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## FORT ST JAMES PUBLIC LIBRARY

Minutes for Regular Meeting  
20 September 2023, 4:51-5:56pm

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**ATTENDEES:** Mark McOutcheon, David Nutbrown, Jacqueline Soles, Marilyn Teegee, Judith Friesen, Valerie Crowley

**REGRETS:** Louise Evan-Salt, Maxime Evans, Jim Burck, Judy Greenaway

### 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, Ti'azt'en Nation, Takla Lake Nation and Yekooche Nation.

We would also like to recognize the firefighters who have spent the summer and fall working to keep these lands safe.

### 2.0 CONSENT AGENDA

- 2.1 Approval of minutes of the Regular Meeting of the Board, 28 June 2023.
- 2.2 The Library's Community Calendar is now active on our website. **We encourage organizations to submit events via our homepage.**
- 2.3 The 3D printer was returned to Community Futures Vanderhoof.
- 2.4 A retirement card was sent to Audrey Fennema, former Library Director with the Fraser Lake Public Library.
- 2.5 Annual policy review has been completed.
- 2.6 Four new computer carrels were installed (one wheelchair accessible), and two carrels were moved to the mezzanine. This completes our Covid-19 Relief and Recovery Grant.
- 2.7 Reporting activities:
  - 2.7.1 The Library's Ministry of Municipal Affairs 2022 e-resource survey was submitted on 28 June.
  - 2.7.2 The Library's Q2 report to the District of Fort St. James was submitted on 10 July.
  - 2.7.3 July and August Librarian Reports and Reconciliations are available on the Board Minutes page of our website.
  - 2.7.4 Stka Evergreen PL-Non Resident and PL-New data clean up is complete.

2.8 Financial activities:

2.8.1 RBC has been directed to reinvest GIC interest; RBC increased cashable GIC interest rate from 3.25% to 4.00%

2.8.2 2023 Law Matters grant (\$1000) selections have been received and the final report submitted.

2.8.3 NCLF 2023 subsidy reimbursements (\$2210.54) have been submitted.

2.8.4 The Library's Funding and Service Agreement with the District of Fort St. James has been amended as requested:

1.1.1 In 2023, the base funding amount for the Library was set at \$282,696.00.

1.1.2 The base funding amount shall increase annually at the rate of the British Columbia Consumer Price Index.

1.1.3 Costs related to structures, halls, and grounds will be paid by the District.

2.4 At the end of each year, the Library shall owe the District any money spent on costs related to wages and salaries and administrative functions above the budget approved by the

District for these costs.

4.2.2 The District shall provide monthly variance reports within 30 days after the end of each month.

2.9 Enhancement Grant funding has been used to improve public spaces and enhance multipurpose areas:

2.9.1 New YA slat wall in the mezzanine is finished and a Local Author wall has been added to the circulation area.

2.9.2 Six charging stations have been installed around the library.

2.9.3 A broken, double-sided book cart was replaced with two smaller carts.

2.9.4 The mezzanine circulation desk has been relocated to make space for three new, flexible study tables and 12 chairs.

2.9.5 A table has been installed in the office for small group meetings.

2.9.6 Indoor and outdoor Purple Air Pollution Monitors have been installed. Real time air quality conditions can now be found at:

<https://map.purpleair.com/1/mAQI/a10/p604800/c00#15.87/54.44356/6/-124.257307>

2.10 Human resources activities:

2.10.1 Q3 all staff meeting was held.

2.10.2 Individual semi-annual performance reviews were completed.

2.10.3 All staff completed OFA Level I

2.10.4 LA II and LA I are taking Graphic Design for Libraries course

2.10.5 ALD is taking an Introduction to Reference course

2.10.6 LD took a summer course on Leadership Communication

2.10.7 A Community Adult Literacy Program (CALP) Coordinator has been hired.

2.11 Programs:

- 2.11.1 Four Historic Site passes, donated by the Friends of the Historic Site, were available in August and circulated eight times.
- 2.11.2 LD recorded a ten-minute video on Reconsideration Requests for the Toronto Metropolitan University's Centre for Free Expression.
- 2.11.3 ALD and LA II updated all Literacy Kits
- 2.11.4 LA I attended five Farmers Markets and one Night Market, with 258 participants.
- 2.11.5 The Summer Reading program ran two sessions (5-8yrs and 9-12yrs), with 26 registrants. Ninety-nine people came out for the NCLF-funded Magic Show.
- 2.22 LD attended the following meetings:
  - 2.22.1 Lean Management for Libraries (BCLA)
  - 2.22.2 Two DoFSJ Team Building sessions
  - 2.22.3 Building Committee mtg
  - 2.22.4 Two DoFSJ Health and Safety sessions
  - 2.22.5 DoFSJ Mayor and Council

