
FORT ST JAMES PUBLIC LIBRARY

Minutes for Regular Meeting

19 April 2023, 4:43-6:20pm

ATTENDEES: Louise Evans-Salt, Mark McCutcheon, Elizabeth Hoy, Judith Friesen, Jacqueline Soles, Judy Greenaway, David Nutbrown, Maxime Evans

REGRETS: Marilyne Teegee

1.0 LAND ACKNOWLEDGEMENT (CHAIR EVANS-SALT)

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, 15 Mar 2023.
- 2.2 EcoTank Pro ET-5850 printer was ordered and installed.
- 2.3 Juvenile cushions have been reupholstered.
- 2.4 Seedy Saturday took place at the library on 25 March, from 11-1.
- 2.5 Indigenous Awareness Training completed by LD and one LA. Indigenous Relations Training completed by LD and ALD. Two Trustees have completed Indigenous Awareness Training and are in-progress for Indigenous Relations Training.
- 2.6 Four computer carrels have been ordered.
- 2.7 Twelve vinyl office chairs were ordered and assembled.
- 2.8 The office and washroom floors were stripped and waxed by our District Custodian.
- 2.9 The majority of our acquisitions are now purchased through United Library Services, to prepare for the use of website and Sitka auto-population tools. The anticipated end date for this project is August 2023.
- 2.10 A thank you card, and \$100 Fort St. James Bucks gift certificate was presented to on-call LA.
- 2.11 The library has been awarded a \$1000 Fort St. James Community Foundation Grant, to support the 2023 Summer Reading Club program.
- 2.12 Wire shelving for the paperback wall was installed, and slatwall shelving was repurposed in the Young Adult Graphic Novel and Non-fiction Area.

- 2.13 ALD attended the District of Fort St. James staff lunch on 30 March.
- 2.14 One Trustee, LD and ALD attended the BC Library Conference (April 12-14).
- 2.15 The Collective Agreement Between the Fort St. James Public Library Association and Canadian Union of Public Employees 4951-03 (January 1, 2023 to December 31, 2025) has been ratified.
- 2.16 LD completed ABLE Public Services Sequence (9 hrs), Early Childhood Services Sequence (3 hrs), Young Adult Services Sequence (2 hrs), AMSSA Introduction to Diversity & Inclusion – Library Federations (1.5hrs) and attended the following meetings in the last month:
 - 2.16.1 Privacy Guidelines Webinar Series for Public Libraries (#2)
 - 2.16.2 CUPE ratification meeting (introduction only)
 - 2.16.3 Finance Committee Meeting
 - 2.16.4 CNC Back to Our Roots (Medicine Knowledge and Arts) event
 - 2.16.5 ABCPLD AGM
 - 2.16.6 NCLF LDAG AGM

MOTION: to approve the consent agenda as read for the Regular Meeting of the Board 19 Apr 2023. Trustee Friesen/Trustee Greenaway. Carried unanimously.

3.0 AGENDA (CHAIR EVANS-SALT)

MOTION: to approve the agenda as read for our Regular Meeting of the Board, 19 Apr 2023, with the addition of item 6.3: Accessible BC Act. Trustee McCutcheon/Trustee Hoy. Carried unanimously.

4.0 LIBRARIAN'S REPORT (LD)

- 4.1 March 2023 Library Statistics (appendix A)
- 4.2 March 2023 Reconciliation (appendix B)

Highlighted line – we are still waiting for a final statement for the prior LD's Collabria MasterCard.

- 4.3 Q1 District Variance Report

2023 variance reports from the District of Fort St. James are still being calculated.

5.0 COMMITTEE REPORTS

- 5.1 Finance Committee (Trustee Hoy, Finance Chair)
 - 5.1.1 Draft Operating Budget (appendix C)

Discussion on the Library's 2023 Draft Operating Budget. This budget will not be approved in the 2023 year. As this is our first Draft Operating

Budget, it will remain as an item under Business Arising as a learning exercise, with a goal of approving a full Operating Budget in 2024.

5.1.2 GIC Purchases

2023 provincial grant funding and 2023-2025 Enhancement funding has been deposited into the Library's RBC chequing account.

MOTION: to withdraw \$70,000 from RBC chequing for the purchase of a 1yr GIC with Credential QTrade Securities. Trustee Hoy/Trustee Friesen. Carried unanimously.

MOTION: to transfer \$30,000 from RBC chequing into an RBC cashable GIC. Trustee Hoy/Trustee McCutcheon. Seven votes in favour, one vote opposed; carried by majority.

5.1 HR Committee (Trustee Evans)

5.1.1 ALD's cataloguing course reimbursement.

MOTION: to approve a \$629 reimbursement to Jenny Vogelsang, for successful completion of Red River Polytechnic's Introduction to Cataloguing course. Trustee Evans/Trustee Greenaway. Carried unanimously.

