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## FORT ST JAMES PUBLIC LIBRARY

Agenda for Regular Meeting  
18 October 2023, 4:45-5:52pm

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

**REGRETS:** Jim Burck

### 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 Nation and Yekooche Nation.

Land acknowledgement practices are important, but meaningless without action. The Library is committed to respectful reconciliation practices in our planning, reporting, programs and services.

### 2.0 CONSENT AGENDA

- 2.1 Approval of minutes of the Regular Meeting of the Board, 20 September 2023.
- 2.2 Larry Erikson held a book launch on 21 Sep for his book, 'For I Have Seen the Golden Ram'.
- 2.3 On 29 Sep, CNC provided a free viewing of the movie, 'True Story' for Truth and Reconciliation Day awareness.
- 2.4 LD visited Burns Lake, Fraser Lake and Vanderhoof Public Libraries to share strategies and discuss opportunities for collaboration.
  - 2.4.1 A joint advocacy letter from Fort St. James, Burns Lake, Fraser Lake, Granisle and Vanderhoof public libraries was sent to MLA John Rustad on Oct 6.
  - 2.4.2 SD91 Libraries from Fort St. James, Burns Lake, Fraser Lake, Granisle and Vanderhoof will be offering a 2023/24 Library and Information Sciences Scholarship in the amount of \$1000 (\$200/library). (appendix A)
- 2.5 2023 Q3 District of Fort St. James Library Report was submitted to Co-CAOs on Oct 12.
- 2.6 LD attended the following meetings in the last month:
  - 2.6.1 ABCPLD
  - 2.6.2 Harm Reduction Committee
  - 2.6.3 Nak'azdli Youth Centre Halloween planning

- 2.6.4 2024 season planning session with FSJ National Historic Site
- 2.6.5 2023-24 season planning session with Murray Ridge
- 2.6.6 Facilities meeting with Acting Co-CAO and CO
- 2.6.7 Literary Evening with Pope Mountain Arts
- 2.6.8 CFE/EPL Intellectual Freedom Train-the Trainer
- 2.6.9 Finance Chair
- 2.6.10 Stones Bay Road Subdivision Information Session & Design Workshop

***MOTION: to approve the consent agenda as read for the Regular Meeting of the Board, 18 October 2023. Trustee Evans/Trustee McCutcheon. Carried unanimously.***

### **3.0 AGENDA**

***MOTION: to approve the agenda as read for our Regular Meeting of the Board, 18 October 2023. Trustee Soles/Trustee Teegee. Carried unanimously.***

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

- 4.1 September 2023 Library Statistics (appendix B)
- 4.2 September 2023 Reconciliation (appendix C)
- 4.3 District Variance Report (appendix D)  
Project 330 area is now covered by the District 'at cost', but will continue to be reported for informational purposes.

### **5.0 COMMITTEE REPORTS**

- 5.1 Finance Committee
  - 5.1.1 Vacant Treasurer
- 5.2 Policy Committee
  - 5.2.1 Vacant Chair  
Trustee Greenaway is willing to have her name stand for the Policy Committee;  
Chair Evans-Salt is willing to have her name stand for Policy Committee Chair.

### **6.0 BUSINESS ARISING**

- 6.1 Outgoing Trustees  
LD will map out plan for a spring open house and bring options to the Board in December.
- 6.2 Enhancement Funds (appendix E)  
\$20,153.78 of Enhancement Funds have been spent on the creation and improvement of multipurpose spaces in the children's area, office and mezzanine.

***MOTION: to approve \$20,000 of Enhancement Funds to enhance multipurpose spaces, programming, facilities and information technology. Trustee McCutcheon/Trustee Soles. Carried unanimously.***

### **7.0 STRATEGIC GOALS (Board)**

Advancing Truth and Reconciliation, Promoting Sustainability, Providing Equitable Access for All, and Increasing Community Engagement

- 7.1 Discussion regarding collections development focus on Indigenous publishers and authors in all areas of the library, impact of facebook posts, and ongoing relationship development with community partners.

