



AGENDA

Greater Victoria Public Library Board
Board of Trustees Regular Meeting

Date: Tuesday, May 26 2026

Time: 12:00-1:00 PM

Location: In Person: Community Room, Central Branch, 735 Broughton Street, Victoria, BC
Electronically: Microsoft Teams

1. Call to Order

2. Territorial Acknowledgement

Greater Victoria Public Library's service area is located on the unceded traditional territories of the Songhees and Xwseps'əm (Esquimalt) Nations, the WSÁNEĆ Nations of SṠÁUTW (Tsawout) and WJOLÉLP (Tsartlip), and the Sc'ianew (Beecher Bay) Nation.

Colonization and systemic racism still impact the lives of Indigenous Peoples today. Their historical and cultural relationship with the land and sea continues as they steward these sacred lands as they have since time immemorial.

3. Welcome and Introductions

4. Consent Agenda

Motion to Approve

4.1. Approval of Agenda

4.2. Approval of Minutes – April 28, 2026

4.3. Chair Report [Attachment 4.5](#)

4.4. CEO Report [Attachment 4.4](#)

5. Chair's Remarks

For Information

6. Business Arising from Previous meeting

6.1. CEO Search Committee- Update

For Information

7. Committee Report

7.1. Finance Committee- Oral Report

For Information

7.1.1. Audited Financial Statement- Fiscal 2025 [Attachment 7.1.1](#)

Motion to Approve

7.1.2. Statement of Financial Information (SOFI)- Fiscal 2025 [Attachment 7.1.2](#)

Motion to Approve

7.2. Planning and Policy Committee- Oral Report

For Information

8. New Business

9. In Camera

Motion to Approve

10. Next Meeting Date

Tuesday June 23 , 2026 12:00-1:00

11. Adjournment



MINUTES
REGULAR BOARD MEETING
GVPL Central Branch, 735 Broughton Street
Community Meeting Room & MS Teams
April 28, 2026

A hybrid meeting of the Greater Victoria Public Library Board was held on the above date. The following individuals were in attendance:

Board Members:

Trustee A. Appleton
Trustee K. Boehnert
Trustee D. Cavens (Chair)
Trustee S. Donaldson
Trustee D. Grove
Trustee R. Henderson
Trustee S. Kim
Trustee S. Khair
Trustee S. Lansdowne
Trustee G. Lemon
Trustee R. McClure
Trustee M. Morley
Trustee G. Newton
Trustee T. Phelps Bondaroff
Trustee R. Ranjan
Trustee K. Roessingh
Trustee R. Stromberg
Trustee M. Wey
Trustee N. White (Vice- Chair)

Staff:

M. Sawa, CEO/Board Secretary
M. Collyer, Director Marketing & Communications
D. Fergusson-Hirmer, Director, People & Culture
J. Gingera, Director, System Integration, Resource Management and IT
R. Hadziev, Acting Director, Special Projects
D. Joyce, Executive Director, Library Services
E. Russell, Recording Secretary
A. Shojaei, Assistant Director Safety Security, Facilities, & Risk Management
R. Baugniet, President, CUPE 410

1. CALL TO ORDER

D. Cavens called the meeting to order at 12:02 pm.

2. TERRITORIAL ACKNOWLEDGEMENT

D. Cavens provided the Indigenous Acknowledgement.

3. WELCOME AND INTRODUCTIONS**4. APPROVAL OF CONSENT AGENDA**

Move CEO Report to New Business as Item 8.2

Moved by Trustee K. Roessingh; Seconded by Trustee D. Grove.

THAT Items 4.1-4.2 be approved; 4.3 received for information

- 1.1. Approval of Agenda
- 1.2. Approval of Minutes – March 24, 2026
- 1.3. Chair Report

Motion Carried

5. CHAIR'S REMARKS

The Chair thanked Trustees and staff for their participation at the Board Retreat held on April 11. He noted that GVPL, in partnership with Vancouver Island Regional Library (VIRL) and Powell River Public Library co-hosted an information table at the 2026 Association of Vancouver Island and Coastal Communities convention (AVICC) held in Victoria on the weekend of April 24. This was an important opportunity to engage in discussions with municipal and provincial government representatives on the essential role of libraries as essential community infrastructure and the need for increased provincial funding. The inaugural Finance Committee meeting was held on April 14th, and the Chair thanked Trustee S. Lansdowne and Trustee K. Roessingh for taking on the roles of committee Chair and Vice-Chair respectively.

6. BUSINESS ARISING FROM PREVIOUS MEETING**6.1. Board Retreat Feedback & Next Steps**

The Chair provided a recap of the retreat which included a discussion of alternate service delivery opportunities. Staff have been directed to follow up on the three options identified by trustees as operational priorities for 2027: outreach vehicle, drop box pilot, and expanded outreach activities.

7. COMMITTEE REPORTS**7.1. Finance Committee- Oral Report**

S. Lansdowne provided an update from the committee's inaugural meeting on April 11, when the committee's Chair and Vice Chair were appointed. The next meeting is scheduled for May 12, to review 2025 fiscal year-end reports. All trustees are encouraged to attend.

8. NEW BUSINESS**8.1. CEO Search Committee Update**

Committee chair S. Khair reported that the position profile and posting were made public on April 7th. The committee will meet with Boyden Executive Search for a progress update in May. Short list interviews are scheduled to occur on June 29/30, 2026; and a special meeting of the Board will be held to confirm the committee's decision in early July.

8.2. Vancouver Island Library Staff Conference (VILSC)

This year's VILSC, which GVPL co-sponsors annually with the University of Victoria Library and Camosun College, occurs on Friday May 8th at the University of Victoria. Trustees are invited to attend the BookSmack session in the late afternoon and the closing reception which immediately follows.

8.3. Canadian Urban Libraries Council- Open Letter Re Bill 28 and the Public Library Act

The Canadian Urban Library Council (CULC) has released an open letter Re: Alberta Bill 28 and the Public Library Act. Member library boards have been asked to endorse the position of the Canadian Urban Libraries Council in opposing changes proposed to Alberta's Library Act in Bill 28.

Moved by Trustee T. Phelps Bondaroff ; seconded by Trustee K. Roessingh.

That the Greater Victoria Public Library Board endorse the position of the Canadian Urban Libraries Council (CULC) in opposing Alberta Bill 28, the Municipal Affairs and Housing Statutes Amendment Act, 2026, and, that the Library Board reaffirm its commitment to intellectual freedom, customer privacy, equitable access to information, and the principle of local governance of public libraries.

MOTION CARRIED

9. IN CAMERA MEETING

Moved by Trustee R. McClure; seconded by Trustee S. Kim

THAT the Board of Trustees moves In-Camera

MOTION CARRIED

10. NEXT MEETING DATE:

May 26, 2026; 12:00 pm - 1:00 pm

11. ADJOURNMENT

Moved by Trustee D Grove; seconded by Trustee K. Roessingh.

THAT the April 28, 2026, Regular Board Meeting be adjourned.

MOTION CARRIED

Board Chair

Board Secretary



First, I want to acknowledge the passing of former GVPL Board member Lillian Szpak, a friend and Council representative from Langford. Lillian was always a positive supporter of GVPL and a strong contributor at the Board table. She brought a great deal of enthusiasm, warmth, and energy both for her community and for the library system as a whole. Her loss came as a shock- I am so glad I was able to celebrate her birthday at the AVICC conference recently. I will miss her.

We held a Planning & Policy Committee meeting on May 5. Thanks to all who attended; the Committee Chair will provide a report later in today's meeting.

We also held a Finance Committee meeting on May 12. Thanks as well to everyone who participated; the Committee Chair will report out later today.

It was great to see the GVPL booth at the region's favourite pirate festival, Esquimalt's Buccaneer Days. I saw lots of kids and adults stopping by, having fun, and learning more about library programs and services.

I have also been going to the Esquimalt Branch during Sunday openings and have been hearing from many residents how happy they are to have Sunday service back, especially families with school-aged children. While Sunday openings are going to stop for the summer, I've already heard anticipation for their return in the fall. I want to express my sincere appreciation for the staff who are able to work Sundays and make it all happen. It is a good reminder of how important accessible library hours are to our communities.

I was also very glad Trustee Khair encouraged us to attend the BookSmack event at the at University of Victoria on May 8. I thoroughly enjoyed the event, saw much of my own childhood reading reflected in the presenters' favourite books from age 12, and came away with an entirely new reading list. It was wonderful to see the passion, humour, and quirkiness of the librarians presenting, and a good reminder that books fill many different roles in people's lives. I hope to attend again in future years if invited.

