

Financial Statements of

**NORTH BAY PUBLIC
LIBRARY BOARD**

Year ended December 31, 2013



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INDEPENDENT AUDITORS' REPORT

To the Directors of the North Bay Public Library Board

We have audited the accompanying financial statements of North Bay Public Library Board, which comprise the statement of financial position as at December 31, 2013, the statements of operations, changes in net debt and cash flows for the year then ended, and notes, comprising a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements

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

Auditors' Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on our judgment, including the assessment of the risk of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, we consider internal control relevant to the entity's preparation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the presentation of the financial statements.

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

Opinion

In our opinion, the financial statements present fairly, in all material respects, the financial position of North Bay Public Library Board as at December 31, 2013, its results of operations, its changes in net debt and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Chartered Professional Accountants, Licensed Public Accountants

September 17, 2014

North Bay, Canada

NORTH BAY PUBLIC LIBRARY BOARD

Statement of Financial Position

December 31, 2013, with comparative information for 2012

	2013	2012
Financial assets:		
Cash	\$ 200	\$ 200
Accounts receivable (note 3)	7,085	111,097
Receivable from The Corporation of the City of North Bay (note 2)	191,411	97,640
	<u>198,696</u>	<u>208,937</u>
Financial liabilities:		
Accounts payable and accrued liabilities	244,145	249,643
Deferred revenue	7,418	7,418
Employee future benefits (note 4)	94,119	96,922
	<u>345,682</u>	<u>353,983</u>
Net debt	(146,986)	(145,046)
Non-financial assets:		
Tangible capital assets (note 5)	2,100,974	1,796,377
Prepaid expenses	52,885	41,943
	<u>2,153,859</u>	<u>1,838,320</u>
Accumulated surplus (note 6)	<u>\$ 2,006,873</u>	<u>\$ 1,693,274</u>

See accompanying notes to financial statements.

On behalf of the Board:

_____ Director

_____ Director

NORTH BAY PUBLIC LIBRARY BOARD

Statement of Operations

Year ended December 31, 2013, with comparative information for 2012

	2013 Budget	2013 Actual	2012 Actual
Revenue:			
Government transfers:			
The Corporation of the City of North Bay:			
Tax levy	\$ 2,027,167	\$ 2,027,167	\$ 1,977,969
Capital contribution	-	397,323	201,186
Province of Ontario:			
Operating grant	107,911	108,259	108,485
Fines	60,000	51,895	52,206
Fees, service charges and donations	14,700	13,303	13,050
Facility rentals and other	29,200	34,121	29,808
Interest	1,200	1,279	1,260
	<u>2,240,178</u>	<u>2,633,347</u>	<u>2,383,964</u>
Expenses (Schedule):			
Salaries and benefits	1,766,055	1,778,617	1,748,799
Library building	84,000	88,019	80,829
Administration	81,000	83,632	64,841
Purchased services	62,123	62,371	61,800
Operating	56,530	51,221	70,741
Minor capital purchases	15,500	14,884	5,295
Other	500	7,028	2,936
Amortization of tangible capital assets	174,470	233,976	236,113
	<u>2,240,178</u>	<u>2,319,748</u>	<u>2,271,354</u>
Annual surplus	-	313,599	112,610
Accumulated surplus, beginning of year	-	1,693,274	1,580,664
Accumulated surplus, end of year	\$ -	\$ 2,006,873	\$ 1,693,274

See accompanying notes to financial statements.

NORTH BAY PUBLIC LIBRARY BOARD

Statement of Change in Net Debt

Year ended December 31, 2013, with comparative information for 2012

	2013	2012
Annual surplus	\$ 313,599	\$ 112,610
Acquisition of tangible capital assets	(538,573)	(355,592)
Amortization of tangible capital assets	233,976	236,113
	9,002	(6,869)
Acquisition of prepaid expenses	(52,885)	(41,943)
Use of prepaid expenses	41,943	25,236
	(10,942)	(16,707)
Change in net debt	(1,940)	(23,576)
Net debt, beginning of year	(145,046)	(121,470)
Net debt, end of year	\$ (146,986)	\$ (145,046)

See accompanying notes to financial statements.