## 8.0 NEW BUSINESS

- 8.1 Open Hours (appendix F)  
Discussion regarding current hours and needs, increasing open hours, and library hours as an operational decision. Library open hours will change in November, date to be determined.
- 8.2 Literacy Committee (Councillor Friesen)  
CNC has received CALP Indigenous Literacy funding and are establishing a Literacy Committee. Ms. Friesen extends an invitation to Library Trustees, staff and patrons to consider participating in this committee. Interested parties can reach Ms. Friesen at: [friesenj8@cnc.bc.ca](mailto:friesenj8@cnc.bc.ca) or 250-996-7019.

## 9.0 QUESTION AND ANSWER PERIOD

No questions

## 10.0 ADJOURNMENT

**MOTION:** *adjourn FSJPL Regular Meeting of the Board, 18 October 2023 at 5:52. Trustee Greenaway/Trustee Nutbrown. 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	No July Meeting	November 15, 4:45pm
April 19, 4:45pm	No August Meeting	December 20, 4:45pm

### Fort St. James Public Library Board Committees

<b>Finance:</b>	Elizabeth Hoy Chair Evans-Salt Trustee Teegee	<b>Human Resource:</b>	Trustee Evans, Chair Chair Evans-Salt Trustee Greenaway
<b>Policy:</b>	Chair Evans-Salt Trustee McCutcheon	<b>Bargaining:</b>	Trustee Evans Trustee Greenaway LD Crowley
<b>Building:</b>	Trustee Soles Trustee 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 – SD91 Library and Information Sciences Scholarship

### SD91 LIBRARIAN AND INFORMATION SCIENCES SCHOLARSHIP

#### **Applicable Schools**

Babine Elementary Secondary School, Fort St. James Secondary School, Fraser Lake Elementary Secondary School, Lakes District Secondary School, Nechako Valley Secondary School

The SD91 Librarian and Information Sciences Scholarship is for a local student pursuing post-secondary studies in the areas of library and/or information sciences.

#### **Amount of Award**

\$1000

#### **Number of Awards**

One (1)

#### **Eligibility**

1. Student 's school of record must be one of the following: Babine Elementary Secondary School, Fort St. James Secondary School, Fraser Lake Elementary Secondary School, Lakes District Secondary School, or Nechako Valley Secondary School.
2. A transcript and a short personal statement detailing the student's connection to or interest in public libraries are required. A cover letter and resume are encouraged.
4. Recipient will be chosen by a committee of Library Directors from Burns Lake, Fort St. James, Fraser Lake, Granisle and Vanderhoof.
5. Recipients must submit proof of registration with a post-secondary institution within 18 months of graduation.

#### **Apply by April 30 to ONE of the following libraries:**

Burns Lake Public Library c/o Library Director PO Box 449 Burns Lake, BC V0J 1E0 (250) 692-3192 monika@burnslakelibrary.com	Fraser Lake Public Library c/o Library Director PO Box 520 Fraser Lake, BC V0J 1S0 (250) 699-8888 librarian@fraserlakelibrary.com	Vanderhoof Public Library c/o Library Director PO Box Bag 6000 Vanderhoof, BC (250) 567-4060 jennifer@vanderhooflibrary.com
Fort St. James Public Library c/o Library Director PO Box 729 Fort St. James, BC V0J 1P0 (250) 996-7431 librarian@fortstjames.bclibrary.ca	Granisle Public Library c/o Library Director PO Box 550 Granisle, BC (250) 697-2713 granislelibrary@outlook.com	

## Appendix B – October 2023 Librarian's Report

September 2023 Patrons	
PL Adult	2102
PL BC OneCard	98
PL Circ +Copy Edit	1
PL Circ +Full Cat	1
PL General Staff	1
PL ILL	114
PL Juvenile	336
PL Local System Admin	1
PL New User	348
PL Non-Resident – Adult	3
PL Temporary	1
SIP-Client	1
<b>Total</b>	<b>3007</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	16
October	11	10	
November	7	14	
December	3	6	
<b>Total</b>	<b>94</b>	<b>124</b>	<b>103</b>