It was also a pleasure to acknowledge our CEO's upcoming retirement during the event, and I very much enjoyed surprising her with a tribute.

At the time of writing, I am also looking forward to helping introduce the new additions to the Emerging Local Authors Collection (ELAC) at the Central Branch on May 23. Since its creation in 2015, the collection has showcased more than 1,700 titles from local authors across our ten member municipalities. This year's additions include more than 100 new titles, including three authors who were part of the original 2015 collection. The program highlights local writers and better connects their stories to the communities they write about. It remains one of the many ways GVPL encourages reading, writing, and local storytelling across the region.

Duncan



May 26, 2026

May has been a noteworthy month for GVPL with staff engaged in many outreach activities to promote our services and support community events such as Esquimalt's Buccaneer Days and Storytime at Swan Lake. [National AccessAbility Week](#) is May 31 to June 6 this year and GVPL will be participating in a [Community Conversation on Accessibility](#) at a community accessibility event at Victoria City Hall on May 29. The event will bring together community organizations, people with lived experience, and [City of Victoria Accessibility Advisory Committee members](#) to share accessibility initiatives, tools, and services. GVPL staff will share work previously presented at the British Columbia Library Association Conference on accessible storytime program design.

[Emerging Local Authors Collection \(ELAC\)](#)

The May 23 ELAC launch event marks the eleventh year of the collection, which has grown to more than 1,700 titles by over 1,000 local authors and illustrators. This is a flagship initiative for GVPL and one we are very proud of. The launch event is a tangible celebration of local voices and brings authors, readers, and staff together in shared recognition of regional storytelling. Thanks to all staff involved for their efforts in supporting this celebration and special thanks to Board Chair Duncan Cavens for representing the Board with his opening remarks.

[Library Card Campaign](#)

I am pleased to announce that beginning June 1, a four-week library card campaign will launch across our service area. This is the first coordinated campaign of this scale for GVPL in several years and is intended to strengthen public understanding of the library card as a gateway to literacy, learning, and community connection. The timing of this campaign aligns with the lead-up to summer programming, and the campaign will run across social media, transit, and print to reinforce awareness of the library's role as essential public infrastructure.

[Vancouver Island Library Staff Conference \(VILSC\)](#)

The 10th annual Vancouver Island Library Staff Conference (VILSC), which GVPL has co-sponsored with the University of Victoria Libraries and Camosun College since its inception, took place on May 8. Thanks to GVPL staff who attended, presented sessions, participated as Booksmackers, and helped organize the event, with two GVPL colleagues serving on the planning committee. It was great to see GVPL represented in so many different ways, with our staff sharing their knowledge and expertise with colleagues from across Vancouver Island. Special thanks to those board trustees who supported staff by attending the BookSmack event. This year's VILSC keynote address was a presentation on intellectual freedom from Vickery Bowles, former City Librarian at the Toronto Public Library. The presentation focused on the growing challenges public libraries are facing around censorship, disinformation, and public trust, and the role libraries play in protecting access to information and diverse viewpoints. It was a timely and important discussion for the library sector.

[Alberta's Bill 28](#)

Last week's news from the [Coalition of Alberta Libraries](#) (CAP Libraries) that Bill 28 passed third reading in the Alberta Legislature was disappointing. The GVPL Board was one of dozens of library boards across Canada that endorsed the Canadian Urban Libraries Council's (CULC) [open letter](#) on Bill 28 and the Public Libraries Act earlier this month, reflecting a shared sector position in support of intellectual

freedom and strong local governance in public libraries. For more information, please see the CAP Libraries' [media release](#).

The Librarians

The documentary 'The Librarians' is now available to stream [on Kanopy](#). GVPL supported a screening of this film at Cinecenta at the University of Victoria in late November. The film provides useful context for ongoing sector discussions about intellectual freedom and access to information as these issues continue to evolve.

Summer Hours

Sunday hours at the Central and Esquimalt Branches will conclude for the season on June 21. Sunday service is expected to return in the fall as part of the regular seasonal schedule. I would like to express my thanks to all staff involved in supporting our commitment to expanding access to library services and meeting the needs of our community through increased opening hours.

Maureen

Attachment 7.1.1

DRAFT Financial Statements of

**GREATER VICTORIA PUBLIC
LIBRARY BOARD**

Year ended December 31, 2025

GREATER VICTORIA PUBLIC LIBRARY BOARD

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MANAGEMENT'S RESPONSIBILITY FOR THE FINANCIAL STATEMENTS

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

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

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

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

Chief Executive Officer

Assistant Director of Finance

INDEPENDENT AUDITOR'S REPORT

To the Members of Greater Victoria Public Library Board

Opinion

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

- the statement of financial position as at December 31, 2025
- the statement of operations for the year then ended
- the statement of changes in net financial assets for the year then ended
- the statements of cash flows for the year then ended
- and notes to the financial statements, including a summary of significant accounting policies

(Hereinafter referred to as the "financial statements").

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Entity as at December 31, 2025 and its results of operations, its changes in net financial assets and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the "***Auditor's Responsibilities for the Audit of the Financial Statements***" section of our auditor's report.

We are independent of the Entity in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada and we have fulfilled our other ethical responsibilities in accordance with these requirements.

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



Greater Victoria Public Library Board

Responsibilities of Management and Those Charged with Governance for the Financial Statements

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

In preparing the financial statements, management is responsible for assessing the Entity's ability to continue as a going concern, disclosing as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Entity or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Entity's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion.

Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists.

Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit.

We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion.

The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Entity's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.



Greater Victoria Public Library Board

- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Entity's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Entity to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Chartered Professional Accountants

Victoria, Canada
Month DD, YYYY

GREATER VICTORIA PUBLIC LIBRARY BOARD

Statement of Financial Position

DRAFT

December 31, 2025, with comparative information for 2024

	2025	2024
Financial assets:		
Cash and cash equivalents	\$ 10,644,268	\$ 10,226,734
Accounts receivable	120,707	117,899
Investments (note 2)	3,691,369	3,566,121
	<u>14,456,344</u>	<u>13,910,754</u>
Financial liabilities:		
Accounts payable and accrued liabilities	1,034,792	1,044,683
Accrued payroll, vacation and sick leave benefits	825,966	142,608
Deferred revenue (note 3)	1,787,649	1,192,344
Employee future benefit obligation (note 4)	405,549	414,164
	<u>4,053,956</u>	<u>2,793,799</u>
Net financial assets	10,402,388	11,116,955
Non-financial assets:		
Tangible capital assets (note 5)	8,586,922	7,678,601
Prepaid expenses and deposits	1,180,513	827,952
	<u>9,767,435</u>	<u>8,506,553</u>
Commitments (note 11)		
Contingent liabilities (note 13)		
Accumulated surplus (note 6)	\$ 20,169,823	\$ 19,623,508

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

On behalf of the Library Board:

_____ Nik White	Trustee	_____ Duncan Cavens	Trustee
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GREATER VICTORIA PUBLIC LIBRARY BOARD

Statement of Operations

DRAFT

Year ended December 31, 2025, with comparative information for 2024

	Budget (note 9)	2025	2024
Revenue:			
Municipal contributions (note 7)	\$ 21,846,722	\$ 22,323,904	\$ 20,758,780
Government transfers - Provincial	712,372	717,199	757,551
Investment income	400,000	448,577	606,896
Donations (note 8)	203,436	358,035	298,486
Fines, fees and printing	25,757	60,244	45,558
Contracts for service	32,890	33,180	32,530
Total revenue	23,221,177	23,941,139	22,499,801
Expenses:			
Salaries and benefits	17,486,121	16,222,485	15,466,357
Library materials	1,624,966	1,716,307	1,742,043
Supplies and services	2,229,537	1,733,544	1,520,768
Building occupancy	1,271,002	1,053,624	1,060,712
Other	585,829	539,374	500,854
Amortization	1,905,517	2,017,848	1,900,985
Loss on disposal of tangible capital assets	-	104,189	-
Loss (gain) on currency exchange	-	7,453	(9,062)
Total expenses	25,102,972	23,394,824	22,182,657
Annual surplus (deficit)	(1,881,795)	546,315	317,144
Accumulated surplus, beginning of year	19,623,508	19,623,508	19,306,364
Accumulated surplus, end of year	\$ 17,741,713	\$ 20,169,823	\$ 19,623,508

