
FORT ST JAMES PUBLIC LIBRARY

Minutes for Regular Meeting

15 February 2023, 4:45-5:53pm

ATTENDEES: Louise Evans-Salt, Mark McCutcheon, Elizabeth Hoy, David Nutbrown, Marilyn Teegee, Jacqueline Soles, Maxime Evans, Judy Greenaway, Judith Friesen, Jay Dahlgren, Valerie Crowley

1.0 LAND ACKNOWLEDGEMENT (LD)

We would like to open our meeting by recognizing we are fortunate to live, work and learn on the unceded ancestral territories of the Nak'azdli Whut'en, on lands long connected with Binche Whut'en, Tl'azt'en Nation, Takla Lake Nation and Yekooche Nation.

2.0 CONSENT AGENDA (CHAIR EVANS-SALT)

- 2.1 Approval of minutes of the Regular Meeting of the Board, 19 Jan 2023.
- 2.2 Judith Friesen is FSJPL's district representative. Martin Elphee is the alternate.
- 2.3 The District of Fort St. James installed an AED and associated signage on January 18. LD is investigating staff training opportunities for AED, first aid and Naloxone syringes/nasal spray.
- 2.4 Venture Elevator inspected and provided a temporary repair to the lift on January 25. A new compressor valve is ordered and is scheduled for installation in February. This should resolve all lift issues.
- 2.5 The District of Fort St. James installed the new slat walls in the mezzanine on January 26 and the Assistant Librarian painted them over two work shifts. YA graphic novels and non-fiction are now located in this space.
- 2.6 We have replaced our manual foot counter with a digital counter.
- 2.7 The old technology (screens, dvd player, printer) which was stored in the staff room has been recycled or re-homed.
- 2.8 The popcorn machine has been re-homed to Tl'azt'en Nation Recreation Dept.
- 2.9 The new plexiglass barrier has been paid for and the mockup confirmed.
- 2.10 Assistant Librarian has applied for \$1000 FSJCF grant for summer programs.

- 2.11 Jump drives for Trustees Soles and Friesen have been completed. Trustee Hoy brought her jump drive in for updating.
- 2.12 LD has ordered wooden name tags from the FSJ High School shop program. The high school will identify a student or students for this project in Term 2.
- 2.13 LD attended the following meetings in the last month:
 - 2.13.1 BC Co-op monthly meeting
 - 2.13.2 ABCPLD Mentorship - collections development
 - 2.13.3 ABCPLD monthly meeting
 - 2.13.4 BC Co-op orientation session
 - 2.13.5 NCLF meeting - BC Accessibility Act committee
 - 2.13.6 Sitka Business Group biannual meeting - Decolonizing Sitka
 - 2.13.7 One CUPE Committee meeting
 - 2.13.8 Four Finance Committee/bank meetings
- 2.14 The District of Fort St. James included a farewell to the previous LD and a welcome to the current LD in their winter newsletter.
- 2.15 Desk Assistants I and II re-labeled our easy reader and board books for consistency, so it is easier for patrons to navigate the collection. They are now working to re-label adult, young adult and juvenile non-fiction - limiting numbers to four places after the decimal in DDC.
- 2.16 Our February display collection honours Black History Month.
- 2.17 ALD independently created their first MARC record.

MOTION: to approve the consent agenda as read for the Regular Meeting of the Board, 15 Feb 2023. Trustee Greenaway/Trustee McCutcheon. Unanimously carried.

3.0 AGENDA (CHAIR EVANS-SALT)

MOTION: to approve the agenda as read for our Regular Meeting of the Board, 15 Feb 2023. Trustee Hoy/Trustee Greenaway. Unanimously carried.

4.0 LIBRARIAN'S REPORT (LD)

- 4.1 January 2023 Library Statistics (appendix A)
- 4.2 January 2023 Reconciliation (appendix B)
- 4.3 December 2022 District Variance (appendix C)

5.0 COMMITTEE REPORTS

- 5.1 Finance Committee (Trustee Hoy, Finance Chair)

5.1.1 The Credential Securities GIC account has been activated. \$54,500 was invested in a 12 month GIC and \$54,500 was invested in an 18 month GIC.

5.1.2 Trustee Hoy and LD have started gathering documents for the 2022 engagement review; LD has a meeting with the accountant on Feb 24.

5.1.3 Financial policy is being reviewed and procedures for GIC purchase and redemption being developed.

MOTION: to confirm our current *Integris Credit Union* account signers are:

1. *Louise Evans-Salt*
310 Dogwood St., PO Box 1725
Fort St. James, BC V0J 1P0
2. *Mark McCutcheon*
292 Simon Fraser Ave., PO Box 842
Fort St. James, BC V0J 1P0
3. *Elizabeth Hoy*
1636 Kring Rd., PO Box 40
Fort St. James, BC V0J 1P0
4. *Valerie Crowley*
475 Elm St., PO Box 1709
Fort St. James, BC V0J 1P0

Trustee Hoy/Trustee Soles. *Unanimously Carried.*

6.0 BUSINESS ARISING (LD)

6.1 LD transition update

6.1.1 LD's six-week review is scheduled for Feb 17 at 3pm. Trustees Evans, Greenaway and Evans-Salt will attend.

☐ Trustees Evans, Greenaway and Evans-Salt will conduct LD's six-week review.

6.1.2 LD is fully trained on patron services, circulation and ILL/ILC.

6.1.3 LD has already accumulated 35 hours of overtime, which is half of the annual amount permitted in their contract. Overtime hours are mainly due to staff illnesses, but are also due to the timing of their onboarding (Q1 commitments). LD will continue tracking overtime hours and update the Board at each meeting.

