

Fort St. James Public Library

Strategic Plan

2016-2021

*Passed by a vote of the board of Fort St. James
Public Library on November 7, 2016.*



Contents

Why a Strategic Plan? 3

About the Fort St James Public Library 4

Mission 4

Vision 4

Our Team – Board of Trustees, Library Staff, Library Volunteers 5

Our Partners 5

History of the Fort St James Public Library 6

Current Services 7

Strategic Planning 9

Strategic Goals 9

Fort St James Public Library Strategic Plan 2016-202110-13

Conclusion 14

Appendices 14

Why a Strategic Plan?

Strategic planning is the process used by groups, governments, organizations, and businesses to:

Develop a blueprint for action and change over an identified period of time

Develop strategies to enhance or improve services

To access current status and where they want to be in a defined period of time

To identify ways to meet and evaluate current and future goals

Strategic planning can be seen as, a process for determining where an organization is giving over a set period. It sets in place the goal, process and desired out comes, along with the method to evaluate whether the goals have been archived.

This document is the result of this planning process. It is an organic and living document meant to be used, to assist the organization in meeting goals and assisting in embracing new opportunities as they arise. It is rooted in the strengths and beliefs of the library and its community, the people that serve it.

“A goal without a plan is just a wish.”

— Antoine de Saint-Exupéry

Without leaps of imagination or dreaming, we lose the excitement of possibilities. Dreaming, after all is a form of planning.”

— Gloria Steinem

About the Fort St. James Public Library

The Fort St. James Public Library is located at 425 Manson Street in Historic Fort St. James.

The purpose of the library, its staff and volunteers, is to create a space filled with unlimited resources to enhance the opportunities of the individuals and the communities it serves. To create, a safe and welcoming environment, for all individuals; both inside the brick and mortar walls and outside them.



Mission

To support and create a space in the community where all are welcome and nurture surrounded by resources to inspire them.

Vision

To be the creative space that allows individuals to grow and experience the world that they live in. To create a center of well being and nurture the development of the individual and the community to its fullest.

Our Team - Trustees, Staff, Volunteers

The Fort St. James Public Library is governed by a volunteer Board of Trustees, in accordance with the *Library Act of British Columbia*. The Board is composed of residents from Fort St. James and area with one appointed member from the District of Fort St. James's Council. The Library Board of Trustees is responsible for ensuring that the library continually strives to meet the needs of the community as its needs are made known to it. They are responsible for creating the governing documents of the library within the context of the Library Act. The strategic plans, policies and governance of the library are the main functions of the board.

The library is staffed by a Head Librarian, who is responsible for operation of the library on behalf of the board; An Assistant Librarian and Library Aides who assist the public with their requests and see to the daily functions of the library. The library volunteers work in conjunction with the library staff to provide programmes and services for the library. Our team of experienced library professions work hard to develop and deliver service to our community.

Our Partners

The partnerships that the Fort St. James Public Library has built over the years come from both within and without the community.

Government of Canada

Province of British Columbia

Regional District of Bulkley-Nechako (area C)

District of Fort St. James

Early Child Development Committee

College of New Caledonia

History of the Fort St. James Public Library

Before 1963, the Fort St. James Public Library use to be housed in a box; Boxes of books were shipped from Victoria by the Department of Education to the local school. Some of these boxes were stored in private homes, and books were loaned out from these homes to be read by residents. Once the books had all be circulated they were returned by the resident then shipped back to Victoria, whereupon another shipment of books went back out to Fort St. James so the cycle continued of books being shipped, books being read and books being shipped back. It brought a sense of rhythm to the cycle of book borrowing for the resident so Fort St. James.



The First Fort St. James Village Office and Library Building

The first shipment of such boxes of books went to Mr. Jerry Jamieson, a teacher in Fort St. James, in 1933.

In 1963 a group of interested people formed the Fort St James Public Library Association, and it was incorporated under the *Public Library Act*. Diana Hoy was the chair of the Library Board at the time of inception, a position which she held on and off for many years. A small building became available which housed the Village Office and the Library, the Library occupied a small meeting room (20X10 feet) where the town Council also met.

The Fort St James Public Library Association decided to raise funds for a new library building. Di Hoy and Murlis Bloomfield stood on the streets of Fort St James, asking for signatures to request a new library be constructed. The hard work and dedication of the Association resulted in a Centennial grant as well as public funding. A new building was built, in partnership with the Village Council, to once again house both the Public Library and the Village Office. On July 24, 1971, a dedication ceremony was held. This second building was built on the site where Spirit Square is now located.

The Village office (now the District of Fort St James) moved to another location in 2004, causing the library to look for a new home. Planning for a new, larger library had been ongoing for several Years. The board had been planning on a new library as the 1971 building had become structurally unsound and the space was now to small of the population.

The dedication and perseverance of past and present Citizens of Fort St. James, Library Board members, District Councils, and staff made this new facility possible for the people of Fort St James. There was significant community interest and involvement in the project, with contributions and support from businesses, community groups, school groups, families, and individuals to make this new Library possible. Located in the vestibule of the new library is a large wall plaque bearing the names of all of the partners in the new library project.