5.1.2 LD 90-day review

LD has successfully completed their 90-day probationary period. The Library has extended an offer of permanent employment, and the LD has accepted the position.

☐ Trustee Evans will prepare a letter for the District of Fort St. James.

6.0 BUSINESS ARISING (CHAIR EVANS-SALT and LD)

6.1 Board Terms and AGM

Our AGM will be on May 17 at 6:00pm, with a regular meeting of the Board to immediately follow.

☐ Board Chair will check in individually with each of the five Trustees whose terms are ending.

☐ LD will advertise our AGM on the Library's website, facebook page, posters distributed in key community areas, and on the District's electronic sign.

6.2 Indigenous Awareness and Relations Training and AMSSA Introduction to Diversity & Inclusion.

These training opportunities are available free of charge to employees and Trustees.

6.3 Accessible BC Act

LD has requested to join the Regional District Bulkley-Nechako's regional Accessibility Committee. There is also an option to join the North Central Library Federation's Accessibility Committee.

7.0 STRATEGIC GOALS (LD)

7.1 Advancing Truth and Reconciliation

Indigenous Awareness and Relations Training

7.2 Promoting Sustainability

Recycling station in staff office

7.3 Providing Equitable Access for All

Introduction to Diversity & Inclusion – Library Federations; washrooms & wifi

7.4 Increasing Community Engagement

Seedy Saturday, CNC Back to Our Roots

8.0 NEW BUSINESS

8.1 Beyond Hope Registration

MOTION: to approve the registration, travel, meals, and accommodation costs for two staff and up to six trustees to attend the Beyond Hope 2023 conference. Trustee Friesen/Trustee Greenaway. Carried unanimously.

8.2 Funding Partner Celebration and Gratitude

Discussion around ways we can celebrate community partnerships and thank funding partners.

9.0 QUESTION AND ANSWER PERIOD

No questions

10.0 IN-CAMERA MEETING

MOTION: to move to an in-camera session at 6:02. Trustee Evans/Trustee Soles. Carried unanimously.

MOTION: to move out of in-camera session at 6:20. Trustee Soles/Trustee Nutbrown. Carried unanimously.

REGULAR MEETING RESUMES AT (TIME)

Motions brought into regular meeting: NONE

11.0 ADJOURNMENT

MOTION: *adjourn FSJPL Regular Meeting of the Board, 19 Apr 2023 at 6:20pm. Trustee Friesen/Trustee Greenaway. Carried unanimously.*

FSJPL 2023 Board Meeting Dates

January 19, 4:45pm	May 17, 6:00pm	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

Building: Jacqueline Soles
Mark McCutcheon

NCLF Representative: Trustee Evans

NCLF Alternate Representative: vacant

District of Fort St. James Representative: Councillor Judith Friesen

District of Fort St. James Alternate: Mayor Martin Elphee

Appendix A – Library Statistics

April 2023 Librarian's Report

Mar 2023 Patrons	
PL Adult	1819
PL BC OneCard	97
PL Circ +Copy Edit	1
PL Circ +Full Cat	2
PL Circulator	1
PL General Staff	3
PL ILL	113
PL Juvenile	329
PL Local System Admin	2
PL New User	495
PL No-fines	6
PL Non Resident	812
PL Print Disabled	2
PL Temporary	36
SIP-Client	1
Total	3719

New Patrons			
	2021	2022	2023
January	11	3	7
February	3	3	4
March	9	21	17
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	28

General Activity			
March	2021	2022	2023
Foot Traffic	845	1064	1703 ^a
Public Computers	51	78	123
Wireless	1021	781	1397
Hours Open	137	143.5	143.5
Circulation	1130	1047	1174

Circulation Details			
March	2021	2022	2023
Adult Fiction	450	411	395 ^b
Adult Non-Fiction	163	136	105
Audiobooks	1	6	0
DVD AF	116	147	195
DVD ANF	0	3	4
DVD JF	14	38	54
DVD JNF	0	-	0
Easy Readers	146	180	228
GN	6	6	8
ILL	120	123	80 ^c
JGN	8	45	44
Juvenile Fiction	25	36	56
Juvenile Non-Fiction	21	17	40
LP AF	11	12	14
Magazines	18	14	15
TGN	0	2	1
Young Adult	27	20	15
Stacks	3	1	0
Totals	1130	1047	1174^c

Programs				
March 2023	Programs	Attendance	YTD Programs	YTD Attendance
KIDS/FAMILIES	10	90	27	262
ADULT	0	0	0	0
OUTSIDE LIBRARY	7	79	13	188
MEZZANINE/MEETINGS	2	28	8	76
Totals	19	197	48	526^d

Appendix A – Library Statistics (cont.)

