

**Pemberton and District Library
Annual General Meeting
for the year ending December 2022**

**Tuesday January 31st 2023 at 7:00pm
Pemberton & District Public Library**

AGENDA

CALL TO ORDER

100 Welcome and Land Acknowledgement

200 Approval of Agenda

300 Approval of Minutes 2021 AGM on January 25th 2022

400 Reports

401 Board of Trustees Annual Report – Carmen Praine

402 Director's Annual Report – Emma Gillis

403 Treasurer's Annual Financial Statement Report – Katie Painchaud/Emma Gillis

500 Election of Board of Trustees

Appointees to the Board for 2022

Russell Mack: SLRD Director Area C, Jan Kennett - Alternate

Katrina Nightingale: Councilor, Village of Pemberton, Laura Ramsden – Alternate

Trustees with one year remaining in term:

Natalie Perreault, Katie Painchaud, Michelle Headley, Hanneke Snijder

Trustees with terms expiring:

Carmen Praine, Tina Buchan, Patricia Zant, Cindy Filipenko, Vacant position

Trustees Resigning:

None

Current Trustee Availability

Five two-year terms

Call for nominations from the floor and introduction of nominees

Current interest in nominations (as confirmed at 01/19) from current board:

Carmen Praine, Tina Buchan, Patricia Zant, Cindy Filipenko

Current interest in nominations (as confirmed at 01/31) from the community:

Kenneth Harper, Pat LeBlanc, Darolyn Da Silva

Election or acclamation

600 Adjournment

ELECTION OF THE BOARD OF TRUSTEES EXECUTIVE FOR 2023

Chairperson Emma Gillis

Call for nominations for the position of Chair

Call for nominations for the position of Vice-Chair

Call for nominations for the position of Treasurer

Adjournment

**Pemberton and District Public Library
Annual General Meeting for 2021
Thursday January 25th 2022 at 7pm
Via Zoom**

Minutes

Members present:

Carmen Praine (Chair), Tina Buchan (Vice Chair), Monique Midgley, Ursula Carus, Patricia Zant, Cindy Filipenko, Natalie Szewczyk (Perreault), Emma Gillis (Library Director).

Regrets:

Tracy Graham, John Parnell, Ryan Zant (VoP), Russell Mack (SLRD)

Four members of the public in attendance – Julie Kelly, Georgina Becker, Jan Naylor, Hugh Haylor.

Call to order:

Meeting called to order at 7:09pm by Chair C. Praine

100 Welcome and Land Acknowledgement

Presented verbally by Chair, C. Praine

200 Approval of Agenda

Motion to accept by C. Filipenko, seconded by M. Midgley. Carried

300 Approval of Minutes of 2020 AGM on January 28th 2021.

Motion to accept by N. Szewczyk (Perreault), seconded by T. Buchan. Carried

400 Reports

401 Board of Trustees annual report

Received as submitted and reviewed verbally by C. Praine

402 Director's annual report

Received as submitted and reviewed verbally by E. Gillis with accompanying slideshow presentation.

403 Treasurer's annual financial statement report

Presented verbally by M. Midgley with statements circulated for attendees to review. Summary provided of income statement and balance sheet.

Motion to accept the reports as presented by T. Zant, seconded by U. Carus. Carried.

500 Election of the Board of Trustees

Appointees to the board for 2021/22:

Russell Mack, SLRD Area C Representative, Jan Kennett – alternate

Ryan Zant, VOP Representative, Leah Noble – alternate

Trustees with one year remaining in term:

Carmen Praine, Ursula Carus, Tina Buchan, Patricia Zant, Cindy Filipenko

Trustees with terms expiring:

Monique Midgley, Tracy Graham, Natalie Szewczyk (Perreault), John Parnell

Trustees resigning:

Monique Midgley (max terms reached), Tracy Graham (max terms reached)

Current Trustee Availability

Four two-year terms

Call for nominations from the floor and introduction of nominees

E. Gillis called for nominations from the floor:

T. Buchan nominated Hanneke Snijder (*in absentia*)

T. Zant nominated Michelle Headley (*in absentia*)

T. Zant nominated Natalie Szewczyk (Perreault)

C. Praine nominated John Parnell (*in absentia*)

T. Buchan nominated Katie Painchaud (*in absentia*)

No further nominations received from the floor.

As the number of nominations exceeded the vacant positions, nominees were invited to say a few words as to why they would like to be (re)appointed to the Board of Trustees.

E. Gillis read written statements from H. Snijder, M. Headley and K. Painchaud.

An anonymous poll was conducted and attendees were asked to select 4 nominees from the list of 5 names. A second poll was conducted due to no clear majority between 3 of the 5 nominees

The following four nominees received the most votes and have been appointed to the Board for a two-year term:

Natalie Szewczyk (Perreault), Katie Painchaud, Hanneke Snijder, Michelle Headley.

