
FORT ST JAMES PUBLIC LIBRARY

Minutes for Regular Meeting

17 May 2023, 6:15-7:06pm

ATTENDEES: : Louise Evans-Salt, Mark McCutcheon, David Nutbrown, Judy Greenaway, Maxime Evans, Jim Burck, Jacqueline Soles, Marilyn Teegee, Judith Friesen, Valerie Crowley

1.0 LAND ACKNOWLEDGEMENT

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

- 2.1 Approval of minutes of the Regular Meeting of the Board, 19 Apr 2023
- 2.2 TV Society meeting was held at the library on 17 April, from 7-8pm
- 2.4 In partnership with CNC, LD has applied for \$64,000 in funding through BC's 2023-2025 Community Adult Literacy Program
- 2.5 Q2 All-staff meeting was held on April 25
- 2.6 Library attended the Community Recreation and Health Fair on April 25
- 2.7 Mount Milligan Community Project Fund has provided a \$5000 grant to grow the children's collection
- 2.8 The Library has been certified as a BC Living Wage Employer
- 2.9 Five magazines were removed from circulation due to zero circulations in the last year: Canadian House and Home, Country Woman, Good Housekeeping, Good Times, and Women's Day
- 2.10 ALD attended the Summer Reading Club Roundtable
- 2.11 LA II completed Indigenous Awareness training
- 2.12 COVID-19 Relief & Recovery grant funding has been fully allocated
- 2.13 Two GICs have been purchased: a \$30,000 1YR cashable (3.25%) through RBC and a \$70,000 1YR non-redeemable (4.81%) through QTrade Securities
- 2.14 Trustee Soles, LD and ALD submitted reports for their attendance at the 2023 BC Library Conference (appendix E)

- 2.15 2023 Q1 Report was submitted to the District of Fort St. James
- 2.16 The Library's 2022 Statement of Financial Information (SOFI) was submitted to the BC Libraries Branch on 8 May 2023
- 2.17 LD attended the following meetings in the last month:
 - 2.17.1 Two Northern Health meetings – mental health and social work program
 - 2.17.2 RDBN – Accessibility BC Act Committee discussion
 - 2.17.3 CNC – Community partnerships discussion
 - 2.17.4 Finance Committee Meeting
 - 2.17.5 Privacy Guidelines Webinar Series for Public Libraries (#3)
 - 2.17.6 Nak'azdli Whut'en Councillor and Elder, Fred Sam
 - 2.17.7 Two RCMP meetings

MOTION: to approve the consent agenda as read for the Regular Meeting of the Board, 17 May 2023. Trustee Greenaway/Trustee McCutcheon. Carried unanimously.

3.0 AGENDA

MOTION: to approve the agenda as read for our Regular Meeting of the Board, 17 May 2023. Trustee Evans/Trustee Greenaway. Carried unanimously.

4.0 LIBRARIAN'S REPORT

- 4.1 April 2023 Library Statistics (appendix A)
- 4.2 April and March-updated 2023 Reconciliations (appendix B)
- 4.3 Q1 District Variance Report (appendix C)

5.0 COMMITTEE REPORTS

- 5.1 Outgoing Treasurer appointment to Finance Committee.

MOTION: to appoint Elizabeth Hoy to the Finance Committee. Trustee Greenway/Trustee Friesen. Carried unanimously.

6.0 BUSINESS ARISING

- 6.1 Accessibility BC Act Committee (appendix D)

MOTION: for the Fort St. James Public Library to join the Regional District of Bulkley-Nechako's Joint Accessibility Advisory Committee. Trustee McCutcheon/Trustee Teegee. Carried unanimously.