ILL and ILC Circulation			
March	2021	2022	2023
ILL			
Outgoing	5	51	73
Incoming	45	9	11
TOTAL	50	60	84
ILC			
Outgoing	113	79	88
Incoming	70	113	76
TOTAL	183	192	164
BC ONE			
Returns	6	4	6
TOTALS	239	256	254

March 2023 Collection by Modifier		
	Titles	Items
Audiobook	75	75
Book	8721	8963
CD and book	1	1
DVD	2400	2570
Graphic novel	647	672
Interlibrary loan	50	50
Juvenile collection	4000	4084
Juvenile serial	1	1
Large print	316	317
Literacy Kit	112	113
Magazine	15	96
Non-circulating	12	18
Other	1	1
Oversize	42	42
Paperback	1033	1047
Totals	17,426	18,050

Mar 2023 Collection by Shelving Location		
	Titles	Items
Adult Fiction	5645	5704
Adult Non-Fiction	3523	3718
Audiobook	76	76
DVD AF	1917	2041
DVD ANF	58	60
DVD JF	425	470
DVD JNF	6	6
Easy Readers	1847	1905
First Nations	1	2
GN	212	217
ILL	50	50
JGN	284	302
Juvenile Fiction	1408	1432
Juvenile Non-Fiction	863	875
LP AF	314	315
LPANF	7	7
LPNCLF	2	2
Magazines	16	123
North Central Block	5	5
Stacks	3	3
TGN	158	161
Young Adult	596	623
Totals	17,416	18,097

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
FEB	211	4	1	0	215	125	436	840	1401	1616
MAR	308 ^b	11	2	0	312	365	508	887	1760	2072 ^e

Appendix A – Library Statistics (cont.)

Interpreting the numbers:

- a. March was a busy month in the library, which was reflected in our foot traffic counts. The increase may be partially due to our automated door counter.
- b. Adult fiction circulation rates seem to be declining, but Overdrive circulation rates are increasing.
- c. As LD becomes more fluent in running Sitka reports, we will highlight discrepancies. Total circulation numbers were 1254 across all libraries; LD subtracted the 80 interlibrary loan titles from the 1254 total, as they are represented twice – in individual shelving locations and in ILL location.
- d. YTD attendance for programs at the end of March 2022 was 22.
- e. Facebook visits are up, likely due to twice weekly posting. Digital access is increasing across all platforms.

Appendix B – Bank Reconciliation

	RBC Account			Mar-23		
	Reconciliation by Month for RBC Account #0899-400-067-9					
	BANK RECONCILIATION					
MONTH	DATE	Chk #	Name	Details	Credit	Debit Revenue
			TOTALS FROM PREVIOUS MONTH:	\$11,147.95	\$8,074.50	\$8,074.50
Mar	1		Deposit BILLP131	Regional District Bulkley Nechako		\$1,394.75 \$1,394.75
Mar	1	2220	BCLTA Invoice #BCLTA-1059	Governance Workshop Session	\$25.00	
Mar	1	2216	BCLTA Invoice #BCLTA-989	Annual Membership Fee	\$324.96	
Mar	6		GIC Interest			\$38.13 \$38.13
Mar	6		GIC Interest			\$77.67 \$77.67
Mar	6	2219	BC Coop Invoice #10316	OverDrive Annual Membership	\$1,519.42	
Mar	9	2223	Imperative Invoice #3378	Recycling fees	\$34.13	
Mar	10		Deposit #0053	Petty cash		\$92.25 \$92.25
Mar	10	2224	SD91 Invoice #22/2	Wood Shop - name tags	\$180.00	
Mar	14	2226	Stuart Lake Co-op Invoice #2141	Recycling fees	\$23.40	
Mar	22		Online Payment #8665	Collabria Mastercard (VC)	\$1,643.47	
Mar	22		Online Payment #6171	Collabria Mastercard (KF)	\$2,603.49	
Mar	23	2222	Dynamic Imaging Invoice #29139	Interlibrary Connect stickers	\$221.21	
Mar	27		GIC Interest			\$1,570.61 \$1,570.61
Mar	28	2228	Shadow Leathers	Juvenile area seating cushions	\$1,937.25	
Mar	31		Deposit BILLP132	Regional District Bulkley Nechako		\$1,394.75 \$1,394.75
Mar	31		Online Payment #3049	Collabria Mastercard (VC)	\$4,169.20	
Mar	31	2221	BCLA Invoice #23-memb-BCLA-FSJ F	Institutional Annual Membership	\$180.00	
			SUBTOTAL	\$12,861.53	\$4,568.16	\$4,568.16
			YEAR-TO-DATE TOTALS:	\$24,009.48	\$12,642.66	\$12,642.66
			2022 Bank Reconciliation	48,000.65 12,642.66 -24,009.48		
			Mar 2023 Reconciliation	36,633.83		
Outstanding cheques			Chq #2225 - BC Libraries Coop (KNOW subscription) Chq #2229 - ULS books	-36.42 -1,105.79		
			TOTAL	35,491.62		

