

Financial Statements of

**KINGSTON FRONTENAC
PUBLIC LIBRARY BOARD**

Year ended December 31, 2020

KINGSTON FRONTENAC PUBLIC LIBRARY BOARD

Table of Contents

Year ended December 31, 2020

	Page
• Independent Auditors' Report	
• Financial Statements	
• Statement of Financial Position	1
• Statement of Operations and Municipal Equity	2
• Statement of Changes in Net Financial Liabilities	3
• Statement of Cash Flows	4
• Notes to Financial Statements	5



KPMG LLP
150 Elgin Street, Suite 1800
Ottawa ON K2P 2P8
Canada
Tel 613-212-5764
Fax 613-212-2896

INDEPENDENT AUDITORS' REPORT

To the Members of the Kingston Frontenac Public Library Board, Members of The City of Kingston Council, Members of the County of Frontenac Council, and to the Inhabitants and Ratepayers of the Corporation of the City of Kingston and the Townships of Frontenac County.

Opinion

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

- the statement of financial position as at December 31, 2020
- the statement of operations and municipal equity for the year then ended
- the statement of changes in net financial liabilities for the year then ended
- the statement 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, 2020, and its results of operations, its changes in net financial liabilities, 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 "***Auditors' Responsibilities for the Audit of the Financial Statements***" section of our auditors' 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 responsibilities in accordance with these requirements.

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



Responsibilities of Management and Those Charged with Governance for the 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.

Auditors' 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 auditors' 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.



Page 3

- 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.
- 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 auditors' 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 auditors' 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.

KPMG LLP

Chartered Professional Accountants, Licensed Public Accountants

Kingston, Canada

May 19, 2021

KINGSTON FRONTENAC PUBLIC LIBRARY BOARD

Statement of Financial Position

December 31, 2020, with comparative information for 2019

	2020	2019
Financial assets:		
Cash on hand	\$ 1,060	\$ 1,060
Investments (note 2)	27,658	27,343
Accounts receivable	341	1,582
Due from the Corporation of the City of Kingston (note 4)	623,014	101,657
Due from County of Frontenac	80,180	19,589
Total assets	732,253	151,231
Financial liabilities:		
Accrued liabilities	12,800	12,953
Accrued vacation pay	51,162	35,381
Accrued payroll	19,553	11,525
Deferred revenue	13,540	62,132
Employee future benefit obligations (note 9)	758,000	730,500
	855,055	852,491
Total net financial liabilities	(122,802)	(701,260)
Non-financial assets:		
Tangible capital assets (note 8)	3,476,448	3,595,851
Prepaid expenses	175,807	298,249
	3,652,255	3,894,100
Commitments (note 6)		
Municipal equity (note 10)	\$ 3,529,453	\$ 3,192,840

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

KINGSTON FRONTENAC PUBLIC LIBRARY BOARD

Statement of Operations and Municipal Equity

Year ended December 31, 2020, with comparative information for 2019

	Budget 2020 (note 7)	Actual 2020	Actual 2019
Revenue:			
Municipal operating contribution -			
City of Kingston	\$ 6,631,582	\$ 6,631,582	\$ 6,509,613
Municipal surplus recovered	–	(95,339)	(302,177)
Municipal operating contribution			
County of Frontenac	863,489	863,489	850,282
Province of Ontario grant	297,138	297,138	297,138
Project grant funding	30,000	21,262	–
Non-resident fees	9,443	5,211	8,385
Rentals, fines and damages recovered	180,020	48,699	124,356
Investment income	3,500	561	800
Donations	7,000	30,634	83,031
Sundry	50,000	23,643	53,801
Total revenue	8,072,172	7,826,880	7,625,229
Expenses:			
Operating:			
Salaries and wages	4,533,411	4,055,182	4,387,022
Fringe benefits	1,448,356	1,272,061	1,358,591
Books and reference materials	890,230	952,418	910,614
Amounts recognized as tangible			
capital assets	–	(662,086)	(645,481)
Equipment rental and other supplies	189,485	189,578	180,889
Repairs and replacements	469,455	489,504	586,908
Utilities, telephone, fax and internet	366,685	280,160	306,409
Education and training	40,600	37,646	38,306
Sundry	107,950	108,236	114,746
Professional fees	26,000	19,536	24,208
Amortization expense	–	879,880	856,570
Total expenses	8,072,172	7,622,115	8,118,782
Excess of revenue over expenses			
(expenses over revenue) before the			
undernoted items	–	204,765	(493,553)
Municipal capital contributions - City of Kingston	672,520	118,700	482,409
Municipal capital contribution - County of Frontenac	51,480	13,148	19,258
Library contribution to the Community			
Foundation - Endowments	–	–	(31,819)
Annual surplus (deficit)	724,000	336,613	(23,705)
Municipal equity, beginning of year	–	3,192,840	3,216,545
Municipal equity, end of year	\$ 724,000	\$ 3,529,453	\$ 3,192,840

