BUNZL CLEANING & HYGIENE CANADA	40,147.90
C & L SUPERIOR CLEANING SERVICES	25,550.40
CAPITAL REGIONAL DISTRICT	81,843.25
CAPITAL REGIONAL DISTRICT	104,130.75
CENTRE FOR EQUITABLE LIBRARY ACCESS	30,184.49
CITY OF CAMPBELL RIVER	164,203.36
CITY OF COURTENAY	238,910.06
CITY OF PARKSVILLE	194,884.20
CITY OF PORT ALBERNI	164,832.24
C.U.P.E. LOCAL 401	147,231.90
CORNERSTONE PLANNING GROUP	43,077.11
COUNTRY CLUB CENTRE LTD	118,067.76
COWICHAN COMMUNITY CENTRE	243,327.96
COWICHAN VALLEY REGIONAL DIST	179,773.13
DELL CANADA INC	29,145.74
DISTRICT OF PORT HARDY	39,896.52
DISTRICT OF UCLUELET	31,209.09
DREW HARBOUR INVESTMENTS CORP.	64,237.56
DUNSMUIR INVESTMENTS LTD	82,422.58
E. MADILL OFFICE COMPANY	155,123.31
EBSCO CANADA LTD.	87,883.96
FOOTPRINTS SECURITY PATROL INC.	375,558.47
FORTIS BC - NATURAL GAS	41,429.58
HARRIS & COMPANY	27,154.72

HOULE ELECTRIC LTD.	34,432.75
INNOVATIVE INTERFACES, INC.	313,606.54
ISLAND HEIGHTS CONSTRUCTION	52,578.60
ISLAND LINK LIBRARY FEDERATION	41,406.31
ISLAND WEST COAST DEVELOPMENTS LTD.	1,634,545.18
JIM PATTISON DEVELOPMENTS LTD	85,957.85
KANOPY INC.	128,000.00
KINGSVIEW CONSTRUCTION LTD.	63,888.13
LA BRUSCHETTA BISTRO	36,500.00
LIBRARY BOUND INC.	1,940,836.80
LIFEWORCS (CANADA) LTD.	29,811.72
LOGOWEST PROMOTIONAL PRODUCTS	26,620.38
LONG VIEW SYSTEMS CORPORATION	148,520.74
LOW HAMMOND ROWE ARCHITECTS INC.	29,229.54
MASTER CARE JANITORIAL & FACILITY SERVICES INC.	30,875.25
MILLBAY SYNERGY MALL LP	107,241.39
MNP LLP	28,113.75
NORTH COAST REGIONAL DISTRICT	103,152.31
OVERDRIVE	340,839.86
PACIFIC BLUE CROSS	891,805.16
PETRO-CANADA SUPERPASS	88,480.67
PINTON FORREST & MADDEN GROUP	41,303.11
QUEST SOFTWARE CANADA INC.	27,877.30
RECEIVER GENERAL	899,477.15
REGENCY COMMERCIAL CLEANING LTD.	134,206.26
REGIONAL DISTRICT OF NANAIMO	818,219.01
RICHARD M. DELANEY & ASSOCIATES INC.	74,799.54
ROCKY POINT ENGINEERING LTD	39,375.00
SHAW CABLESYSTEMS G.P.	129,699.25
SHEKINAH CLEANING	69,190.96
SOFTCHOICE LP	119,959.12
STAPLES PROFESSIONAL	26,895.38
TELUS	59,959.04
TELUS SERVICES INC.	25,490.08
THINK COMMUNICATIONS INC.	47,898.18
TLD COMPUTERS INC.	252,920.33
TOWN OF COMOX	138,799.34
TOWN OF QUALICUM BEACH	130,752.03
TOWN OF SIDNEY	139,554.01
US VISA BALDERSON	31,536.11
US VISA DORMAN	47,674.50
US VISA HULL	25,972.45
US VISA HYMAN	31,756.13
US VISA LE GAL	31,103.80
VEER HOLDINGS LTD.	50,738.80
VELOCITYEHS	29,606.93

VILLAGE OF GOLD RIVER	25,056.00
<b>Total (Suppliers with payments exceeding \$25,000)</b>	<b>13,485,775</b>
<b>Total (Suppliers where payments are \$25,000 or less)</b>	<b>679,830</b>
<b>Consolidated Total</b>	<b>14,165,604</b>