7.0 STRATEGIC GOALS

- 7.1 Advancing Truth and Reconciliation
Decolonizing the collection (subject titles, labels, locating)
- 7.2 Promoting Sustainability
Intentional reduction in order numbers/boxes
- 7.3 Providing Equitable Access for All
Wi-fi statistics
- 7.4 Increasing Community Engagement
Community Recreation and Health Fair

8.0 NEW BUSINESS

- 8.1 Voting in Executive – two positions (Vice Chair, Treasurer)
Mark McCutcheon as Vice Chair. *Trustee Greenway/Trustee Evans. Carried unanimously.*
The position of Treasurer will remain vacant until the June Board meeting.
- 8.2 SOFI FIPPA statement
Disclosure of Trustee personal information which is included in the annual SOFI
- 8.3 Tl'azt'en Early Years Fair on June 9, 11am-2pm
Trustees invited to host a table at Eugene Joseph School.

9.0 QUESTION AND ANSWER PERIOD

- 9.1 Discussion around Reconciliation and Trustee training opportunities

10.0 ADJOURNMENT

- 10.1 Next meeting date will be moved from 21 June to 28 June, in recognition of Indigenous People's Day.

MOTION: adjourn FSJPL Regular Meeting of the Board, 17 May 2023 at (time). Trustee Teegee/Trustee Evans. Carried unanimously.

FSJPL 2023 Board Meeting Dates

January 19, 4:45pm	May 17, 4:45pm	September 20, 4:45pm
February 15, 4:45pm	June 28, 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: Elizabeth Hoy
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

May 2023 Librarian's Report

April 2023 Patrons			
PL Adult		1821	
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		330	
PL Local System Admin		2	
PL New User		503	
PL No-fines		6	
PL Non-Resident		812	
PL Print Disabled		2	
PL Temporary		1	
SIP-Client		36	
New Patrons Total		3731	
	2021	2022	2023
January	11	3	7
February	3	3	4
March	9	21	17
April	3	16	12
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	40

General Activity			
April	2021	2022	2023
Foot Traffic	763	917	1365
Public Computers	64	65	85
Wireless	1009	1075	1340
Hours Open	137	124	132
Circulation	831	1015	962

Circulation Details			
April	2021	2022	2023
Adult Fiction	392	357	362
Adult Non-Fiction	108	149	97
Audiobooks	-	-	4
DVD AF	92	1510	161
DVD ANF	-	1	1
DVD JF	14	26	40
DVD JNF	-	1	0
Easy Readers	113	139	175
GN	8	-	8
ILL	98	72	64
JGN	16	27	24
Juvenile Fiction	16	43	32
Juvenile Non-Fiction	23	19	20
LP AF	9	14	7
Magazines	10	3	9
TGN	1	5	4
Young Adult	19	9	20
Stacks	10	-	0
Totals	831	1015	1028

Programs				
April 2023	Programs	Attendance	YTD Programs	YTD Attendance
KIDS/FAMILIES	8	35	78	340
ADULT	0	0	0	0
OUTSIDE LIBRARY	8	114	21	302
MEZZANINE/MEETINGS	4	17	12	9
Totals	20	166	111	651

ILL and ILC Circulation			
April	2021	2022	2023
ILL			
Outgoing	36	42	74
Incoming	7	11	4
TOTAL	43	53	78
ILC			
Outgoing	52	74	66
Incoming	86	56	56
TOTAL	138	130	122
BC ONE			
Returns	15	2	15
TOTALS	196	185	215

April 2023 Collection by Modifier		
	Titles	Items
Audiobook	75	75
Book	8784	9019
CD and book	1	1
DVD	2400	2570
Graphic novel	667	692
Interlibrary loan	50	50
Juvenile collection	4049	4131
Juvenile serial	1	1
Large print	316	317
Literacy Kit	112	113
Magazine	15	93
Non-circulating	12	18
Other	2	2
Oversize	42	42
Paperback	1046	1060
Totals	17,572	18,184

