

PENDER ISLAND PUBLIC LIBRARY ASSOCIATION  
ANNUAL GENERAL MEETING  
MARCH 8, 2023  
PENDER ISLAND LIBRARY AND BY ZOOM at 9:30 am

Mission: Provide access to a range of library resources to support the diverse needs of our community.

Vision: Be a dynamic and welcoming centre where all can learn, discover, explore and connect.

Guiding Principles: Respect, Responsive to change, Collaboration, Service

1. Call to Order – Laura Vilness, Chair

*“We acknowledge that we meet on the traditional lands of the Wsáneć peoples.”*

2. Welcome

3. Approval of the Agenda (motion)

4. Approval of the AGM Minutes of the March 7, 2022 (motion)

5. Reports

5.1 Chairperson’s Report – Laura Vilness

5.2 Financial Report & Appointment of Financial Reviewer (motion) – Ralph Dawson

5.3 Library Director’s Report – Carmen Oleskevich

(motion to receive all reports)

6. Q & A

7. Adjourn

PENDER ISLAND PUBLIC LIBRARY ASSOCIATION  
ANNUAL GENERAL MEETING  
March 7, 2022  
(via Zoom)

Members in attendance (17): Laura Vilness, Lori Ragan, Joanne Peacock, Dianne Wilson, Ralph Dawson, Judy Pullen, Kathy MacLachlan, Bettyanne Neufeld, Peter Wilson, Susan Dawson, Helen Lemon-Moore, Lyn Greenhill, Therese Williams, Perry Taylor, Carmen Oleskevich, Melody Pender, Colette Clarke. (Quorum met.)

Mission: Provide access to a range of library resources to support the diverse needs of our community.

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1. Call to Order – Laura Vilness, Chairperson, 10:02 am

“We acknowledge we meet on the traditional lands of the Wsáneć peoples.”

2. Welcome to meeting by Chairperson.

3. **Motion/Seconded/Carried** to approve the agenda.

4. **Motion/Seconded/Carried** to approve the past-AGM Minutes as amended of March 1, 2021

5. Reports

I. Chairperson’s Report given by Laura Vilness. Laura highlighted the activities of Board Committees in 2021, including Board Development, Finance, Health & Safety, Policy, and Volunteer Management. The Southern Gulf Islands Library Commission was discussed, with update on drafting a new library services agreement with the CRD. Laura expressed appreciation of Library Director’s diligence in ensuring a safe and welcoming environment within the Library to keep it open to the community during COVID-19, and thanked staff and volunteers for their excellent work and commitment to the Library.

II. Financial Report given by Trustee Ralph Dawson.

**Motion/Seconded/Carried** to approve the PIPLA financial statement 2021 as prepared by Schell & Associates Chartered Professional Accountants, Victoria, BC, and to appoint Schell & Associates Chartered Professional Accountants, Victoria, BC, as the financial reviewer for PIPLA in 2022.

Ralph thanked retiring Trustee Judy Pullen for her years of service to the Library and to the financial management committee in particular, reflecting that during her 8-years on the Board changes were made that put PIPL in a very good position with good financial oversight in place.

- III. Library Director's Report given by Carmen Oleskevich. Carmen presented a slide show highlighting the main operational activities of 2021, including progress on the Strategic Plan (2019-2023), library statistics, and a summary of programs. She thanked the Board Trustees, staff and volunteers for their work during the past year under COVID-19 conditions.

**Motion/Seconded/Carried** to accept all reports.

6. Bylaw changes – Laura Vilness explained the reasons behind the proposed changes.  
**Motion/Seconded/Carried** to adopt Bylaw Motion #1: In PIPLA Bylaws, in the General Meetings section, replace the first sentence in the Quorum paragraph with, "A General Meeting may not take place unless 10 members that meet the requirements of the Library Act are present."

**Motion/Seconded/Carried** to adopt Bylaw Motion #2: In PIPLA Bylaws, in the General Meetings section, replace the Annual General Meetings paragraph with, "Will be held by March 15th at a time and place determined by the Board."

7. Election of Board Trustees  
**Motion/Seconded/Carried** to reappoint Dianne Wilson and to appoint Bettyanne Neufeld to the PIPLA Board of Trustees.
8. Q & A period – the Chairperson responded to several questions from the membership. The Chairperson thanked departing Trustees Judy Pullen and Kathy MacLachlan for all their work and commitment to the library over the years. The Chairperson was also thanked for her extensive work on the Board of Trustees during 2021.
9. Adjournment at 10:40 am.

