

PENDER ISLAND PUBLIC LIBRARY ASSOCIATION  
ANNUAL GENERAL MEETING  
March 13, 2024, at 9:30 am at the Pender Island Library  
Also by Zoom link: [PIPL AGM Zoom link](#)

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 are located on the ancestral and unceded territories of the Coast Salish people, including SENĆOŦEN speaking WSÁNEĆ First Nations and the Hul'qumi'num Treaty Group."*
2. Welcome
3. Approval of the Agenda (motion)
4. Approval of the PIPLA AGM Minutes of March 8, 2023 (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. Appointment of Trustees  
(motion to appoint roster of Trustees)
7. Q & A
8. Adjournment

Pender Island Public Library Association

Annual General Meeting

Held at the Pender Island Public Library and by Zoom - March 8, 2023

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.

Members in attendance: Laura Vilness, Lori Ragan, Ralph Dawson, Cee Cartwright-Owers, Dianne Wilson, Joanne Peacock, Susan Dawson, Jim Peacock, Sarah Stacey, Peter Wilson, Helen Lemon-Moore, Carmen Oleskevich, Colette Clarke (minute taker)

Quorum established.

1. Call to order at 9:32 am  
*"We acknowledge that we meet on the traditional lands of the Wsáneć peoples."*
2. Welcome
3. Approval of agenda  
Amendment of Agenda to add item "6. Reappointment of Trustees".  
**Motion** to approve of the Agenda by D. Wilson, seconded by R. Dawson. Carried.
4. Approval of AGM Minutes from March 7, 2022  
**Motion** to approve past-AGM minutes from March 7, 2022 made by J. Peacock, seconded by R. Dawson. Carried.
5. Reports
  - 5.1 Chairperson's report: L. Vilness reviewed the 2022 Board governance activities, committee work, library grounds and facilities, and the Southern Gulf Islands Library Commission work including adoption of a new library services delivery agreement with the Capital Regional District (2022-2026).
  - 5.2 Financial report: R. Dawson reviewed the year-end financial statement prepared by a public accountant based on information provided by bookkeeper; the largest non-traditional expense was the start of the long planned garden project; one concern is increasing insurance costs, expected to keep rising; revenue noted from one-time provincial COVID Relief & Recovery.  
**Motion** by R. Dawson to accept the 2022 PIPL year-end financial statement as prepared by Schell & Assoc. Accountants, seconded by C. Cartwright-Owers. Carried.  
**Motion** by R. Dawson to appoint Schell & Assoc. Accountants as the financial reviewer for PIPL in 2023, seconded by P. Wilson. Carried.
  - 5.3 Library Director's report: C. Oleskevich focused on rising use of library's digital collection (eBooks, eAudiobooks, eMagazines), with slide presentation showing library-use statistics, successful library events, and the most popular titles borrowed in 2022.
6. Reappointment of Trustees  
**Motion** by D. Wilson to reappoint Laura Vilness, Lori Ragan, Joanne Peacock, and Ralph Dawson as Trustees for a 2-year term, seconded by C. Cartwright-Owers. Carried.

7. Q & A – Questions from the membership on digital titles and the eLibrary collection; questions on interlibrary loan usage; answered by C. Oleskevich and C. Clarke.
8. Adjournment @ 10:06 am.

DRAFT

Board Chair Report  
Pender Island Public Library  
AGM, March 13, 2024

Introduction

Another productive and fulfilling year has passed by for the Pender Island Public Library Board. We endeavor to fulfill our legislated responsibility as public library trustees. At PIPL we differentiate between governance and operations. The Board carries out its governance responsibilities and duties in adherence with its governance policies while the Library Director is in charge of operations and has created operational policies. The policies ensure thoughtful and consistent procedures for the Board and the Library. We have 10 monthly regular Board meetings which include a quarterly budget review, reports from board committees, and new business. In addition, we schedule several training sessions for our Board during the year.

PIPL Strategic Plan

The Board and Library Director created a new Strategic Plan for 2024-28. There are four priorities: Connections (community), Sustainability (finances, library services), Diversity (Truth & Reconciliation, Equity/Diversity/Inclusion), and Library Facility. The purpose of the Strategic Plan is to serve as a framework for governance and operations: it is a living document which is reviewed and revised as necessary on a regular basis. It is always satisfying to see specific goals achieved.