April 2023 Collection by Shelving Location		
	Titles	Items
Adult Fiction	5692	5751
Adult Non-Fiction	3541	3729
Audiobook	76	76
DVD AF	1917	2041
DVD ANF	58	60
DVD JF	425	470
DVD JNF	6	6
Easy Readers	1872	1928
First Nations	1	2
GN	216	221
ILL	50	50
JGN	295	313
Juvenile Fiction	1421	1445
Juvenile Non-Fiction	875	887
LP AF	314	315
LPANF	7	7
LPNCLF	2	2
Magazines	16	123
North Central Block	5	5
Stacks	3	3
TGN	163	166
Young Adult	607	634
Totals	17,562	18,234

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	11	2	0	312	365	508	887	1760	2072
APR	276	0	0	0	276	272	399	703	1374	1650

Appendix B – Bank Reconciliation

RBC Account				Apr-23			
Reconciliation by Month for RBC Account # [REDACTED]							
BANK RECONCILIATION							
MONTH	DATE	Chk #	Name	Details	Credit	Debit	Revenue
				TOTALS FROM PREVIOUS MONTH:	\$24,009.48	\$12,642.66	\$12,642.66
April	3		Deposit #0054	Petty cash		\$202.35	\$202.35
April	4		Prov/Local Gvt Payment	Province of BC		\$121,066.01	\$121,066.01
April	6		GIC interest			\$42.21	\$42.21
April	6		GIC interest			\$85.99	\$85.99
April	17	2225	BC Libraries Co-op	Know-BC subscription	\$36.42		
April	20	2227	Jenny Vogelsang	Cataloguing course	\$629.00		
April	21	2230	Imperative Recycling	INV #3412	\$51.19		
April	21	2231	Stuart Lake Recycling Coop	INV #2182	\$171.75		
April	26		GIC purchase	RBC 1YR cashable	\$30,000.00		
April	26		Collabria Mastercard	Online payment #3101	\$4,842.88		
April	26	2229	United Library Services	INV #818477	\$1,105.79		
	27	2232	GIC purchase	Qtrade Securities 1YR non-red	\$70,000.00		
	28		RDBN	Regional District Grant		\$1,394.75	\$1,394.75
	28	2233	Carr McLean	Paperback shelving	\$483.17		
				SUBTOTAL	\$107,320.20	\$122,791.31	\$122,791.31
				YEAR-TO-DATE TOTALS:	\$131,329.68	\$135,433.97	\$135,433.97
				2022 Bank Reconciliation	48,000.65		
					135,433.97		
					-131,329.68		
				Apr 2023 Reconciliation	52,104.94		
Outstanding cheques		2234 - ULS book order			-1,231.80		
		2235 - Jacqueline Soles			-2,256.59		
			TOTAL		48,616.55		

GST	PST	Books	DVD	Subs.	Tech	Off. Supp.	Admin.	Travel/Ed	Prog.	Maint.	Membership	Misc.
\$958.33	\$982.83	\$3,652.80	\$712.74	\$142.45	\$1,487.46	\$3,817.92	\$895.40	\$225.00	\$169.58	\$332.47	\$764.93	\$9,851.79
				\$36.42								
								\$629.00				
\$2.44										\$48.75		
										\$171.75		
												\$30,000.00
\$206.34	\$244.80	\$196.28	\$539.66		\$41.44	\$88.90		\$305.00	\$435.00			\$2,785.46
\$52.66		\$1,053.13										
												\$70,000.00
\$23.01												\$460.16
\$284.45	\$244.80	\$1,249.41	\$539.66	\$36.42		\$88.90		\$934.00	\$435.00	\$220.50	\$0.00	\$103,245.62
\$1,242.78	\$1,227.63	\$4,902.21	\$1,252.40	\$178.87	\$1,528.90	\$3,906.82	\$895.40	\$1,159.00	\$604.58	\$552.97	\$764.93	\$113,097.41

Appendix B – Bank Reconciliation (cont.)