Board Chair Report  
Annual General Meeting  
Pender Island Public Library Association  
March 8, 2023

The PIPLA Board held nine regular meetings in 2022.

Board Committees: In addition to regular meetings, we do our Board work through standing committees.

**Board Development** – This committee oversees recruitment and orientation of Board Directors and Board Training sessions. We welcomed a new board member in November 2022, Carolyn Cartwright-Owens (Cee). Cee filled a vacant position and her term will carry on until March 2024. The Board is committed to ongoing Board training and held a session in December 2022. We focused on Truth and Reconciliation; we viewed two video presentations by the Honourable Justice Murray Sinclair, chair of the Truth and Reconciliation Commission and former Senator. We identified Calls to Action that pertain directly to the Library and steps in our learning and work as Library Trustees. One of our immediate actions is to research and rewrite our land acknowledgement statement. Part of this would be to look to other Island organizations and their journey and to identify Indigenous resources to assist us.

**Finance** – We have an active role in ongoing budget review with quarterly reports and the annual budget approval.

**Health & Safety** – One of our key activities is a regular building inspection with the Library Director. This committee has also looked at the Library’s First Aid resources and potential training for staff and interested Board members. Our Library Director is diligent in ongoing monitoring of Occupational Health and Safety requirements and guidelines and provides us with regular updates.

**Policy** – This committee continues to review and edit Governance policies as needed. The Board operates on a governance model which separates governance (Board responsibility) and operations (under the purview of the Library Director).

Library Facility and Grounds

The Board enthusiastically supports the current projects and several Board members, along with others, are participating in the planning and unfolding of these endeavours.

**Garden Project** – the Library engaged a landscape designer who provided a design and outlined stages of the grounds work. To date, shrubs, small trees and plants have been removed and new landscaping materials are being put in place. The work progresses as the weather allows and is dependent on the availability of contractors.

Exterior Painting Project – a contractor has been hired and the paint colours have been chosen. The painting of the exterior of the library will take place in the summer of 2023.

Southern Gulf Islands Library Commission (SGILC)

PIPLA is part of the CRD Library Commission which includes Mayne, Galiano, Saturna and Piers islands. There is an Agreement which facilitates funding through the local tax base and outlines roles and responsibilities of the five libraries. A new agreement, January 1, 2022 to December 2026, was created and signed by all libraries. PIPL, as a public library association, has the responsibility of financial oversight and management of system-wide funding and costs.

PIPL has clearly defined roles and responsibilities for Board Trustees and the Library Director and is dedicated to working as a collaborative and supportive entity. We are a team and this governs how we do our work.

In conclusion, we thank all of our staff and volunteers for their excellent work and commitment to the Pender Island Public Library.

Respectfully submitted by  
Laura Vilness, Board Chair

# **Pender Island Public Library**

## **Financial Statements**

**December 31, 2022**

**(Unaudited - see Compilation Engagement Report)**

# Pender Island Public Library

December 31, 2022

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## COMPILATION ENGAGEMENT REPORT

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To The Management of Pender Island Public Library

On the basis of information provided by society's management, we have compiled the statement of financial position of Pender Island Public Library as at December 31, 2022 and the statements of operations and changes to fund balances for the year then ended and Note 1b, which describes the basis of accounting applied in the preparation of the compiled financial information and, other explanatory information.

Management is responsible for the accompanying financial information, including the accuracy and completeness of the underlying information used to compile it and the selection of the basis of accounting.

We performed this engagement in accordance with Canadian Standard on Related Services (CSRS) 4200, *Compilation Engagements*, which requires us to comply with relevant ethical requirements. Our responsibility is to assist management in the preparation of the financial information.

We did not performed an audit or a review engagement, nor were we required to perform procedures to verify the accuracy or completeness of the information provided by management. Accordingly, we do not express an audit opinion or a review conclusion, or provide any form of assurance on the financial information.

Readers are cautioned that these statements may not be appropriate for their purposes.