General Activity			
September	2021	2022	2023
Foot Traffic	729	1197	1782
Public Computers	64	105	88
Wireless	917	1098	1302
Hours Open	137	125.5	119
Circulation	901	1060	1049

Circulation Details			
September	2021	2022	2023
Adult Fiction	379	291	311
Adult Non-Fiction	111	90	119
Audiobooks	6	1	0
DVD AF	151	160	231
DVD ANF	0	0	0
DVD JF	37	52	19
DVD JNF	0	1	0
Easy Readers	125	203	211
GN	8	3	4
ILL	55	64	5
JGN	21	38	28
Juvenile Fiction	25	63	58
Juvenile Non-Fiction	19	43	28
LP AF	4	11	7
Magazines	4	23	15
TGN	0	0	1
Young Adult	10	17	13
Stacks	0	0	1
<b>Totals</b>	<b>901</b>	<b>1060</b>	<b>1049</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
SEP	359	2	2	0	363	423	525	1060	1585	2371

Appendix B – October 2023 Librarian’s Report (cont.)

Interlibrary Circulation			
September	2021	2022	2023
ILL outgoing	52	37	64
ILL incoming	8	0	5
<b>ILL total</b>	<b>60</b>	<b>37</b>	<b>69</b>
ILC outgoing	78	31	84
ILC incoming	74	41	61
<b>ILC total</b>	<b>152</b>	<b>72</b>	<b>145</b>
<b>BC ONE total</b>	<b>5</b>	<b>2</b>	<b>3</b>
<b>TOTAL</b>	<b>217</b>	<b>111</b>	<b>217</b>

September 2023 Collection by Modifier		
	Titles	Items
2-day loan	1	4
3-day loan	1	1
Audiobook	91	91
Book	9054	9297
CD and book	1	1
DVD	2497	2672
Graphic novel	708	737
Interlibrary loan	50	50
Juvenile audio	1	1
Juvenile collection	4438	4525
Juvenile serial	1	1
Large print	332	333
Literacy Kit	11	11
Magazine	9	57
Non-circulating	11	17
Other	1	1
Oversize	42	42
Paperback	1059	1075
Sitka book	10	10
Sitka precat	1	3
Vouchers	1	3
<b>Totals</b>	<b>18,320</b>	<b>18,933</b>

September 2023 Collection by Shelving Location		
	Titles	Items
Adult Fiction	5839	5899
Adult Non-Fiction	3622	3815
Audiobook	92	92
DVD AF	1986	2114
DVD ANF	58	60
DVD JF	453	499
DVD JNF	7	7
Easy Readers	2114	2171
First Nations	1	2
GN	231	238
ILL	50	50
JGN	310	330
Juvenile Fiction	1458	1482
Juvenile Non-Fiction	900	915
LP AF	331	332
LPANF	7	7
LPNCLF	2	2
Magazines	10	75
North Central Block	5	5
Stacks	4	8
TGN	179	182
Young Adult	649	679
<b>Totals</b>	<b>18,308</b>	<b>18,964</b>

Appendix B – October 2023 Librarian’s Report (cont.)

Programs				
September 2023	Programs	Attendance	YTD Programs	YTD Attendance
KIDS/FAMILIES	11	90	99	917
ADULT	1	2	1	2
OUTSIDE LIBRARY	4	31	44	763
MEZZANINE/MEETINGS	6	25	53	474
<b>Totals</b>	<b>22</b>	<b>148</b>	<b>197</b>	<b>2156</b>