June 19, 2006 was moving day from the Centennial Library to the newly named “ Bicentennial Library” in celebration of Fort St. James’s 200th birthday.

Current Services

Service Delivery Communities

The Library provides service to the municipality of Fort St James and surrounding communities, including Nak'azdli, Yekooche, Tache, Binche, Takla Lake, Manson's Creek, Germanson Landing, and the rural outlying areas. The library currently offers services to a population of 3,500.

Membership

As of April 2016 there were 2,000 active members.

Collection

The Library maintains an ever-changing collection that includes fiction and non-fiction for adult, youth and children. The collection offer such item beyond print books, videos, CD's, audio books, large print books, foreign language books, government publications, magazines, newspapers and online databases. Library catalogue is searchable online through the Library's website. The average

Kids Corner

Our library has a welcoming children's area, which includes a wide range of children's books, board books for little ones, and a toy chest. Come by the library with your little ones to share a story, play with some LEGO, or take part in a program! Drop in during story time or sign up for the summer reading program, borrow a book or borrow some kids toys.

Just for Teens

Drop on by the library to hang with your friends, surf the net or read a book and chill. Check out the cool Teen Reading Club, "an online space to share your love for all things bookish with other bookishly-minded teens aged 12 to 18", is the space for you.

Computer and Internet Service

The Fort St. James Public Library considers Internet information resources an extension of the material collections. Free Internet access is available at the library through our computer stations and via our wireless network. Library membership is not a requirement. Computer word processing is available via the internet stations. Access to government agencies and job searches are available online and our friendly staff will assist to the best of their ability.

Library-To-Go

(eBooks and eAudio) and Zinio (eMagazines)
Audio book downloads.



InterLibrary Loan

Interlibrary loan service allows patrons to request books from other collections. These items are then, requested to our library for pick and return by the patron.

BC OneCard

A library card from Fort St James Public Library opens the door to public libraries wherever users travel – or stay – in British Columbia. This provincial service provides borrowing privileges at all participating libraries in the province.

Web Services

The Library's website provides visitors with information on Library hours and services, updates on new books, information about Library operations and Board governance, the ability to search the Library catalogue online, and features news and special events notices. The website also includes an extensive collection of links for more information.

Mango Languages

Online language learning, incorporating interactive tools and rich imagery to develop practical, common conversation skills. Mango provides instruction on vocabulary, pronunciation, grammar, and culture.

Movie Night

Fort St. James Library now offers free movie nights throughout the year. Log on to our web page and check out these special event dates.

Book Club

The Book Club meets once a month to discuss titles the group has chosen to read.

Author Visits and Special Events

The Library regularly hosts author readings and other special events in the upstairs mezzanine.

MALEFICENT

Showing at

Fort St. James Public Library

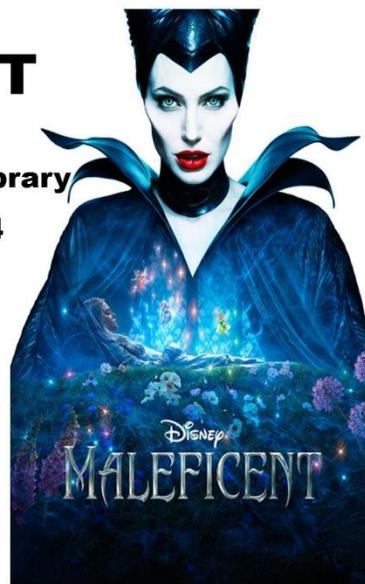
Friday February 20, 2014

6 PM

Tickets are free!

Tickets available at the library!

425 Manson Street



Strategic Planning

The Fort St James Public Library Board of Trustees developed has developed a five-year strategic plan to guide and promote the continuing growth of the Library. The plan has goals, expected outcomes and evaluation measurements.

In preparation for the new strategic plan, the board reviewed the goals set in the last strategic plan and looked at the success and areas that may have required more evaluations. They then looked at what the provincial government had on the table for expected outcomes, under the new ministry for libraries and set out new goals for the next five years with these in mind.

The Board feels that these goals are forward thinking with the knowledge that libraries can no longer just be holding space for books and quiet reading areas. These are still important but we must build new partnerships to ensure the longevity of the public library system. Libraries have always been more than just books, they have been the creative centers for great thinkers, the repository of knowledge, retrievers of information and a safe haven for all.

Strategic Goals for 2016-2021

Through using the four priorities as set out by the Ministry of Education, Libraries Branch (MELB) in 2015 we were able to use them as guiding points for setting and evaluating our strategic plan goals for the coming five years.

Each goal has 3 or more focus areas within it.