Southern Gulf Islands Library Commission (SGILC)

There are many layers within the BC library world. The most immediate layer is SGILC which is directed by the Capital Region District (CRD). The SGILC is an agreement between five libraries; Pender Island (a Public Library Association) and four reading centres (Mayne, Galiano, Saturna, and Piers). The funds (tax base and library grant) are given to PIPL to disperse. SGILC is comprised of representatives from the five islands and now meets four times a year. SGILC has created a new Strategic Plan, 2024-28, which identifies four priorities: human resources, collective library services, financial management, and TRC & EDI.

IslandLink

The Public Libraries Branch, Ministry of Municipal Affairs, funds Library Federations (also governed by the Libraries Act). Library Federations provide support to their members for enhanced services. PIPL was invited to join IslandLink in June 2023 and accepted. IslandLink includes Alert Bay, Greater Victoria Public Library, Powell River Public Library, Salt Spring Island Public Library and Pender Island Public Library. It is a great opportunity for PIPL to receive additional resources and benefit collegially from connections with other libraries.

British Columbia Library Trustees Association (BCLTA)

All public libraries trustees in British Columbia are members of BCLTA. Through this organization, trustees have training opportunities and access to resources that focus on effective governance. Currently, I am the President of BCLTA and this provides additional

opportunities for provincial connections for PIPL. Part of BCLTA's strategic plan is to participate in strong and coordinated advocacy for sustainable funding for public libraries.

### Conclusion

As you can see, our Board is very active and involved on all levels of library services and organizations in British Columbia. Our primary focus and commitment is to Pender Island Public Library and the provision of quality services to our community.

We are deeply appreciative of our library staff and the excellent service they provide: Carmen Oleskevich, Colette Clarke, Jenny Morton, and Melody Pender. We are thankful to the volunteers who participate in committees such as book selection and repair, art displays, recycling, and the gardening project.

We thank our departing Trustees for their participation and dedication: Dianne Wilson (8 years), Lori Ragan (5 years), and Ralph Dawson (5 years). They have contributed richly to the Board and Committee work and the ongoing and progressive evolution of our library services.

I am enthused to continue working with Joanne Peacock and Carolyn Cartwright-Owers and to the new trustees who will join us.

Laura Vilness, Chair, PIPL Board

# **Pender Island Public Library**

## **Financial Statements**

**December 31, 2023**

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

# Pender Island Public Library

December 31, 2023

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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, 2023 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 26, 2024



**Pender Island Public Library**  
**Statement of Financial Position**  
**December 31, 2023**  
*(Unaudited - see COMPILATION ENGAGEMENT REPORT)*

	2023	2022
<b>Assets</b>		
<b>Current Assets</b>		
Cash	\$ 369,583	\$ 182,304
Accounts receivable	-	1,451
GST recoverable	2,045	1,832
Short term investments (note 3)	21,744	21,784
<b>Total Current Assets</b>	<b>393,372</b>	<b>207,371</b>
Property, plant and equipment (note 1b & 2)	299,624	319,340
<b>Total Assets</b>	<b>\$ 692,996</b>	<b>\$ 526,711</b>
<b>Liabilities and Fund Balances</b>		
<b>Current Liabilities</b>		
Accounts payable and accrued liabilities	\$ 67,655	\$ 9,020
Payroll liabilities	26,600	8,522
<b>Total Current Liabilities</b>	<b>94,255</b>	<b>17,542</b>
<b>Fund balances</b>		
SGIL Operating Fund (note 4)	66,565	132,927
Capital Fund	299,624	318,340
Operating fund	232,552	57,902
<b>Total Fund Balances</b>	<b>598,741</b>	<b>509,169</b>
<b>Total Liabilities and Fund Balances</b>	<b>\$ 692,996</b>	<b>\$ 526,711</b>

**Approved on Behalf of the Board:**

\_\_\_\_\_ ,  
  
 \_\_\_\_\_ ,

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

**Pender Island Public Library**  
**Statement of Operations**  
**For the Year Ended December 31, 2023**  
*(Unaudited - see COMPILATION ENGAGEMENT REPORT)*

	2023	2022
<b>Revenue</b>		
Gross revenue from all sources (note 5)	\$ 410,374	\$ 231,502
<b>Operating expenses</b>		
Accounting fees	3,073	4,120
Advertising and promotion	308	402
Bank charges	202	-
Books and audio visual	10,299	14,049
Building and ground maintenance	34,596	11,973
Computer-related expenses	5,328	7,729
Employee benefits	20	20
Depreciation	19,716	21,824
Dinners and volunteer appreciation	255	220
Dues and memberships	110	120
Insurance	9,732	6,851
Travel expenses	328	-
Janitorial costs	4,107	3,869
Library supplies and maintenance	25,172	19,526
Office expenses	3,783	3,198
Professional development	250	66
Program expenses	101	744
Rental	3,665	3,600
Salaries and wages	194,017	151,467
Telephone	2,006	2,005
Utilities	3,734	2,761
<b>Total operating expenses</b>	<b>320,802</b>	<b>254,544</b>
<b>Excess (deficiency) of revenue over expenses</b>	<b>\$ 89,572</b>	<b>\$ (23,042)</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, 2023**  
*(Unaudited - see COMPILATION ENGAGEMENT REPORT)*