*Schell & Associates*

CHARTERED PROFESSIONAL ACCOUNTANTS

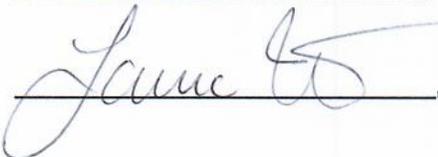
February 22, 2023

**Pender Island Public Library**  
**Statement of Financial Position**  
**December 31, 2022**  
*(Unaudited - see COMPILATION ENGAGEMENT REPORT)*

	2022	2021
<b>Assets</b>		
<b>Current Assets</b>		
Cash	\$ 182,304	\$ 189,971
Accounts receivable	1,451	652
GST recoverable	1,832	1,617
Short term investments (note 3)	21,784	21,535
<b>Total Current Assets</b>	<b>207,371</b>	<b>213,775</b>
Property, plant and equipment (note 1b & 2)	319,340	336,386
<b>Total Assets</b>	<b>\$ 526,711</b>	<b>\$ 550,161</b>
<b>Liabilities and Fund Balances</b>		
<b>Current Liabilities</b>		
Accounts payable and accrued liabilities	\$ 9,020	\$ 5,801
Payroll liabilities	8,522	12,149
<b>Total Current Liabilities</b>	<b>17,542</b>	<b>17,950</b>
<b>Fund balances</b>		
SGIL Operating Fund (note 4)	132,927	122,777
Capital Fund	318,340	336,386
Operating fund	57,902	73,048
<b>Total Fund Balances</b>	<b>509,169</b>	<b>532,211</b>
<b>Total Liabilities and Fund Balances</b>	<b>\$ 526,711</b>	<b>\$ 550,161</b>

Approved on Behalf of the Board:

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

**Pender Island Public Library**  
**Statement of Operations**  
**For the Year Ended December 31, 2022**  
*(Unaudited - see COMPILATION ENGAGEMENT REPORT)*

	2022	2021
<b>Revenue</b>		
Gross revenue from all sources (note 5)	\$ 231,502	\$ 204,775
<b>Operating expenses</b>		
Accounting fees	4,120	2,358
Advertising and promotion	402	307
Bank charges	-	196
Books and audio visual	14,049	13,747
Building and ground maintenance	11,973	4,047
Computer-related expenses	7,729	9,590
Employee benefits	20	-
Depreciation	21,824	24,021
Dinners and volunteer appreciation	220	423
Dues and memberships	120	322
Insurance	6,851	6,012
Janitorial costs	3,869	3,764
Library supplies and maintenance	19,526	19,948
Office expenses	3,198	3,890
Professional development	66	205
Program expenses	744	585
Rental	3,600	3,789
Salaries and wages	151,467	119,661
Telephone	2,005	2,006
Utilities	2,761	1,560
<b>Total operating expenses</b>	<b>254,544</b>	<b>216,431</b>
<b>(Deficiency) excess of revenue over expenses</b>	<b>\$ (23,042)</b>	<b>\$ (11,656)</b>

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

**Pender Island Public Library**  
**Statement of Operations**  
**For the Year Ended December 31, 2022**  
*(Unaudited - see COMPILATION ENGAGEMENT REPORT)*

	2022	SGIL Fund	Capital Asset Fund	Operating Fund	2021
Fund balances, beginning of year	\$ 532,211	\$ 122,777	\$ 336,386	\$ 73,048	\$ 543,867
(Deficiency) excess of revenue over expen	(23,042)	10,150	(21,824)	(11,368)	(11,656)
Investment in capital assets	-	-	3,778	(3,778)	-
Fund balance, end of year	\$ 509,169	\$ 132,927	\$ 318,340	\$ 57,902	\$ 532,211

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

# Pender Island Public Library

## Notes to the Financial Statements

### For the Year Ended December 31, 2022

(Unaudited - see COMPILATION ENGAGEMENT REPORT)

#### 1. Significant Accounting Policies

##### a. Purpose of the organization

##### i. Nature of organization

Pender Island Public Library (the society) has been designated as a not-for-profit organization on Pender Island, British Columbia, that provides a library, related services and meeting rooms for the community.

##### ii. Basis of accounting

The basis of accounting applied in the preparation of the financial information is on the historical cost basis, reflecting cash transactions, with the addition of the following:

- ◆ Equipment are amortized over their estimated useful life.
- ◆ Accounts payable and accrued liabilities.
- ◆ Current income taxes as at the reporting date.

##### b. Property, plant and equipment

Building improvements and equipment are carried at cost. Depreciation is calculated using the declining balance method over estimated useful lives. Signage, solar panel and heat pump are also recorded at cost and are amortized over their estimated useful lives using straight line method. Depreciation expense for December 31, 2022 was \$ 21,824 (2021 - \$ 24,021).