## Appendix C – Bank Reconciliation

	Date	Source	Detail	Debit	Credit	Revenue	Revenue Type	GST
<b>Sep</b>	Bank starting balance			\$ 82,808.85				
-	1-Sep-23	2269	Imperative Recycling	-	34.13			1.63
-	6-Sep-23		Deposit (petty cash)	276.00	-	276.00	Misc	
-	6-Sep-23		Deposit (cheque)	24.00	-	24.00	Fines	
-	12-Sep-23		Collabria MC payment	-	2,584.48			
-	14-Sep-23		CALP Grant	31,008.00	-	31,008.00	Misc	
-	18-Sep-23		GIC redemption	30,387.33	-	30,387.33	Misc	
-	18-Sep-23		GIC purchase	-	30,387.33			
-	22-Sep-23		Collabria MC payment	-	2,331.05			
-	25-Sep-23		CNC - OFA 1 training	-	845.00			
-	26-Sep-23		GIC redemption	71,979.81	-	71,979.81	Misc	
-	26-Sep-23	2272	Stuart Lake Recycling Co-op	-	43.55			
-	27-Sep-23		GIC purchase	-	71,979.81			
-	29-Sep-23		TELPAY BILLP138	1,394.75	-	1,394.75	Regional District	
-	29-Sep-23	2277	V. Crowley - library leadersh	-	270.18			
-				-	-			
-				-	-			
-				-	-			
-				-	-			
				135,069.89	108,475.53	135,069.89		1.63
<b>Oct</b>	Bank starting balance			\$ 109,403.21				

# Appendix C – Bank Reconciliation (cont.)

	Date	Source	Detail	Debit (payments)	Credit (charges)	GST
<b>Sep</b>	Mastercard starting balance				3,657.32	
-	22-Aug-23	Payment		3,651.32	-	
-	24-Aug-23	Brodart	Metal book supports	-	287.08	12.81
-	24-Aug-23	Amazon	Printer paper	-	90.56	4.04
-	27-Aug-23	Indigo	Books	-	451.02	21.48
-	27-Aug-23	Indigo	Books	-	278.94	13.28
-	28-Aug-23	Indigo	Books	-	26.23	1.25
-	28-Aug-23	Indigo	Books	-	101.10	4.81
-	28-Aug-23	Indigo	Books	-	95.98	4.57
-	30-Aug-23	Carr McLean	Metal slatwall shelving	-	220.22	10.49
-	1-Sep-23	Amazon	Scotch Tape	-	23.50	1.05
-	2-Sep-23	Indigo	Books	-	196.11	9.28
-	2-Sep-23	Amazon	Automatic door stickers	-	28.27	
-	5-Sep-23	Amazon	Book	-	31.49	1.50
-	5-Sep-23	Indigo	Books	-	1,763.98	83.91
-	5-Sep-23	Indigo	Books	-	73.34	3.49
-	5-Sep-23	Cinema 1	DVDs	-	302.25	13.49
-	6-Sep-23	Indigo	Books	-	12.59	0.60
-	6-Sep-23	Indigo	Books	-	25.18	1.20
-	6-Sep-23	Brodart	Refund - table	1,643.91	-	
-	7-Sep-23	Amazon	Book tape	-	126.24	
-	7-Sep-23	Zoom		-	46.41	2.07
-	8-Sep-23	Amazon	Book	-	20.95	1.00
-	8-Sep-23	Amazon	Book	-	20.95	1.00
-	12-Sep-23	Payment		2,584.48	-	
-	13-Sep-23	Indigo	Book	-	13.64	0.65
-	14-Sep-23	Amazon	Books	-	159.33	7.59
-	14-Sep-23	Amazon	Book	-	25.29	1.20
-	4-Sep-23	Amazon	Books	-	82.10	3.91
-	14-Sep-23	Amazon	Book	-	12.83	
-	14-Sep-23	Amazon	Book	-	25.33	
-	14-Sep-23	Amazon	Books	-	134.84	6.34
-	14-Sep-23	Amazon	Books	-	630.14	30.01
-	14-Sep-23	Indigo	Books	-	25.19	1.20
-	14-Sep-23	Indigo	Books	-	17.80	0.85
-	14-Sep-23	Canada Post	Postage	-	26.25	1.25
-	14-Sep-23	Amazon	Books	-	81.94	3.90
-	14-Sep-23	Amazon	Book	-	28.88	1.38
-	14-Sep-23	Amazon	Book	-	14.20	
-	14-Sep-23	Amazon Prime	Membership fee	-	11.19	0.50
-	14-Sep-23	Amazon	Book	-	26.24	1.25
-	15-Sep-23	Amazon	Book	-	43.02	2.05
-	15-Sep-23	Amazon	Book	-	37.75	1.80
-	15-Sep-23	Amazon	Book	-	29.39	1.40
-	15-Sep-23	Amazon	Books	-	63.96	3.05
-	15-Sep-23	Amazon	Cord protector - floor	-	115.35	5.15
-	16-Sep-23	Amazon	Books	-	44.04	2.10
-	18-Sep-23	Mastermind Toys	STEM kits	-	605.92	27.05
-	21-Sep-23	Amazon	Calculator	-	48.16	2.15
-	21-Sep-23	Amazon	Automatic door stickers	-	28.27	
-				-	-	
-				-	-	
-				-	-	
-				-	-	
-				-	-	
-				-	-	
				7,879.71	6,553.44	296.10
<b>Oct</b>	Mastercard starting balance				- 2,331.05	