7.0 STRATEGIC GOALS (LD)

7.1 Advancing Truth and Reconciliation

LD attended the Sitka Business Group biannual meeting: Decolonizing Sitka. A local Knowledge Holder has approached the library to hold weekly drumming sessions in preparation for National Indigenous Peoples Day.

7.2 Promoting Sustainability

We are donating our returnables to the Bottle Depot's beneficiary of the month program and have recycled or re-homed technology or equipment that was in long-term storage.

7.3 Providing Equitable Access for All

LD attended NCLF's meeting regarding 2022 changes to the BC Accessibility Act and compliance requirements. LD is identifying HTML code in our website which may be problematic for visually impaired patrons accessing the site.

7.4 Increasing Community Engagement

AL ran a Pro-D Day on ASL for ages 6-12 on Feb 10. We are adopting a patron-driven collections procedure and encouraging patrons to submit their requests on an ongoing basis. Trustees Evans-Salt, Greenway, Evans and LD presented their annual budget to District of Fort St. James Mayor and Council on Feb 14.

8.0 NEW BUSINESS (Chair Evans-Salt and LD)

8.1 Air purifiers

Covid-19 Relief & Recovery funding; \$21,500 remaining

MOTION: to approve up to \$3200 from RBC chequing for the purchase of three Conway Airmega 400 purifiers and filters. Trustee Greenaway/Trustee McCutcheon. Unanimously carried.

8.2 Provincial Library Grants Report Draft (appendix D)

Our 2022 PLGR is due on March 1. The Board will review the report and vote via email to approve in time to meet this deadline.

☐ Trustee Evans-Salt will organize email communication to approve the 2022 PLGR before 1 March 2023.

8.3 Board Positions and Terms

8.3.1 Trustee Evans is our NCLF Representative. We will be seeking an alternate representative at our 2023 AGM. The commitment level is low (two meetings/yr).

8.3.2 Trustee Evans-Salt has served on the HR Committee for 12 years. They are seeking to step down at the next AGM, so we will be seeking a new committee member for this role. The commitment level is moderate: hiring and evaluating the LD, as well as CUPE bargaining (every three years).

8.3.3 Trustees reviewed their term records.

9.0 IN-CAMERA MEETING

MOTION: to move to an in-camera session at 5:38. Trustee McCutcheon/Trustee Greenaway.
Unanimously carried.

MOTION: to move out of in-camera session at 5:52. Trustee Soles/Trustee McCutcheon.
Unanimously carried.

REGULAR MEETING RESUMES AT (5:52). One in-camera MOTION brought into regular meeting:

MOTION: to approve the Fort St. James Public Library's 2023 Draft Budget to the District of Fort St. James (appendix E). Trustee Evans/Trustee Greenaway. *Unanimously carried.*

10.0 ADJOURNMENT

10.1 Next meeting date is 15 March 2023.

MOTION: adjourn FSJPL Regular Meeting of the Board, 15 Feb 2023 at 5:53. Trustee Nutbrown/Trustee Hoy. *Unanimously carried.*

FSJPL 2023 Board Meeting Dates

January 19, 4:45pm	May 17, 4:45pm	September 20, 4:45pm
February 15, 4:45pm	June 21, 4:45pm	October 18, 4:45pm
March 15, 4:45pm	July 19, 4:45pm	November 15, 4:45pm
April 19, 4:45pm	August 16, 4:45pm	December 20, 4:45pm

Fort St. James Public Library Board Committees

Finance: Trustee Hoy, Chair
Chair Evans-Salt
Trustee Teegee

Human Resource: Trustee Evans, Chair
Chair Evans-Salt
Trustee Greenaway

Policy: Trustee Hoy, Chair
Chair Evans-Salt
Trustee McCutcheon

Bargaining: Trustee Evans
Trustee Greenaway
LD Crowley

NCLF Representative: Trustee Evans

District of Fort St. James Representative: Councillor Judith Friesen

District of Fort St. James Alternate: Mayor Martin Elphee

Appendix A - Library Statistics

February 2023 Librarian's Report

Patrons	
PL Adult	1813
PL BC OneCard	97
PL Circ +Copy Edit	1
PL Circ +Full Cat	2
PL Circulator	1
PL General Staff	3
PL ILL	111
PL Juvenile	324
PL Local System Admin	2
PL New User	489
PL No-fines	6
PL Non-Resident	811
PL Print Disabled	2
PL Temporary	36
Total	3699^a

New Patrons			
	2021	2022	2023
January	11	3	0
February	3	3	
March	9	21	
April	3	16	
May	11	7	
June	8	11	
July	11	11	
August	7	10	
September	10	12	
October	11	10	
November	7	14	
December	3	6	
Total	94	124	0^c

General Activity ^b			
January	2021	2022	2023
Foot Traffic	625	699	955
Public Computers	40	50	108
Wireless	706	690	1225
Hours Open	129	124	130.5
Circulation	820	906	1091

Circulation Details			
January	2021	2022	2023
Adult Fiction	384	357	379
Adult Non-Fiction	137	106	123
Audiobooks	1	1	1
DVD AF	100	159	205
DVD ANF	1	4	4
DVD JF	10	17	30
DVD JNF	1	-	-
Easy Readers	91	100	166
GN	3	3	9
ILL	71	79	67
JGN	8	13	16
Juvenile Fiction	24	18	38
Juvenile Non-Fiction	13	17	35
LP AF	9	16	2
Magazines	20	3	6
TGN	-	2	1
Young Adult	18	10	14
Stacks	-	1	-
Totals	820	906	1091

Programs				
January 2023	Programs	Attendance	YTD Programs	YTD Attendance
KIDS/FAMILIES	8	85	8	85
ADULT	0	0	0	0
OUTSIDE LIBRARY	3	4	3	4
MEZZANINE/MEETINGS	4	29	4	29
Totals	15	114	15	114^d

Appendix A – Library Statistics (cont.)