	2023	SGIL Fund	Capital Asset Fund	Operating Fund	2022
Fund balances, beginning of year	\$ 509,169	\$ 132,927	\$ 318,340	\$ 57,902	\$ 532,211
Excess (deficiency) of revenue over expen	89,572	(66,362)	(18,716)	174,650	(23,042)
Fund balance, end of year	\$ 598,741	\$ 66,565	\$ 299,624	\$ 232,552	\$ 509,169

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, 2023

(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, 2023 was \$ 19,716 (2022 - \$ 21,824).

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:

	2023		2022	
Cost	Accumulated Depreciation	Net Book Value	Net Book Value	
Building improvements	\$ 406,345	\$ (141,497)	\$ 264,848	\$ 275,883
Computer	30,036	(27,901)	2,135	4,746
Furniture and equipment	72,210	(58,436)	13,774	17,218
Signage	2,445	(2,445)	-	-
Solar panel	24,824	(15,019)	9,805	11,171
Heat pump	22,939	(13,878)	9,062	10,322
<b>Total</b>	<b>\$ 558,799</b>	<b>\$ (259,176)</b>	<b>\$ 299,624</b>	<b>\$ 319,340</b>

#### 3. Investments

The society had short term deposit with First West Credit Union for \$21,744 bearing interest of 1.25%.

**Pender Island Public Library**  
**Notes to the Financial Statements**  
**For the Year Ended December 31, 2023**  
*(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:

	<b>2023</b>	<b>2022</b>
CRD Grant	\$ 101,157	\$ 124,492
Interest earned	1	-
Other reimbursement	8,748	43,238
Expenses	(176,268)	(157,580)
<b>Total</b>	<b>\$ (66,362)</b>	<b>\$ 10,150</b>

**5. Revenue**

Revenues consist of the following:

	<b>2023</b>	<b>2022</b>
Grants	\$ 375,694	\$ 218,476
Expense reimbursements	14,217	1,004
Book sales	516	201
Fines collected	44	-
Photocopying, internet, printing and fax usage	442	567
Donations	3,562	3,385
Interest	349	162
Other revenue	15,550	7,707
<b>Total</b>	<b>\$ 410,374</b>	<b>\$ 231,502</b>

## PIPL AGM March 13, 2024

### Library Director's Report 2023

The Pender Island Public Library had a busy year in 2023, including large projects, strategic planning, and bustling daily operations. We accomplished several long-time goals for the exterior areas: the front garden beds received a make-over and new paths were installed to lead patrons safely to the front doors. The building's exterior was cleaned and freshly painted providing a new look, and the metal roof was power washed to shine bright blue once again. Work on the exterior will continue into 2024 with stocking garden beds with plants to attract bees & butterflies.

Our daily operations continued to serve the community, with staff creating connections with library users of all ages. A new Program Coordinator staff position (part-time) was created to expand programming, including a weekly drop-in for parents & tots and strong partnerships with community organizations to co-sponsor events. A team of 5 employees ensured library services were provided to the public 5 days per week, with dedicated volunteers also contributing in various areas. Key statistics for 2023 include:

<b>Statistics</b>	<b>2023</b>	<b>2022</b>
Materials Borrowed (physical)	19,114	21,146
Materials Downloaded (eBooks, eAudiobooks, eMagazines)	11,085	9,936
Reference questions answered (at desk, by email and tel.)	est. 2,495	est. 2,400
Programs for Adults	15	10
Programs for Adult - Participants	486	318
Programs for Children	7	15
Programs for Children - Participants	558	302
New Library Cards issued	180	160
New Items Added (adults)	833	867
New Items Added (youth)	409	302
Donated books added to the collection	662	357
Books lent to other libraries (inter-library loan)	162	194

Administrative responsibilities for public libraries continued to grow in 2023, including implementing updated FOIPPA requirements and the new BC Accessibility Act. We were grateful to receive a large provincial Enhancement Grant, which will be dispersed over several years to primarily support staffing costs in library facilities across the Southern Gulf Islands electoral area.