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

GREATER VICTORIA PUBLIC LIBRARY BOARD

Statement of Change in Net Financial Assets

DRAFT

Year ended December 31, 2025, with comparative information for 2024

	Budget (note 9)	2025	2024
Annual surplus (deficit)	\$ (1,881,795)	\$ 546,315	\$ 317,144
Acquisition of tangible capital assets	(2,035,749)	(3,030,358)	(1,926,408)
Amortization of tangible capital assets	1,905,517	2,017,848	1,900,985
Proceeds on sale of tangible capital assets	-	-	1,051
Loss on disposal of tangible capital assets	-	104,189	-
	(2,012,027)	(362,006)	292,772
Use (purchase) of prepaid expenses and deposits	-	(352,560)	40,636
Change in net financial assets	(2,012,027)	(714,567)	333,408
Net financial assets, beginning of year	11,116,955	11,116,955	10,783,547
Net financial assets, end of year	\$ 9,104,928	\$ 10,402,388	\$ 11,116,955

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

GREATER VICTORIA PUBLIC LIBRARY BOARD

Statement of Cash Flows

DRAFT

Year ended December 31, 2025, with comparative information for 2024

	2025	2024
Cash provided by (used in):		
Operating activities:		
Annual surplus	\$ 546,315	\$ 317,144
Items not involving cash:		
Amortization of tangible capital assets	2,017,849	1,900,985
Loss on disposal of tangible capital assets	104,189	-
Changes in non-cash operating assets and liabilities:		
Accounts receivable	(2,808)	(62,739)
Accounts payable and accrued liabilities	(9,891)	56,764
Accrued payroll, vacation and sick leave benefits	683,358	56,540
Employee future benefit obligation	(8,615)	5,433
Deferred revenue	595,304	(369,136)
Prepaid expenses and deposits	(352,561)	40,636
Net change in cash from operating activities	3,573,140	1,945,627
Capital activities:		
Acquisition of tangible capital assets	(3,030,358)	(1,926,408)
Proceeds on sale of tangible capital assets	-	1,051
	(3,030,358)	(1,925,357)
Investing activities:		
Increase in investments	(125,248)	(125,568)
Change in cash and cash equivalents	417,534	(105,298)
Cash and cash equivalents, beginning of year	10,226,734	10,332,032
Cash and cash equivalents, end of year	\$ 10,644,268	\$ 10,226,734

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

GREATER VICTORIA PUBLIC LIBRARY BOARD

Notes to Financial Statements

DRAFT

Year ended December 31, 2025

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

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

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

1. Significant accounting policies:

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

(a) Reporting entity:

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

(b) Basis of accounting:

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

(c) Revenue recognition:

Revenue from unilateral transactions is recognized when the Board has the ability to claim or retain an inflow of economic resources and a past transaction or event giving rise to the asset has occurred. Revenue from exchange transactions is recognized when or as the Board has satisfied performance obligations.

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

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

GREATER VICTORIA PUBLIC LIBRARY BOARD

Notes to Financial Statements (continued)

DRAFT

Year ended December 31, 2025

1. Significant accounting policies (continued):

(d) Government transfers:

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

(e) Cash equivalents:

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

(f) Investments:

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

GREATER VICTORIA PUBLIC LIBRARY BOARD

Notes to Financial Statements (continued)

DRAFT

Year ended December 31, 2025

1. Significant accounting policies (continued):

(g) Non-financial assets:

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

(i) Tangible capital assets:

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

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

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

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

GREATER VICTORIA PUBLIC LIBRARY BOARD

Notes to Financial Statements (continued)

DRAFT

Year ended December 31, 2025

1. Significant accounting policies (continued):

(g) Non-financial assets (continued):

(ii) Contributions of tangible capital assets:

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

(iii) Leased tangible capital assets:

Leases which transfer substantially all of the benefits and risks incidental to ownership of property are accounted for as leased tangible capital assets. All other leases are accounted for as operating leases and the related payments are charged to expenses as incurred.

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

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

(h) Contaminated sites:

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

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

(i) Employee future benefits:

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

GREATER VICTORIA PUBLIC LIBRARY BOARD

Notes to Financial Statements (continued)

DRAFT

Year ended December 31, 2025

1. Significant accounting policies (continued):

(j) Use of estimates:

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

2. Investments:

Investments include Municipal Finance Authority pooled investment funds which are recorded at cost plus earnings reinvested in the funds, and investments in guaranteed investment certificates. Investments held in the year earn interest at rates varying from 3.25% to 4.83%, and mature at varying dates to 2029.

3. Deferred revenue:

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

	2025	2024
Deferred municipal contributions and government grants	\$ 867,138	\$ 228,344
Restricted donations	920,511	964,000
	\$ 1,787,649	\$ 1,192,344

GREATER VICTORIA PUBLIC LIBRARY BOARD

Notes to Financial Statements (continued)

DRAFT

Year ended December 31, 2025

4. Employee future benefit obligation:

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

	2025	2024
Obligations for retirement gratuity	\$ 405,549	\$ 414,164

Information about the Board's obligation is as follows:

	2025	2024
Balance, beginning of year	\$ 414,165	\$ 408,732
Current benefit cost and interest	38,050	56,830
Benefits paid	(46,666)	(51,397)
Balance, end of year	\$ 405,549	\$ 414,165

Included in the statement of operations is \$38,050 in expenses (2024 - \$56,830) related to future benefit obligations.

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

	2025	2024
Discount rate for present value of future benefits	4.2 %	4.4 %
Rate of annual salary increases, including inflation	3.4 %	3.4 %

GREATER VICTORIA PUBLIC LIBRARY BOARD

Notes to Financial Statements (continued)

DRAFT

Year ended December 31, 2025

4. Employee future benefit obligation (continued):

Pension plan:

The Board and its employees contribute to the Municipal Pension Plan, a jointly trustee pension plan. The Board of Trustees, representing plan members and employers, is responsible for administering the plan, including investment of the assets and administration of benefits. The plan is a multi-employer defined benefit pension plan. Basic pension benefits are based on a formula. As at December 31, 2024, the plan has about 273,000 active members and approximately 133,000 retired members. Active members include approximately 47,000 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, 2024, indicated a \$2,675 million funding surplus for basic pension benefits on a going concern basis.

The Board paid \$1,056,395 (2024 - \$1,071,669) for employer contributions while employees contributed \$976,971 (2024 - \$991,093) to the Plan in fiscal 2025.

The next valuation will be as at December 31, 2027, with results available later in 2028.

Employers participating in the plan record their pension expense as the amount of employer contributions made during the fiscal year (defined contribution pension plan accounting). This is because the plan records accrued liabilities and accrued assets for the plan in aggregate, resulting in no consistent and reliable basis for allocating the obligation, assets and cost to individual employers participating in the plan.

GREATER VICTORIA PUBLIC LIBRARY BOARD

Notes to Financial Statements (continued)

Year ended December 31, 2025

5. Tangible capital assets:

2025	Library materials collection	Building improvements	Shelving	Computer equipment	Furniture and equipment	Automotive	Software	Total
Cost:								
Balance, beginning of year	\$ 34,153,021	\$ 1,740,704	\$ 2,135,936	\$ 2,269,814	\$ 4,274,805	\$ 170,613	\$ 211,826	\$ 44,956,719
Additions	1,454,027	158,038	346,981	760,893	310,419	-	-	3,030,358
Disposals	-	(113,640)	-	-	(146,023)	-	-	(259,663)
Balance, end of year	35,607,048	1,785,102	2,482,917	3,030,707	4,439,201	170,613	211,826	47,727,414
Accumulated amortization:								
Balance, beginning of year	29,701,681	1,037,268	1,340,361	1,724,867	3,108,526	153,589	211,826	37,278,118
Disposals	-	(65,325)	-	-	(90,149)	-	-	(155,474)
Amortization	1,470,568	81,316	57,128	261,166	142,966	4,704	-	2,017,848
Balance, end of year	31,172,249	1,053,259	1,397,489	1,986,033	3,161,343	158,293	211,826	39,140,492
Net book value, end of year	\$ 4,434,799	\$ 731,843	\$ 1,085,428	\$ 1,044,674	\$ 1,277,858	\$ 12,320	\$ -	\$ 8,586,922

GREATER VICTORIA PUBLIC LIBRARY BOARD

Notes to Financial Statements (continued)

Year ended December 31, 2025

5. Tangible capital assets (continued):

2024	Library materials collection	Building improvements	Shelving	Computer equipment	Furniture and equipment	Automotive	Software	Total
Cost:								
Balance, beginning of year	\$ 32,730,037	\$ 1,625,296	\$ 2,135,936	\$ 2,055,586	\$ 4,102,068	\$ 170,613	\$ 211,826	\$ 43,031,362
Additions	1,422,984	115,408	-	214,228	173,788	-	-	1,926,408
Disposals	-	-	-	-	(1,051)	-	-	(1,051)
Balance, end of year	34,153,021	1,740,704	2,135,936	2,269,814	4,274,805	170,613	211,826	44,956,719
Accumulated amortization:								
Balance, beginning of year	28,203,997	958,378	1,298,489	1,582,082	2,975,625	146,736	211,826	35,377,133
Amortization	1,497,684	78,890	41,872	142,785	132,901	6,853	-	1,900,985
Balance, end of year	29,701,681	1,037,268	1,340,361	1,724,867	3,108,526	153,589	211,826	37,278,118
Net book value, end of year	\$ 4,451,340	\$ 703,436	\$ 795,575	\$ 544,947	\$ 1,166,279	\$ 17,024	\$ -	\$ 7,678,601