ILL and ILC Circulation			
January	2021	2022	2023
ILL			
Outgoing	90	54	56
Incoming	48	5	2
TOTAL	128	59	58
ILC			
Outgoing	68	65	85
Incoming	11	68	63
TOTAL	79	133	148
BC ONECARD			
Outgoing	7	7	2
Incoming	0	0	4
TOTALS	229	199	212

Collection by Modifier		
	Titles	Items
Audiobook	73	73
Book	8607	8850
CD and book	1	1
DVD	2384	2555
Graphic novel	621	646
Interlibrary loan	50	50
Juvenile collection	3927	4010
Juvenile serial	1	1
Large print	312	313
Literacy it	112	113
Magazine	15	95
Non-circulating	12	18
Other	1	1
Oversize	42	42
Paperback	1017	1031
Totals	17,175	17,799

Collection by Shelving Location		
	Titles	Items
Adult Fiction	5560	5619
Adult Non-Fiction	3497	3694
Audiobook	74	74
DVD AF	1908	2033
DVD ANF	58	60
DVD JF	418	463
DVD JNF	6	6
Easy Readers	1815	1872
First Nations	1	2
GN	204	209
ILL	50	50
JGN	272	290
Juvenile Fiction	1378	1402
Juvenile Non-Fiction	852	864
LP AF	310	311
LPANF	7	7
LPNCLF	2	2
Magazines	16	126
North Central Block	5	5
Stacks	3	3
TGN	152	155
Young Adult	577	603
Totals	17,165	17,850

2023	Overdrive Circ	Niche Acad	GALE Logins	GALE Minutes	Total E-format	Facebook Visits	Website Visits	Website Page Views	Website Total	Total Activity
JAN	242	0	0	0	242	160	459	880	1499	1741 ^e

Appendix A – Library Statistics (cont.)

Interpreting the numbers:

- a. January 2022 patron total was 3586; we've added 113 patrons in the last year (inconsistent with new patron chart count of 124)
- b. General activity numbers have all increased, particularly in the areas of public computer use and wireless access (both public and personal computers)
- c. No new patrons added in January 2023, although several patrons came in to renew or reactivate their accounts. How can we invite new patrons (ski passes, drumming classes, school groups, newcomers)
- d. January 2022 numbers were 4/5 – program participation is up significantly
- e. January 2022 total was 1297

Appendix B - December 2022 Reconciliation

		RBC Account		Jan-23		
		Reconciliation by Month for RBC Account #				
		BANK RECONCILIATION				
MONTH	DATE	Chk #	Name	Details	Credit	Debit
				TOTALS FROM PREVIOUS MONTH:		
	3		Deposit #0006	Petty cash		\$126.80
	6		GIC interest			\$42.21
	6		GIC interest			\$85.99
	13	2208	HUB International	General liability insurance	\$839.00	
	16	2207	Stuart Lake Recycling	Invoice #2064	\$3.90	
	18	2206	Imperative Recycling	Invoice #3316	\$52.50	
	23		Deposit #0051	John Robinson and petty cash		\$6,087.50
	24		Collabria Mastercard	Online Payment 1737	\$1,688.52	
	25	2209	Midway Purnell Sanitary Supplies	Invoice #186988	\$118.47	
	25	2211	Valerie Crowley	December 5hrs @ \$32/hr	\$160.00	
	31		Regional District	District RDBN		\$1,394.75
	31	2210	Maxime Evans	Save On gift cards	\$500.00	
				YEAR-TO-DATE TOTALS:	\$3,362.39	\$7,737.25
				Dec 2022 Reconciliation	48,000.65	
				Credit	-3,362.39	
				Debit	7,737.25	
			SUBTOTAL		52,375.51	
Outstanding cheques			Chq #2212 - Twisted Media plexiglass barrier		-3,115.00	
			Chq #2213 - BC Libraries Co-op; EBSCO NoveList subscription		-150.74	
			Chq #2214 - Midway Purnel; toilet paper		-58.13	
			Chq # 2215 - ABCPLD annual dues		-250.00	
			Balance		48,801.64	