All nominees *in absentia* had previously consented to serve if elected.

Natalie Szewczyk (Perreault) requested a name change to Perreault be reflected in the AGM minutes and all future correspondence.

600 Adjournment

C. Praine motioned to adjourn the meeting at 7:50pm. All in favour.

**Election of Board of Trustees executive Meeting
Chaired by Library Director/Secretary E. Gillis**

E. Gillis called the meeting to order at 7:55pm

Chair

E. Gillis called for nominations for the position of Chair
T. Buchan nominated C. Praine.
C. Praine accepted the nomination.
Call made for further nominations for Chair
Hearing none, C. Praine is appointed Chair of the Board

Vice-Chair

E. Gillis called for nominations for the position of Vice-Chair
T. Buchan nominated C. Filipenko.
C. Filipenko accepted the nomination.
Call made for further nominations for Vice-Chair
Hearing none, C. Filipenko is appointed Vice-Chair of the Board

Treasurer

E. Gillis called for nominations for the position of Treasurer
T. Zant nominated K. Painchaud *in absentia*.
K. Painchaud had previously accepted the nomination.
Call made for further nominations for Treasurer
Hearing none, K. Painchaud is appointed Treasurer.

Next Board Meeting

The first regular board meeting of 2022 will be Thursday February 3rd 2022 at 7pm (via Zoom)

Meeting adjourned at 7:58pm

2022 Annual General Meeting Chair's Report

This year was another tough one with the pandemic still affecting operations. The board welcomed three new members Hanneke, Michelle and Katie, we also welcomed back Cindy a former board member that took a year off. The start of 2022 also brought the departure of long-time board members Monique and Tracy who had served a full 8-year tenure. We also said goodbye to John.

At the beginning of the year, we still had some pandemic restrictions in place and this meant that the board met via Zoom. This was a challenge as we had new board members that didn't get to meet everyone in person until later this year.

In April Emma and Gen were able to attend the Public Library Association (PLA) conference in Portland, Oregon. It's really important to the board that we support Emma and Gen in their professional development.

As the year moved along the COVID-19 gathering and masking restrictions started to ease we noticed an increase of the number of visits to the Library. This enabled us to re-open late one evening per week.

Throughout 2022 the board worked on various governance projects including auditing and updating the library's policies. This is work we plan to continue through 2023.

Back in 2021 we were awarded a grant to improve the accessibility to the library. This year we used some of that money to install two new access doors. These have the automatic open button and give us the ability to keep the doors closed but still see out and remain a fire escape route. In 2023 we are going to build an accessible ramp into the South side of the building. This will give our patrons the ability to enter the library via an accessible walkway without having to enter through the Community Centre's North doors.

In the final months of 2022, we had a public consultation survey that went out to the community. We were looking to gather feedback from current patrons and non-patrons to help us guide the direction of our strategic plan refresh that is planned for the first quarter of 2023.

As 2022 came to a close and we were back to meeting in person this gave me hope for the new year and the direction of the library.

Library Director's Annual Report for 2022

2022 saw us enter the third and final year of strategic plan for the period 2020-2023 with the following four strategic areas:

1. Inspire Minds Through Learning and Literacy
2. Create Welcoming Spaces
3. Live Our Values
4. Build Connections

Overall, 2022 was a strong, steady year of recovery for the Pemberton & District Library. Despite some continued challenges presented by the pandemic we still made great progress on achieving many of our strategic goals, as highlighted in this report. We look forward now to the opportunities in the coming year ahead as we continue to grow and evolve to best meet our community's needs in the post-pandemic era.

Inspire Minds Through Learning and Literacy

Programming

As we entered 2022 library programming was once again impacted by public health restrictions on indoor gatherings and we continued to adapt and respond by moving as many programs back online as possible for January & February. By March we were able to resume in-person programming while working within the provincial mandate for occupancy limits and vaccine passports. As we transitioned back to full in-person programming, we continued to offer online options where occupancy limits served as a barrier to attendance numbers.

We continued to benefit from some incredible partnership opportunities that enabled us to engage community expertise to expand and diversify our programming in 2022. Highlights include:

