

**CITY OF SPRUCE GROVE LIBRARY BOARD**  
***(Operating as Spruce Grove Public Library)***  
**Financial Statements**  
**For The Year Ended December 31, 2021**

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## MANAGEMENT'S RESPONSIBILITY FOR FINANCIAL REPORTING

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The City of Spruce Grove Library Board management is responsible for the integrity of the accompanying financial statements. The financial statements have been prepared in accordance with Canadian public sector accounting standards. The preparation of the financial statements necessarily includes some amounts which are based on the best estimates and judgments of management.

To assist in meeting its responsibility, management maintains accounting, budget and other internal controls. These controls provide reasonable assurance that transactions are appropriately authorized and accurately recorded, and that assets are properly accounted for and safeguarded, in order that the integrity of financial records are maintained.

The financial statements have been audited by the independent firm of Metrix Group LLP, Chartered Professional Accountants. Their report to the City of Spruce Grove Library Board, stating the scope of their examination and opinion on the financial statements follows.

  
Mrs. Leanne Myggland-Carter, Director of  
Library Services

Spruce Grove, Alberta  
February 15, 2022

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## INDEPENDENT AUDITORS' REPORT

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To the Members of City of Spruce Grove Library Board (Operating as Spruce Grove Public Library)

### *Opinion*

We have audited the financial statements of City of Spruce Grove Library Board (the Library), which comprise the statement of financial position as at December 31, 2021, and the statements of operations and accumulated surplus, changes in net financial assets and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Library as at December 31, 2021, and the results of its operations 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 report. We are independent of the Library 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 those 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 Library's ability to continue as a going concern, disclosing, as applicable, matters relating to going concern and using the going concern basis of accounting unless management either intends to liquidate the Library or to cease operations, or has no realistic alternative but to do so.

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

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*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 these 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 Library's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Library's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our 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 Library 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.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

**METRIX GROUP LLP**

Chartered Professional Accountants

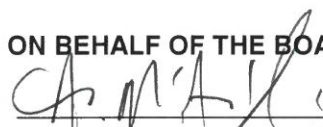
Edmonton, Alberta

February 15, 2022

**CITY OF SPRUCE GROVE LIBRARY BOARD**  
**(Operating as Spruce Grove Public Library)**  
**Statement of Financial Position**  
**As at December 31, 2021**

	2021	2020
<b>FINANCIAL ASSETS</b>		
Cash and cash equivalents (Note 2)	\$ 515,264	\$ 418,248
Receivables (Note 3)	5,050	6,917
	<u>520,314</u>	<u>425,165</u>
<b>LIABILITIES</b>		
Accounts payable and accrued liabilities	55,639	13,880
Deferred revenue (Note 4)	26,425	4,923
Due to City of Spruce Grove (Note 5)	162,627	75,571
Long-term debt (Note 7)	40,000	-
	<u>284,691</u>	<u>94,374</u>
<b>NET FINANCIAL ASSETS</b>	<u>235,623</u>	<u>330,791</u>
<b>NON-FINANCIAL ASSETS</b>		
Prepaid expenses	5,705	4,841
Tangible capital assets (Note 6)	418,764	451,549
	<u>424,469</u>	<u>456,390</u>
<b>ACCUMULATED SURPLUS (Note 7)</b>	<u>\$ 660,092</u>	<u>\$ 787,181</u>

ON BEHALF OF THE BOARD

 Director

 Director

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

**CITY OF SPRUCE GROVE LIBRARY BOARD**  
**(Operating as Spruce Grove Public Library)**  
**Statement of Operations and Accumulated Surplus**  
**For The Year Ended December 31, 2021**