I would like to thank our Board of Trustees for their dedication to financial oversight, health, safety and accessibility, strong policies, and education through Truth & Reconciliation activities. And a big thank you to all our patrons and donors who support and use their community library!

Carmen Oleskevich, Library Director

Pender Island Public Library

# Pender Island Public Library

## Your library at work!

New Items added

**1242**

833 Adult items

409 Youth items

662 were donated!

New Patrons

180

Total e-items  
checked out

11,085

Number of Holds filled

734

Total items borrowed

**19,114**

Adult 12,987

Youth 6127



Art in the  
Library

Doug Sieberg  
Jan - Feb 2023



Pender Island Public Library  
4407 Bedwell Harbour Road

Tue - Thur - Fri - Sat  
10-3

"Watercolor and  
wonder"

250-629-3722

Art in the  
Library



Cross Stitch  
Fibre Art

by: Cee  
Cartwright-  
Owers

Mar - Apr 2023

Pender Island Public Library  
4407 Bedwell Harbour Road  
Tue - Thur - Fri - Sat  
10-3  
250-629-3722

Art in the Library

Malcolm Armstrong  
Marine Paintings

May / June 2023

Pender Island Public Library  
4407 Bedwell Harbour Road  
Tue - Thur - Fri - Sat  
10-3  
250-629-3722



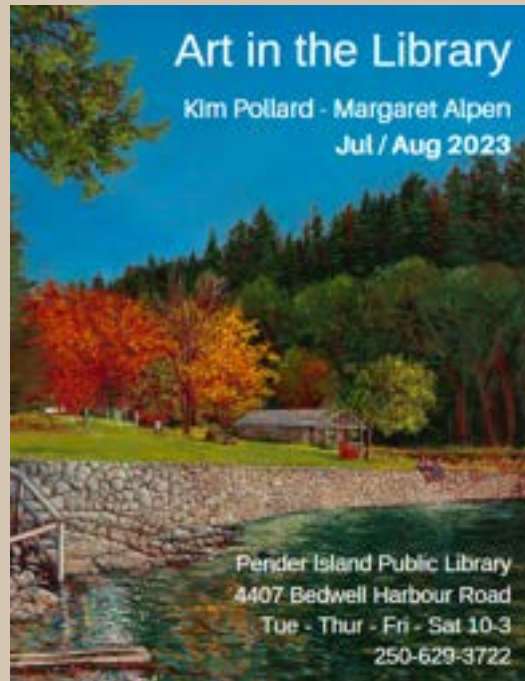
Art

Displays

2023

Art in the Library

Kim Pollard - Margaret Alpen  
Jul / Aug 2023



Pender Island Public Library  
4407 Bedwell Harbour Road  
Tue - Thur - Fri - Sat 10-3  
250-629-3722