NORTH BAY PUBLIC LIBRARY BOARD

Statement of Cash Flows

Year ended December 31, 2013, with comparative information for 2012

	2013	2012
Cash provided by (used in):		
Operating activities:		
Annual surplus	\$ 313,599	\$ 112,610
Item not involving cash:		
Amortization of tangible capital assets	233,976	236,113
	547,575	348,723
Change in non-cash assets and liabilities:		
Accounts receivable	104,012	(106,446)
Receivable from The Corporation of the City of North Bay	(93,771)	115,204
Prepaid expenses	(10,942)	(16,707)
Accounts payable and accrued liabilities	(5,498)	27,193
Deferred revenue	-	(7,277)
Employee future benefits	(2,803)	(5,098)
	538,573	355,592
Capital activities:		
Purchase of tangible capital assets	(538,573)	(355,592)
Increase in cash during the year	-	-
Cash position, beginning of year	200	200
Cash position, end of year	\$ 200	\$ 200

See accompanying notes to financial statements.

NORTH BAY PUBLIC LIBRARY BOARD

Notes to Financial Statements

Year ended December 31, 2013

The North Bay Public Library Board (the "Library") is a Board of The Corporation of the City of North Bay which is incorporated under the Ontario Public Library Act. The Library makes available a wide variety of reading, electronic and audio-visual materials to the citizens of North Bay and its surrounding area.

1. Significant accounting policies:

(a) Basis of presentation:

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

(b) Basis of accounting:

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

(c) Deferred revenue:

Deferred revenue represents funds which have been received but for which the related services have yet to be performed. These amounts will be recognized as revenues in the year the appropriate expenses are incurred.

(d) Government transfers:

Government transfers received relate to operating and capital expenditures. Transfers are recognized in the financial statements as revenues in the period in which events giving rise to the transfer occur, providing the transfers are authorized, any eligibility criteria have been met and reasonable estimates of the amounts can be made.

(e) Tangible capital assets:

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

NORTH BAY PUBLIC LIBRARY BOARD

Notes to Financial Statements (continued)

Year ended December 31, 2013

1. Significant accounting policies (continued):

(e) Tangible capital assets: (continued)

Tangible capital assets are recorded at cost. Cost includes all costs directly attributable to acquisition or construction of the tangible capital asset including transportation and installation costs, design and engineering fees, legal fees and site preparation costs. Contributed tangible capital assets are recorded at fair value at the time of the donation, with a corresponding amount recorded as revenue. Amortization is recorded on a straight-line basis over the estimated useful life of the tangible capital asset commencing once the asset is available for use as follows:

	Useful life (years)
Building	100 years
Building betterments	remaining service life of building
Equipment	4 to 15 years
Books, CDs, Videos	2 to 10 years

(f) Employee future benefits:

The Library sponsors a defined benefit supplementary health plan for certain employees and retirees funded on a pay-as-you-go basis and a defined benefit pension plan. The Library has adopted the following policies:

- i) The cost of the accrued benefit obligation for the post-employment supplementary health plan is actuarially determined using the projected benefit method pro-rated on service and management's estimate of retirement age and health costs.
- ii) Actuarial gains (losses) on the accrued benefit obligation arise from the difference between actual and expected experience and from changes in the actuarial assumptions used to determine the accrued benefit obligation. Actuarial gains (losses) are amortized over the average remaining service period of active employees. The average remaining service period of active employees is 12 years.
- iii) The Library is an employer member of the Ontario Municipal Employees Retirement Fund ("the Plan") which is a multi-employer, defined benefit pension plan. The Library has adopted defined contribution plan accounting principles for this Plan because insufficient information is available to apply defined benefit plan accounting principles.

NORTH BAY PUBLIC LIBRARY BOARD

Notes to Financial Statements (continued)

Year ended December 31, 2013

1. Significant accounting policies (continued):

(g) Use of estimates:

The preparation of financial statements in conformity with Canadian public sector accounting standards requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities, and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenses during the year. Significant estimates include assumptions used in estimating useful lives for tangible capital assets, and in performing actuarial valuations of employee future benefits. Actual results could differ from these estimates.

2. Related party transactions and economic dependence:

Substantially all of the Library's revenue is received from The Corporation of the City of North Bay (the "City"). The continuation of the Library is dependent on this funding.

The expenditures noted in Schedule 1 for Purchased Services are paid to the City. These expenditures are measured at their exchange amounts which is the amount of consideration agreed to by the related parties.

The amounts due from the City are non-interest bearing, unsecured and have no fixed terms of repayment.