GST	PST	Books	DVD	Subs.	Tech	Off. Supp.	Admin.	Travel/Ed	Prog.	Maint.	Membership	Misc.
\$404.51	\$426.07	\$2,020.41	\$318.90	\$142.45	\$39.95	\$2,338.03	\$895.40			\$59.80	\$250.00	\$4,154.31
								\$25.00				
											\$324.94	
\$72.35		\$1,447.07										
\$1.63										\$32.50		
						\$180.00						
										\$23.40		
\$73.81	\$93.59	\$146.03			\$1,205.49	\$131.51						
\$9.88	\$13.83					\$197.50						
\$90.00	\$47.25											\$1,800.00
\$186.06	\$260.40				\$182.35	\$90.10			\$88.52			\$3,437.17
											\$180.00	
\$433.73	\$415.07	\$1,593.10				\$599.11		\$25.00		\$55.90	\$504.94	\$5,237.17
\$838.24	\$841.14	\$3,613.51	\$318.90	\$142.45	\$1,427.79	\$2,937.14	\$895.40	\$25.00	\$88.52	\$115.70	\$754.94	\$9,391.48

Appendix C – Draft Operating Budget

2023 OPERATING BUDGET			
REVENUE	2021 Actuals	2022 Anticipated	2023 Draft
Grants			
District of Fort St. James	\$177,919.00	\$200,340.00	\$282,696.00
Province of British Columbia	32,569.00	32,569.00	32,764.00
BC Enhancement Grant			88,302.00
BC Covid-19 Relief and Recovery Grant	0.00	32,257.00	21,500.00
Regional District of Bulkley Nechako	18,937.00	16,737.00	16,737.00
Integris Community Foundation	0.00	12,625.00	0.00
Law Matters	2,000.00	1,500.00	1,500.00
North Central Library Federation	0.00	2,779.00	2,041.00
Centerra Gold	0.00	0.00	10,000.00
Fort St. James Community Foundation	0.00	1,000.00	1,000.00
Investments & Interest	3,333.00	420.76	9,130.00
Other revenue	2,622.00	1,760.60	2,000.00
Book Sale	2,435.00	1,381.03	1,500.00
GST Rebate	1,209.00	1,500.00	1,700.00
Lost & Damaged	345.00	84.90	150.00
Donations	0.00	5,000.00	6,000.00
Printing Services	-414.00		
Revenue Total	\$240,955.00	\$309,954.29	\$477,020.00
EXPENDITURES			
Wages	133,326.00	159,880.00	181,887.00
Benefits and MERCs		0.00	62,000.00
Advertising	570.00	0.00	351.00
Office supplies	13,569.00	5,663.99	3,221.00
Telephone and modem	3,228.00	2,087.00	4,295.00
Library Office Equip Maintenance	0.00	0.00	1,074.00
Library Building Insurance	3,608.90	4,068.97	4,113.00
Library Building Maintenance	11,898.57	9,061.47	5,151.00
Hydro	12,051.00	11,831.00	11,332.00
Custodian services	10,015.00	10,446.00	9,272.00
Circulation materials	15,585.00	19,917.00	40,000.00
Covid-19 Relief and Recovery Grant		10,756.72	21,500.00
Board Liability Insurance	1,355.00	1,423.00	1,495.00
General Liability Insurance	328.10	839.00	881.00
Consulting fees	4,498.00	1,416.00	5,000.00
Memberships	3,573.43	2,191.60	2,000.00
Other office supplies	0.00	3,000.00	2,783.00
Registration fee	2,683.00	3,256.49	3,842.65
Accounting and legal services	1,540.00	1,650.00	1,940.40
Education and travel	987.00	3,172.00	1,000.00
Programs	504.00	2,015.00	2,000.00
Canada Post	0.00	1,287.31	1,500.00
Recycling fees	0.00	799.00	1,079.49
Bank fees and interest	4.00	3.00	4.00
10% Contingency	0.00	0.00	47,702.00
Expenditures Total	\$219,324.00	\$254,764.55	\$415,423.54
EXCESS REVENUE FOR THE YEAR	21,631.00	55,189.74	61,596.46
INVESTMENTS (FEB 2023)			
RBC GICs	1YR Cashable (06/12/23) 3.25%		15,292.29
	1YR Cashable (06/12/23) 3.25%		31,152.46
	1YR NonR (26/09/23) 4.5%		70,383.18
Integris GICs	1YR NonR (02/12/24) 4.86%		54,594.34
	18MO NonR (08/08/24) 5.00%		54,597.05
Investments Total			\$226,019.32