Appendix C - December 2023 Variance

Report: M:\live\gl\gtrptbux.p Version:010002L58.77.00 User ID: rachelie		DISTRICT OF FORT ST. JAMES ACTUALS AND BUDGET COMPARISON WITHOUT ENCUMBRANCE - LIBRARY - RW For All Revenue, Expense, Accounts - Zero Balance Accounts NOT Included		Date: 07/02/2023 Time: 14:08:46
Account	Description	PROVISIONAL 2022 (Prd 01-12) Normal	Actuals 2022 (Prd 01-12) 01/01/22 - 31/12/22	Percent of Variance
Project 305: Administrative Functions				
10-50-305-1000	WAGES SALARIES & BENEFITS LIBRARY	85,560.00	58,797.42	31.28-
10-50-305-1001	WAGES AND BENEFITS ASSISTANT LIBRARIAN	56,536.00	36,956.82	34.63-
10-50-305-1002	WAGES & BENEFITS OTHER	18,439.00	19,410.90	5.27
10-50-305-1006	WAGES & BENEFITS LIB CASUAL LABOUR	12,973.00	977.22	92.47-
10-50-305-1110	EDUCATION AND TRAVEL	1,020.00	2,372.44	132.59
10-50-305-2600	CPP - LIBRARY	0.00	6,251.13	0.00
10-50-305-2605	EI - LIBRARY	0.00	2,712.45	0.00
10-50-305-2610	MUNICIPAL PENSION PLAN - LIBRARY	0.00	9,060.48	0.00
10-50-305-2615	HEALTH BENEFITS - LIBRARY	0.00	9,874.29	0.00
10-50-305-2620	MEDICAL SERVICE PLAN/EHT - LIBRARY	0.00	2,371.65	0.00
10-50-305-2625	WCB - LIBRARY	0.00	2,158.06	0.00
10-50-305-2640	VACATION PAY - LIBRARY	0.00	1,891.57	0.00
10-50-305-2645	STATUTORY HOLIDAYS - LIBRARY	0.00	2,039.68	0.00
10-50-305-2650	SICK PAY - LIBRARY	0.00	2,378.79	0.00
	NET Project 305: Administrative Functions:	174,528.00	157,252.90	9.90-
Project 310: Office Costs				
10-50-310-1060	ADVERTISING - LIBRARY	330.00	0.00	100.00-
10-50-310-1085	LIBRARY LIABILITY INSURANCE	823.00	0.00	100.00-
10-50-310-1150	OFFICE SUPPLIES	3,030.00	5,663.99	86.93
10-50-310-1170	LIBRARY TELEPHONE AND MODEM	4,040.00	2,087.16	48.34-
10-50-310-1210	LIBRARY OFFICE EQUIP MAINTENANCE	1,010.00	0.00	100.00-
	NET Project 310: Office Costs:	9,233.00	7,751.15	16.05-
Project 330: Structures, Halls & Grounds				
10-50-330-1087	LIBRARY BUILDING INSURANCE	4,032.00	4,068.97	0.92
10-50-330-1275	LIBRARY BUILDING MAINTENANCE	5,050.00	9,061.47	79.44
10-50-330-1280	BC HYDRO COSTS	11,110.00	11,831.26	6.49
10-50-330-1305	JANITORIAL/ALARM SYSTEM - LIBRARY	9,090.00	10,374.30	14.13
	NET Project 330: Structures, Halls & Grounds:	29,282.00	35,336.00	20.67
	Report Totals:	213,043.00	200,340.05	5.96-

*** End of Report ***

Appendix D – Draft Public Library Grants Report

2022 PROVINCIAL PUBLIC LIBRARY GRANT REPORT (PLGR)

LIBRARY NAME

Fort St. James Public Library

CHECKLIST

For the PLGR to be considered complete, please ensure you have provided information for each of the following sections. Suggested word counts have been included for each question, but feel free to include more or less text as needed – text boxes will expand as you type. Click on a title in the list below to jump to that section of the document.

- ☐ [1. INTRODUCTION - LIBRARY AND COMMUNITY PROFILE](#)
- ☐ [2. MAJOR PROJECTS/PROGRAMS](#)
- ☐ [3. CHALLENGES](#)
- ☐ [4. COVID-19 RELIEF & RECOVERY – 2022 PROGRESS REPORT](#)
- ☐ [5. BOARD APPROVAL](#)

INTRODUCTION - LIBRARY AND COMMUNITY PROFILE

Provide a brief description of the community and library, focusing on what has changed in the past year. If provincial funding is primarily used to support your library's core operations, please include a general describe where it is applied (staffing, utilities, collections, etc.). (250-500 words)

The Fort St. James Public Library acknowledges that the land on which our work takes place is part of the unceded ancestral territories of the Dakelh Peoples.

Fort St. James is in Central BC, on the shores of Nakal'bun (Stuart Lake). Our library serves approximately 5,000 people across the municipality, Nak'azdli Whut'en, Tl'azt'en Nation, Binche Whut'en, Yekooche First Nation, Takla Lake First Nation, and rural areas within Electoral Area C of the Regional District Bulkley-Nechako. Our service area is majority Indigenous, represented within our high school population, which is 70% First Nations. We have a declining forestry sector, stable mining sector, and growing tourism sector. The regional district and municipality are focused on rural economic diversification and resiliency planning as corporate tax revenues decline. The library is located in the downtown core, near the District of Fort St. James office, restaurants, retail shops, banks, and Service BC.

In 2022 the Board of Trustees, in coordination with the Library Director, developed a five-year strategic plan. Near the end of 2022, our Library Director transitioned to a new position in Manitoba, and after a two-month vacancy, a new Library Director was hired.

The library is in a building owned by the District of Fort St. James. In May 2022, a Funding and Service Agreement between the Fort St. James Public Library Association and the District of Fort St. James was formalized, providing a framework for future annual funding increases and facilities maintenance.

Our collective agreement between the Fort St. James Public Library Association and the Canadian Union of Public Employees expired on December 31, 2022. Bargaining negotiations began in November 2022 and are still underway in early February 2023.

Post-pandemic, we observed steady increases in foot traffic, circulation, computer and wifi use, and program participation – although we have yet to fully recover pre-pandemic engagement levels.

Provincial funding for our library was primarily used for collections development (e.g., books, dvds, magazines, e-subscriptions) and facilities upgrades to improve hygiene and prevent disease transmission (e.g., permanent plexiglass barrier, new non-cloth chairs and cushion covers, air purifiers, extra programming supplies for quarantining of items).

2. FEATURED PROJECTS/PROGRAMS

Please describe any featured projects/programs the library has delivered in the past year. To report on multiple projects/programs, "copy" the blank table below and insert additional tables as needed using the "paste" function. Use one table per project/program. You do not need to report on every project/program, only highlights/notable examples.