	2021 (Budget)	2021 (Actual)	2020 (Actual)
<b>REVENUE</b>			
Government transfers (Note 9)	\$ 1,237,201	\$ 1,321,637	\$ 1,242,272
Donations	20,000	27,039	31,146
Fines, memberships and fees	49,000	22,070	21,956
Other	3,000	1,772	1,431
Interest	1,000	1,420	774
	<u>1,310,201</u>	<u>1,373,938</u>	<u>1,297,579</u>
<b>EXPENSES</b>			
Salaries and wages	1,154,295	1,225,855	1,003,834
Amortization of tangible capital assets	-	181,450	181,383
E-Book	35,000	35,000	37,000
Board and staff training and development	31,000	26,276	4,420
Computer software, telephone, and internet	25,000	19,609	27,853
Programs and events	17,270	16,565	15,880
Marketing	8,000	15,793	5,875
Professional fees	8,000	11,060	9,575
Office	12,000	10,761	11,587
Interest and bank charges	3,000	2,855	2,263
Contracted services	5,000	2,570	17,927
Insurance	2,500	2,015	1,828
Debt collection	2,500	1,665	2,301
Supplies	6,500	1,016	3,756
	<u>1,310,065</u>	<u>1,552,490</u>	<u>1,325,482</u>
<b>ANNUAL SURPLUS (DEFICIT) BEFORE OTHER INCOME</b>	<u>136</u>	<u>(178,552)</u>	<u>(27,903)</u>
<b>OTHER INCOME</b>			
Yellowhead Regional Library grant for capital	-	35,753	35,753
Contributions of tangible capital assets	-	15,710	6,530
Donations for capital	-	-	25,007
	<u>-</u>	<u>51,463</u>	<u>67,290</u>
<b>ANNUAL SURPLUS (DEFICIT)</b>	<u>136</u>	<u>(127,089)</u>	<u>39,387</u>
<b>ACCUMULATED SURPLUS, BEGINNING OF YEAR</b>	<u>787,181</u>	<u>787,181</u>	<u>747,794</u>
<b>ACCUMULATED SURPLUS, END OF YEAR</b>	<u>\$ 787,317</u>	<u>\$ 660,092</u>	<u>\$ 787,181</u>

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



**CITY OF SPRUCE GROVE LIBRARY BOARD**  
**(Operating as Spruce Grove Public Library)**  
**Statement of Changes in Net Financial Assets**  
**For The Year Ended December 31, 2021**

	2021 (Budget)	2021 (Actual)	2020 (Actual)
<b>ANNUAL SURPLUS (DEFICIT)</b>	\$ 136	\$ (127,089)	\$ 39,387
Acquisition of tangible capital assets	(146,448)	(148,666)	(121,499)
Amortization of tangible capital assets	-	181,450	181,383
Acquisition of prepaid assets	-	(5,705)	(4,842)
Use of prepaid assets	-	4,842	4,895
<b>INCREASE (DECREASE) IN NET FINANCIAL ASSETS</b>	(146,312)	(95,168)	99,324
<b>NET FINANCIAL ASSETS, BEGINNING OF YEAR</b>	330,791	330,791	231,467
<b>NET FINANCIAL ASSETS, END OF YEAR</b>	\$ 184,479	\$ 235,623	\$ 330,791

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

**CITY OF SPRUCE GROVE LIBRARY BOARD**  
**(Operating as Spruce Grove Public Library)**  
**Statement of Cash Flows**  
**For The Year Ended December 31, 2021**

	2021	2020
<b>OPERATING ACTIVITIES</b>		
Annual surplus (deficit)	\$ (127,089)	\$ 39,387
Items not affecting cash:		
Amortization	181,450	181,383
Contributions of tangible capital assets	(15,710)	(6,530)
Government assistance (Note 9)	(20,000)	-
	<u>18,651</u>	<u>214,240</u>
Changes in non-cash working capital:		
Receivables	1,867	(1,583)
Accounts payable and accrued liabilities	41,758	(6,221)
Deferred revenue	21,502	4,153
Due to the City of Spruce Grove	87,056	(90,623)
Prepaid expenses	(864)	53
	<u>151,319</u>	<u>(94,221)</u>
	<u>169,970</u>	<u>120,019</u>
<b>INVESTING ACTIVITY</b>		
Purchase of tangible capital assets	<u>(132,954)</u>	<u>(114,969)</u>
<b>FINANCING ACTIVITY</b>		
Long-term debt proceeds	<u>60,000</u>	<u>-</u>
<b>INCREASE IN CASH FLOW</b>	<u>97,016</u>	<u>5,050</u>
CASH AND CASH EQUIVALENTS - BEGINNING OF YEAR	<u>418,248</u>	<u>413,198</u>
<b>CASH AND CASH EQUIVALENTS - END OF YEAR</b>	<u>\$ 515,264</u>	<u>\$ 418,248</u>

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



**CITY OF SPRUCE GROVE LIBRARY BOARD**  
**(Operating as Spruce Grove Public Library)**

**Notes to Financial Statements**

**For the Year Ended December 31, 2021**

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**NATURE OF THE ORGANIZATION**

The City of Spruce Grove Library Board (the "Library") operates under the authority of the *Libraries Act of Alberta* and is administered by an independent board which reports to Council of the City of Spruce Grove. The Library derives revenue for library operations through grants from various organizations. The Library is a registered charity and is not subject to income tax.