- Natural Wellness Series with local naturopath Dr Jill Scott
- Quest Lecture Series in partnership with the Whistler and Squamish Public Libraries
- Author event with Anders Morley in partnership with the Whistler and Squamish Public Libraries
- Vision Boarding workshop in partnership with the Whistler Pemberton Literacy Table
- Take home activity packs for Family Literacy Week in partnership with the Whistler Pemberton Literacy Table
- Community conversation about Climate Change in partnership with Stewardship Pemberton
- Virtual talk with author Dr Paulette Steves regarding her book *Reclaiming Indigenous History*. This was a partnership with the Sea to Sky and Sunshine Coast Libraries.
- Virtual talk with Veronica Woodruff on the Sharp-Tailed Snake
- Sea to Sky Libraries Book Club – *Gender Queer* by Maia Kababe
- Novice Knitting with Molli Reynolds
- In April we welcomed back Parent Infant Drop-In in person for the first time since March 2020. The program has resumed monthly due to scheduling demands of the Public Health Nurse
- Traditional wool weaving with Tanina Williams
- Pop-up *Barbed Choir* in partnership with Whistler Public Library
- Grizzly Bear Safety workshop in partnership with Coast to Cascades
- Youth laser tag at the Library and Youth Movie night in partnership with The Rec
- Mental Gym workshops with Kaya Shirane in partnership with the Pemberton Multicultural Network
- Storywalks in partnership with the Whistler Pemberton Literacy Table
- Seniors Movie Night in partnership with The Rec
- Holiday themed pyjama storytime with tree decorating workshop with the Pemberton Multicultural Network
- Holiday ornament workshop with Molli Reynolds

Other programming initiatives in 2022 included:

- *Blind Date With A Book* promotion for Valentine's Day
- *22 Books in 2022* reading challenge
- We resumed the Community Volunteer Income Tax Program (CVITP) and helped 16 community members file their tax returns. We also applied for and received a federal grant towards the delivery of this program.
- Chess Club with Mr Los
- Free screening of *Stomping Grounds* featuring local skier, Logan Pehota
- After-school outdoor storywalk and yoga program for ages 5-7
- Reading Link Challenge returned in person with both Grade 4/5 students from Signal Hill and Ecole La Vallee participating. This was the first year both schools were able to compete against each other with a final competition at the Library. We also offered an after-school book club specific to Reading Link Challenge.

- Gen and the team put a lot of time and effort into planning and designing the 2022 Summer Reading Club, with the return of our popular activity passport and scavenger hunt. The provincial SRC theme was “All Together Now” so we incorporated the themes into Pemberton & Area specific activities. While we had slightly lower engagement than previous years with 89 children registered, we suspect that the first summer of unrestricted travelling likely had an impact on sustained engagement throughout the summer. We will be looking at new ways to improve the program again for Summer 2023.

In total we offered:

- 153 free programs for children (1317 attendees)
- 79 free programs for adults (477 attendees)
- 1 outreach program (9 attendees)

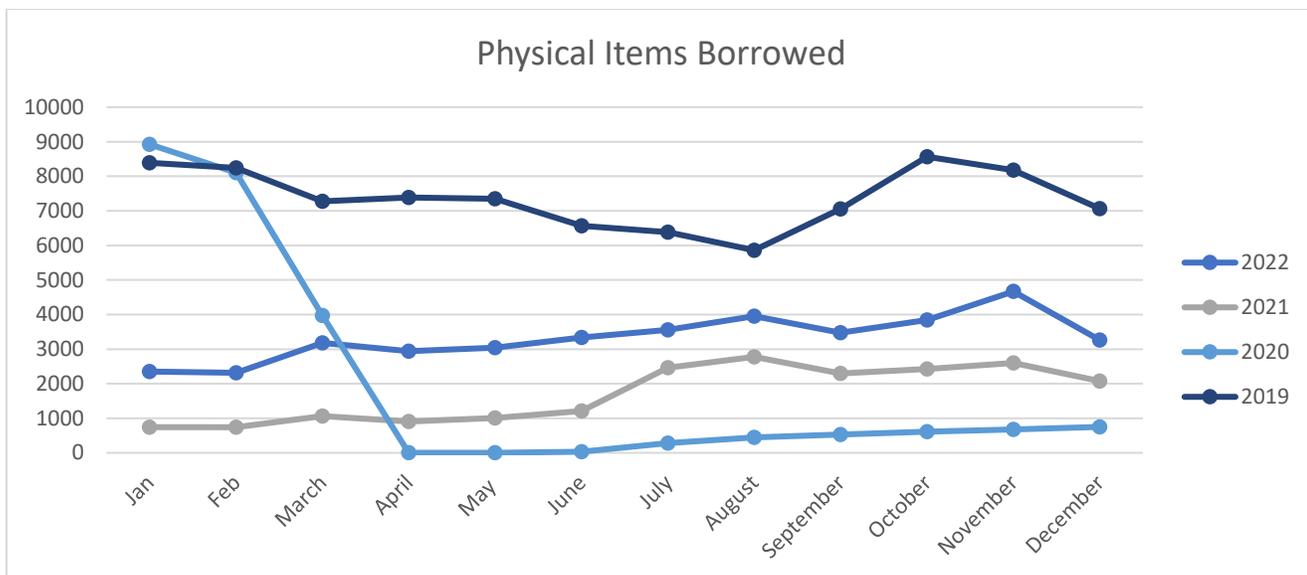
We continued to invest in a library collection that anticipates and responds to the needs and interests of our community. We have continued to expand our digital collection as we see continued use of (and sometimes preference for) this medium. Long wait times for digital items have proven a barrier to many interesting in trying eBooks and eAudiobooks so we have been actively responding to this by purchasing additional copies of items with multiple holds.