Project/Program Name
Fort St. James Public Library 2022-27 Strategic Plan
Provide a brief description. Please include details such as any partnerships or resources leveraged to accomplish this project/program.
In 2022, our Board of Trustees and Library Director anonymized and collated community feedback collected during the pandemic to inform their strategic planning process.
They also referenced the guiding documents of BC library partners, the Canadian Federation of Library Associations and BC's Strategic Plan for Library Service.
How does this project/program support the library's strategic goals?

Our completed strategic plan reflects goals in the areas of:

1. **Advancing Truth and Reconciliation** – nurturing relationships with Dakelh Peoples and learning from Dakelh culture; Indigenizing and decolonizing the library
2. **Promoting Sustainability** – promoting awareness and providing accurate information on the impacts of climate change on libraries and their communities, and delivering on environmental best practices
3. **Providing Equitable Access for All** – introducing, updating, and maintaining technological equipment and resources for the library
4. **Increasing Community Engagement** – enhancing library spaces, services, and relationships to improve patron experiences

Our full strategic plan document can be found here:

<file:///C:/Users/libra/Downloads/Strategic-Plan-2022-2027-final.pdf>

How does this project/program support the [B.C.'s strategic goal\(s\) for public library service](#) from the strategic plan, which include:

1. Improving Access
2. Building Capacity
3. Advancing Citizen Engagement
4. Enhancing Governance

This project aligns with the following BC Strategic Goal areas:

1. **Improving Access** – providing access and helping people navigate the digital world
2. **Advancing Citizen Engagement** - bring the library community together to foster knowledge-sharing, collaboration and lasting reconciliation with Indigenous peoples
3. **Enhancing Governance** - Successful leadership and library service excellence depend on effective governance and accountability. Boards provide strategic direction at the local level and are responsible for ensuring libraries meet their financial, legal and community obligations.

What are the key outcomes of this project/program?

The completed Fort St. James Public Library 2022-27 Strategic Plan is a living document which acts as a focusing lens. It incorporates library sector strategic goals from the federal and provincial levels, refining those goals to ensure they are realistic given our existing local capacities and relevant to the patrons accessing our collection.

Did provincial grants enable this project/program? If so, how?

N/A

Project/Program Name

Funding and Service Agreement for the Fort St. James Public Library and the District of Fort St. James

Provide a brief description. Please include details such as any partnerships or resources leveraged to accomplish this project/program.
Our library is in a building owned and maintained by the District of Fort St. James. In May 2022, a formalized funding and service agreement was adopted. This document is intended to stabilize library services for residents and provide a framework for future funding increases. It outlines the responsibilities of each party in the areas of services and maintenance.
How does this project/program support the library's strategic goals?
<p>This project reflects our goals in the areas of:</p> <ol style="list-style-type: none"> 1. Providing Equitable Access for All – introducing, updating and maintaining technological equipment and resources for the library 2. Increasing Community Engagement – enhancing library spaces, services, and relationships to improve patron experiences
How does this project/program support the B.C.'s strategic goal(s) for public library service from the strategic plan, which include:
<ol style="list-style-type: none"> 1. Improving Access 2. Building Capacity 3. Advancing Citizen Engagement 4. Enhancing Governance
<p>This project aligns with the following BC Strategic Goal areas:</p> <ol style="list-style-type: none"> 1. Improving Access – As community hubs, libraries are providing vital access and helping people connect and navigate the digital world. We will continue to facilitate resource-sharing and help the development of a reliable and equitable digital infrastructure for library services. 2. Advancing Citizen Engagement - support the delivery of quality programs and services that people depend on
The finalized Funding and Service agreement was signed on May 4, 2022.
Did provincial grants enable this project/program? If so, how?
N/A

Project/Program Name
Public Computer Stations
Provide a brief description. Please include details such as any partnerships or resources leveraged to accomplish this project/program.

In 2022, our library received a \$12,625.00 grant from the Integris Community Foundation for the purchase of six new public computers, two new circulation computers and two staff computers. Fully upgrading our computer systems prevents interruptions in service and streamlines daily maintenance procedures – creating more time for meaningful patron interactions.

How does this project/program support the library's strategic goals?

This project reflects our goals in the areas of:

1. **Providing Equitable Access for All** – introducing, updating and maintaining technological equipment and resources for the library
2. **Increasing Community Engagement** – Enhancing library spaces, services, and relationships to improve patron experiences

How does this project/program support the [B.C.'s strategic goal\(s\) for public library service](#) from the strategic plan, which include:

1. Improving Access
2. Building Capacity
3. Advancing Citizen Engagement
4. Enhancing Governance

This project aligns with the following BC Strategic Goal areas:

1. **Improving Access** – providing access and helping people navigate the digital world
2. **Advancing Citizen Engagement** - bring the library community together to foster knowledge-sharing, collaboration and lasting reconciliation with Indigenous peoples

What are the key outcomes of this project/program?

New computers were purchased and installed in summer, 2022.

Did provincial grants enable this project/program? If so, how?

N/A

Project/Program Name

Children and Youth Programming

Provide a brief description. Please include details such as any partnerships or resources leveraged to accomplish this project/program.