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**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

Basis of presentation

The financial statements of the Library are prepared in accordance with Canadian public sector accounting standards.

Reporting entity

The financial statements reflect the assets, liabilities, revenues, expenses, and cash flows of the reporting entity (the "Library"). The Library does not control any external organizations and accordingly, no entities have been consolidated with the financial statements.

Basis of accounting

The financial statements are prepared using the accrual basis of accounting. The accrual basis of accounting records revenue as it is earned and measurable. Expenses are recognized as they are incurred and measurable based upon receipt of goods or services and / or the legal obligation to pay.

Funds from external parties and earnings thereon restricted by agreement or legislation are accounted for as deferred revenue until used for the purpose specified.

Government transfers, contributions, and other amounts received from third parties pursuant to legislation, regulation or agreement may only be used for certain programs, in the completion of specific work, or for the purchase of tangible capital assets. Revenue is recognized in the period when the related expenses are incurred, services performed, or the tangible capital assets are acquired.

Revenue recognition

Fines 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.

Government transfers

Government transfers are the transfer of assets from levels of government that are not the result of an exchange transaction, are not expected to be repaid in the future, or the result of a direct financial return.

Government transfers are recognized in the financial statements as revenue 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 determined.

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**CITY OF SPRUCE GROVE LIBRARY BOARD**  
**(Operating as Spruce Grove Public Library)**  
**Notes to Financial Statements**  
**For the Year Ended December 31, 2021**

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**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES** *(continued)*

Cash and cash equivalents

Cash and cash equivalents are comprised of items that are readily convertible to known amounts of cash, are subject to an insignificant risk of change in value, and have a maturity of one year or less.

Tangible capital assets

Tangible capital assets are stated at cost which includes all amounts that are directly attributable to acquisition, construction, development or betterment of the asset. Tangible capital assets are amortized over their estimated useful lives at the following rates and methods:

Equipment	5 years	straight-line method
Computer equipment	3 years	straight-line method
Office furniture	10 years	straight-line method
Library collection	1 & 7 years	straight-line method

Tangible capital assets acquired during the year but not placed into use are not amortized until they are placed into use.

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

Contributed tangible capital assets are recorded at fair value at the date of contribution.

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 normal course of operations.

Reserves for future expenditures

Certain amounts, as approved by the City of Spruce Grove Library Board, are designated within accumulated surplus as reserves for future operating and capital costs.

Pension plan

The Library is a member of the Local Authorities Pension Plan (LAPP) and the APEX Supplementary Pension Plan. Both LAPP and APEX are multi-employer defined benefit pension plans. Contributions to the plans for current and past service members are recorded as expenses in the year in which they become due.

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 amount of assets and liabilities, disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the period. Such estimates are periodically reviewed and any adjustments necessary are reported in earnings in the period in which they become known. Actual results could differ from these estimates.

Estimates have been used to determine contributed tangible capital assets and tangible capital asset amortization rates.

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**CITY OF SPRUCE GROVE LIBRARY BOARD**  
**(Operating as Spruce Grove Public Library)**  
**Notes to Financial Statements**  
**For the Year Ended December 31, 2021**

**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES** *(continued)*

New Accounting Standards not yet Adopted

Effective for fiscal years beginning on or after April 1, 2022, PS 3280 Asset Retirement Obligations provides guidance on how to account for and report liabilities for retirement of tangible capital assets.

Effective for fiscal years beginning on or after April 1, 2023, PS 3400 Revenue provides guidance on how to account for and report revenue, and specifically, it addresses revenue arising from exchange transactions and unilateral transactions.

**2. CASH AND CASH EQUIVALENTS**

	<b>2021</b>	<b>2020</b>
Operating account	\$ 386,429	\$ 291,666
Savings account	76,652	74,579
Guaranteed Investment Certificate	51,698	51,518
Petty cash	485	485
	<b>\$ 515,264</b>	<b>\$ 418,248</b>

The Guaranteed Investment Certificate bears interest at 0.20% maturing May 2022.