## Appendix D – District Variance Report

Report: M:\live\gl\lgrptbux.p  
Version: 010002-L58.78.01  
User ID: rachelle

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

Date: 21/09/2023  
Time: 13:33:17

Account	Description	PROVISIONAL 2023 (Prd 01-12) Normal	Actuals 2023 (Prd 01-08) 01/01/23 - 31/08/23	Percent of Variance
<b>Project 305: Administrative Functions</b>				
10-50-305-1000	WAGES HEAD LIBRARIAN	80,000.00	49,859.98	37.68-
10-50-305-1001	WAGES ASSISTANT LIBRARIAN	54,600.00	36,022.74	34.02-
10-50-305-1002	WAGES OTHER	25,700.00	29,742.86	15.73
10-50-305-1006	WAGES CASUAL LABOUR	23,587.00	2,707.98	88.52-
10-50-305-1110	EDUCATION AND TRAVEL	4,000.00	1,179.99	70.50-
10-50-305-2600	CPP/EI/MPP/HEALTH/WCB	56,000.00	26,297.79	53.04-
	NET Project 305: Administrative Functions:	243,887.00	145,811.34	40.21-
<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	1,405.32	67.28-
10-50-310-1210	LIBRARY OFFICE EQUIP MAINTENANCE	1,074.00	93.75	91.27-
	NET Project 310: Office Costs:	8,941.00	1,819.81	79.65-
<b>Project 330: Structures, Halls &amp; Grounds</b>				
10-50-330-1087	LIBRARY BUILDING INSURANCE	4,113.00	3,257.35	20.80-
10-50-330-1275	LIBRARY BUILDING MAINTENANCE	5,151.00	7,790.15	51.24
10-50-330-1280	BC HYDRO COSTS	11,332.00	6,635.85	41.44-
10-50-330-1305	JANITORIAL/ALARM SYSTEM - LIBRARY	9,272.00	9,167.66	1.13-
	NET Project 330: Structures, Halls & Grounds:	29,868.00	26,851.01	10.10-
	Report Totals:	282,696.00	174,482.16	38.28-

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

## Appendix E – Enhancement Funds

### Enhancement Fund Priorities

#### A. Multipurpose spaces

1. tables and chairs for office and mezzanine
2. locking file cabinet in office
3. curtains for office
4. wifi tv for office
5. screen(s) for mezzanine

#### B. Programs

1. STEM kits for drop-in youth programs
2. wifi tv for circulation area (community calendar)
3. logo

#### C. Collection & Circulation

1. Update literacy kits
2. vertical space use: slatwalls and ends
3. Kanopy streaming service
4. shelving for children's area
5. self check out
6. circulation shelving/storage (relocate dvds)
7. courier bags

#### D. Facilities & Safety

1. Dakelh signage
2. chairs for young adult area
3. mural for young adult area
4. table and chairs for children's area
5. replace area rugs
6. gender neutral washrooms (remove one toilet, add changing station)
7. motion-activated lights and cameras
8. landscaping

#### E. Information Technology

1. docking and charging stations
2. ipads for in-house circulation
3. projector/screen for mezzanine
4. IT training or contract

completed; in progress

## Appendix F – Open Hours