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

KINGSTON FRONTENAC PUBLIC LIBRARY BOARD

Statement of Changes in Net Financial Liabilities

Year ended December 31, 2020, with comparative information for 2019

	Budget 2020 (note 7)	2020	2019
Annual surplus (deficit)	\$ 724,000	\$ 336,613	\$ (23,705)
Amortization of tangible capital assets	–	879,880	856,570
Acquisition of tangible capital assets	(724,000)	(771,088)	(1,099,041)
Loss on disposal of tangible capital assets	–	10,611	–
Acquisition of prepaid expenses	–	122,442	9,160
Change in net financial liabilities	–	578,458	(257,016)
Net financial liabilities, beginning of year	–	(701,260)	(444,244)
Net financial liabilities, end of year	\$ –	\$ (122,802)	\$ (701,260)

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

KINGSTON FRONTENAC PUBLIC LIBRARY BOARD

Statement of Cash Flows

Year ended December 31, 2020, with comparative information 2019

	2020	2019
Operating transactions:		
Annual surplus (deficit)	\$ 336,613	\$ (23,705)
Net change in non-cash working capital items:		
Decrease in accounts receivable	1,241	5,340
Decrease in prepaid expenses	122,442	9,160
Increase in due from County of Frontenac	(60,591)	(10,162)
Decrease (increase) in due from the Corporation of the City of Kingston	(521,357)	217,938
Decrease in accrued liabilities	(153)	(7,077)
Increase (decrease) in accrued payroll	8,028	(4,560)
Decrease in deferred revenue	(48,592)	(29,451)
	(162,369)	181,188
Items not involving cash:		
Amortization of tangible capital assets	879,880	856,570
Increase (decrease) in accrued vacation pay	15,781	(8,281)
Increase in employee future benefit obligations	27,500	50,911
Loss on disposal of tangible capital assets	10,611	—
	933,772	899,200
Net change in cash from operating transactions	771,403	1,056,683
Capital transactions:		
Purchase of tangible capital assets	(771,088)	(1,099,041)
Increase (decrease) in cash and investments	315	(42,358)
Cash and investments, beginning of year	28,403	70,761
Cash and investments, end of year	\$ 28,718	\$ 28,403
Represented by:		
Cash on hand	\$ 1,060	\$ 1,060
Investments	27,658	27,343
	\$ 28,718	\$ 28,403

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

KINGSTON FRONTENAC PUBLIC LIBRARY BOARD

Notes to Financial Statements

Year ended December 31, 2020

1. Significant accounting policies:

The financial statements of the Kingston Frontenac Public Library Board (the "Library Board") are the representation of management prepared in accordance with Canadian public sector accounting standards ("PSAB"). Significant aspects of the accounting policies adopted by the Library Board are as follows:

(a) Reporting entity:

These statements reflect the assets, liabilities, revenue and expenses of the Library Board.

(b) Basis of accounting:

Revenue and expenses are reported on the accrual basis of accounting. The accrual basis of accounting recognizes revenue in the period in which transactions or events occurred that gave rise to the revenues; expenses are recognized in the period the goods and services are acquired and/or there is a legal obligation to pay.

(c) Investments:

Investments are comprised of cash and term deposits and are recorded at cost plus accrued interest. If the market value of investments becomes lower than cost and this decline is considered to be other than temporary, the investments are written down to market value.

(d) Deferred revenue:

Deferred revenue represents certain grants and donations which have been collected but for which the related services have yet to be performed. These amounts are recognized as revenue in the fiscal year the services are performed or related expenses incurred.