**3. RECEIVABLES**

	<b>2021</b>	<b>2020</b>
Goods and services tax recoverable	\$ 4,620	\$ 5,186
Other	362	1,612
Accrued interest	68	119
	<b>\$ 5,050</b>	<b>\$ 6,917</b>

**4. DEFERRED REVENUE**

Deferred revenue is comprised of funds donated to the Library that are externally restricted. These funds are recognized as revenue in the period they are used for the purpose specified.

	<b>2020</b>	<b>Funds Received</b>	<b>Funds Used</b>	<b>2021</b>
On Reserve On Settlement grant	\$ -	\$ 26,425	\$ -	<b>\$ 26,425</b>
2020 Giving Tuesday	3,652	-	(3,652)	-
Alberta Parenting for the Future Association	1,271	-	(1,271)	-
	<b>\$ 4,923</b>	<b>\$ 26,425</b>	<b>\$ (4,923)</b>	<b>\$ 26,425</b>

**CITY OF SPRUCE GROVE LIBRARY BOARD**  
**(Operating as Spruce Grove Public Library)**

**Notes to Financial Statements**

**For the Year Ended December 31, 2021**

**5. DUE TO CITY OF SPRUCE GROVE**

The amount due to the City of Spruce Grove is non-interest bearing, unsecured and has no set repayment terms.

In addition to the funding provided to the Library as indicated in Note 9, the City of Spruce Grove provided certain services to the Library at no cost under the terms of the Letter of Understanding between the City of Spruce Grove and the Spruce Grove Library Board. These items are not reflected in these financial statements.

**6. TANGIBLE CAPITAL ASSETS**

	Cost	Accumulated amortization	2021 Net book value	2020 Net book value
Library collection	\$ 1,256,704	\$ 905,010	\$ 351,694	\$ 377,056
Office furniture	447,036	400,564	46,472	58,116
Computer equipment	214,445	197,895	16,550	1,022
Equipment	319,936	315,888	4,048	15,355
	<u>\$ 2,238,121</u>	<u>\$ 1,819,357</u>	<u>\$ 418,764</u>	<u>\$ 451,549</u>

**7. LONG-TERM DEBT**

Western Economic Diversification Canada Regional Relief and Recovery Fund (RRRF) loan requiring no interest or principal payments until December 31, 2022. A portion of the loan, up to \$20,000, will be forgiven if the loan is repaid by December 31, 2023. If the loan is repaid by December 31, 2022, effective January 1, 2023, the loan will be converted to a three-year term loan bearing interest at a rate up to 5%. The entire balance must be repaid by no later than December 31, 2025.

Amounts payable within one year

	2021	2020
	\$ 40,000	\$ -
	<u>-</u>	<u>-</u>
	<u>\$ 40,000</u>	<u>\$ -</u>

**CITY OF SPRUCE GROVE LIBRARY BOARD**  
**(Operating as Spruce Grove Public Library)**

**Notes to Financial Statements**

**For the Year Ended December 31, 2021**

**8. ACCUMULATED SURPLUS**

	<b>2021</b>	<b>2020</b>
<b>ACCUMULATED SURPLUS</b>		
Unrestricted surplus	\$ 115,698	\$ 197,066
Restricted surplus	125,630	138,566
Invested in tangible capital assets	418,764	451,549
	<b>\$ 660,092</b>	<b>\$ 787,181</b>
<b>RESTRICTED SURPLUS</b>		
General reserve	\$ 50,750	\$ 50,750
Collections reserve	50,000	31,359
Information Technology reserve	10,000	30,000
Equipment reserve	14,950	16,228
Operating reserve	(70)	10,229
	<b>\$ 125,630</b>	<b>\$ 138,566</b>

Accumulated surplus invested in tangible capital assets includes the net book value of internally funded capital assets.

Restricted surplus are internally restricted funds purposed by the discretion of the Board. These funds are maintained to mitigate risk by serving as a resource to absorb the financial impact of unanticipated events or fund either operating or capital strategic investments that are critical to the library's ongoing sustainability.