RBC Account				Mar-23			
Reconciliation by Month for RBC Account							
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	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)		-36.42		
			Chq #2229 - ULS books		-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						
\$120.09	\$141.69	\$39.29	\$393.84		\$59.67	\$880.78		\$200.00	\$81.06	\$216.77	\$9.99	\$460.31
\$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	
\$553.82	\$556.76	\$1,632.39				\$1,479.89		\$225.00		\$272.67	\$514.93	\$5,697.48
\$958.33	\$982.83	\$3,652.80	\$712.74	\$142.45	\$1,487.46	\$3,817.92	\$895.40	\$225.00	\$169.58	\$332.47	\$764.93	\$9,851.79

Appendix C – Q1 District Variance Report

Report: M:\live\gl\lprtbux.p
Version: 010002-L58.77.00
User ID: rachel

DISTRICT OF FORT ST JAMES
ACTUALS AND BUDGET COMPARISON WITHOUT ENCUMBRANCE - LIBRARY - RW
For All Revenue, Expense, Accounts - Zero Balance Accounts NOT Included

Account	Description	PROVISIONAL 2023 (Prd 01-12) Normal	Actuals 2023 (Prd 01-03) 01/01/23 - 31/03/23	Percent of Variance
Project 305: Administrative Functions				
10-50-305-1000	WAGES HEAD LIBRARIAN	80,000.00	11,257.75	85.93-
10-50-305-1001	WAGES ASSISTANT LIBRARIAN	54,600.00	8,891.67	83.71-
10-50-305-1002	WAGES OTHER	25,700.00	6,394.86	75.12-
10-50-305-1006	WAGES CASUAL LABOUR	23,587.00	373.14	98.42-
10-50-305-1110	EDUCATION AND TRAVEL	4,000.00	0.00	100.00-
10-50-305-2600	CPP/EI/MPP/HEALTH/WCB	56,000.00	5,102.50	90.89-
10-50-305-2615	HEALTH BENEFITS - LIBRARY	0.00	1,465.20	0.00
	NET Project 305: Administrative Functions:	243,887.00	33,485.12	86.27-
Project 310: Office Costs				
10-50-310-1060	ADVERTISING - LIBRARY	351.00	0.00	100.00-
10-50-310-1150	OFFICE SUPPLIES	3,221.00	278.17	91.36-
10-50-310-1170	LIBRARY TELEPHONE AND MODEM	4,295.00	298.32	93.05-
10-50-310-1210	LIBRARY OFFICE EQUIP MAINTENANCE	1,074.00	0.00	100.00-
	NET Project 310: Office Costs:	8,941.00	576.49	93.55-
Project 330: Structures, Halls & Grounds				
10-50-330-1087	LIBRARY BUILDING INSURANCE	4,113.00	1,221.50	70.30-
10-50-330-1275	LIBRARY BUILDING MAINTENANCE	5,151.00	4,284.24	16.83-
10-50-330-1280	BC HYDRO COSTS	11,332.00	4,274.22	62.28-
10-50-330-1305	JANITORIAL/ALARM SYSTEM - LIBRARY	9,272.00	4,485.30	51.63-
	NET Project 330: Structures, Halls & Grounds:	29,868.00	14,265.26	52.24-
	Report Totals:	282,696.00	48,326.87	82.91-

*** End of Report ***

Appendix D – RBDN Joint Accessibility Advisory Committee Terms of Reference

1. Mandate

To advise all participating Councils and Boards in the Regional District of Bulkley-Nechako of the need to establish, develop and maintain equitable policies, services and facilities for persons with disabilities, including, but not limited to: transportation; housing; employment; education; and recreation.

To provide an opportunity for public input on accessibility issues affecting people with disabilities.

To identify barriers to services and facilities encountered by people with disabilities, and partner with local councils and agencies to address them.

To promote initiatives that foster active living, and the full participation of people with disabilities in their communities.

2. Funding

The Committee does not have a specific budget. Financial requests must be submitted to the RBDN Board for approval.