GREATER VICTORIA PUBLIC LIBRARY BOARD

Notes to Financial Statements (continued)

DRAFT

Year ended December 31, 2025

5. Tangible capital assets (continued):

(a) Contributed tangible capital assets:

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

(b) Write-down of tangible capital assets:

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

(c) Work of art and historical treasures:

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

(d) Ownership of premises:

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

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

GREATER VICTORIA PUBLIC LIBRARY BOARD

Notes to Financial Statements (continued)

DRAFT

Year ended December 31, 2025

6. Accumulated surplus:

Accumulated surplus consists of:

	2025	2024
Surplus:		
Invested in tangible capital assets	\$ 8,586,922	\$ 7,678,601
Unfunded employee future benefit obligation	(121,078)	(126,093)
Total surplus	8,465,844	7,552,508
Reserves:		
Capital improvement reserve	2,186,442	2,029,386
Operating reserve	2,366,577	3,037,468
Contingency reserve	4,500,416	4,455,618
Replacement reserve	2,650,544	2,548,528
Total reserves	11,703,979	12,071,000
	\$ 20,169,823	\$ 19,623,508

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

GREATER VICTORIA PUBLIC LIBRARY BOARD

Notes to Financial Statements (continued)

DRAFT

Year ended December 31, 2025

7. Municipal contributions:

The following municipal contributions have been included in revenue:

	2025	2024
District of Saanich	\$ 6,945,630	\$ 6,731,938
District of Saanich - Nellie McClung Express Branch	477,183	50,987
City of Victoria	6,055,558	5,685,915
City of Langford	2,941,210	2,640,819
District of Oak Bay	1,309,570	1,282,563
District of Central Saanich	1,121,007	1,081,833
Township of Esquimalt	1,129,124	1,072,203
City of Colwood	1,171,585	1,104,625
Town of View Royal	671,890	645,225
District of Metchosin	334,090	308,440
District of Highlands	167,057	154,232
	\$ 22,323,904	\$ 20,758,780

8. Donations:

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

	2025	2024
General endowment	\$ 435,557	\$ 415,486
T. Harry Wilson	94,065	89,752
	\$ 529,622	\$ 505,238

GREATER VICTORIA PUBLIC LIBRARY BOARD

Notes to Financial Statements (continued)

DRAFT

Year ended December 31, 2025

9. Budget data:

The budget data presented in these financial statements is based upon the operating budget approved by the Board on October 16, 2024. The chart below reconciles the approved financial plan to figures reported in these financial statements.

	Budget amount
Revenues:	
Operating budget	\$ 25,233,204
Transfers from other funds	(2,012,027)
Total revenue	23,221,177
Expenses:	
Operating budget	25,233,204
Amortization expense	1,905,517
Capital expenditures	(2,035,749)
Total expenses	25,102,972
Annual surplus	\$ (1,881,795)

10. Economic dependency:

Approximately 91% (2024 - 92%) of the Board's revenues are derived from contributions from municipalities participating under the Library Operating Agreement (the "Agreement"). Should this Agreement be cancelled or not renewed, management is of the opinion that continued viability of operations would not be assured.

11. Commitments:

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

2026	\$ 463,417
2027	24,343
	\$ 487,760

GREATER VICTORIA PUBLIC LIBRARY BOARD

Notes to Financial Statements (continued)

DRAFT

Year ended December 31, 2025

12. Financial risks and concentration of credit risk:

(a) Credit risk:

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

The Board assesses, on a continuous basis, accounts receivable and provides for any amounts that are not collectible in the allowance for doubtful accounts. The maximum exposure to credit risk of the Board at December 31, 2025 is the carrying value of these assets.

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

As at December 31, 2025, no (2024 - \$nil) trade accounts receivable were past due, but not impaired.

There have been no significant changes to the credit risk exposure from 2024.

(b) Liquidity risk:

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

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

There have been no significant changes to the liquidity risk exposure from 2024.

(c) Market risk:

It is management's opinion that the Board is not exposed to significant interest or currency risks. Interest rate risk is mitigated through investment in fixed rate guaranteed investment certificates. Municipal Finance Authority pooled investment funds are subject to a variable rate of return based on market conditions. The Board makes purchases from outside of Canada and is actively monitoring the impacts and options to mitigate risks arising from tariffs on its operations.

There have been no significant changes to the market risk exposure from 2024.

GREATER VICTORIA PUBLIC LIBRARY BOARD

Notes to Financial Statements (continued)

DRAFT

Year ended December 31, 2025

13. Contingent liabilities:

In the normal course of a year, claims for damages may be made against the Board. The Board records an accrual in respect of legal claims that are likely to be successful and for which a liability amount is reasonably determinable. These claims are not expected to have a material impact on financial position or operating results of the Board.

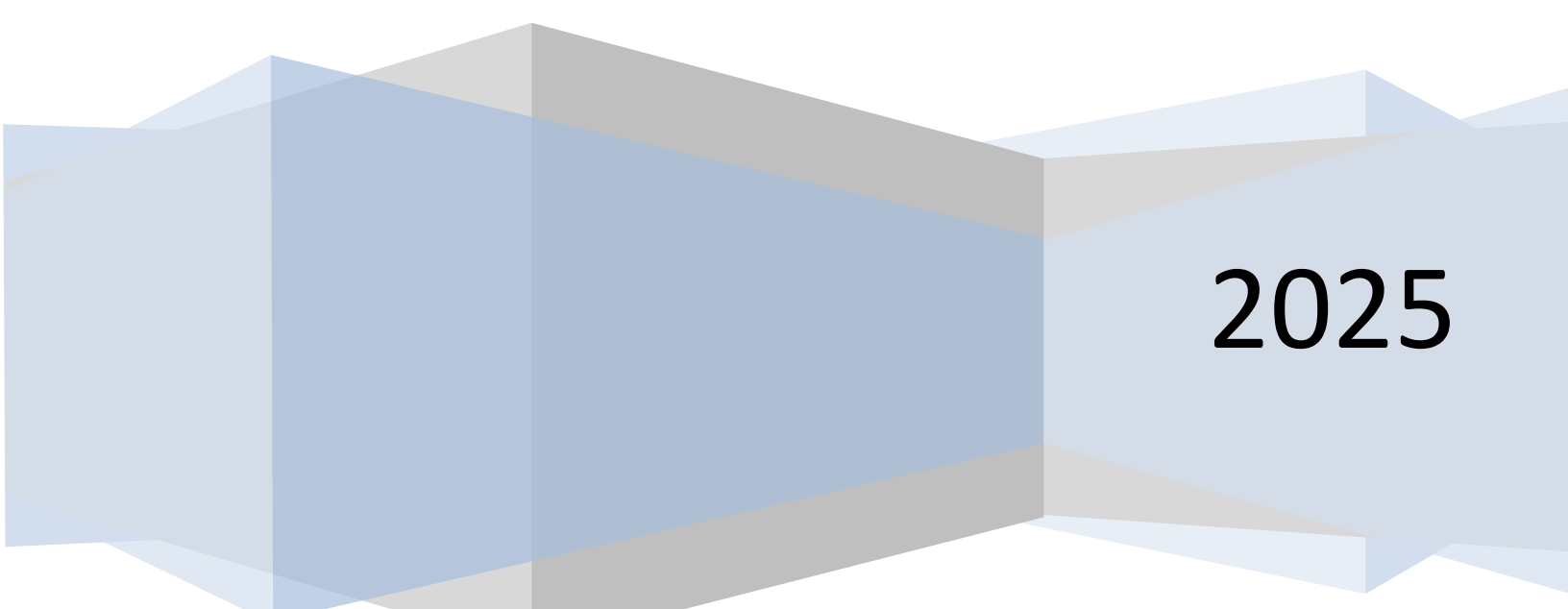


**GREATER VICTORIA
PUBLIC LIBRARY**

Statement of Financial Information

Year ended December 31, 2025

In compliance with the Public Bodies Financial Information Act Statutes of British
Columbia, Chapter 140