**9. GOVERNMENT TRANSFERS**

	<b>2021</b>	<b>2020</b>
City of Spruce Grove	\$ 984,469	\$ 924,467
Province of Alberta	186,702	186,702
Parkland County Library Board	119,310	119,310
Western Economic Diversification Canada	20,000	-
Other	4,771	5,875
Canada Summer Jobs	4,681	4,214
Summer Village of Spring Lake	1,704	1,704
	<b>\$ 1,321,637</b>	<b>\$ 1,242,272</b>

The Library accessed the Western Economic Diversification Canada Regional Relief and Recovery Fund (RRRF) and recognized the \$20,000 forgivable portion of the loan (Note 7) as revenue.

**CITY OF SPRUCE GROVE LIBRARY BOARD**  
**(Operating as Spruce Grove Public Library)**

**Notes to Financial Statements**

**For the Year Ended December 31, 2021**

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**10. LOCAL AUTHORITIES PENSION PLAN**

Employees of the Library participate in the Local Authorities Pension Plan (LAPP) which is one of the plans covered by the *Public Sector Pension Plans Act*. LAPP is financed by employer and employee contributions and by investment earnings of the LAPP fund.

Contributions for current service are recorded as expenses in the year in which they become due

The Library is required to make current service contributions to LAPP of 9.39% of eligible pensionable earnings up to the year's maximum pensionable earnings and 13.84% on pensionable earnings above this amount. Employees are required to make current service contributions of 8.39% of pensionable earnings up to the year's maximum pensionable earnings and 12.84% on pensionable salary above this amount.

Total service contributions by the Library to the LAPP in 2021 were \$47,567 (2020 - \$41,468 ). Total service contributions by employees of the Library to the LAPP in 2021 were \$42,729 (2020 - \$37,374).

At December 31, 2020 LAPP disclosed an actuarial surplus of \$4,961,337,000 (2019 - \$7,913,261,000).

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**11. APEX SUPPLEMENTARY PENSION PLAN**

Certain employees of the Library are eligible to participate in the Alberta Urban Municipalities Association APEX Supplementary Pension Plan. The plan supplements the Local Authorities Pension Plan and provides defined benefits to employees based on their length of service and pensionable earnings.

The prescribed class of employees and the Library make contributions. Employees and the Library are required to make current service contributions to APEX of 2.61% and 3.85% respectively of pensionable earnings.

Total current service contributions by the Library to APEX during 2021 were \$10,555 (2020 - \$6,380). Total current service contributions by the employees of the Library during 2021 were \$7,155 (2020 - \$4,325).

At December 31, 2020 APEX disclosed an actuarial deficit of \$2,624,114 (2019 - \$605,073).

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**12. FINANCIAL INSTRUMENTS**

The Library's financial instruments consist of cash and cash equivalents, receivables, and accounts payable and accrued liabilities, and long-term debt. It is management's opinion that the Library is not exposed to significant interest, currency or credit risk arising from these financial instruments. Unless otherwise noted, the fair value of these financial instruments approximate their carrying values.

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**CITY OF SPRUCE GROVE LIBRARY BOARD**  
***(Operating as Spruce Grove Public Library)***

**Notes to Financial Statements**

**For the Year Ended December 31, 2021**

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**13. UNCERTAINTY DUE TO COVID-19**

In March 2020, the World Health Organization declared a global pandemic due to the novel coronavirus (COVID-19). The situation is constantly evolving, and the measures put in place are having multiple impacts on local, provincial, national and global economies.

At the time of approval of these financial statements, the Library has experienced the following conditions and undertaken the following responses in relation to COVID-19:

Waived overdue fines and did not charge fines from January 1 to February 16.

Revised budget to be consistent with the addition of \$60,000 Municipal Stimulus Funding received from the City of Spruce Grove for pandemic related costs.

Reduced fund-raising capacity from external parties such as the Friends of the Library due to cancellation of book sales, REEL Thursdays, and other activities/events. Internal fundraisers were held in place for these cancelled initiatives.

Increased scheduled hours of part-time employees by 10% in response to growing public demand. Addition of these hours required to offer evening curbside pick-up/drop-off service.

These factors present uncertainty over future cash flows, may cause significant changes to the assets or liabilities and may have a significant impact on future operations of the Library.

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**14. APPROVAL OF FINANCIAL STATEMENTS**

The Board and Management have approved these financial statements.

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