***MOTION: to approve the consent agenda as read for the Regular Meeting of the Board, 20 September 2023. Trustee Soles/Trustee Friesen. Carried unanimously.***

### **3.0 AGENDA**

***MOTION: to approve the agenda as amended for our Regular Meeting of the Board, 20 September 2023. Trustee Friesen/Trustee Soles. Carried unanimously.***

### **4.0 LIBRARIAN'S REPORT**

- 4.1 The Okanagan Regional Library North Shuswap branch, Scotch Creek burned to the ground in the third week of August. We are grateful to know that all staff are safe.
- 4.2 August 2023 Library Statistics (appendix A) data clean up
  - LD is working with Stka to delete duplicate accounts and accounts that have been inactive for seven or more years. This work will continue into fall.
- 4.3 August 2023 Reconciliation (appendix B)
- 4.4 District Variance Report (appendix C)

### **5.0 COMMITTEE REPORTS (Vice-Chair and LD)**

- 5.1 Finance Committee (appendix E)
  - 5.1.1 Vacant Treasurer
  - 5.1.2 Move chequing and cashable GICs to Integris - discussion

***MOTION: To invest \$50,000 of Enhancement Grant funds from RBC chequing into a one-year, non-redeemable GIC with Integris/Credential QTrade Securities at 5.6% interest. Trustee Soles/Trustee Friesen. Carried unanimously.***

***MOTION: To redeem \$70,383.18 (26 SEP 2023) Non-redeemable GIC at RBC and reinvest full amount into a cashable GIC at RBC. Trustee Soles/Trustee Teegee. Carried unanimously.***

## 5.2 Building Committee

The Committee met once during summer break to discuss renovations in the mezzanine. Due to HVAC and egress implications, they do not advise renovations at this time.

**Trustee Friesen departs meeting at 5:21pm.**

## 6.0 BUSINESS ARISING

6.1 Beyond Hope Conference reports (appendix E)

6.2 Guy Prince drum donation discussion

## 7.0 STRATEGIC GOALS (Board)

7.1 Advancing Truth and Reconciliation

7.2 Promoting Sustainability

7.3 Providing Equitable Access for All

7.4 Increasing Community Engagement

## 8.0 NEW BUSINESS

8.1 Policy Committee

The Committee's Chair position is vacant and it is time to begin the annual policy review process.

8.2 Outgoing Trustees – discussion regarding recognition and gratitude

## 9.0 QUESTION AND ANSWER PERIOD

9.1 Discussion of trees and landscaping.

9.2 Member of the public asked about conferences and inter-community planning efforts. LD answered that conferences and inter-community planning are restricted to the library sector.

9.3 Member of the public asked for clarity on RBC GICs.

## 10.0 ADJOURNMENT

**MOTION:** *adjourn FSJPL Regular Meeting of the Board, 20 September 2023 at 5:56pm. Trustee Teegee/Trustee Soles. Carried unanimously.*

### FSJPL 2023 Board Meeting Dates

<del>January 19, 4:45pm</del>	<del>May 17, 4:45pm</del>	<del>September 20, 4:45pm</del>
<del>February 15, 4:45pm</del>	<del>June 28, 4:45pm</del>	<del>October 18, 4:45pm</del>
<del>March 15, 4:45pm</del>	<del>No July Meeting</del>	<del>November 15, 4:45pm</del>
<del>April 19, 4:45pm</del>	<del>No August Meeting</del>	<del>December 20, 4:45pm</del>

### 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:** Chair Evans-Salt  
Trustee McOutcheon

**Bargaining:** Trustee Evans  
Trustee Greenaway  
LD Crowley

**Building:** Trustee Soles  
Trustee McOutcheon

**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 Ephee

## Appendix A – September 2023 Librarian's Report

August 2023 Patrons	
PL Adult	1897
PL BC OneCard	98
PL Circ +Copy Edit	1
PL Circ +Full Cat	1
PL General Staff	1
PL ILL	114
PL Juvenile	334
PL Local System Admin	1
PL New User	516
PL Non-Resident – Adult	136
PL Temporary	1
<b>Total</b>	<b>3101</b>