As an inter-agency committee, application may be made to each participating local government for funding to sustain the Committee's activities. The Committee also accepts public donations and seeks various grants.

The Committee also welcomes and appreciates in kind services, input, and expertise from municipal councils, agencies, businesses, and volunteers on an as needed basis.

3. Membership

The Committee will be comprised of at least seven (7), and up to twelve (12) voting members, representing the public, business, and community interests within the RBDN. The Committee will strive to maintain the following membership criteria:

The Chair of the Committee and the alternate shall be a Rural Director of the RBDN appointed by the RBDN Chair.

Fifty percent (50%) of members are persons with a disability, or are individuals who support persons with disabilities either at a personal or organizational level;

At least one (1) Indigenous member; and

Reflect the diversity of persons with disabilities in BC.

Membership from each community represented by the partnering organizations.

Partner organizations can appoint one non-voting staff member to support the work of the Committee within their organization.

To support the facilitation of the Committee, the RDBN commitment is to provide a Staff Liaison, as directed by the Chief Administrative Officer, to act as administrative support for the Committee and provide a Recording Secretary for all meetings.

4. Appointments

Vacancies for voting members of the Committee will be advertised by the RDBN and the partner community where the vacancy exists; interested individuals shall submit applications to the RDBN.

The RDBN Board shall approve the appointment of the voting members of the Committee. Recommendations for membership will be provided to the Board by staff through consultation with partner community representatives.

The appointment of the non-voting staff member(s) on the Committee will be exempt from regulations, which apply to the appointment of voting members.

The RDBN Staff Liaison on the Committee will be appointed by the Chief Administrative Officer.

5. Voting

Each representative that is appointed by the RDBN Chair and Board has one vote each.

The Committee's preferred method of decision-making is to reach resolution by consensus however, when consensus cannot be reached, a vote will be conducted, and simple majority will rule.

6. Quorum

A quorum consists five (5) of the eligible voting members, and the Chair or Vice Chair must be present.

7. Meeting Frequency and Facilitation

In the first year, the Committee shall meet as necessary to complete the Accessibility Plan and thereafter shall meet quarterly, or at the determination of the Chair.

Meetings will take place at the advertised time at the RDBN Office in Burns Lake. Both in-person and virtual attendance will be supported.

All meetings will be open to the public to attend.

8. Reporting Relationship with Municipal Councils and Organization Boards

The RDBN Staff Liaison will be responsible for reporting Accessibility Advisory Committee minutes to all partner organizations promptly.

Minutes shall be included for receipt on partner council/board agendas and councils/boards will make individual decisions about action items to bring forward for consideration.

Partner organizations will also apprise the Advisory Committee of any municipal initiatives involving or having impact on people with disabilities via the RDBN Staff Liaison. This information will be provided to the Advisory Committee via meeting agendas.

9. Term of Office

Term of Office is two calendar years. Members may re-apply for seats upon completion of their term.

In a case where a member must vacate a seat before the end of the two-year term, another resident representing the same area can apply for appointment to complete the remaining term.

10. Representative Authority

The Committee does not have the authority to pledge the credit of any partner organization, or to authorize any expenditure to be charged against partner organizations.

The Committee members do not have the authority to speak publicly (e.g. to the media) on behalf of the Committee unless so directed by the Board Chair.

11. Minutes

Meeting minutes be taken at each meeting.

Minutes will be provided for receipt to all partner organization councils/boards.

BCLA Conference 2023 – Jenny Vogelsang

I am grateful for the opportunity to attend the BCLA Conference virtually this year. I was able to attend seven of the eleven virtual sessions (Opening Keynote Dr. June Francis, Indigenous Library Practices, Digital Content – What's Next, Update on Public Library's and the Accessible BC Act, Balancing Intellectual Freedom and Medical Misinformation in Canadian Libraries, Traditional Knowledge in the Public Library, and the Closing Keynote Len Pierre).

I feel that the conference has given me a better understanding of some of the challenges Public Libraries are facing as well as some of the changes that are taking place throughout British Columbia.

