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## FORT ST JAMES PUBLIC LIBRARY

Agenda for Regular Meeting  
15 November 2023, 4:45pm

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### ATTENDEES:

REGRETS: Louise Evans-Salt

### 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.

### 2.0 CONSENT AGENDA

2.1 Approval of minutes of the Regular Meeting of the Board, 18 October 2023.

2.2 Beginning on 1 December 2023, Library hours will be:  
SUN/MON: Closed  
TUE: 10-7  
WED, THU, FRI: 10-5  
SAT: 10-2

2.3 Children's books were donated to Fireweed.

2.4 Two wi-fi access points were donated to Nak'azdli Whut'en.

2.5 New children's table and six chairs have been installed.

2.6 Q4 all staff meeting was held on 7 November 2023.

2.7 2023 Big Book Sale started on 7 November 2023.

2.8 LD attended the following meetings in the last month:  
2.8.1 Pregnancy and Infant Loss Awareness (Nak'azdli Whut'en)  
2.8.2 ABCPLD (union workplaces and employment trends)  
2.8.3 CALP Education  
2.8.4 District OHS  
2.8.5 NCLF Roundtable  
2.8.6 Halloween Pumpkin Walk @ National Historic Site

***DRAFT MOTION: to approve the consent agenda as read for the Regular Meeting of the Board, 15 November 2023.***

### 3.0 AGENDA

***DRAFT MOTION: to approve the agenda as read for our Regular Meeting of the Board, 15 November 2023.***

### 4.0 LIBRARIAN'S REPORT

- 4.1 October 2023 Library Statistics (appendix A)
- 4.2 October 2023 Reconciliation (appendix B)
- 4.3 District Variance Report - Not available

### 5.0 COMMITTEE REPORTS

- 5.1 Finance Committee
  - 5.1.1 Vacant Treasurer

***DRAFT MOTION: to move RBC chequing balance and cashable GICs to Integris Credit Union, and close RBC accounts.***

- 5.1.2 2024 Draft Budget and Reserve Funds (appendix C)

- 5.2 Policy Committee

For review: rescind 3D Printer Policy; amend the Posting and Display or Distribution of Materials Policy as presented; amend the Challenge Policy as presented; and amend the Wages and Benefits Policy & Procedures as presented. (appendix D)

### 6.0 BUSINESS ARISING

- 6.1 Outgoing Trustees – no change
- 6.2 2023 Enhancement Fund Expenditures (appendix E)

\$24,296.02 of Enhancement Funds have been spent on enhancement of multipurpose areas, programs, IT, accessibility/safety, and facilities.

### 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

9.0 QUESTION AND ANSWER PERIOD

10.0 IN-CAMERA MEETING

DRAFT MOTION: to move to an in-camera session at (time).

DRAFT MOTION: to move out of in-camera session at (time).

REGULAR MEETING RESUMES AT (time).

10.0 ADJOURNMENT

*DRAFT MOTION: adjourn FSJPL Regular Meeting of the Board, 15 November 2023 at (time).*

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, 5:00pm

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
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<b>Policy:</b>	Chair Evans-Salt Trustee McCutcheon Trustee Greenaway	<b>Bargaining:</b>	Trustee Evans Trustee Greenaway LD Crowley
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<b>Building:</b>	Trustee Soles Trustee McCutcheon
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<b>NCLF Representative:</b>	Trustee Evans
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<b>NCLF Alternate Representative:</b>	vacant
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<b>District of Fort St. James Representative:</b>	Councillor Judith Friesen
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<b>District of Fort St. James Alternate:</b>	Mayor Martin Elphee
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## Appendix A – November 2023 Librarian's Report

October 2023 Patrons	
PL Adult	2106/680
PL BC OneCard	98/4
PL Circ +Copy Edit	1
PL Circ +Full Cat	1
PL General Staff	1
PL ILL	114/65
PL Juvenile	336/91
PL Local System Admin	1
PL New User	359/42
PL Non-Resident – Adult	3/0
PL Temporary	1
SIP-Client	1
<b>Total</b>	<b>3022/888</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	15
November	7	14	
December	3	6	
<b>Total</b>	<b>94</b>	<b>124</b>	<b>118</b>

General Activity			
October	2021	2022	2023
Foot Traffic	901	1155	1652
Public Computers	72	126	113
Wireless	1154	1258	1367
Hours Open	135.5	123.5	125.5
Circulation	973	1045	1193