2025

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Financial Information Act - Statement of Financial Information

Library Name: Greater Victoria Public Library

Fiscal Year Ended: December 31, 2025

Documents are in the following order:

- 1) Table of Contents
- 2) Financial Information Act Submission Checklist
- 3) Board Approval Form
- 4) Management Report
- 5) Financial Statements
 - a. Statement of Revenue and Expenditures
 - b. Statement of Assets and Liabilities
- 6) Schedule of Debt
- 7) Schedule of Guarantee and Indemnity Agreements
- 8) Schedule of Remuneration and Expenses
- 9) Statement of Severance Agreements
- 10) Statement of Changes in Financial Position
- 11) Schedule of Payments for the Provision of Goods and Services

Submission Checklist

Financial Information Act - Statement of Financial Information

Library Name: Greater Victoria Public Library

Fiscal Year Ended: December 31, 2025

a)	☐	Approval of Statement of Financial Information
b)	☐	A Management Report signed and dated by the Library Board and Library Director
An operational statement including:		
c)	☒	i) Statement of Income
	☒	ii) Statement of Changes in Financial Position, or, if omitted, an explanation in the Notes to the Financial Statements (audited ¹ financial statements)
d)	☒	Statement of assets and liabilities (audited ¹ financial statements)
e)	☒	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)	☒	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:		
	☒	i) An alphabetical list of employees (first and last names) earning over \$75,000
g)	☒	ii) Total amount of expenses paid to or on behalf of each employee under 75,000
	☒	iii) If the total wages and expenses differs from the audited financial statements, an explanation is required
	☒	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.

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.

-
- 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) ☒ i) An alphabetical list of suppliers receiving over \$25,000 and a consolidated total for those suppliers receiving less than \$25,000. If the total differs from the Audited Financial Statements, an explanation is required.
-

Board Approval Form**Financial Information Act - Statement of Financial Information**

NAME OF LIBRARY <i>Greater Victoria Public Library</i>		FISCAL YEAR END (YYYY) 2025
LIBRARY ADDRESS 735 Broughton Street		TELEPHONE NUMBER 250-950-4875
CITY Victoria	PROVINCE BC	POSTAL CODE V8W 3H2
NAME OF THE CHAIRPERSON OF THE LIBRARY BOARD Duncan Cavens		TELEPHONE NUMBER 604-992-8819
NAME OF THE LIBRARY DIRECTOR Maureen Sawa		TELEPHONE NUMBER 250-413-0356

DECLARATION AND SIGNATURES

We, the undersigned, certify that the attached is a correct and true copy of the Statement of Financial Information of the year ended 2025 for Greater Victoria Public Library as required under Section 2 of the Financial Information Act.

SIGNATURE OF THE CHAIRPERSON OF THE LIBRARY BOARD*	DATE SIGNED (DD-MM-YYYY)
	26-05-2026
SIGNATURE OF THE LIBRARY DIRECTOR	DATE SIGNED (DD-MM-YYYY)
	26-05-2026

Management Report

Financial Information Act - Statement of Financial Information

Library Name: Greater Victoria Public Library
Fiscal Year Ended: December 31, 2025

MANAGEMENT REPORT

The Financial Statements contained in this Statement of Financial Information under the *Financial Information Act* have been prepared by management in accordance with Canadian generally accepted accounting principles and the integrity and objectivity of these statements are management's responsibility.

Management is also responsible for all other schedules of financial information and for ensuring this information is consistent, where appropriate, with the information contained in the financial statements and for implementing and maintaining a system of internal controls to provide reasonable assurance that reliable financial information is produced.

The Board of the Library is responsible for ensuring that management fulfils its responsibilities for financial reporting and internal control and for approving the financial information included in the Statement of Financial Information.

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

On behalf of Greater Victoria Public Library

**Name. Chairperson of
the Library Board**

[Print] Duncan Cavens

**Signature,
Chairperson of the
Library Board**

Date
(MM-DD-YYYY) 05-26-2026

**Name,
Library Director [Print]** Maureen Sawa

**Signature,
Library Director**

**Date
(MM-DD-YYYY)** 05-26-2026

DRAFT Financial Statements of

**GREATER VICTORIA PUBLIC
LIBRARY BOARD**

Year ended December 31, 2025

GREATER VICTORIA PUBLIC LIBRARY BOARD

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Year ended December 31, 2025

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MANAGEMENT'S RESPONSIBILITY FOR THE FINANCIAL STATEMENTS

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

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

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

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

Chief Executive Officer

Assistant Director of Finance

INDEPENDENT AUDITOR'S REPORT

To the Members of Greater Victoria Public Library Board

Opinion

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

- the statement of financial position as at December 31, 2025
- the statement of operations for the year then ended
- the statement of changes in net financial assets for the year then ended
- the statements of cash flows for the year then ended
- and notes to the financial statements, including a summary of significant accounting policies

(Hereinafter referred to as the "financial statements").

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Entity as at December 31, 2025 and its results of operations, its changes in net financial assets and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the "**Auditor's Responsibilities for the Audit of the Financial Statements**" section of our auditor's report.

We are independent of the Entity in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada and we have fulfilled our other ethical responsibilities in accordance with these requirements.

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



Greater Victoria Public Library Board

Responsibilities of Management and Those Charged with Governance for the Financial Statements

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

In preparing the financial statements, management is responsible for assessing the Entity's ability to continue as a going concern, disclosing as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Entity or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Entity's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion.

Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists.

Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit.

We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion.

The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Entity's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.



Greater Victoria Public Library Board

- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Entity's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Entity to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Chartered Professional Accountants

Victoria, Canada
Month DD, YYYY

GREATER VICTORIA PUBLIC LIBRARY BOARD

Statement of Financial Position

DRAFT

December 31, 2025, with comparative information for 2024

	2025	2024
Financial assets:		
Cash and cash equivalents	\$ 10,644,268	\$ 10,226,734
Accounts receivable	120,707	117,899
Investments (note 2)	3,691,369	3,566,121
	<u>14,456,344</u>	<u>13,910,754</u>
Financial liabilities:		
Accounts payable and accrued liabilities	1,034,792	1,044,683
Accrued payroll, vacation and sick leave benefits	825,966	142,608
Deferred revenue (note 3)	1,787,649	1,192,344
Employee future benefit obligation (note 4)	405,549	414,164
	<u>4,053,956</u>	<u>2,793,799</u>
Net financial assets	10,402,388	11,116,955
Non-financial assets:		
Tangible capital assets (note 5)	8,586,922	7,678,601
Prepaid expenses and deposits	1,180,513	827,952
	<u>9,767,435</u>	<u>8,506,553</u>
Commitments (note 11)		
Contingent liabilities (note 13)		
Accumulated surplus (note 6)	\$ 20,169,823	\$ 19,623,508

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

On behalf of the Library Board:

_____ Nik White	Trustee	_____ Duncan Cavens	Trustee
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GREATER VICTORIA PUBLIC LIBRARY BOARD

Statement of Operations

DRAFT

Year ended December 31, 2025, with comparative information for 2024

	Budget (note 9)	2025	2024
Revenue:			
Municipal contributions (note 7)	\$ 21,846,722	\$ 22,323,904	\$ 20,758,780
Government transfers - Provincial	712,372	717,199	757,551
Investment income	400,000	448,577	606,896
Donations (note 8)	203,436	358,035	298,486
Fines, fees and printing	25,757	60,244	45,558
Contracts for service	32,890	33,180	32,530
Total revenue	23,221,177	23,941,139	22,499,801
Expenses:			
Salaries and benefits	17,486,121	16,222,485	15,466,357
Library materials	1,624,966	1,716,307	1,742,043
Supplies and services	2,229,537	1,733,544	1,520,768
Building occupancy	1,271,002	1,053,624	1,060,712
Other	585,829	539,374	500,854
Amortization	1,905,517	2,017,848	1,900,985
Loss on disposal of tangible capital assets	-	104,189	-
Loss (gain) on currency exchange	-	7,453	(9,062)
Total expenses	25,102,972	23,394,824	22,182,657
Annual surplus (deficit)	(1,881,795)	546,315	317,144
Accumulated surplus, beginning of year	19,623,508	19,623,508	19,306,364
Accumulated surplus, end of year	\$ 17,741,713	\$ 20,169,823	\$ 19,623,508