Three new online resources were also added to the collection in 2022:

- *Kermode Education* – this is a useful tool to build digital literacy skills and evaluate online content.
- *Consumer Reports* – this will complement our physical magazine collection but offers patrons a searchable database of Consumer Reports ratings and reviews.
- *Cantook Station/ Bibliothèque Numérique* - a province-wide French eBook collection. The collection includes French Language eBooks and Audiobooks in a variety of genres for all age groups.

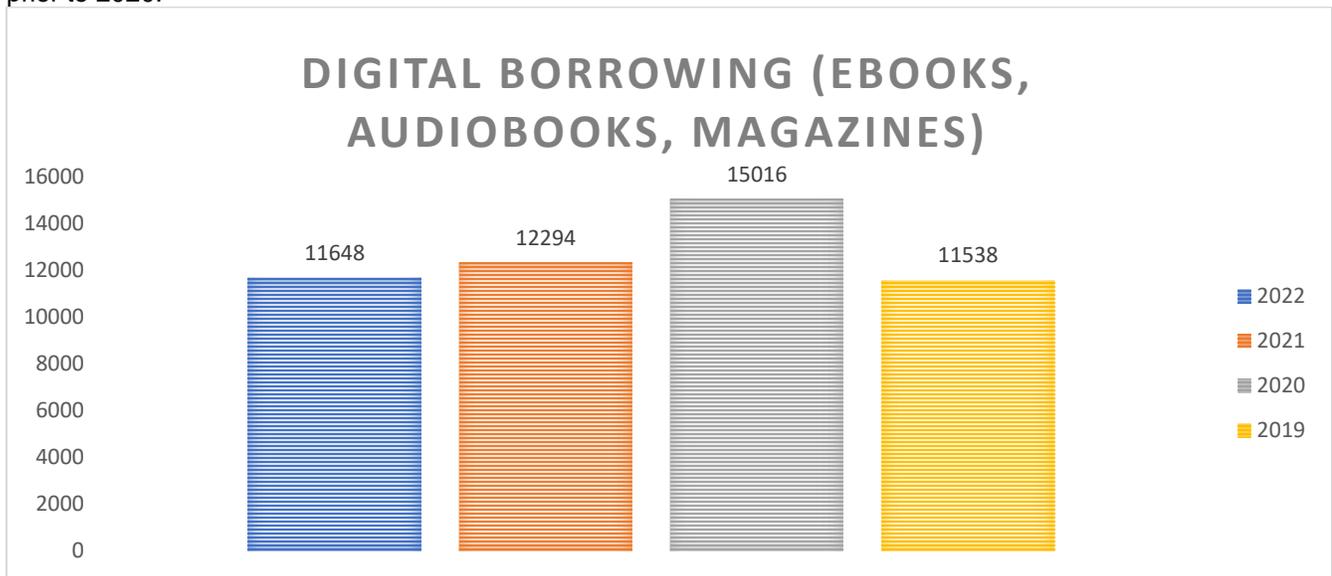
We further expanded our non-traditional lending items in 2022 with the addition of beginner’s birdwatching kits. The kits were generously funded by the Whistler Pemberton Literacy Partnership. Our eReaders and portable DVD players have also proven very popular and we added additional items to the collection in 2022 to meet demand.

Circulation of library materials increased by 21% in 2022 compared to 2021, with a total of 53,317 items borrowed. The chart below illustrates the steady recovery in our circulation trends in comparison to our highest circulation year in 2019.



Interestingly, the number of adult print materials borrowed in 2022 has almost recovered to pre-pandemic levels and constitutes 32.5% of all physical materials borrowed (compared with 24% in 2019). Children’s print material borrowing also continues to make a strong recovery and is now within 20% of pre-pandemic levels and constitutes 51.7% of our current physical circulation. The biggest shift in borrowing habits has occurred with our audiovisual collection which has decreased significantly and now only accounts for 11% of our circulation (compared with the high of 31% we were seeing pre-2020). The decline in DVD borrowing accounts for the majority of the difference in total items being borrowing compared with 2019.

While borrowing of physical materials continues to grow, digital borrowing has plateaued after an initial surge in 2020. Ebook and eAudiobooks currently accounts for 18% of our total borrowing, a figure that was consistently below 10% prior to 2020.



While recording total digital items borrowed is definitely a useful tool, in isolation, it does not paint a complete picture as digital borrowing is restricted to fewer concurrent items than can be physically borrowed in the Library. While the number of items borrowed decreased in 2022 compared with 2021, we actually had a 16.4% increase in the number of patrons using the Libby/Overdrive platform with a total of 518 patrons borrowing items over the year. By comparison, on average 1,000 patrons borrow items in person from the Library on a monthly basis (a figure which was closer to 1,500 prior to 2020). Also of note is that the decrease in overall digital borrowing can be largely attributed to digital magazine borrowing which dropped by nearly 35%. We continue to see increased interest in, and demand for digital materials which will require continued investment if we are to continue meeting patron expectations.