Over the last year, we were able to re-introduce all in-person programming for children and youth. The four programs in this area, which ran at full capacity in 2022 were:

1. Baby Bounce (birth-18mos) – weekly storytime, sing-along and physical exploration of the library outside regular library hours
2. Storytime (birth-6yrs) – weekly storytime, sing-along and group play outside regular library hours
3. Summer Reading Club (ages 6-12yrs)
4. Pro-D Days (ages 6-12yrs) – aligned with SD91's professional development days, we offer themed programming for students during regular library hours when schools are closed

This project reflects our goals in the areas of:

1. **Advancing Truth and Reconciliation** – nurturing relationships with Dakelh Peoples and learning from Dakelh culture; Indigenizing and decolonizing the library
2. **Promoting Sustainability** – promoting awareness and providing accurate information on the impacts of climate change on libraries and their communities, and delivering on environmental best practices
3. **Providing Equitable Access for All** – introducing, updating, and maintaining technological equipment and resources for the library
4. **Increasing Community Engagement** – enhancing library spaces, services, and relationships to improve patron experiences

How does this project/program support the [B.C.'s strategic goal\(s\) for public library service](#) from the strategic plan, which include:

1. Improving Access
2. Building Capacity
3. Advancing Citizen Engagement
4. Enhancing Governance

This project aligns with the following BC Strategic Goal areas:

1. **Improving Access** – providing access and helping people navigate the digital world
2. **Advancing Citizen Engagement** - bring the library community together to foster knowledge-sharing, collaboration and lasting reconciliation with Indigenous peoples

What are the key outcomes of this project/program?

Re-introducing the full range of our pre-pandemic programming for local children and youth

Did provincial grants enable this project/program? If so, how?

Yes. **Provincial funds** were used to purchase books, games, sensory materials, presentation materials and consumable supplies for these four programs.

3. CHALLENGES

The following topics have been identified as recurring themes in previous years' PLGRs. The intent of this section is to collect detailed information in a structured, consistent format.

Please select the most significant challenges that the library has faced in the past year that you wish to comment on. Leave any other listed topics blank. Use the 'Other' row to include any ongoing or past challenges that not included in this list. If you have more than one 'Other' item to add, please insert additional rows into the table.

Challenge	Briefly describe how this challenge has impacted the library/community, and what steps the library took to address it in 2022. Please specify if any provincial funding was used, e.g., annual library funding, the technology grant, other non-PLB provincial grants (up to 250 words per topic).
COVID-19 (e.g., safety protocols, proof of vaccination)	Provincial funding was used to upgrade furniture, install a permanent plexiglass barrier, purchase air purifiers, duplicate programming supplies for quarantining items, and for cleaning supplies.
Emergency response (e.g., fires, floods, extreme weather)	The library acted as a cooling station during summer 2022 heat waves and wildfires impacted air quality at various points throughout the year. We are hopeful the air purifiers purchased with provincial funding will also help address smoke particulate matter in the library.
Financial pressure (e.g., rising costs, reduced revenues)	The impacts of 13+ years of stagnated provincial funding in the library sector have been brutal. It has impacted our library in all areas of operations: facilities, equipment, materials, collections, staff recruitment and retention, programming, services, and hours of operation.
Staffing (e.g., recruitment and retention, mental health, and wellness)	Administrative costs (salaries, MERCs, benefits) are paid by the District of Fort St. James. Lower library sector wages, both in comparison to similar non-profit jobs and similar district municipality jobs, make recruitment and retention incredibly challenging. New administrative assistants with our district municipality make \$4/hr more than library staff with seven years seniority. A new secondary summer student with the district municipality makes \$3/hr more than library staff with five years seniority.
Disappearing services in the community (e.g., government, banking, health)	In 2022, we lost five of our eight local physicians, as well as many nurses and other health paraprofessionals. These staff shortages resulted in several temporary diversions of our emergency room and/or hospital. SD91, our largest employer in the region, lost many employees and are approaching a mass retirement event. Job

	vacancies in healthcare and education sectors represent diminishing services to residents, and further complicate library recruitment and retention.
Connectivity (e.g., low bandwidth, lack of home internet in the community)	<p>Our library's download speed is 12 Mbps, far below Canada's national averages for both rural (20.9 Mbps) and urban (74.61 Mbps) areas.</p> <p>Our phone services were an ongoing problem in 2022. Phones were completely down for a total of two months, and intermittent/crackling during the rest of the year. Telus Communications Service Department is in Prince George (160km away) and response time was variable (three days to two weeks) without resolution. We are temporarily using our fax line as both a phone and fax service. The Library Director uses their personal cell phone for non-patron communications, to help keep the library line open for patrons.</p>
Aging/damaged facilities (e.g., need for repairs, renovations, upgrades/expansions)	<p>The library's heating and cooling system is geothermal, taking several days to 'catch up' to outdoor temperatures. When there is a dramatic increase or decrease in outdoor temperature, we use supplemental heating and cooling devices to keep staff and patrons comfortable. These adjustment periods can't be planned for and significantly increase our hydro expenses for these periods.</p> <p>Our library lift is 13 years old. Inspections and maintenance of the lift are done quarterly by Venture Elevators in Prince George (160km away). There were several delays in repairs, leaving the lift out of service for a total of three months in 2022. We are working in coordination with the District of Fort St. James to plan for capital funding to replace the lift in future.</p>
Community access to the library (e.g., geographic isolation, lack of local public transit, building accessibility)	<p>The library is located in the downtown core, within walking distance of residents in the district municipality and Nak'azdli Whut'en.</p> <p>Tl'azt'en Nation and Binche Whut'en offer once/daily round-trip bus service for their residents.</p> <p>Residents in Yekooche First Nation, Takla Lake First Nation, and the regional district rural areas do not have access to public transportation.</p>
Vulnerable communities (e.g., people experiencing homelessness, addiction, mental health crisis)	<p>2022 library incident reports record five ambulance service calls to revive non-responsive patrons struggling with complex social/medical issues.</p> <p>We also had four incident reports related to open container alcohol consumption and/or second-hand cannabis exposure in the library.</p>

	Our library is committed to remaining a safe space for all individuals in our community. We provide bottled water for vulnerable patrons and their pets, and direct patrons to social or medical support services when they are struggling or ask for help.
Other (please specify)	

4. COVID-19 RELIEF & RECOVERY GRANT – 2022 PROGRESS REPORT

Summary and Overview

Please provide an executive summary (overview summary) on the library's use of the COVID-19 Relief and Recovery Grants. The purpose of this section is not to duplicate the individual projects details, instead provide a short analysis and summary of your overall approach and progress. Please limit to 2 paragraphs and feel free to use bullet points.