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

GREATER VICTORIA PUBLIC LIBRARY BOARD

Statement of Change in Net Financial Assets

DRAFT

Year ended December 31, 2025, with comparative information for 2024

	Budget (note 9)	2025	2024
Annual surplus (deficit)	\$ (1,881,795)	\$ 546,315	\$ 317,144
Acquisition of tangible capital assets	(2,035,749)	(3,030,358)	(1,926,408)
Amortization of tangible capital assets	1,905,517	2,017,848	1,900,985
Proceeds on sale of tangible capital assets	-	-	1,051
Loss on disposal of tangible capital assets	-	104,189	-
	(2,012,027)	(362,006)	292,772
Use (purchase) of prepaid expenses and deposits	-	(352,560)	40,636
Change in net financial assets	(2,012,027)	(714,567)	333,408
Net financial assets, beginning of year	11,116,955	11,116,955	10,783,547
Net financial assets, end of year	\$ 9,104,928	\$ 10,402,388	\$ 11,116,955

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

GREATER VICTORIA PUBLIC LIBRARY BOARD

Statement of Cash Flows

DRAFT

Year ended December 31, 2025, with comparative information for 2024

	2025	2024
Cash provided by (used in):		
Operating activities:		
Annual surplus	\$ 546,315	\$ 317,144
Items not involving cash:		
Amortization of tangible capital assets	2,017,849	1,900,985
Loss on disposal of tangible capital assets	104,189	-
Changes in non-cash operating assets and liabilities:		
Accounts receivable	(2,808)	(62,739)
Accounts payable and accrued liabilities	(9,891)	56,764
Accrued payroll, vacation and sick leave benefits	683,358	56,540
Employee future benefit obligation	(8,615)	5,433
Deferred revenue	595,304	(369,136)
Prepaid expenses and deposits	(352,561)	40,636
Net change in cash from operating activities	3,573,140	1,945,627
Capital activities:		
Acquisition of tangible capital assets	(3,030,358)	(1,926,408)
Proceeds on sale of tangible capital assets	-	1,051
	(3,030,358)	(1,925,357)
Investing activities:		
Increase in investments	(125,248)	(125,568)
Change in cash and cash equivalents	417,534	(105,298)
Cash and cash equivalents, beginning of year	10,226,734	10,332,032
Cash and cash equivalents, end of year	\$ 10,644,268	\$ 10,226,734

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

GREATER VICTORIA PUBLIC LIBRARY BOARD

Notes to Financial Statements

DRAFT

Year ended December 31, 2025

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

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

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

1. Significant accounting policies:

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

(a) Reporting entity:

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

(b) Basis of accounting:

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

(c) Revenue recognition:

Revenue from unilateral transactions is recognized when the Board has the ability to claim or retain an inflow of economic resources and a past transaction or event giving rise to the asset has occurred. Revenue from exchange transactions is recognized when or as the Board has satisfied performance obligations.

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

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

GREATER VICTORIA PUBLIC LIBRARY BOARD

Notes to Financial Statements (continued)

DRAFT

Year ended December 31, 2025

1. Significant accounting policies (continued):

(d) Government transfers:

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

(e) Cash equivalents:

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

(f) Investments:

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

GREATER VICTORIA PUBLIC LIBRARY BOARD

Notes to Financial Statements (continued)

DRAFT

Year ended December 31, 2025

1. Significant accounting policies (continued):

(g) Non-financial assets:

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

(i) Tangible capital assets:

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

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

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

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

GREATER VICTORIA PUBLIC LIBRARY BOARD

Notes to Financial Statements (continued)

DRAFT

Year ended December 31, 2025

1. Significant accounting policies (continued):

(g) Non-financial assets (continued):

(ii) Contributions of tangible capital assets:

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

(iii) Leased tangible capital assets:

Leases which transfer substantially all of the benefits and risks incidental to ownership of property are accounted for as leased tangible capital assets. All other leases are accounted for as operating leases and the related payments are charged to expenses as incurred.

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

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

(h) Contaminated sites:

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

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

(i) Employee future benefits:

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

GREATER VICTORIA PUBLIC LIBRARY BOARD

Notes to Financial Statements (continued)

DRAFT

Year ended December 31, 2025

1. Significant accounting policies (continued):

(j) Use of estimates:

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

2. Investments:

Investments include Municipal Finance Authority pooled investment funds which are recorded at cost plus earnings reinvested in the funds, and investments in guaranteed investment certificates. Investments held in the year earn interest at rates varying from 3.25% to 4.83%, and mature at varying dates to 2029.

3. Deferred revenue:

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

	2025	2024
Deferred municipal contributions and government grants	\$ 867,138	\$ 228,344
Restricted donations	920,511	964,000
	\$ 1,787,649	\$ 1,192,344

GREATER VICTORIA PUBLIC LIBRARY BOARD

Notes to Financial Statements (continued)

DRAFT

Year ended December 31, 2025

4. Employee future benefit obligation:

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

	2025	2024
Obligations for retirement gratuity	\$ 405,549	\$ 414,164

Information about the Board's obligation is as follows:

	2025	2024
Balance, beginning of year	\$ 414,165	\$ 408,732
Current benefit cost and interest	38,050	56,830
Benefits paid	(46,666)	(51,397)
Balance, end of year	\$ 405,549	\$ 414,165

Included in the statement of operations is \$38,050 in expenses (2024 - \$56,830) related to future benefit obligations.

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

	2025	2024
Discount rate for present value of future benefits	4.2 %	4.4 %
Rate of annual salary increases, including inflation	3.4 %	3.4 %

GREATER VICTORIA PUBLIC LIBRARY BOARD

Notes to Financial Statements (continued)

DRAFT

Year ended December 31, 2025

4. Employee future benefit obligation (continued):

Pension plan:

The Board and its employees contribute to the Municipal Pension Plan, a jointly trustee pension plan. The Board of Trustees, representing plan members and employers, is responsible for administering the plan, including investment of the assets and administration of benefits. The plan is a multi-employer defined benefit pension plan. Basic pension benefits are based on a formula. As at December 31, 2024, the plan has about 273,000 active members and approximately 133,000 retired members. Active members include approximately 47,000 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, 2024, indicated a \$2,675 million funding surplus for basic pension benefits on a going concern basis.

The Board paid \$1,056,395 (2024 - \$1,071,669) for employer contributions while employees contributed \$976,971 (2024 - \$991,093) to the Plan in fiscal 2025.

The next valuation will be as at December 31, 2027, with results available later in 2028.

Employers participating in the plan record their pension expense as the amount of employer contributions made during the fiscal year (defined contribution pension plan accounting). This is because the plan records accrued liabilities and accrued assets for the plan in aggregate, resulting in no consistent and reliable basis for allocating the obligation, assets and cost to individual employers participating in the plan.

GREATER VICTORIA PUBLIC LIBRARY BOARD

Notes to Financial Statements (continued)

Year ended December 31, 2025

5. Tangible capital assets:

2025	Library materials collection	Building improvements	Shelving	Computer equipment	Furniture and equipment	Automotive	Software	Total
Cost:								
Balance, beginning of year	\$ 34,153,021	\$ 1,740,704	\$ 2,135,936	\$ 2,269,814	\$ 4,274,805	\$ 170,613	\$ 211,826	\$ 44,956,719
Additions	1,454,027	158,038	346,981	760,893	310,419	-	-	3,030,358
Disposals	-	(113,640)	-	-	(146,023)	-	-	(259,663)
Balance, end of year	35,607,048	1,785,102	2,482,917	3,030,707	4,439,201	170,613	211,826	47,727,414
Accumulated amortization:								
Balance, beginning of year	29,701,681	1,037,268	1,340,361	1,724,867	3,108,526	153,589	211,826	37,278,118
Disposals	-	(65,325)	-	-	(90,149)	-	-	(155,474)
Amortization	1,470,568	81,316	57,128	261,166	142,966	4,704	-	2,017,848
Balance, end of year	31,172,249	1,053,259	1,397,489	1,986,033	3,161,343	158,293	211,826	39,140,492
Net book value, end of year	\$ 4,434,799	\$ 731,843	\$ 1,085,428	\$ 1,044,674	\$ 1,277,858	\$ 12,320	\$ -	\$ 8,586,922

GREATER VICTORIA PUBLIC LIBRARY BOARD

Notes to Financial Statements (continued)

Year ended December 31, 2025

5. Tangible capital assets (continued):

2024	Library materials collection	Building improvements	Shelving	Computer equipment	Furniture and equipment	Automotive	Software	Total
Cost:								
Balance, beginning of year	\$ 32,730,037	\$ 1,625,296	\$ 2,135,936	\$ 2,055,586	\$ 4,102,068	\$ 170,613	\$ 211,826	\$ 43,031,362
Additions	1,422,984	115,408	-	214,228	173,788	-	-	1,926,408
Disposals	-	-	-	-	(1,051)	-	-	(1,051)
Balance, end of year	34,153,021	1,740,704	2,135,936	2,269,814	4,274,805	170,613	211,826	44,956,719
Accumulated amortization:								
Balance, beginning of year	28,203,997	958,378	1,298,489	1,582,082	2,975,625	146,736	211,826	35,377,133
Amortization	1,497,684	78,890	41,872	142,785	132,901	6,853	-	1,900,985
Balance, end of year	29,701,681	1,037,268	1,340,361	1,724,867	3,108,526	153,589	211,826	37,278,118
Net book value, end of year	\$ 4,451,340	\$ 703,436	\$ 795,575	\$ 544,947	\$ 1,166,279	\$ 17,024	\$ -	\$ 7,678,601