Improvements to Technology Infrastructure

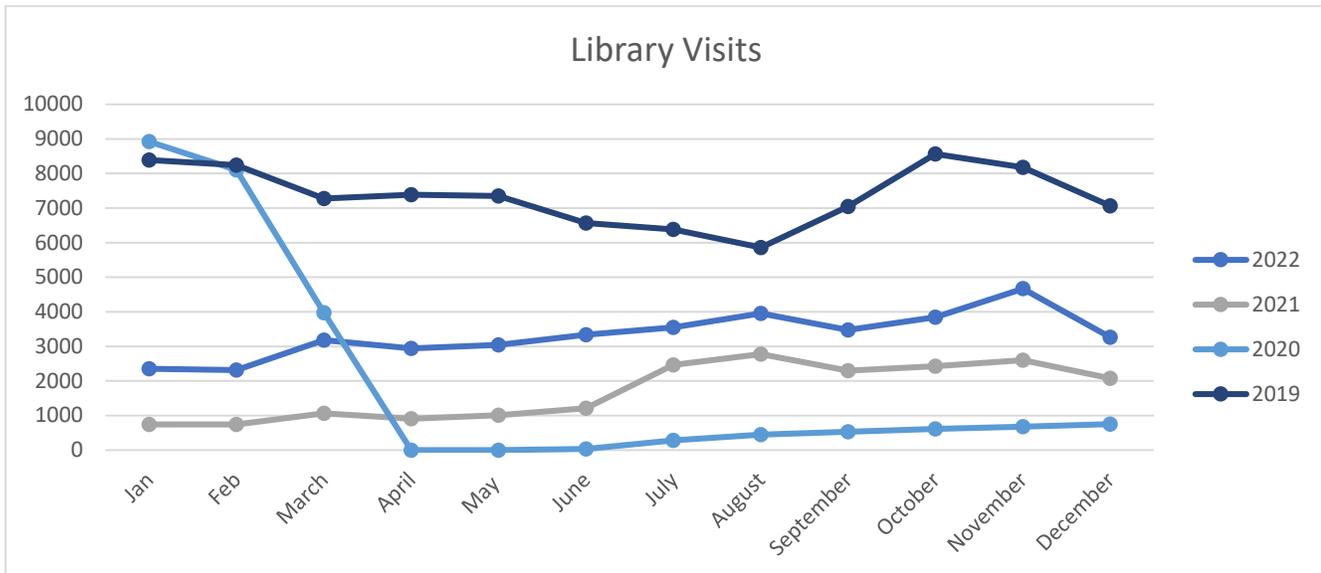
After a two-year pause, we re-visited our capital replacement plan and made necessary upgrades to three staff computers. The biggest change to our technology infrastructure in 2022 was the long-overdue replacement of our computer server. After experiencing the limitations of a physical server stored on site over the pandemic, we instead made the transition to a cloud-based system; Microsoft Sharepoint. This transition also enabled us to update our email and website addresses to a more user-friendly @pembertonlibrary.ca

As program registration has become the norm over recent years, and is a valuable tool for planning and staffing events, we were looking at ways to make the process more user-friendly for our patrons and less time-consuming for staff to manage. We were pleased to launch a new events calendar embedded into our website which offers an integrated registration process. This creates a “one-stop shop” for patrons looking for information about library programs and a simplified process to register (when required).

Increased demand for staff assistance with technology necessitated a review of the Book A Librarian program as the scope of the assistance requests were far exceeding the original remit of the program. We transitioned to providing ad-hoc assistance while simultaneously gathering information on the types of support staff are being asked to provide so we can better identify what digital literacy gaps exist within the community and the best means of delivering that support going forward.

Create Welcoming Spaces

Visits to the Library increased by 96.4% in 2022, compared to 2021. The turning point occurred in March/April once full access to the facility through either entrance was restored by the Community Centre, along with the relaxation of provincial health restrictions.



We further increased our opening hours and resumed pre-Covid Saturday operating hours in February. We are now open 46 of 53 pre-pandemic operating hours (87%) and 6 out of 7 days. Total operating hours increased by 26% in 2022, compared to 2021. We had been optimistic we could make Sunday opening a reality in 2022 but this will not be a feasible option until the Community Centre can also re-open on Sundays.

After receiving a \$100,000 grant through the Enabling Accessibility Fund in 2021 we completed phase one of the proposed accessibility upgrades in July. Phase one consisted of the automation of the interior library doors and south entrance to the facility. The interior library doors also now have glass panelling enabling them to remain closed and minimise noise from the rest of the facility during busy periods. The fire door has been replaced and can now function as an alternate access point when standard operating hours are impacted by Community Centre closures. Phase two consists of ramp access to the south side of the facility. We were successful in a grant application for \$75,000 from Whistler Blackcomb Foundation to supplement the remaining Enabling Accessibility Fund to enable work on this phase to take place in 2023.