New Patrons			
	2021	2022	2023
January	11	3	7
February	3	3	4
March	9	21	17
April	3	16	12
May	11	7	11
June	8	11	11
July	11	11	13
August	7	10	12
September	10	12	
October	11	10	
November	7	14	
December	3	6	
<b>Total</b>	<b>94</b>	<b>124</b>	<b>87</b>

General Activity			
August	2021	2022	2023
Foot Traffic	866	1243	1948
Public Computers	55	120	105
Wireless	1101	1352	1546
Hours Open	130.5	137	138.5
Circulation	1075	1226	1163

Circulation Details			
August	2021	2022	2023
Adult Fiction	417	347	348
Adult Non-Fiction	98	109	104
Audiobooks	-	1	5
DVD AF	188	173	194
DVD ANF	3	-	1
DVD JF	48	69	55
DVD JNF	2	1	1
Easy Readers	145	253	207
GN	9	9	12
ILL	98	66	1
JGN	22	58	42
Juvenile Fiction	71	76	91
Juvenile Non-Fiction	26	18	45
LP AF	3	16	7
Magazines	14	15	11
TGN	-	2	7
Young Adult	25	13	25
Stacks	2	-	8
<b>Totals</b>	<b>1076</b>	<b>1226</b>	<b>1163</b>

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
MAY	268	5	8	936	1217	255	411	769	1435	2652
JUN	271	10	0	0	281	241	527	1068	1595	1876
JUL	274	3	2	0	279	526	529	908	1963	2242
AUG	313	6	11	970	1300	579	535	1009	1544	2123

## Appendix A – September 2023 Librarian's Report

Interlibrary Circulation			
August	2021	2022	2023
ILL outgoing	50	55	66
ILL incoming	4	9	1
<b>ILL total</b>	<b>54</b>	<b>64</b>	<b>67</b>
ILC outgoing	67	78	108
ILC incoming	99	46	72
<b>ILC total</b>	<b>166</b>	<b>124</b>	<b>180</b>
<b>BC ONE total</b>	<b>1</b>	<b>2</b>	<b>3</b>
<b>TOTAL</b>	<b>221</b>	<b>190</b>	<b>250</b>

August 2023 Collection by Modifier		
	Titles	Items
Audiobook	91	91
Book	9010	9247
CD and book	1	1
DVD	2474	2648
Graphic novel	705	731
Interlibrary loan	50	50
Juvenile audio	1	1
Juvenile collection	4260	4349
Juvenile serial	1	1
Large print	331	332
Literacy Kit	11	11
Magazine	9	53
Non-circulating	12	18
Other	1	1
Oversize	42	42
Paperback	1058	1074
Stka book	1	3
Stka precat	1	53
Vouchers	1	4
<b>Totals</b>	<b>18,060</b>	<b>18,711</b>

August 2023 Collection by Shelving Location		
	Titles	Items
Adult Fiction	5813	5872
Adult Non-Fiction	3613	3804
Audiobook	92	92
DVD AF	1971	2098
DVD ANF	58	60
DVD JF	445	491
DVD JNF	7	7
Easy Readers	1938	1992
First Nations	1	2
GN	231	236
ILL	50	50
JGN	307	326
Juvenile Fiction	1448	1472
Juvenile Non-Fiction	904	919
LP AF	330	331
LPANF	7	7
LPNCLF	2	2
Magazines	10	75
North Central Block	5	5
Stacks	3	7
TGN	179	182
Young Adult	639	666
<b>Totals</b>	<b>18,053</b>	<b>18,696</b>

Programs				
August 2023	Programs	Attendance	YTD Programs	YTD Attendance
KIDS/ FAMILIES	17	127	88	827
ADULT	0	0	0	0
OUTSIDE LIBRARY	3	3	40	732
MEZZANINE/ MEETINGS	13	215	47	449
<b>Totals</b>	<b>33</b>	<b>345</b>	<b>175</b>	<b>2008</b>