GREATER VICTORIA PUBLIC LIBRARY BOARD

Notes to Financial Statements (continued)

DRAFT

Year ended December 31, 2025

5. Tangible capital assets (continued):

(a) Contributed tangible capital assets:

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

(b) Write-down of tangible capital assets:

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

(c) Work of art and historical treasures:

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

(d) Ownership of premises:

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

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

GREATER VICTORIA PUBLIC LIBRARY BOARD

Notes to Financial Statements (continued)

DRAFT

Year ended December 31, 2025

6. Accumulated surplus:

Accumulated surplus consists of:

	2025	2024
Surplus:		
Invested in tangible capital assets	\$ 8,586,922	\$ 7,678,601
Unfunded employee future benefit obligation	(121,078)	(126,093)
Total surplus	8,465,844	7,552,508
Reserves:		
Capital improvement reserve	2,186,442	2,029,386
Operating reserve	2,366,577	3,037,468
Contingency reserve	4,500,416	4,455,618
Replacement reserve	2,650,544	2,548,528
Total reserves	11,703,979	12,071,000
	\$ 20,169,823	\$ 19,623,508

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

GREATER VICTORIA PUBLIC LIBRARY BOARD

Notes to Financial Statements (continued)

DRAFT

Year ended December 31, 2025

7. Municipal contributions:

The following municipal contributions have been included in revenue:

	2025	2024
District of Saanich	\$ 6,945,630	\$ 6,731,938
District of Saanich - Nellie McClung Express Branch	477,183	50,987
City of Victoria	6,055,558	5,685,915
City of Langford	2,941,210	2,640,819
District of Oak Bay	1,309,570	1,282,563
District of Central Saanich	1,121,007	1,081,833
Township of Esquimalt	1,129,124	1,072,203
City of Colwood	1,171,585	1,104,625
Town of View Royal	671,890	645,225
District of Metchosin	334,090	308,440
District of Highlands	167,057	154,232
	\$ 22,323,904	\$ 20,758,780

8. Donations:

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

	2025	2024
General endowment	\$ 435,557	\$ 415,486
T. Harry Wilson	94,065	89,752
	\$ 529,622	\$ 505,238

GREATER VICTORIA PUBLIC LIBRARY BOARD

Notes to Financial Statements (continued)

DRAFT

Year ended December 31, 2025

9. Budget data:

The budget data presented in these financial statements is based upon the operating budget approved by the Board on October 16, 2024. The chart below reconciles the approved financial plan to figures reported in these financial statements.

	Budget amount
Revenues:	
Operating budget	\$ 25,233,204
Transfers from other funds	(2,012,027)
Total revenue	23,221,177
Expenses:	
Operating budget	25,233,204
Amortization expense	1,905,517
Capital expenditures	(2,035,749)
Total expenses	25,102,972
Annual surplus	\$ (1,881,795)

10. Economic dependency:

Approximately 91% (2024 - 92%) of the Board's revenues are derived from contributions from municipalities participating under the Library Operating Agreement (the "Agreement"). Should this Agreement be cancelled or not renewed, management is of the opinion that continued viability of operations would not be assured.

11. Commitments:

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

2026	\$ 463,417
2027	24,343
	\$ 487,760

GREATER VICTORIA PUBLIC LIBRARY BOARD

Notes to Financial Statements (continued)

DRAFT

Year ended December 31, 2025

12. Financial risks and concentration of credit risk:

(a) Credit risk:

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

The Board assesses, on a continuous basis, accounts receivable and provides for any amounts that are not collectible in the allowance for doubtful accounts. The maximum exposure to credit risk of the Board at December 31, 2025 is the carrying value of these assets.

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

As at December 31, 2025, no (2024 - \$nil) trade accounts receivable were past due, but not impaired.

There have been no significant changes to the credit risk exposure from 2024.

(b) Liquidity risk:

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

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

There have been no significant changes to the liquidity risk exposure from 2024.

(c) Market risk:

It is management's opinion that the Board is not exposed to significant interest or currency risks. Interest rate risk is mitigated through investment in fixed rate guaranteed investment certificates. Municipal Finance Authority pooled investment funds are subject to a variable rate of return based on market conditions. The Board makes purchases from outside of Canada and is actively monitoring the impacts and options to mitigate risks arising from tariffs on its operations.

There have been no significant changes to the market risk exposure from 2024.

GREATER VICTORIA PUBLIC LIBRARY BOARD

Notes to Financial Statements (continued)

DRAFT

Year ended December 31, 2025

13. Contingent liabilities:

In the normal course of a year, claims for damages may be made against the Board. The Board records an accrual in respect of legal claims that are likely to be successful and for which a liability amount is reasonably determinable. These claims are not expected to have a material impact on financial position or operating results of the Board.

Schedule of Debt

Financial Information Act - Statement of Financial Information

Library Name: Greater Victoria Public Library

Fiscal Year Ended: December 31, 2025

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

Schedule of Guarantee and Indemnity

Financial Information Act - Statement of Financial Information

Library Name: Greater Victoria Public Library

Fiscal Year Ended: December 31, 2025

Greater Victoria Public Library has not given any guarantee or indemnity under the Guarantees and Indemnities Regulation.

Schedule 8 - Remuneration and Expenses**Financial Information Act - Statement of Financial Information**

Please enter data only in white fields - leave grey fields untouched.

Library Name:	Greater Victoria Public Library
Fiscal Year Ended:	2025

Note: Total Remuneration and Total Expenses columns MUST REMAIN SEPARATE throughout the form.

Table 1: Total Remuneration and Expenses - Board and Employees

Board Members	Total Remuneration (Wages/Salaries)	Total Expenses (Reimbursement for Conferences/Mileage etc.)
Khair, Shahira - Chair		\$130.00
Total Board Members	\$0.00	\$130.00