As Zoom meetings and work from home scenarios become more and more prevalent, we recognised a growing need to better support those in the community that need access to meeting space or somewhere to take video calls. With our open concept layout and lack of bookable space, this has proven a challenging need to meet without impacting others using the facility. As a first step in the process, we partnered with local business *Out of the House Coworking* to offer library patrons a free drop-in session to their coworking space, thereby removing any financial barrier to accessing the resources they offer. We will also look to other solutions to better support this growing community need. As demand on the space continues to grow, we were finding it challenging to host after-school programs in the space without impacting on other patrons and consequently have had to start renting a room in the Community Centre for programs that do not lend themselves to being hosted outdoors.

It is vitally important that the Library is recognised as a shared space for all and we took a number of steps to further promote that in 2022:

- After it's success in 2021, we recognised National Day for Truth and Reconciliation Day with another book giveaway. Using grant funds we were able to distribute 50 free copies of *21 Things You May Not Know About The Indian Act* by Bob Joseph
- In partnership with the Community Centre, the library washroom has a new gender-neutral sign and is currently the only designated gender neutral washroom in the facility.
- In partnership with Whistler Welcome Centre and Pemberton Multicultural Network we are now able to offer free English conversation classes in the community. The weekly program is intended for newcomers to Canada and is facilitated by an ESL instructor.
- After a two-year hiatus we were able to resume our monthly Pop-Up Libraries at Ts'zil Learning Centre.
- We partnered with organisations such as the Pemberton Multicultural Network, New to BC, Work BC and Howe Sound Women's Centre to further promote the Library as a safe welcoming place.

Live Our Values

With the majority of the staff joining us in 2020/21, the focus for 2022 was building a strong, resilient, customer-focused team. As we continued to welcome patrons back to the space, we focused on the importance of our service values and

standards. The annual staff appraisal process was reviewed, updated, and implemented in 2022 and we resumed our monthly in-person staff meetings. In addition to regular in-house and online training opportunities, other professional development opportunities included Gen attending a coaching fundamentals course and both Gen and I attending the annual Public Library Association Conference in Portland. We launched our community feedback survey in December 2022 to gather input on current library services and resources. The feedback will be used to benchmark customer satisfaction levels going forward, but also to inform our strategic planning process and service delivery goals in 2023.

Build Connections

While we have experienced considerable recovery in 2022, we still recognise that engagement with library services is still lower than our pre-pandemic levels. With the changes and growth experienced in the community in recent years we continue to look for new ways to connect (and re-connect) with community members. Examples of some steps we took to raise awareness of the Library over the past year include:

- We expanded access to community outreach services by offering drop-in sessions with Howe Sound Womens Centre, Sea to Sky Community Services, Legal Advocacy Program and Pemberton Welcome Centre (settlement services).
- We worked with John Parnell and Ted Craddock of the Men's Shed to have the Little Free Library from the former Mount Currie Gas Station installed at Tsi'pun market. We are also grateful to Graham Turner (Lil'wat Retail Operations) and Jessica Frank (Lil'wat Health & Healing) for facilitating this project.
- We participated in the Community Centre's "Guess How Many" BC Family Day event
- We partnered with the Literacy Outreach Co-Ordinator for Southern Stl'atl'imx communities to record a book reading for one of their workshops and to host family storytime visits for the playgroups at Tipella and Skatin
- We introduced our class visit program to Ecole La Vallee and welcomed all classes on introductory visits to the Library between April and June. We also hosted a number of Signal Hill Elementary K/1 classes and Grade 4 students from Xet'olacw..
- Southern Stl'atl'imx Health Society are now participating in our Books for Babies program
- We are exploring the provision of a Community Calendar through our website. We are currently testing the software while connecting with other community organisations to make sure it is not a duplication of efforts.
- Local artwork once again adorned the walls of the Library starting with local artist Anna Lynch followed by an art exhibit in partnership with Pemberton Arts Council called *Diving In: The Art of Cleaning Lakes and Oceans*. This was followed by Michaela Ivancova's vibrant pieces on display as the year ended. We are optimistic that we will continue to see increased use of the space for art exhibits over the next year.
- The Friends of the Library held their annual booksale outside BlueShore Financial and raised over \$1225.00.
- CRA and Service Canada returned to offer outreach visits for the first time since 2020. The goal will be to resume the regular cycle of visits that had been established in 2019.

Summary

As we complete the final year of our current strategic plan, our strategic goals still feel as relevant today as they did pre-pandemic. We have achieved much over the last three years in spite of the challenges presented to us and we will use these experiences to continue to adapt the strategies to best meet the needs of our community in 2023 and beyond.