## Appendix B – Bank Reconciliation

	Date	Source	Detail	Debit	Credit	Revenue	Revenue Type	GST
	Bank starting balance			\$ 95,829.66				
-	1-Aug-23		Deposit 0058 (petty cash)	549.90	-	549.90	Misc	
-	1-Aug-23		Deposit 0058 (petty cash)	25.00	-	25.00	Fines	
-	2-Aug-23	2263	United Library Services	-	1,970.75			93.35
-	7-Aug-23		GIC interest	42.21	-	42.21	Interest	
-	7-Aug-23		GIC interest	85.99	-	85.99	Interest	
-	9-Aug-23		Collabria MC payment	-	3,794.71			
-	10-Aug-23		GIC redemption	15,297.74	-	15,297.74	Misc	
-	10-Aug-23		GIC redemption	31,163.56	-	31,163.56	Misc	
-	10-Aug-23		GIC purchase	-	15,297.74			
-	10-Aug-23		GIC purchase	-	31,163.56			
-	11-Aug-23	2265	Brodart - computer carrels	-	10,057.13			
-	22-Aug-23		Collabria MC payment	-	3,651.32			
-	22-Aug-23	2268	Stuart Lake Recycling Co-op	-	22.75			
-	24-Aug-23		Mt. Milligan grant	5,000.00	-	5,000.00	Donations	
-	24-Aug-23	2266	Sechelt Library - lost ILC book	-	29.95			
-	25-Aug-23	2267	Brodart - office table	-	1,643.91			73.39
-	29-Aug-23	2270	Lyra Negrillo - Graphic Design	-	278.14			
-	31-Aug-23		TELPAY BILLP137	1,394.75	-	1,394.75	Regional District	
-	31-Aug-23		TELPAY BILLP137	1,330.00	-	1,330.00	Misc	
-				-	-			
-				-	-			
-				-	-			
-				-	-			
-				-	-			
				54,889.15	67,909.96	54,889.15		166.74
	Bank starting balance			\$ 82,808.85				



**Appendix B – Bank Reconciliation (cont.)**

	Date	Source	Detail	Debit (payments)	Credit (charges)	GST
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<b>Aug</b>	<b>Mastercard starting balance</b>				3,530.75	
-	22-Jul-23	Indigo	Books	-	297.88	14.19
-	25-Jul-23	Payment		3,530.75	-	
-	25-Jul-23	Amazon	Janitorial supplies	-	19.03	0.85
-	25-Jul-23	StoreWALL	Slatwall shelving	-	1,092.69	
-	26-Jul-23	Amazon	Office supplies	-	10.07	0.45
-	26-Jul-23	Amazon	Books	-	17.80	0.85
-	29-Jul-23	Cinema 1	DVDs (#1000013747)	-	219.41	9.80
-	29-Jul-23	CA Library Supply	2x small book carts	-	1,443.50	68.74
-	31-Jul-23	Amazon	Books	-	266.39	12.29
-	31-Jul-23	Amazon	Four charging stations	-	85.08	3.80
-	30-Jul-23	Amazon	Office supplies	-	12.31	0.55
-	30-Jul-23	Amazon	Office supplies	-	13.99	0.62
-	31-Jul-23	Payment		3,100.38	-	
-	30-Jul-23	Amazon	Office supplies	-	14.55	0.65
-	31-Jul-23	CA Learning Supply	Shipping fees	-	418.84	
-	29-Jul-23	Amazon	Office supplies	-	41.89	
-	31-Jul-23	Small Farm Canada	One year subscription	-	26.20	1.25
-	1-Aug-23	Amazon	Refund	81.60	-	
-	1-Aug-23	Amazon	Refund	9.25	-	
-	1-Aug-23	Amazon	Refund	309.01	-	
-	1-Aug-23	Amazon	Refund	119.45	-	
-	2-Aug-23	Amazon	Floor cable cover (mezz)	-	115.35	5.15
-	2-Aug-23	Amazon	Two charging station	-	44.78	2.00
-	2-Aug-23	Red Bubble	Staff t-shirts	-	390.91	
-	3-Aug-23	Amazon	Slatwall pads	-	14.55	0.65
-	4-Aug-23	Amazon	SRC 2023 Journals	-	92.50	0.41
-	4-Aug-23	Staples	Chairs for mezzanine	-	1,086.36	43.30
-	7-Aug-23	Zoom		-	46.41	2.07
-	8-Aug-23	Brodart	Table for mezzanine	-	1,643.91	73.39
-	8-Aug-23	CA Library Supply	Economy Book Supports	-	338.43	16.12
-	9-Aug-23	Amazon	Book	-	16.14	0.77
-	9-Aug-23	Amazon	Book	-	16.98	
-	9-Aug-23	Payment		3,794.71	-	
-	9-Aug-23	Amazon	DVD	-	11.43	
-	9-Aug-23	Amazon	Book	-	26.79	
-	9-Aug-23	Amazon	Book	-	25.19	1.20
-	9-Aug-23	Amazon	APC backup battery	-	162.39	7.25
-	9-Aug-23	Amazon	APC backup battery	-	162.39	7.25
-	10-Aug-23	Amazon	DVDs	-	41.46	1.86
-	10-Aug-23	Amazon	SRC 2023 Journals	-	138.75	6.15
-	11-Aug-23	Canada Post	Stamps	-	456.75	21.75
-	11-Aug-23	Amazon	Books	-	73.50	3.30
-	14-Aug-23	Amazon	Books	-	30.56	
-	14-Aug-23	Amazon Prime	Monthly membership	-	11.19	0.50
-	14-Aug-23	Amazon	Books	-	265.33	12.43
-	15-Aug-23	Red Bubble	Staff t-shirts	-	81.52	3.65
-	17-Aug-23	Amazon	Books	-	498.73	23.75
-	17-Aug-23	Amazon	Books, STEM kits, key rings	-	667.79	30.07
-	17-Aug-23	Amazon	STEM kits	-	39.98	
-	18-Aug-23	Amazon	STEM kits	-	494.09	22.17
-	18-Aug-23	Amazon	STEM kits	-	52.63	2.35
-	18-Aug-23	Amazon	Book	-	8.33	0.40
-	19-Aug-23	Amazon	STEM kits	-	36.97	
-				-	-	
				10,945.15	11,071.72	401.98
<b>Sep</b>	<b>Mastercard starting balance</b>				3,657.32	