Art in the  
Library

Doug Sieberg

Watercolours

Dec - Jan  
2023 / 2024

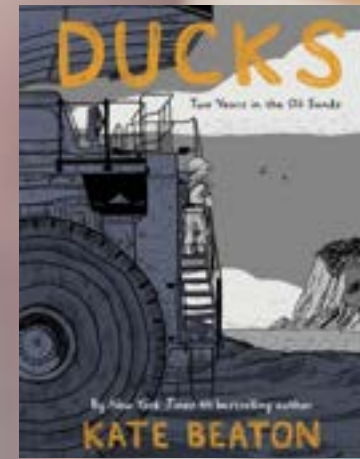
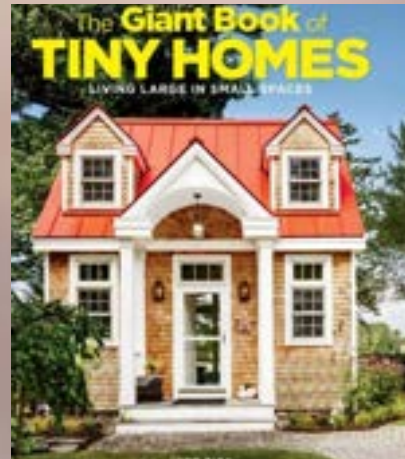
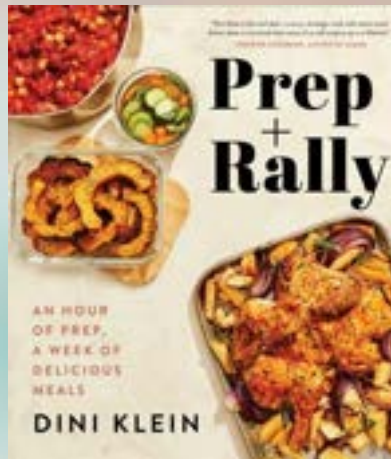
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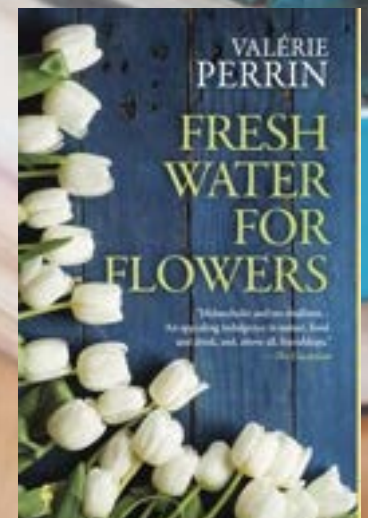
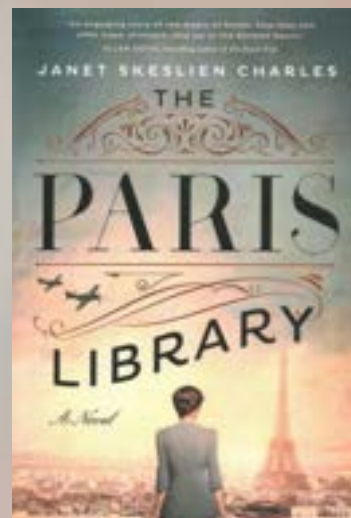
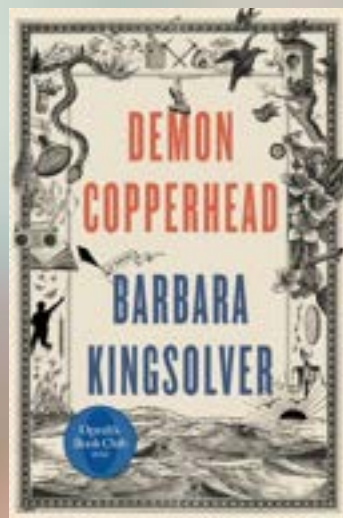
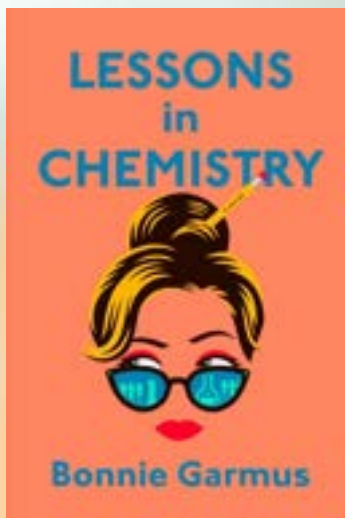


# Top Books of 2023!

## Non-Fiction

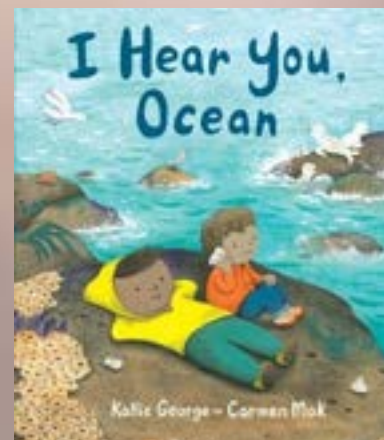
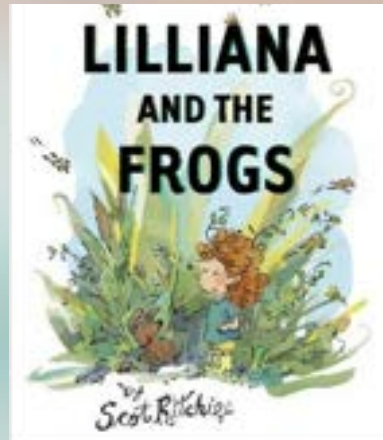
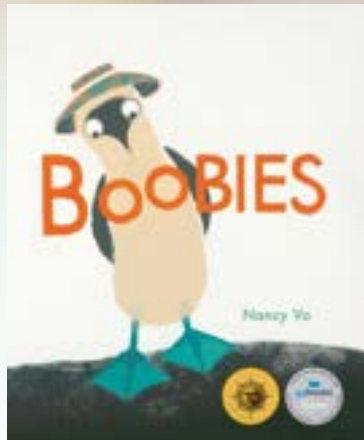


## Fiction



# Kids! Top Books of 2023!

## Picture Books



## JR and Fiction