In addition to our strategic plan review, key areas we will be focusing on in the coming year include:

- Strengthening the Library Team through training, retention and recruitment.
- Completing the accessibility upgrades to the south entrance
- Resuming 7 day operations and fully restoring our pre-pandemic operation hours.
- We will continue to invest in building a strong collection that reflects the interests of our community and in the variety of formats that they prefer

In summary, 2022 was not without it's challenges and limitations but overall we experienced considerable recovery and welcomed patrons back to into the space in a way we hadn't been able to since March 2020. Together we have successfully weathered the storm of the last three years and we now look forward to continued recovery and growth in the coming years. I am grateful to the staff, Board and community for their continued support this past year and look forward to embracing new opportunities for growth in 2023.

Emma Gillis
Library Director

Pemberton & District Public Library Strategic Plan 2020 - 2023

Inspire Minds Through Learning & Literacy

Goals

- Engage community expertise to expand and diversify programming.
- Embrace creative approaches to learning opportunities that will broaden horizons and inspire curiosity.
- Create a technology plan to improve the technology infrastructure and digital learning opportunities.

Strategies

- Ongoing staff professional development to remain current with technology.
- Establish regular speaker series on different topics of interest to the community.
- Continue to expand on non-traditional resource lending opportunities.

Create Welcoming Spaces

Goals

- Reduce barriers to accessing Library services.
- Promote the Library as a shared space for all.
- Determine future opportunities to continue to provide space that is functional and adaptable to community needs.

Strategies

- Increase collaboration to offer programming and resources that celebrate our diversity.
- Expand on existing outreach initiatives to 'meet people where they are'.
- Fully assess the potential and the need to expand existing space.
- Make the Library easier to use.

Live Our Values

Goals

- Foster our culture of service excellence.
- Cultivate a resilient and healthy workplace.

Strategies

- Assess and evaluate services and programs for continuous improvement.
- Build a strong customer-focused team that embraces our core values and team agreements.
- Assess and enhance staff capacity through appropriate staffing levels and ongoing professional development opportunities.
- Foster an environment supportive of physical and mental wellbeing.

Build Connections

Goals

- Strengthen the role of the Library in the community.
- Increase advocacy and awareness of the Library.

Strategies

- Create a marketing strategy to proactively extend our reach and raise awareness of Library services.
- Increased promotion of services through alternative channels (local media etc).

Our Vision

The hub of our dynamic communities.

Our Mission

A place to connect and inspire through ideas, programs, resources and technology.

Our Values

Accessible, curious, engaging, innovative, responsive, welcoming.



Pemberton & District Public Library Comparative Balance Sheet

	As at 12/31/2021	As at 12/31/2022	Percent
ASSET			
Current Assets			
BlueShore Chequing	980.23	107,268.03	(99.09)
BlueShore GIC (EAF Funds)	100,000.00	0.00	0.00
BlueShore GIC (EAF-2)	0.00	80,596.16	(100.00)
BlueShore GIC (Operating)	0.00	200,000.00	(100.00)
BlueShore GIC (Operating-2)	0.00	45,000.00	(100.00)
BlueShore Membership Shares	25.02	25.57	(2.15)
Petty Cash	105.00	105.00	0.00
Scotiabank Chequing	255,008.52	20,208.58	1,161.88
Total Cash	356,118.77	453,203.34	(21.42)
GST Rebate	2,629.61	3,617.17	(27.30)
Other Receivables	842.27	1,166.40	(27.79)
Prepaid Expenses	11,524.77	11,875.51	(2.95)
Total Current Assets	371,115.42	469,862.42	(21.02)
Capital Assets			
Books & Audio/Visual	397,026.69	406,818.76	(2.41)
Computer Equipment	44,398.72	37,145.83	19.53
Leasehold Improvement	54,430.54	79,481.10	(31.52)
Office Furniture & Equipment	198,200.51	193,356.64	2.51
Accum. Amort. -Furn. & Equip.	(107,818.18)	(118,112.63)	(8.72)
Accumulated Amortization - LHI	(54,430.54)	(60,693.19)	(10.32)
Accumulated Amortization - IT E...	(28,349.69)	(21,554.08)	31.53
Accumulated Amortization - Boo...	(297,947.48)	(300,883.32)	(0.98)
Net - Books, Audio, Equipment	205,510.57	215,559.11	(4.66)
Total Capital Assets	205,510.57	215,559.11	(4.66)
TOTAL ASSET	576,625.99	685,421.53	(15.87)
LIABILITY			
Current Liabilities			
Accounts Payable	12,442.38	15,972.50	(22.10)
Scotiabank Momentum Visa	5,025.49	5,766.70	(12.85)
Vacation payable	481.52	(118.26)	(507.17)
Deferred Revenue	172,698.25	276,655.65	(37.58)
Total Current Liabilities	190,647.64	298,276.59	(36.08)
TOTAL LIABILITY	190,647.64	298,276.59	(36.08)
EQUITY			
Surplus/Deficit & Reserves			
Surplus (Deficit) & Reserves	390,945.15	385,978.35	1.29
Current Earnings	(4,966.80)	1,166.59	(525.75)
Total Surplus/Deficit & Reserves	385,978.35	387,144.94	(0.30)
TOTAL EQUITY	385,978.35	387,144.94	(0.30)
LIABILITIES AND EQUITY	576,625.99	685,421.53	(15.87)