## Appendix C – District Variance Report

Report: M:\live\gl\glrptbux.p  
Version: 010002-L58.78.00  
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 01-06) 01/01/23 - 30/06/23	Percent of Variance
<b>Project 305: Administrative Functions</b>				
10-50-305-1000	WAGES HEAD LIBRARIAN	80,000.00	37,859.98	52.68-
10-50-305-1001	WAGES ASSISTANT LIBRARIAN	54,600.00	27,232.74	50.12-
10-50-305-1002	WAGES OTHER	25,700.00	21,604.37	15.94-
10-50-305-1006	WAGES CASUAL LABOUR	23,587.00	1,564.90	93.37-
10-50-305-1110	EDUCATION AND TRAVEL	4,000.00	629.00	84.28-
10-50-305-2600	CPP/EI/MPP/HEALTH/WCB	56,000.00	18,986.63	66.10-
	NET Project 305: Administrative Functions:	243,887.00	107,877.62	55.77-
<b>Project 310: Office Costs</b>				
10-50-310-1060	ADVERTISING - LIBRARY	351.00	0.00	100.00-
10-50-310-1150	OFFICE SUPPLIES	3,221.00	320.74	90.04-
10-50-310-1170	LIBRARY TELEPHONE AND MODEM	4,295.00	861.22	79.95-
10-50-310-1210	LIBRARY OFFICE EQUIP MAINTENANCE	1,074.00	93.75	91.27-
	NET Project 310: Office Costs:	8,941.00	1,275.71	85.73-
<b>Project 330: Structures, Halls &amp; Grounds</b>				
10-50-330-1087	LIBRARY BUILDING INSURANCE	4,113.00	2,443.01	40.60-
10-50-330-1275	LIBRARY BUILDING MAINTENANCE	5,151.00	6,828.42	32.56
10-50-330-1280	BC HYDRO COSTS	11,332.00	5,749.15	49.27-
10-50-330-1305	JANITORIAL/ALARM SYSTEM - LIBRARY	9,272.00	6,596.42	28.86-
	NET Project 330: Structures, Halls & Grounds:	29,868.00	21,617.00	27.62-
	Report Totals:	282,696.00	130,770.33	53.74-

\*\*\* End of Report \*\*\*

## **Appendix D –Beyond Hope Conference Reports (Jacqueline Soles)**

Dreamers & Dragons The Many Sides of Libraries  
Beyond Hope 2023  
May 15 - 16, 2023

Although the sessions I attended during the Beyond Hope 2023 conference presented a wide array of information, all the presentations incorporated the necessity of building connections and support systems within our own libraries, the broader community of libraries in BC, and the communities we live and work in.