Summary and Overview
Given our library's small size and patron population, we reallocated \$6,422.50 from our Emergency Planning Grant to improve COVID-19 Relief & Recovery impacts for our community.
The pandemic highlighted specific areas we could improve library procedures, materials and facilities to support staff and patron health and reduce disease transmission. Our application of these funds focused on transitioning to materials which can be cleaned between use, improving air quality, multi-purpose space use/distancing strategies, and enhanced programming.

	Grant budget	Reallocated budget
COVID-19 Relief & Recovery Grant Amount	\$24,192.54	\$30,516.04
Emergency Planning & Preparedness Grant Amount	\$8,084.18	\$1,641.68
Total Grant Amount	\$32, 256.72	\$32,256.72

Project Progress Report

Please use this section for:

1. Report progress on projects included interim report **and/ or**
2. New projects developed since interim report (copy and paste tables as needed)

Project/Program/Activity	Chair Replacement
Rationale	COVID-19 Recovery
Area of Need	Replace old cloth covered chairs with new leather or plastic chairs.
Action/Output/Deliverable	Ten leather chairs were purchased from Staples, and the old cloth chairs were donated to those around town who needed them.
Outcome/Impact	By replacing cloth with leather/plastic chairs, staff can easily wipe down and clean the furniture.
Metrics	Replace all ten cloth chairs in the public seating area with leather chairs.
Collaborative Links (if applicable)	N/A
Expenditure	\$2615.04
Detailed status update since the interim report (e.g., complete, in progress, pending, deferred, etc.).	Complete

Project/Program/Activity	New Plexiglass Barrier
Rationale	COVID-19 Recovery
Area of Need	A better, more professionally built barrier will provide better protection for staff and patrons
Action/Output/Deliverable	Replace three free-standing plexiglass barriers with one long, permanent, sturdy barrier
Outcome/Impact	Contact nearby plexiglass installers for quotes
Metrics	Barrier will be less prone to wobbling and will have no gaps (other than the opening for library materials) which should help staff and patrons feel more at ease interacting at the circulation desk
Collaborative Links (if applicable)	N/A
Expenditure	\$3115.00
Detailed status update since the interim report (e.g.,	Complete

complete, in progress, pending, deferred, etc.).	
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Project/Program/Activity	Cleaner, better cushions
Rationale	COVID-19 Recovery
Area of Need	Recover or replace the nine large green sitting cushions in public spaces
Action/Output/Deliverable	Look into local craftspeople who can create custom-made slip covers for the cushions, the shape of which makes it difficult to find new covers for purchase in store/online. If unsuccessful, will look for replacement cushions
Outcome/Impact	New cushions will have slipcovers that are easier to clean and not made of cloth but vinyl or leather or something else that can be wiped down
Metrics	Cushions will look better and be cleaner for patron use
Collaborative Links (if applicable)	N/A
Expenditure	\$3000
Detailed status update since the interim report (e.g., complete, in progress, pending, deferred, etc.).	In Progress - as of February 2023, we are currently on a waitlist with a local re-upholsterer

Project/Program/Activity	Enhanced Programing
Rationale	COVID-19 Recovery
Area of Need	Now that programing is back at the library, we purchased materials to enhance programing for those in attendance and draw back the patrons who have not attended programing since 2019
Action/Output/Deliverable	Research into various programs and activities at other libraries to see what would work best for the library; make notes of what is needed for current programs to enhance the experience
Outcome/Impact	Programing will be improved for patrons and staff, with more options for activities and involvement
Metrics	Enhanced programing should see an increase in patron involvement
Collaborative Links (if applicable)	N/A
Expenditure	\$3000
Detailed status update since the interim report (e.g.,	Complete

complete, in progress, pending, deferred, etc.).	
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Project/Program/Activity	Study Area
Rationale	COVID-19 Recovery
Area of Need	Replace current desks with study pods/carrels
Action/Output/Deliverable	Purchase 2-3 YA study carrels
Outcome/Impact	Purchase carrels from Canadian-based company (currently looking into Brodart and Carr McLean)
Metrics	Provide young patrons with a quiet, private area to study
Collaborative Links (if applicable)	N/A
Expenditure	\$3000
Detailed status update since the interim report (e.g., complete, in progress, pending, deferred, etc.).	Pending - purchase pods/carrels by March 2023

Project/Program/Activity	Cleaner Air
Rationale	COVID-19 Recovery
Area of Need	Purchase 1-3 air purifiers for interior library building to help with dust and allergies
Action/Output/Deliverable	Research best air purifiers for large spaces
Outcome/Impact	Improve air quality for patrons and staff
Metrics	Improve air quality and health in library
Collaborative Links (if applicable)	N/A
Expenditure	\$7500
Detailed status update since the interim report (e.g., complete, in progress, pending, deferred, etc.).	In Progress - three Conway Airmega 400 (4000 sqft) air purifiers and related filter replacements were purchased in February 2023.