Pemberton & District Public Library
Comparative Income Statement

	Budget 01/01/2022 to 12/31/2022	Actual 01/01/2022 to 12/31/2022	Difference
REVENUE			
Revenue			
BC Per Capita Grant	18,534.00	18,534.40	(0.40)
SLRD/VOP	393,240.00	393,240.00	0.00
One Card - PLSB	7,400.00	7,400.00	0.00
Resource Sharing - PLSB	1,730.00	1,729.00	1.00
Equity Grant - PLSB	4,398.00	4,398.00	0.00
Misc grants & Income	0.00	2,077.50	(2,077.50)
Amort. of deferred capital contrib	8,515.14	16,015.62	(7,500.48)
Total Grants	22,043.14	31,620.12	(9,576.98)
Donations	2,000.00	4,532.76	(2,532.76)
Lost Material fees	750.00	704.96	45.04
Exams/Art	1,000.00	360.00	640.00
Photocopier Revenue	7,500.00	8,464.54	(964.54)
Library Cards	50.00	48.00	2.00
Interest Income	2,000.00	1,609.69	390.31
Sales (Coffee Machine)	600.00	490.20	109.80
Total Income	447,717.14	459,604.67	(11,887.53)
TOTAL REVENUE	447,717.14	459,604.67	(11,887.53)
EXPENSE			
Operating Expenses			
Books	45,455.00	0.00	45,455.00
E-Books	5,000.00	7,191.84	(2,191.84)
Books for Babies	550.00	466.27	83.73
Audio & Visual	10,500.00	0.00	10,500.00
Materials processing	2,000.00	2,830.21	(830.21)
Digital Subscriptions	10,106.00	8,833.68	1,272.32
Total Materials	73,611.00	19,322.00	54,289.00
Photocopier Expense	5,000.00	4,855.48	144.52
Computer Operating	5,100.00	6,300.89	(1,200.89)
Supplies and Equipment - COVID19	250.00	407.41	(157.41)
Cash Over / Short	0.00	(20.53)	20.53
Lost Material Fees (ILL)	0.00	100.35	(100.35)
Wages & Salaries	236,639.00	235,870.14	768.86
EI Expense	4,891.00	4,909.65	(18.65)
CPP Expense	11,629.00	11,620.34	8.66
Pension Expense	13,259.00	12,579.50	679.50
Total Payroll Expense	266,418.00	264,979.63	1,438.37
Total Operating Expenses	350,379.00	295,945.23	54,433.77
General & Administrative Expenses			
Accounting & Legal	1,365.00	1,377.09	(12.09)
Advertising & Promotions	1,500.00	1,586.27	(86.27)
Automation - ILS	5,660.00	5,071.49	588.51
Bank Charges & Interest	750.00	930.10	(180.10)
Staff Training & Expenses	3,000.00	3,531.73	(531.73)
Depreciation - IT equipment	4,646.09	6,043.91	(1,397.82)
Depreciation - Furniture & Equip	15,138.42	21,400.97	(6,262.55)
Depreciation - Books and AV	41,000.00	39,646.42	1,353.58
Dues, Fees & Memberships	2,635.00	2,158.98	476.02
Insurance	4,857.00	5,320.54	(463.54)
Strategic Planning	0.00	50.00	(50.00)
Postage	1,200.00	1,154.39	45.61
Programming	2,000.00	2,886.15	(886.15)
Rent	53,005.00	53,005.00	0.00
Cleaning, Repairs & Maintenance	12,260.00	11,583.91	676.09
Supplies - office & library	2,000.00	2,516.99	(516.99)

Pemberton & District Public Library
Comparative Income Statement

	Budget 01/01/2022 to 12/31/2022	Actual 01/01/2022 to 12/31/2022	Difference
Telephone & Internet	3,941.00	3,709.83	231.17
Supplies - Coffee Machine	300.00	277.26	22.74
Trustee Expenses & Training	600.00	241.82	358.18
Total General & Admin. Expenses	<u>155,857.51</u>	<u>162,492.85</u>	(6,635.34)
TOTAL EXPENSE	<u>506,236.51</u>	<u>458,438.08</u>	47,798.43
NET INCOME	<u>(58,519.37)</u>	<u>1,166.59</u>	(59,685.96)