Building improvements	4% declining balance
Computer equipment	55% declining balance
Furniture and equipment	20% declining balance
Signage	5 year straight line
Solar panel and heat pump	10 year straight line

#### 2. Property, plant and equipment

Property, plant and equipment consist of the following:

	2022		2021	
Cost	Accumulated Depreciation	Net Book Value	Net Book Value	
Building improvements	\$ 406,345	\$ (130,462)	\$ 275,883	\$ 287,378
Computer	30,036	(25,290)	4,746	1,147
Furniture and equipment	72,210	(54,992)	17,218	21,522
Signage	2,445	(2,445)	-	70
Solar panel	24,824	(13,653)	11,171	13,653
Heat pump	22,939	(12,617)	10,322	12,616
<b>Total</b>	<b>\$ 558,799</b>	<b>\$ (239,459)</b>	<b>\$ 319,340</b>	<b>\$ 336,386</b>

#### 3. Investments

The society had short term deposit with First West Credit Union for \$21,535 bearing interest of 2.30%.

**Pender Island Public Library**  
**Notes to the Financial Statements**  
**For the Year Ended December 31, 2022**  
*(Unaudited - see COMPILATION ENGAGEMENT REPORT)*

**4. SGIL Operating fund**

The Southern Gulf Islands Library (SGIL) fund statement of operations for the period covered is as follows:

	2022	2021
CRD Grant	\$ 124,492	\$ 122,050
Other reimbursement	43,238	41,608
Expenses	(157,580)	(145,481)
<b>Total</b>	<b>\$ 10,150</b>	<b>\$ 18,177</b>

**5. Revenue**

Revenues consist of the following:

	2022	2021
Grants	\$ 218,476	\$ 182,276
Expense reimbursements	1,004	6,522
Book sales	201	318
Photocopying, internet, printing and fax usage	567	55
Donations	3,385	6,739
Interest	162	454
Other revenue	7,707	8,411
<b>Total</b>	<b>\$ 231,502</b>	<b>\$ 204,775</b>

# Pender Island Public Library

Your library at work  
2022

New 160  
patrons 

New item's added  
1169  
(302 Children's)

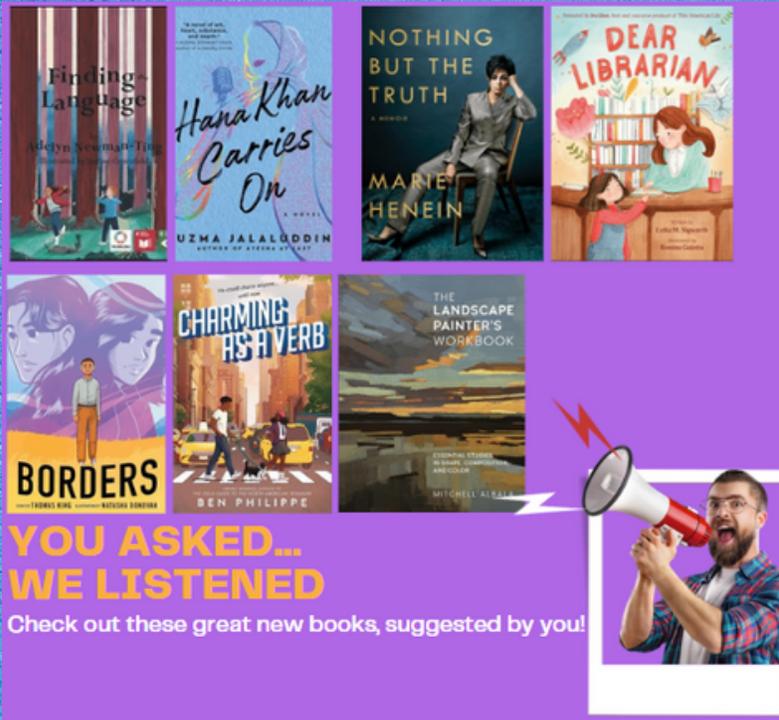
Total Circulation  
21,146 items   
(6477 Children's Circ)

699 Number of  
Holds filled

Total eLibrary  
items checked  
out



# Some of the books added...



**YOU ASKED... WE LISTENED**  
Check out these great new books, suggested by you!

## NEW BOOKS!



**Ann Cleeves**  
THE RISING TIDE

**Lessons**  
Ian McEwan

**STEPHEN KING**  
FAIRY TALE

**CRAIG JOHNSON**  
HELL AND BACK

**IRIS JOHANSEN**  
CAPTIVE

**ALEXANDER McCALL SMITH**  
A SONG OF COMFORTABLE CHAIRS

# Art Displays....

## ART IN THE LIBRARY

### "TRIO OF ARTISTS"



Diana Fairclough - Sandy Shreve - Stephen Fairclough

## Art in the Library

### Fibre Arts

#### Nov - Dec 2022