#### Reconciliation of Goods and Services

<b>Total of Suppliers with Payments Exceeding \$25,000</b>		<b>13,485,775</b>
<b>Consolidated Total of Supplier Payments of \$25,000 or Less</b>		<b>679,830</b>
<b>Reconciling Items</b>		
	Wages	13,935,829
	Retirement Benefit Accrual	93,740
	Amortization	4,486,270
	Capital Additions as per Schedule III	(3,523,415)
	Work in Progress	(11,329)
	Principal Portion of Loan Payments	(506,029)
	Prepays	88,111
	Union Dues	(202,605)
	Adjusting journal entries	187,820
	Timing differences	(4,663)
<b>Total Per Statement of Revenue and Expenditure</b>		<b>28,709,334</b>
<b>Variance*</b>		<b>0</b>

**Appendix - Wages over \$75K, annotated**

Detailed Employees Exceeding \$75,000	Classification	2022	2021	% change	Notes for increases greater than 8%*
Adams, Joel - Director of Finance	Exempt	146,875	137,862	6%	
Bartlett, Natasha - Divisional Manager, Communications	Exempt	113,905	110,250	3%	
Bigelow, Jonathon - Library Manager	BCGEU	86,205	83,108	4%	
Bond, Jennifer - Divisional Manager, Finance	Exempt	113,755	105,023	8%	
Broadley, Louise - Divisional Manager - Collections & Support Services	Exempt	107,379	99,366	7%	
Burgess, Daniel - IT Project Manager	Exempt	85,011	N/A	N/A	
Carson, David - Director of Communications	Exempt	145,226	111,003	24%	On leave for 2 months in 2021
Dawley, Amy - Assistant Director, Service & Building Design	Exempt	110,908	98,841	11%	Temporarily held position of Acting Director, Public Services
De Leur, Michael - Library Manager	BCGEU	86,846	81,903	6%	
Finn, Monica - Library Manager	BCGEU	87,015	81,940	6%	
Grace, Valerie - Technical Services Librarian	BCGEU	76,374	N/A	N/A	
Hall, Dara - Acting Human Resources Manager	Exempt	99,533	87,074	13%	Promoted to Grid E4; Acting HR Manager
Hyman, Benjamin - Executive Director	Exempt	174,665	N/A	N/A	
Kaminker, Laura - Library Manager	BCGEU	88,113	80,742	8%	
Kuffler, Jason - Sales & Marketing Officer	Exempt	95,897	87,141	9%	Increase to step 5 in 2022
Martin, Anthony - Library Manager	BCGEU	86,142	81,901	5%	
Mathews, Emily - Assistant Director, Experience & Engagement - Central	Exempt	112,422	101,293	10%	Increase to step 3 in 2022
McConnell, Jason - Divisional Manager, Health & Safety	Exempt	113,755	106,618	6%	
McCunn, David - Scheduling & Data Analysis Officer	Exempt	94,784	83,962	11%	Increase to step 4 in 2022
O'Shea, Anne - Deputy Executive Director & COO	Exempt	153,932	140,279	9%	Increase to step 5 in 2022
Pandher, Amanjit - Assistant Director, IT	Exempt	122,239	111,100	9%	Increase to step 4 in 2022
Patterson, Mariah - Executive Assistant	Exempt	79,469	75,711	5%	
Pettigrew, Stephanie - Library Manager	BCGEU	86,812	81,947	6%	
Rumohr, Kristin - Customer Service Librarian II	BCGEU	75,960	N/A	N/A	
Samson, Joelle - Library Manager	BCGEU	87,820	81,238	7%	
Siebold, Patrick - Library Manager	BCGEU	87,441	81,978	6%	
Skaronski, Myra - Assistant Director, Experience & Engagement - North	Exempt	114,502	99,474	13%	Increase to step 4 in 2022
Strain, Jeffrey - Library Manager	BCGEU	80,907	N/A	N/A	
Van Koevinger, Annette - Library Manager	BCGEU	85,646	82,122	4%	
Walker, Sharon - Library Manager	BCGEU	87,745	82,077	6%	
Warren, Stephen - Library Manager	BCGEU	87,663	82,287	6%	
Warren, Stephen R - Assistant Director, Experience & Engagement South	Exempt	84,631	106,839	-26%	
Wright, Elizabeth - Systems Services Manager	BCGEU	86,148	83,091	4%	

\*all exempt staff received a 2% increase in 2022; exempt staff are on a 5-step grid