(e) Employee future benefit obligations:

The Library Board accrues for certain employee benefits which will require funding in future periods. These benefits include life insurance, extended health and dental benefits for early retirees.

The costs of these benefits earned by employees are actuarially determined using management's best estimate of salary escalation, retirement ages of employees, expected health care costs, and long-term inflation rates and discount rates.

For self-insured retirement and other employee future benefits that vest or accumulate over the periods of service provided by employees, such as compensated absences and health, dental and life insurance benefits for retirees, the cost is actuarially determined using the projected benefits method prorated on service. Under this method, the benefit costs are recognized over the expected average service life of the employee group. Any actuarial gains and losses, which can arise from changes in actuarial assumptions, are amortized over the expected average remaining service life of the employee group.

KINGSTON FRONTENAC PUBLIC LIBRARY BOARD

Notes to Financial Statements (continued)

Year ended December 31, 2020

1. Significant accounting policies (continued):

(e) Employee future benefit obligations (continued):

For those self-insured benefit obligations that arise from specific events that occur from time to time, such as obligations for workers' compensation and life insurance and health care benefits for those on disability leave, the cost is recognized immediately in the period the events occur. Any actuarial gains and losses that are related to these benefits are amortized over a period linked to the specific benefit plan.

(f) Tangible capital assets:

- i. Tangible capital assets are recorded at cost, which includes all amounts that are directly attributable to acquisition, development or betterment of the asset. The Library Board does not capitalize interest costs associated with the acquisition or construction of a tangible capital asset.
- ii. Tangible capital assets received as contributions are recorded at their fair value at the date of receipt or transfer with an offsetting amount recorded as revenue.
- iii. The cost, less residual value, of the tangible capital assets is amortized on a straight-line basis over estimated useful lives as follows:

Asset	Useful Life - Years
Vehicles	5 to 20
Equipment	5 to 20
Computer equipment	5 to 10
Books and materials	7
Furniture and fixtures	20 to 40

Assets under construction or development are classified as capital works in progress and are not amortized until the asset is available for productive use.

- iv. When tangible capital assets are disposed of, either by way of a sale, destruction or loss, or abandonment of the asset, the asset's net book value, historical cost less accumulated amortization, is written off. Any resulting gain or loss, equal to the proceeds on disposal less the asset's net book value, is reported on the statement of operations in the year of disposal. Transfers of assets to third parties are recorded as an expense equal to the net book value of the asset as of the date of transfer.
- v. When conditions indicate that the tangible capital asset no longer contributes to the Library Board's ability to provide services or the value or the future economic benefits associated with the tangible capital asset are less than its book value, and the decline is expected to be permanent, the cost and accumulated amortization of the asset are reduced to reflect the revised estimate of the value of the asset's remaining service potential. The resulting net adjustment is reported as an expense on the statement of operations.

KINGSTON FRONTENAC PUBLIC LIBRARY BOARD

Notes to Financial Statements (continued)

Year ended December 31, 2020

1. Significant accounting policies (continued):

(f) Tangible capital assets (continued):

- vi. The Library Board has a capitalization threshold of \$10,000. Individual tangible capital assets of lesser value are expensed, unless they are pooled because, collectively, they have significant value, or for operational reasons.

(g) Government transfers:

Government transfers are recognized in the financial statements in the period in which the 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.

(h) Use of estimates:

The preparation of financial statements in conformity with Canadian public sector accounting standards requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenses during the period. Actual results could differ from those estimates.

2. Investments:

Investments have a market value of \$27,658 at December 31, 2020 (2019 - \$27,343).

3. Provincial grants:

Certain provincial grants are subject to annual final reviews and approvals by the Ontario Ministry of Heritage, Sport, Tourism and Culture Industries. Any adjustments resulting from the review will be reflected in the year of Ontario Ministry of Heritage, Sport, Tourism and Culture Industries' approval as an adjustment to provincial grant revenue on the Statement of Operations and Municipal Equity.

4. Due from/to the Corporation of the City of Kingston:

During the year, the Library Board is provided with financial, payroll and legal services from the Corporation of the City of Kingston. As at December 31, 2020, the Library Board had an amount due from the Corporation of the City of Kingston representing the net balance of cash receipts, yearend payroll accruals and disbursements processed on behalf of the Library Board in the amount of \$623,014 (2019 - \$101,657).