Building relationships with the communities where we live and work is essential to the survival of libraries, both school libraries and public libraries, because people are easily able to access the information and resources through other means. This means that the role of the libraries needs to adjust to meet the changing needs of the communities that we serve; libraries cannot be quiet places and are unable to hold all the knowledge within their walls.

Library buildings have limited space to house printed materials which limits what a single library can provide. Through building relationships between community groups, schools, and public libraries we expand the amount of space available for printed materials while providing a broader access to available resources within our local community. Building relationships with neighbouring communities, their community groups, schools, and public libraries further expands the collections available. Interlibrary Loans, mainly used in Public Libraries, allow patrons to borrow materials from other libraries within British Columbia which enables people to access a far broader collection than if they were only able to borrow from their own local library, especially in smaller communities like Fort St James. School District 91 does have the ability to exchange materials between the schools within the district, however, it is not something I personally have utilised more than a few times. Relationships that allow for the exchange of resources between organisations allows libraries to focus their collections on the major populations within their surrounding community without excluding the minority populations or limiting patron's ability to access resources that are outside the library's focus. Financially it makes sense to share resources because each organisation has its own budget for specific resources and sharing resources allows for more variety in resources to be purchased.

Libraries need to expand into the digital world which requires providing reliable and consistent access to modern technology for patrons within the library as well as for borrowing. Along with providing digital access it is important to ensure that our patrons, especially in the school libraries, have the knowledge and skills to access information and also the digital literacy to assess the information and sources they find in the digital world. Teaching children is the beginning of providing our patrons with the digital knowledge and skills, the safety aspects of accessing information digitally and providing personal information in the online world, and a quickly changing array of other aspects. In Fort St James and its surrounding area access to technology and internet is a challenge for many families which limits their ability to access resources that have moved from print based to digital formats. It is difficult financially for Public Libraries to invest in technology that can be loaned for a variety of reasons from limited lifespan of technology to non-return of items once they are borrowed. However, for school libraries providing students with a laptop in Grade 8 and investing in digital copies of textbooks could actually be more financially responsible because printed textbooks are easily damaged, outdate quickly, and cost

## **Appendix D – Beyond Hope Conference Reports (Jacqueline Soles cont.)**

typically over \$100 per book. The lifespan of a laptop is approximately 5 years, the same amount of time most students require to complete Grade 8-12, and digital textbooks are continually updated which provides students with the most current version of the textbook. Teachers would have more flexibility in providing access to online supplementary resources such as magazines, websites, and news articles because students would have the technology to access the digital content.

**Specific Sessions attended** (if you would like more detail on any of these please let me know and I will happily share my notes or discuss the topics):

### **May 15, 2023**

Keynote Address: Jorge Cardenas (8:00am - 9:15am)

Trust Me, Trustee: Fundamentals of Libraries and Librarianship for Library Trustees  
( 9:30am - 10:45am)

Don't Roll the Dice: Facing the Book Challenge Challenge (11:00am - 12:15pm)

D&D DEI (Diversity, Equity & Inclusion) In Your Collections (1:30pm - 2:45pm)

eBook and Digital Collections Summit North (3:00pm - 4:15pm)

### **May 16, 2023**

Building Character: Graphic Design for Everyone (9:30am - 10:45am)

Mending Magic: A Book repair Adventure (11:00am - 12:15pm)

Copyright, Access, and User's Right in Canada (1:30pm - 2:45pm)

Developing Partnerships: Linking Public Libraries, Schools, and Literacy Organizations  
(3:00pm - 4:15pm)

## **Appendix D - Beyond Hope Conference Reports (Jenny Vogelsang)**

### **Beyond Hope 2023 – Jenny Vogelsang**

I appreciate the opportunity to attend the conference in Prince George. I had so many meaningful conversations with other library workers and learned so much from the sessions I attended.