In the session 'Indigenous Library Practices: Shattering Mirrors and Expanding Landscapes', two university libraries shared the work that they have done in honoring their Indigenous collections and spaces. The materials for their shelving, furniture selected, colours used, art, and layout were all chosen through consultation with their Indigenous communities. Both libraries have created 'special collections' and have used a modified version of the Brian Deer Classification System. One of the things that they are doing is honoring Indigenous voices and stories by only adding books written by Indigenous authors in their collections.

"The x̱wəx̱w̱éy̱əm Indigenous Collection features Indigenous material by Indigenous authors emphasizing the importance of Indigenous Peoples telling their own stories."

This session got me thinking about how we have been labelling Indigenous materials in our library. Up to now we have been putting our Aboriginal stickers on everything with any Indigenous content. I am realizing that we need to make changes as many of the books we have labelled are written from a non-Indigenous point of view and are very likely to do more harm than good when we are working towards reconciliation. As a small public library, it may not make a lot of sense for us to adopt the Brian Deer Classification System, but they did mention ways to reduce the harm of the current classification system (change the classification of books and move them to areas that honor them rather than relegate them to history).

I am looking forward to working more closely with Elders and Knowledge Holders in our community so that we can continue to learn and change in meaningful ways. In the meantime, I plan on removing Aboriginal stickers from all books that do not honor Indigenous People telling their own stories, reclassify books that are not in a respectful location, and ensure that subject headings in Sitka are appropriate.

Thank you for this wonderful opportunity to learn and grow.

Appendix E – BC Library Conference Reports (cont.)

Thank you to the Fort St. James Public Library's Board of Trustees for supporting staff attendance at the **2023 BC Library Conference**. I was able to attend 11 virtual sessions: Opening Keynote (Dr. June Francis), An IT Update for the Rest of Us, Indigenous Library Practices, Digital Content –What's Next?, Update on Public Libraries and the Accessible BC Act, Striving to Become an Anti-racist Organization, Be the Change: Think Deeply, Act Boldly on Climate Change, The Hidden Pool: Hiring Inclusively from the Community Living Field, Balancing Intellectual Freedom and Medical Misinformation in Canadian Libraries, Traditional Knowledge in the Public Library: Incorporating Hands-on Indigenous-led Programs, and the Closing Keynote (Len Pierre).

Six insightful takeaways for me were:

- “Libraries are more than libraries. They play a key role in community, affordability, mental health, and housing supports.” –Premier David Ely
- “It is your responsibility as the listener to deepen your understanding through listening and translate that listening into action... inviting people in is one thing – welcoming them is another.” –Dr. June Francis.
- “Statistics will illuminate gaps , so you can eliminate gaps.” –Dr. June Francis
- “Take computer hygiene seriously. We aren’t just a bunch of guys in a windowless basement, trying to think of ways to make your life harder.” –Devan Mitchell
- “Library collections should be fully integrated. Don’t create reserves within your library.” –Ashley Edwards
- “Perfectionism is a trait of white supremacy. It creates fear, upholds the status quo, and ensures those in power remain in power.” –Adeline Huynh

Translating this learning into action, we will work on the following three action items in the next year:

1. We will review our collection to identify problematic subject headings, classifications, and labelling. This will ensure Indigenous materials are respectfully located to areas of the collection which reflect and honour the content within. “Prentendian” titles will not receive Indigenous headings, classifications, or labelling.
2. All staff will be fully trained on digital services and collections, including: computer hygiene, navigating digital collections from a variety of devices, and including digital resources in reference interviews.
3. The library will work with the Regional District of Bulkley-Nechako's Joint Committee on the Accessible BC Act, to ensure full compliance with the Act by September.

On a system level, we can also work towards governance and human resource practices which ensure we are not just inviting –but welcoming –diverse candidates as part of succession planning.

In gratitude,
Valerie Crowley