3. Accounts receivable:

	2013	2012
Government of Canada (sales taxes)	\$ 5,927	\$ 2,476
Other	1,158	108,621
	<hr/> \$ 7,085	<hr/> \$ 111,097

NORTH BAY PUBLIC LIBRARY BOARD

Notes to Financial Statements (continued)

Year ended December 31, 2013

4. Employee future benefits:

	2013	2012
Sick leave plan	\$ 42,045	\$ 44,079
Supplementary health care benefits	52,074	52,843
Total employee future benefits payable	\$ 94,119	\$ 96,922

Prior to August 31, 1987 the Library provided its employees with a sick leave plan whereby employees could accumulate sick leave credits and be entitled to a cash payment when they left the Library's employment. With the introduction of a long-term disability plan on August 31, 1987 this sick leave plan was discontinued and as such no sick leave credits have accumulated since. The outstanding accrued liability is to cover sick leave credits accumulated prior to August 31, 1987.

The Library measures its accrued benefit obligations for accounting purposes as at December 31 of each year. The most recent actuarial valuation of the plan for funding purposes was December 2011 and the next required valuation will be as of December 2014.

Information about the Library's defined supplementary health benefit care and sick leave plan is as follows:

	2013	2012
Sick leave benefits:		
Accrued benefit, beginning of year	\$ 44,079	\$ 49,151
Amortization of unamortized actuarial gains/losses and other	13,621	13,621
Service cost for the year	19,867	18,683
Interest expense for the year	8,614	9,329
Benefits paid during the year	(44,136)	(46,705)
Accrued benefit liability and projected obligation, end of year	\$ 42,045	\$ 44,079

Supplementary health benefits:		
Accrued benefit, beginning of year	\$ 52,843	\$ 52,869
Amortization of unamortized actuarial gains/losses and other	4,921	4,921
Service cost for the year	2,358	2,217
Interest expense for the year	3,718	3,939
Benefit paid during the year	(11,766)	(11,103)
Accrued benefit liability and projected obligation, end of year	\$ 52,074	\$ 52,843

NORTH BAY PUBLIC LIBRARY BOARD

Notes to Financial Statements (continued)

Year ended December 31, 2013

4. Employee future benefits: (continued)

A comprehensive actuarial valuation was completed as at December 31, 2011 by an actuarial firm. The next valuation date will be for 2014, as at December 31. The main actuarial assumptions employed for the valuations are as follows:

- i) The discount rate was assumed at 4.25% per annum for Accrued Benefit Obligation ("ABO") (2012 - 4.25%) and 4.25% per annum for the 2013 expense (2012 - 4.25%).
- ii) Future general salary and wage levels were assumed to increase 3% per annum.
- iii) Health costs were assumed at 6.3333% per annum from 2011 through 2013, reducing by 0.3333% annually to 4% in 2020 (2012 hospital - 6.3333%, 2012 prescription drugs - 6.3333%, 2012 other medical and travel costs - 6.3333%).
- iv) Dental costs were assumed to increase at 4% per annum.
- v) The expected average remaining service life is 12 years for non-pension post retirement benefits and 11 years for post employment benefits.

5. Tangible capital assets:

	2013					
	Land	Building	Equipment	Books, CD's Videos	Construction in progress	Total
Cost, beginning of year	\$ 62,776	\$1,331,721	\$ 379,276	\$4,333,821	\$ 51,168	\$6,158,762
Additions	-	352,870	34,689	151,014	-	538,573
Transfers	-	51,168	-	-	(51,168)	-
Disposals	-	-	-	(39,655)	-	(39,655)
Cost, end of year	62,776	1,735,759	413,965	4,445,180	-	6,657,680
Accumulated amortization, beginning of year	-	303,898	294,723	3,763,764	-	4,362,385
Amortization	-	27,016	45,664	161,296	-	233,976
Disposals	-	-	-	(39,655)	-	(39,655)
Accumulated amortization, end of year	-	330,914	340,387	3,885,405	-	4,556,706
Net carrying amount, end of year	\$ 62,776	\$1,404,845	\$ 73,578	\$ 559,775	\$ -	\$2,100,974

NORTH BAY PUBLIC LIBRARY BOARD

Notes to Financial Statements (continued)