- Community Connections
 - Satellite Libraries
- Professional Development
 - Training
- Technology Engagement
 - Digital Community
- Environment
 - Structure

Community Connections

Satellite Libraries		Plan	Action	Who	Outcome	Measurement	
		Establish satellite library systems within the service area of Fort St. James Public Library	Create satellite systems in the following locations; 1)Tachie 2)Friends of the Historic Park 3)Schools 4)Arts Council 5) Mobile Library	1) Laurie Z 2) Alison 3) Alison/Louise 4) Alison L 5) Library Staff	1)Engage the community of Tachie 2)Establish relationship with HP 3)Increase schools access to FSJ Library 4)Establish off site physical library at PM building 5)Increase satellite libraries	-Donation of books to establish satellite libraries were logical -Establish partnerships with various groups -Identify common goals with groups -5 class visits from 2 schools each year -Measure 5 years progression increase in the community in non-traditional areas	
	Accessibility	Increases physical access points for service area members					
	Education	Through increasing access points t resources this will support individual self-improvement					
	Partnerships	Builds partnerships with private, educational, community groups and government groups					
Supporting Community Growth (job access)	Supports individuals personal growth in specific areas of interest leading to increased skill sets						

Professional Development

Training		Plan	Action	Who	Outcome	Measurement
		To offer professional development for staff, board members, volunteers and interested members of the public.	1) Staff introduced to ABLE Idaho Commission for libraries, online certification and CEC – Continuing Education Certification Program through LAA 2) In house training sessions 3) Team building activities 4) Board Education	Board & Head Librarian	-Staff will receive library specific training -Public and other library staff can receive training -Activities where staff & volunteers can exchange information in a relaxed atmosphere	-One to three courses offered to the public, participation at each course a minimum of 4 people over 5 years -All staff and board track their continuing education in the CEC program -Annual staff feedback survey -1 team building activity for staff every year & 1 joint board and staff team building every 2 years
	Accessibility	Courses available to the service area of FSJ Library and beyond at minimum cost to participants				
	Education	Certificates available through ABLE and CEC for individuals to add to the resume portfolio				
	Partnerships	Using already established online library specific courses, ensuring surrounding school districts and library associations are informed of when courses are being offered				
Supporting Community Growth	Increase skill sets to library staff, board and volunteers; increase skill sets to community members					

Technology Engagement

	Plan	Action	Who	Outcome	Measurement	
Digital Community		To continue to introduce technological equipment and resources to the FSJP library	1)Keep software as current and relevant as possible 2)Improve digital equipment for staff use 3)Purchase technology for public use 4) Increase digital access 5) Web site maintained	Head Librarian	1) Technology is relevant, current and updated. 2) Increased use of the library for its digital resources 3) Increase staff's technology literacy	-Manual count of WiFi use within the library - Track stats and when new resources are purchased to document the direct or indirect results of these purchase
	Accessibility	Create an environment that allows all members of the communities that Fort St. James Public Library supports access to the digital world in a safe and social environment				
	Education	Allows individuals to self-train and self-teach through digital access; knowledge and skill bases offers support from other individuals not just those directly located within the physical community				
	Partnerships	Creating partnerships with the Historic Park and other individuals in the creation of digital archival resources of local history; Community Futures resourcing non tradition use of community spaces				
	Supporting Community Growth (job access)	Availability of current electronic access supports individual's ability to access employment opportunities; improving community electronic resources helps invigorate the job market industry by connecting to other no traditional work opportunities.				

Environment

Structure		Plan	Action	Who	Outcome	Measurement	
		To enhance and maximize the use of the library spaces	1) Redesign the library layout to create distinct areas for different users' needs and create an inviting atmosphere 2) Accessibility signage 3) User Surveys to see how space is being used and potential improvements	Building committee Board members	a) Create Teen area b) Improve children's area by creating a better interactive space c) Improve study areas and reading areas (quite spaces) d) Increased use of activity areas	- Increase in teen use of the library (foot traffic and circ. stats) - Spaces are created and track use for the first 6 months manually - at least 4 Surveys done over 5 years d) Stats on number of user groups and activities in the library and attendance counts	
	Accessibility	Distinction user space creates an inviting atmosphere for a variety of uses, reaching out to the needs of the community					
	Education	Enhanced space will more individuals to access resources to self-improvement whether in their personal life of career path					
	Partnerships	Community groups using the creative spaces in the library; Inviting business to use community spaces as opportunities to support the health of the community					
Supporting Community Growth (job access)	The ability search for career paths and job opportunities in a quite area; accessing free assistance resumes, job searching etc. promotes individuals to develop a better sense of self-worth.						

Conclusion

This plan outlines goals of the Fort St James Library Board of Trustees over the next 5 years. In meeting these goals, the Library will continue to enhance its ability to deliver relevant and current library resources to the community. By communicating this plan all stakeholders will have a better understanding of the Library's vision. All questions on this plan should be directed to the Chair, Fort St James Library Board of Trustees.

Appendices

Appendix A—Library Bill of Rights	15
Appendix B—The Freedom to Read Statement	16

Appendix A—Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries that make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Appendix B—The Freedom to Read Statement

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. *It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.*

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2. *Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.*

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

3. *It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.*

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

4. *There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.*

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to

be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

5. It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

6. It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

7. It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.