Project/Program/Activity	Family Workstation
Rationale	COVID-19 Recovery
Area of Need	Purchase one family workstation (i.e., a computer desk with an attached playpen for those with small children)
Action/Output/Deliverable	Purchase family workstation desk from Canadian Museum & Library Supply
Outcome/Impact	Patrons with small children can use public computers
Metrics	Provide patrons with small children a chance to use the public computer without worrying about where their children are or what they are doing
Collaborative Links (if applicable)	N/A
Expenditure	\$8500
Detailed status update since the interim report (e.g., complete, in progress, pending, deferred, etc.).	Pending - purchase and install by March 2023

Project/Program/Activity	COVID Preparation
Rationale	Emergency Planning
Area of Need	Purchase COVID supplies
Action/Output/Deliverable	Purchase hand sanitizer, masks, gloves, and cleaning supplies to be stored away for use during a potential future COVID (or other communicable disease) outbreak. Purchase posters for children's area and bathrooms regarding hand washing and disease prevention
Outcome/Impact	The library will be prepared for the event of a sudden or quick change in COVID policies and procedures
Metrics	The library will be prepared should any future outbreaks or changes in COVID guidelines come into effect; given the rural location of the library, it is wise to have these supplies on hand ahead of time as it can be very difficult to find supplies at the last minute
Collaborative Links (if applicable)	N/A
Expenditure	\$1641.68
Detailed status update since the interim report (e.g., complete, in progress, pending, deferred, etc.).	Complete

5. BOARD APPROVAL

Electronic signatures are acceptable where physical signatures are not feasible.

Library Director Signature: _____

Date: _____

Board Chair Signature: _____

Date: _____

Appendix – FSJPL 2023 Draft Budget for the District of Fort St. James

2023 DRAFT LIBRARY BUDGET FOR THE DISTRICT OF FORT ST. JAMES					
Account	Description	2021 Budget	2022 Budget	2023 Budget	Notes
Project 305: Administrative Functions					
10-50-305-1000	HEAD LIBRARIAN SALARY	\$ 61,740.00	\$ 85,560.00	\$ 85,560.00	One-year freeze; NEW CUPE ARTICLE
10-50-305-1001	ASSISTANT LIBRARIAN	\$ 56,926.20	\$ 56,536.00	\$ 60,223.00	35hrs/wk; CUPE + 40% MERCs
10-50-305-1002	OTHER CONTRIBUTED WAGES (DA II)	\$ 18,425.35	\$ 18,439.00	\$ 19,361.00	18hrs/wk; CUPE + 15% MERCs
10-50-305-1006	LIBRARY CASUAL LABOUR (DA I (x 2))	\$ 10,787.54	\$ 12,973.00	\$ 18,163.00	18hrs/wk; CUPE + 15% MERCs
10-50-305-1007	LIBRARY STUDENT WAGES				6% overall increase to wages; under CPI
10-50-305-1110	EDUCATION AND TRAVEL	\$ 1,000.00	\$ 1,020.00	\$ 4,000.00	NEW CUPE ARTICLE
10-50-305-2600	CPP - LIBRARY				
10-50-305-2605	EI - LIBRARY				
10-50-305-2610	MUNICIPAL PENSION PLAN - LIBRARY				
10-50-305-2615	HEALTH BENEFITS - LIBRARY				
10-50-305-2620	MEDICAL SERVICE PLAN/EHT - LIBRARY				
10-50-305-2625	WCB - LIBRARY				
10-50-305-2640	VACATION PAY - LIBRARY				
10-50-305-2645	STATUTORY HOLIDAYS - LIBRARY				
10-50-305-2650	SICK PAY - LIBRARY				
	NET Project 305	\$ 148,879.09	\$ 174,528.00	\$ 187,307.00	7% Increase
Project 310: Office Costs					
10-50-310-1060	ADVERTISING - LIBRARY	\$ 300.00	\$ 330.00	\$ 351.00	(1) Request to ammend 2.1.2.2: 1% to CPI
10-50-310-1085	LIBRARY LIABILITY INSURANCE	\$ 815.00	\$ 823.00	\$ -	(2) Schedule C, 12 b
10-50-310-1150	OFFICE SUPPLIES	\$ 3,000.00	\$ 3,030.00	\$ 3,221.00	
10-50-310-1170	LIBRARY TELEPHONE AND MODEM	\$ 4,000.00	\$ 4,040.00	\$ 4,295.00	
10-50-310-1210	LIBRARY OFFICE EQUIP MAINTENANCE	\$ 1,000.00	\$ 1,010.00	\$ 1,074.00	
	NET Project 310	\$ 9,115.00	\$ 9,233.00	\$ 8,941.00	3.2% decrease
Project 330: Structures, Halls & Grounds					
10-50-330-1087	LIBRARY BUILDING INSURANCE	\$ 3,992.00	\$ 4,032.00	\$ 4,113.00	(1) Provided by District CFO to capture
10-50-330-1275	LIBRARY BUILDING MAINTENANCE	\$ 5,000.00	\$ 5,050.00	\$ 5,151.00	actual costs for Structures, Halls, Grounds
10-50-330-1280	BC HYDRO COSTS	\$ 9,500.00	\$ 11,110.00	\$ 11,332.00	(2) Request to ammend 2.1.2.2: 1% to
10-50-330-1305	JANITORIAL/ALARM SYSTEM - LIBRARY	\$ 9,000.00	\$ 9,090.00	\$ 9,272.00	actual costs for Structures, Halls, Grounds
	NET Project 330	\$ 27,492.00	\$ 29,282.00	\$ 29,868.00	2% increase
	Report Totals	\$ 185,486.09	\$ 213,043.00	\$ 226,116.00	6% increase