Detailed Employees Exceeding \$75,000	Total Remuneration (Wages/Salaries)	Total Expenses (Reimbursement for Conferences/Mileage etc.)
Akin, Nicholle - Collections Librarian	\$ 86,179	\$ 2,978
Andersen, Kirsten A - Customer Service Librarian	\$ 83,382	\$ -
Au, John - Senior IT Analyst	\$ 107,441	\$ 816
Barnes, Melina - Assistant Director, Finance	\$ 131,717	\$ 3,747
Bingham, Matthew P - Coordinator, Service Delivery	\$ 107,929	\$ 720
Brooks, Martin K - Branch Supervisor	\$ 76,017	\$ -
Cardiff, Catherine M - Branch Supervisor	\$ 78,242	\$ 264
Cherriere, Cory - Coordinator, Facilities	\$ 110,741	\$ 1,819
Clark, Megan - Librarian II	\$ 81,900	\$ 250
Collyer, Michelle - Director, Marketing & Development	\$ 139,433	\$ 25
De Luca, Alison - People & Culture Advisor	\$ 105,768	\$ 60
Ferreira, Fatima - Librarian II	\$ 84,683	\$ 921
Filipesco, Delia F - Librarian II	\$ 91,537	\$ 3,007
Flores_Agoitia, Luis - IT Support Analyst	\$ 95,941	\$ 4,267
Fredette, Marc - Facilities & Shuttle Supervisor	\$ 76,875	\$ 997
Gallaher, Jennifer M - Payroll Benefits Officer	\$ 77,771	\$ 1,764
Giannelia_(Howe), Marcel_(Felix) - Senior IT Analyst	\$ 109,095	\$ 801
Gingera, Jeffrey - Director, SIRMIT	\$ 157,462	\$ 1,908
Harrison, Sarah A - Coordinator, Customer Experience	\$ 108,517	\$ 1,247
Hu, Yun-Tai_(Kevin) - Senior IT Analyst	\$ 106,186	\$ 1,305
Jones, Susie M - Graphic Designer	\$ 77,266	\$ -
Joyce, Darrell A - Assistant Director, Library Services, Service Delivery and Branch Operations	\$ 140,951	\$ 2,577
Kemp_(Cribdon), Brooklyn - Librarian II	\$ 84,603	\$ 1,415
Kendrick, Tracy L - Coordinator, Service Design	\$ 105,626	\$ 1,951
Lamonja, Juan_Alexis - Coordinator, IM & IT	\$ 124,413	\$ 883
Li, Jun_Nian - IT Support Analyst	\$ 99,013	\$ 3,839
McKenzie-Gray, Oswald_Michael - Planning & Project Manager	\$ 102,074	\$ 3,892
Melanson, Joseph D - Librarian II	\$ 86,675	\$ 772
Neilson, Victoria Lee - Librarian II	\$ 85,521	\$ 451
Ottenbreit, Caitlin - Librarian II	\$ 88,316	\$ 822
Pagan, Nathan J - Branch Supervisor	\$ 77,152	\$ 715
Pearse, Leah C - Librarian II	\$ 86,564	\$ 3,306
Penkova, Emilia A - Branch Supervisor	\$ 77,014	\$ 121
Perfenova, Darina D - Branch Supervisor	\$ 78,288	\$ 274
Ridgway, Kelly - Coordinator, Marketing & Development	\$ 104,614	\$ 800
Riecken, Lara J - Senior Librarian	\$ 96,727	\$ 43
Rogers, Rachel - Coordinator, Collections and Technical Services	\$ 109,312	\$ 823
Russell, Erika E - Executive Assistant	\$ 83,757	\$ 978
Sawa, Maureen R - Chief Executive Officer	\$ 202,173	\$ 3,947
Schibler, Laura A - Scheduling Officer	\$ 78,848	\$ -
Shojaei, Amir - Assistant Director, Facilities, Safety, Security and Risk Management	\$ 126,197	\$ 2,169
Solitario, Robert - Talent Acquisition Specialist	\$ 78,951	\$ 720
Soro, Rachel - Coordinator, Finance	\$ 108,522	\$ 2,534
Sutherland, Nicole L - Coordinator, Service Delivery	\$ 101,772	\$ 540
Tatton, Devon - Coordinator, Service Design	\$ 104,723	\$ 910
Tuapin, Orlando - IT Support Analyst	\$ 95,697	\$ 799
Van_der_Linde, Deborah - Coordinator, Service Design	\$ 107,963	\$ 643
Whitehead, Michelle L - Collections Librarian	\$ 80,192	\$ 3,536
Wilson, Peter - IT Security Specialist	\$ 111,786	\$ 720
Wold, Jeanine - Collections and Technical Services Supervisor	\$ 79,363	\$ 1,018
Wood, Daphne A - Executive Director, Library Services	\$ 112,079	\$ 2,898
Total Employees Exceeding \$75,000	\$5,112,968	\$70,989.84

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	\$7,654,281.89	\$33,750.75

Consolidated Total	Total Remuneration (Wages/Salaries)	Total Expenses (Reimbursement for Conferences/Mileage etc.)
DO NOT USE - list totals only	\$12,767,249.43	\$104,870.59

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)	\$861,614.24
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Table 3: Reconciliation of Remuneration and Expenses

	Amount
Total Remuneration	\$12,767,249.43

Reconciling Items	Amount
Employer portion of other employment benefits	\$1,935,413.70
Employer portion of Premium to Receiver General of Canada	\$861,614.24
Accrued salaries and wages	\$654,720.00
Accrued sick leave and retiring allowances	\$3,487.71
Total Reconciling Items	\$3,455,235.65

	Amount
Total Per Statement of Revenue & Expenditure	\$16,222,485.08

	Amount
Variance	\$0.00

Variance explanation (if required):

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Statement of Severance Agreements

Financial Information Act - Statement of Financial Information

Library Name: Greater Victoria Public Library

Fiscal Year Ended: December 31, 2025

There were 0 severance agreements made between the Greater Victoria Public Library and its non-unionized employees during fiscal year 2025.

Schedule of Changes in Financial Position

Financial Information Act - Statement of Financial Information

Library Name: Greater Victoria Public Library

Fiscal Year Ended: December 31, 2025

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

Schedule 11 - Provision of Goods and Services

Financial Information Act - Statement of Financial Information

Please enter data only in white fields - leave grey fields untouched.

Library Name:	Greater Victoria Public Library
Fiscal Year Ended:	2025

Table 1: Suppliers of Goods and Services

Name of Individual, Firm or Corporation	Total Amount Paid During Fiscal Year
Accelerate360 Canada Inc.	\$ 25,031.10
ADT Security Services Canada, Inc.	\$ 65,512.83
Affinity Bridge Consulting Ltd.	\$ 122,350.57
Amazon	\$ 41,055.71
BC Hydro	\$ 42,846.90
BC Libraries Cooperative	\$ 165,250.90
Better Choice Staffing Ltd.	\$ 134,178.90
Bibliotheca Canada Inc.	\$ 323,761.60
British Columbia Pension Corporation	\$ 2,035,342.54
Bunzl Cleaning & Hygiene Canada	\$ 45,338.44
Canpro Construction Ltd	\$ 33,075.00
Capson Industries	\$ 41,043.04
Carr McLean	\$ 25,167.61
CDW Canada Inc	\$ 91,864.48
City of Victoria	\$ 165,824.29
CUPE Local 410	\$ 217,323.31
CVS Midwest Tape, LLC	\$ 290,319.05
Dell Canada Inc	\$ 349,244.42
Dexterra Integrated Facilities	\$ 360,540.87
District of Saanich	\$ 34,511.57
Ebsco Canada Ltd	\$ 79,716.77
Globe Contracting Ltd	\$ 37,002.00
Good Sense Workplace Solutions	\$ 85,837.50
Greater Victoria Labour Relations Association	\$ 106,792.97
GVLRA / CUPE LTD TRUST	\$ 320,843.18
Kanopy, Inc	\$ 191,000.00
KPMG LLP	\$ 26,250.00
Library Bound Inc	\$ 980,970.97
Manufacturers Life Insurance Company (Manulife Financial)	\$ 40,685.63
Ministry of Finance	\$ 185,055.74
Monk Office Supply Ltd	\$ 151,617.25
Munro's Book Store Ltd	\$ 101,214.12
Optrics Inc	\$ 37,139.39
OverDrive Inc	\$ 993,263.64
Pacific Blue Cross	\$ 571,776.69
Paladin Security	\$ 239,460.27
Pamela Costanzo Law Corporation	\$ 40,701.46
Receiver General	\$ 3,447,549.03
Ricoh Canada Inc	\$ 275,604.01
Seven Star International Inc	\$ 137,032.00
Shaw Business Solutions	\$ 60,935.71
SirsiDynix (Canada) Inc	\$ 79,955.01

Softchoice LP	\$	146,773.04
Spaces Inc.	\$	363,195.49
Telus	\$	46,199.21
West Shore Parks and Recreation	\$	47,084.33
Western Canada Security Corp.	\$	165,293.00
Whitehots Inc	\$	271,973.33
Wilson M. Beck Insurance Services Inc.	\$	90,725.00
Work Safe BC	\$	91,857.02
X10 Technologies Inc.	\$	337,578.53
Young Anderson Barristers & Solicitors	\$	34,863.86
Total of all suppliers exceeding \$25,000		\$14,395,529.28

Totals	Amount
Total (Suppliers with payments exceeding \$25,000 (total from above)	\$14,395,529.28
Total (Suppliers with payments less than or equal to \$25,000)	\$1,119,842.81
Consolidated Total	\$15,515,372.09

Table 2: Reconciliation of Goods and Services

Reconciliation of Goods and Services	Amount
Total of Aggregate Payments Exceeding \$25,000 Paid to Suppliers	\$14,395,529.28
Consolidated total of suppliers with payments less than or equal to \$25,000	\$1,119,842.81

Reconciling Items	Amount
Remuneration and expenses per Sch 8	\$12,767,249.43
Employee and Board expenses per Sch 8	\$104,870.49
Deduct employee's portion of employment benefit contributions	-\$4,085,315.59
Deduct GST claims for year (on expenses)	-\$312,759.53
Amortization expense	\$2,017,848.80
Tangible capital asset additions	-\$3,030,358.55
Loss on disposal of assets	\$104,189.00
Loss on foreign exchange	\$7,450.00
Increase in future retirement benefit obligation	\$8,616.00
Increase in non-salary prepaid expenses	-\$352,561.00
Decrease in non-salary expenses	-\$33,135.54
Accrued salaries and wages	\$654,720.00
Accrued sick leave and vacation	\$28,637.98
Total Reconciling Items	\$7,879,451.48

Reconciliation	Amount
Total Per Statement of Revenue and Expenditure	\$23,394,823.57
Variance	\$0.00

Variance explanation (if required):

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