KINGSTON FRONTENAC PUBLIC LIBRARY BOARD

Notes to Financial Statements (continued)

Year ended December 31, 2020

5. Pension agreements:

The Library Board makes contributions to the Ontario Municipal Employees Retirement Fund (OMERS) which is a multi-employer plan, on behalf of 70 (2019 - 70) members of its staff.

The plan is a contributory defined benefit plan which specifies the amount of the retirement benefit to be received by the employees based on the length of service and rates of pay.

The amount contributed to OMERS for 2020 was \$310,398 (2019 - \$326,347) for current service and is included as an expense on the Statement of Operations and Municipal Equity.

As a result, the Library Board does not recognize any share of the OMERS pension surplus or deficit. The last available report was at December 31, 2020. At that time, the plan reported a \$3.2 billion actuarial deficit (2019 - \$3.4 billion actuarial deficit).

6. Commitments:

The Library Board has a long-term contract with Commissionaires. The contract expired in December 2020 with actual costs recorded on the Statement of Operations and Municipal Equity of \$35,432 (2019 - \$45,382). A new contract was entered into for the period January 1, 2021 to December 31, 2021 at an annual cost of approximately \$50,000.

7. Budget figures:

Budget figures reflected on the Statement of Operations and Municipal Equity are based on the 2020 operating budget as approved by the Board of Directors on October 16, 2019.

Capital budgets are established for capital investment in tangible capital assets as well as for non-tangible capital expenditures that are included as expenses on the Statement of Operations and Municipal Equity.

Budget figures have been reclassified for the purposes of these financial statements to comply with PSAB reporting requirements. Amortization was not contemplated on development of the budget and, as such, has not been included in the budget figures reflected on the financial statements.

KINGSTON FRONTENAC PUBLIC LIBRARY BOARD

Notes to Financial Statements (continued)

Year ended December 31, 2020

7. Budget figures (continued):

The chart below reconciles the approved operating and capital budget to the budget figures reported in these financial statements.

	Budget Amount
Approved operating budget revenue	\$ 8,072,172
Approved operating budget expenses	8,072,172
Net operating budget expenses	\$ -

	Budget Amount
Approved capital budget revenue	\$ 724,000
Approved capital budget expenses	724,000
Net capital budget expenses	\$ -

8. Tangible capital assets:

	GENERAL ASSETS					TOTALS	
	Vehicles	Equipment	Computer equipment	Books and materials	Furniture and fixtures	2020	2019
Cost							
Balance, beginning of year	\$ 101,045	\$ 436,899	\$ 681,982	\$ 5,146,183	\$ 1,385,166	\$ 7,751,275	\$ 7,339,180
Add: Additions	-	8,744	39,625	662,086	60,633	771,088	1,099,041
Less: Disposals	(22,468)	-	-	(732,134)	-	(754,602)	(686,946)
Balance, end of year	\$ 78,577	\$ 445,643	\$ 721,606	\$ 5,076,135	\$ 1,445,799	\$ 7,767,761	\$ 7,751,275
Accumulated amortization							
Balance, beginning of year	34,052	244,973	487,763	2,479,313	909,324	4,155,424	3,985,800
Add: Amortization	6,548	26,810	70,881	730,166	45,475	879,880	856,571
Less: Accumulated amortization on disposals	(11,858)	-	-	(732,134)	-	(743,992)	(686,946)
Balance, end of year	\$ 28,742	\$ 271,782	\$ 558,644	\$ 2,477,345	\$ 954,799	\$ 4,291,312	\$ 4,155,424
Net book value of tangible capital assets	\$ 49,835	\$ 173,860	\$ 162,962	\$ 2,598,790	\$ 491,001	\$ 3,476,448	\$ 3,595,851

The above table provides additional information on the tangible capital assets and accumulated amortization of the Library Board by major asset class. The following information relates to other valuation and reporting aspects of the Library Board's tangible capital assets.

(a) Write-down of tangible capital assets:

The write-down of tangible capital assets during the year was \$Nil (2019 - \$Nil).

KINGSTON FRONTENAC PUBLIC LIBRARY BOARD

Notes to Financial Statements (continued)

Year ended December 31, 2020

8. Tangible capital assets (continued):

(b) Works of art and historical treasures:

The definition of tangible capital assets specifically excludes gallery collections and other works of art. The Library Board owns a number of paintings, other pieces of artwork artifacts that are displayed in the central building. These assets are not recorded as tangible capital assets and are not amortized.