Year ended December 31, 2013

5. Tangible capital assets (continued):

	2012					
	Land	Building	Equipment	Books, CD's Videos	Construction in progress	Total
Cost, beginning of year	\$ 62,776	\$1,201,921	\$ 359,061	\$4,352,722	\$ -	\$5,976,480
Additions	-	129,800	20,215	154,409	51,168	355,592
Disposals	-	-	-	(173,310)	-	(173,310)
Cost, end of year	62,776	1,331,721	379,276	4,333,821	51,168	6,158,762
Accumulated amortization, beginning of year	-	284,505	241,169	3,773,908	-	4,299,582
Amortization	-	19,393	53,554	163,166	-	236,113
Disposals	-	-	-	(173,310)	-	(173,310)
Accumulated amortization, end of year	-	303,898	294,723	3,763,764	-	4,362,385
Net carrying amount, end of year	\$ 62,776	\$1,027,823	\$ 84,553	\$ 570,057	\$ 51,168	\$1,796,377

6. Accumulated surplus:

	2013	2012
Invested in tangible capital assets	\$ 2,100,974	\$ 1,796,377
Internally restricted reserve fund	72,474	72,474
Amounts to be funded from future revenues (note 4)	(94,119)	(96,922)
Capital reserve fund	12,105	11,500
Current fund	(84,561)	(90,155)
Accumulated surplus, end of year	\$ 2,006,873	\$ 1,693,274

7. Budget figures:

The budgeted figures presented for comparative purposes are those approved by the Board of Directors. They have been reclassified to conform with these financial statements.

The Board completes a separate budget review for its Operating and Capital Budgets each year. The approved budget for 2013 is reflected on the statement of operations and detailed schedule of expenses.

NORTH BAY PUBLIC LIBRARY BOARD

Notes to Financial Statements (continued)

Year ended December 31, 2013

8. Segment reporting:

The Chartered Professional Accountants Canada Handbook Section PS2700 - *Segment Disclosures* establishes standards on defining and disclosing segments in a government's financial statements. Government organizations that apply these standards are encouraged to provide the disclosures established by this section when their operations are diverse enough to warrant such disclosures. The Library has only one identifiable segment, considered to be public access to information and related services as presented in these financial statements.

9. Comparative information:

Certain 2012 comparative information have been reclassified to conform with the financial statement presentation adopted for the current year.

NORTH BAY PUBLIC LIBRARY BOARD

Schedule 1 - Detailed Schedule of Expenses

Year ended December 31, 2013, with comparative information for 2012

	2013 Budget	2013 Actual	2012 Actual
Salaries and benefits:			
Salaries	\$ 1,405,874	\$ 1,424,237	\$ 1,400,557
Overtime	17,500	12,191	19,065
Benefits	337,681	337,189	324,177
Vested sick leave payouts	5,000	5,000	5,000
	<u>1,766,055</u>	<u>1,778,617</u>	<u>1,748,799</u>
Operating:			
Book repairs and processing	20,000	18,289	23,325
Electronic materials	36,530	32,932	47,416
	<u>56,530</u>	<u>51,221</u>	<u>70,741</u>
Library building:			
Building maintenance costs	19,000	20,799	19,041
Utility costs	52,500	55,440	50,618
Insurance costs	12,500	11,780	11,170
	<u>84,000</u>	<u>88,019</u>	<u>80,829</u>
Administration:			
Office supplies	11,500	10,313	10,880
Telephone	7,300	7,863	7,097
Office equipment maintenance	1,000	-	-
Postage/courier	6,000	5,322	5,122
Membership fees	1,600	1,383	1,376
Promotion costs	4,500	5,787	2,937
Professional development	5,500	3,208	3,804
Audit/Treasurer fees	6,000	6,069	5,738
Collection agency fees	1,100	1,099	1,114
Photocopy costs	8,500	9,089	8,522
Systems maintenance contract	22,000	22,758	6,943
Other contracts and miscellaneous costs	6,000	5,973	7,704
Employee parking	-	4,768	3,604
	<u>81,000</u>	<u>83,632</u>	<u>64,841</u>
Purchased services:			
Purchased services (note 2)	62,123	62,371	61,800
Minor capital purchases and other:			
Furniture and equipment	15,500	14,884	5,295
One-time costs	500	7,028	2,936
Amortization of tangible capital assets	174,470	233,976	236,113
	<u>190,470</u>	<u>255,888</u>	<u>244,344</u>
	<u>\$ 2,240,178</u>	<u>\$ 2,319,748</u>	<u>\$ 2,271,354</u>