There are so many little things that I gained from this conference, so I will do my best to share the ones that I think will be most beneficial to us here at the Fort St. James Public Library.

I have been disappointed in how our first reading bingo has been going, we have had very few people bringing their sheets back in. Another library that has already done this had some great ideas. They do entries for each individual box completed and then a bonus entry for each bingo. This would increase our interactions with the patrons as well as the overall statistics (number of entries) at the end of the challenge. They also suggested to select a specific time each year and turn it into an annual challenge, with different bingo sheets for different ages/abilities. I think that with these changes our next bingo reading challenge will be more successful.

I learned a lot about Diversity, Equality & Inclusion in our collections. Prince George staff took the course 'How to Build and Defend Inclusive Collections' from LJ & SLJ Professional Development (the course is expensive and requires a lot of homework). Prince George also utilizes a collection HQ program (again, expensive) that shows the percentage of diversity in the different areas of their collection. They also suggest keeping track of diversity book purchases each month throughout the year (one list for indigenous, one for LGBTQ, etc.), this is a great tool to help find new books in different areas, but it is also a visual cue to see if you are doing well on your ordering. I think if we are more intentional in what we order for our library moving forward (this has already started) we will not need to focus so much on auditing the entire collection (very time consuming). It is also important that the diversity in our collection matches the diversity of the community we serve (information can be accessed through the 2021 census records).

One of the things that we should be doing is promoting awareness to the Truth and Reconciliation Calls to Action. We do have all the large books that were published, but there are many people who would not read them due to their size and scope. I have found a small booklet that we are going to look at to see if it could be a good way to share information within our community. If the booklet does not look like it will suit our needs there are a lot of free resources online that we can look into.

I almost didn't go to the session on gaming in the library, thinking the focus was video/online games. I am glad I went. It turns out the benefits being seen for children playing video games (accessible, removing barriers, connecting youth, giving youth voice, 'social currency') can also be gained through other types of games and for all

#### **Appendix D - Beyond Hope Conference Reports (Jenny Vogelsang cont.)**

age groups. Running game programs also requires little planning, and staff time. I am looking forward to starting our Saturday Game Day's in the fall.

I have taken over our Facebook page and learned a few things that will help me with that as well. There is planner in Facebook that you can set up with all you posts for the month, it will show you the busiest times for activity on your page and you can set the day and time for each post to be released (this can also send posts to Instagram at the same time. Apparently there a lot of people who use Instagram who do not use Facebook, it may be worth our time to look into adding an Instagram account as well. It wouldn't be much more work (if we followed the Instagram post rules, the same post could go to both sites, rather than making two separate ones).

I also learned that Canva has many more features than I was aware of. There are lots of tutorials I can access with our Pro account. I am looking forward to learning more and becoming more effective creating posters, flyers, and social media posts.

## **Appendix D - Beyond Hope Conference Reports (Valerie Crowley)**

Thank you to the Board of Trustees for supporting Trustee and staff attendance at the Beyond Hope Library Conference, 2023. I attended the following sessions:

- Keynote Address: Jorge Cardenas
- Evolution and Shaping the Future of BCPublic Library Data (Aidan Fortier)
- Don't Roll the Dice: Facing Book the Challenge Challenge (Paul Burry)
- Table Talk for Library Directors: Hot Topics (Edel Toner-Rogala)
- Sow Your Roll: the Case for Sowing Down (Babs Kelly)
- Public Libraries Branch Update (Denise McGeachy)
- Don't Just Hoard Your Data: Polish it and Make it Shine (Jennifer Pringle)
- Crit on Charisma: Library Toolbox on De-escalation (Kyanna Coe)
- Practical Crisis Communications and Media Relations (Dhanjal and Gourley-Cramer)
- Developing Partnerships: Linking Public Libraries, Schools and Literacy Organizations

This was my first opportunity to connect with other library directors in person. I met colleagues in the Regional District of Bulkley-Nechako, as well as key mentors from BCLibrary partners. I arrived with a list of questions and was not disappointed. It was a warm landing, with everyone extending generous amounts of support and encouragement!

I intentionally focused my notes on our four strategic goal areas: Advancing Truth and Reconciliation, Promoting Sustainability, Providing Equitable Access for All, and Increasing Community Engagement.