9. Employee future benefits:

Extended health care, dental and life insurance:

The Library Board pays certain life insurance benefits on behalf of retired employees as well as extended health and dental benefits for early retirees to age 65. The Library Board recognizes these post-employment and post-retirement costs in the period in which the employees rendered the services. An independent actuarial study of the post-retirement and post-employment benefits was undertaken at December 31, 2019 in order to determine the estimated accrued benefit liability to be reported in these financial statements.

Actuarial gains and losses are amortized on a straight-line basis over the expected average remaining service life of the related employee groups, which is estimated to be between 11 and 13 years (2019 - 11 and 13 years).

At December 31, 2020, the Library Board's accrued benefit liability relating to post-retirement and post-employment benefit plans is \$758,000 (2019 - \$730,500).

The significant actuarial assumptions adopted in estimating the Library Board's accrued benefit obligation for extended health, dental and life insurance are as follows:

Discount rate	3.0% per annum
Salary escalation	3.0% per annum
Dental benefits escalation	5.5% in 2020 decreasing by 0.15% per annum to ultimate rate of 4.25% by 2040
Health benefits escalation	6.45% in 2020 decreasing by 0.16% per annum to ultimate rate of 4.25% by 2040

Information with respect to the Library Board's post-retirement and post-employment obligations is as follows:

	2020	2019
Accrued benefit liability, January 1	\$ 730,500	\$ 679,589
Expense recognized for the period	77,500	77,200
Benefits paid for the period	(87,500)	(56,400)
Amortization of actuarial losses	37,500	30,111
Accrued benefit liability, December 31	\$ 758,000	\$ 730,500

KINGSTON FRONTENAC PUBLIC LIBRARY BOARD

Notes to Financial Statements (continued)

Year ended December 31, 2020

9. Employee future benefits (continued):

The accrued benefit liability at December 31, 2020 includes the following components:

	2020	2019
Accrued benefit obligation	\$ 866,800	\$ 876,800
Unamortized actuarial loss	(108,800)	(146,300)
Accrued benefit liability	\$ 758,000	\$ 730,500

10. Schedule of municipal equity:

	2020	2019
Operating surplus:		
Kingston Frontenac Public Library Board	\$ 606,879	\$ 107,287
Reserve and reserve funds:		
Reserves	25,767	26,377
Reserve funds	27,658	27,343
Total reserves and reserve funds	53,425	53,720
Investment in tangible capital assets:		
Tangible capital assets - net	3,476,448	3,595,851
Unexpended capital receipts	201,863	201,863
Total investment in tangible capital assets	3,678,311	3,797,714
Unfunded liabilities:		
Employee future benefit obligations plus accrued vacation pay	(809,162)	(765,881)
Municipal equity	\$ 3,529,453	\$ 3,192,840

KINGSTON FRONTENAC PUBLIC LIBRARY BOARD

Notes to Financial Statements (continued)

Year ended December 31, 2020

11. Impact of COVID-19 Pandemic:

In March 2020, the COVID-19 outbreak was declared a pandemic by the World Health Organization and has had a significant financial, market and social dislocating impact. At the time of approval of these financial statements, the Library Board has experienced the following indicators of financial implications and undertaken the following activities in relation to the COVID-19 pandemic:

- Temporary closures of branches of the Kingston Frontenac Public Library with limited reopening of certain branches and reduced operating hours based on public health recommendations
- Provision of access to online collections, programs and services, and curbside pickup services where possible during the closure of its physical buildings.
- Implemented temporary emergency leave for certain employees
- Mandatory working home requirements for those able to do so
- Continuous re-evaluation of the team's work assignments
- Experienced decreases in revenues from rentals, fines and damages recovered and experienced cost containment of non-payroll operating expenses, including repair and replacement expenses, given temporary closures of facilities.

The Library Board continues to respond to the pandemic and plans for continued operations and financial impacts during the fiscal 2021 year and beyond.

Management has assessed the impact of COVID-19 and believes there are no significant financial issues that compromise its ongoing operations. The outcome and timing to a recovery from the current pandemic is highly unpredictable, thus it is not practicable to estimate and disclose its effect on future operations at this time.