My top three action items post-conference were:

1. Compliance with new Freedom of Information and and Protection of Privacy Act and BC Accessibility Act. Our library will likely join the RDBN's Accessibility Working Group, to reduce pressure on impacted individuals within our community. I'll also attend the Public Library Accessibility Working Group sessions, which will offer a library-specific lens. Finally, I'll do a policy review, looking for areas of non-compliance or potential improvements (e.g., plain language, consistency, streamlining).
2. I'm in the process of completing two Reconsideration Requests. The session on book challenges was particularly helpful, connecting me with the Centre for Free Expression's Library Challenges Database. Once this process is completed, I will upload my summaries and responses to the database.
3. Connecting library staff within the RDBN would benefit all libraries in our region. I will be making a road trip to meet with Library Directors in Burns Lake, Fraser Lake, Granisle and Vanderhoof. My hope is to continue strengthening the relationships between our libraries – encouraging continued cross-pollination of ideas and experiences.

In gratitude,

Val

## **Appendix E – Finance Committee motions**



2023 OPERATING BUDGET				
REVENUE		2021 Actuals	2022 Actuals	2023 Draft
Grants	District of Fort St. James	\$177,919.00	\$200,340.00	\$252,828.00
	Province of British Columbia	32,569.00	32,569.00	32,764.00
	BC Enhancement Grant			152,200.77
	BC Covid-19 Relief and Recovery Grant	1,209.00	32,257.00	0.00
	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	1,000.00
	North Central Library Federation	0.00	2,779.00	2,041.00
	Centerra Gold	0.00	0.00	5,000.00
	Fort St. James Community Foundation	0.00	1,000.00	1,000.00
Other revenue	CALP	0.00	2,761.00	30,008.00
Book Sale		4,988.00	2,071.00	1,500.00
Interest		3,333.00	1,725.00	1,700.00
Donations		0.00	5,000.00	6,000.00
	Revenue Total	\$240,955.00	\$311,364.00	\$502,778.77
EXPENDITURES				
	Wages	133,326.00	159,880.00	188,487.00
	Benefits and MERCs	0.00	0.00	63,500.00
	Advertising	0.00	0.00	351.00
	Office supplies	13,569.00	5,663.99	3,221.00
	Janitorial	10,015.00	10,446.00	
	Repairs and Maintenance	15,472.00	9,412.00	
	Hydro	12,051.00	11,831.00	
	Telephone and modem	3,228.00	2,087.00	4,295.00
	Library Office Equip Maintenance	0.00	0.00	1,074.00
	Circulation materials	15,585.00	19,917.00	36,000.00
	Subscriptions		2,297.00	3,000.00
	Computer and Supplies	0.00	11,697.00	1,500.00
	Insurance	5,292.00	6,331.00	2,376.00
	Consulting fees	4,498.00	1,416.00	5,000.00
	Memberships	0.00	0.00	2,000.00
	Other office supplies	0.00	19,379.01	26,000.00
	Registration fee	2,683.00	200.00	3,842.65
	Accounting and legal services	1,540.00	1,650.00	2,047.50
	Education and travel	987.00	3,172.00	2,500.00
	Programs	504.00	2,015.00	5,000.00
	Recycling fees	570.00	799.00	1,200.00
	Bank fees and interest	4.00	3.00	4.00
	10% Contingency	0.00	0.00	37,500.00
	Expenditures Total	\$219,324.00	\$268,196.00	\$388,898.15
EXCESS REVENUE FOR THE YEAR		21,631.00	43,168.00	113,880.62
\$100,000 + 15,000				
INVESTMENTS (Updated August 10, 2023)				
RBC GICs	1YR NR (26 SEP 2023) 4.50%			70,383.18 Q3 2023
	1YR Cashable (10 AUG 2024) 4.00%			15,297.74 Q3 2024
	1YR Cashable (10 AUG 2024) 4.00%			31,163.56 Q3 2024
	1YR Cashable (18 SEP 2024) 4.00%			30,387.33 Q3 2024
Integris GICs	1YR NR (12 FEB 2024) 4.86%			55,646.56 Q1 2024
	1YR NR (1 MAY 2024) 4.81%			70,708.36 Q2 2024
	18MO NR (8 AUG 2024) 5.00%			55,679.59 Q3 2024
	Investments Total			\$329,266.32