Circulation Details			
October	2021	2022	2023
Adult Fiction	389	287	387
Adult Non-Fiction	91	114	178
Audiobooks	-	1	5
DVD AF	122	169	242
DVD ANF	1	-	1
DVD JF	49	51	19
DVD JNF	2	1	0
Easy Readers	141	185	178
GN	7	5	5
ILL	94	78	9
JGN	16	48	48
Juvenile Fiction	21	44	51
Juvenile Non-Fiction	17	23	35
LP AF	5	11	12
Magazines	11	3	6
TGN	-	2	2
Young Adult	6	23	15
Stacks	1	-	0
<b>Totals</b>	<b>973</b>	<b>1045</b>	<b>1193</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
OCT	405	0	1	0	406	262	455	826	1543	1949

Appendix A – November 2023 Librarian's Report (cont.)

Interlibrary Circulation			
October	2021	2022	2023
ILL outgoing	43	55	53
ILL incoming	9	1	2
<b>ILL total</b>	<b>52</b>	<b>56</b>	<b>55</b>
ILC outgoing	87	65	88
ILC incoming	70	61	52
<b>ILC total</b>	<b>157</b>	<b>126</b>	<b>140</b>
<b>BC ONE total</b>	<b>13</b>	<b>4</b>	<b>4</b>
<b>TOTAL</b>	<b>222</b>	<b>186</b>	<b>199</b>

October 2023 Collection by Modifier		
	Titles	Items
2-day loan	1	4
3-day loan	1	1
Audiobook	91	91
Book	9060	9304
CD and book	1	1
DVD	2516	2689
Graphic novel	757	786
Interlibrary loan	50	50
Juvenile audio	1	1
Juvenile collection	4563	4650
Juvenile serial	1	1
Large print	332	333
Literacy Kit	11	11
Magazine	9	63
Non-circulating	11	17
Other	1	1
Oversize	42	42
Paperback	1065	1081
Special Collection	10	10
Sitka book	1	3
Sitka precat	1	53
<b>Totals</b>	<b>18,525</b>	<b>19,192</b>

October 2023 Collection by Shelving Location		
	Titles	Items
Adult Fiction	5845	5905
Adult Non-Fiction	3622	3815
Audiobook	92	92
DVD AF	1994	2121
DVD ANF	58	60
DVD JF	464	509
DVD JNF	7	7
Easy Readers	2150	2207
First Nations	1	2
GN	233	240
ILL	50	50
JGN	357	377
Juvenile Fiction	1540	1564
Juvenile Non-Fiction	906	921
LP AF	331	332
LPANF	7	7
LPNCLF	2	2
Magazines	10	76
North Central Block	5	5
Stacks	4	8
TGN	179	182
Young Adult	655	686
<b>Totals</b>	<b>18,512</b>	<b>19,168</b>

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

Programs				
October 2023	Programs	Attendance	YTD Programs	YTD Attendance
KIDS/FAMILIES	17	104	116	1021
ADULT	3	6	4	8
OUTSIDE LIBRARY	8	509	52	1272
MEZZANINE/MEETINGS	5	20	59	500
<b>Totals</b>	<b>33</b>	<b>639</b>	<b>231</b>	<b>2801</b>

## Appendix B – Bank Reconciliation

	Date	Source	Detail	Debit	Credit	Revenue	Revenue Type	GST
<b>Oct</b>	<b>Bank starting balance</b>			<b>\$ 109,403.21</b>				
-	3-Oct-23	2271	Angelina Honeywell (ProD)	-	272.85			
-	4-Oct-23		Collabria MC payment	-	5,000.00			
-	4-Oct-23	2273	Imperative Recycling	-	34.13			1.63
-	5-Oct-23		Deposit (petty cash)	103.95	-	103.95	Misc	
-	5-Oct-23		Deposit (lost book)	22.00	-	22.00	Fines	
-	5-Oct-23		Deposit (ProD)	1,395.99	-	1,395.99	District of Fort St James	
-	11-Oct-23		Transfer to Integrus GIC	-	50,000.00			
-	12-Oct-23	2278	United Library Services	-	1,037.05			49.38
-	16-Oct-23	2283	V. Crowley - mileage	-	320.96			
-	17-Oct-23	2280	Stuart Lake Recycling Co-op	-	49.40			
-	18-Oct-23	2279	Imperative Recycling	-	34.13			1.63
-	19-Oct-23		Collabria MC payment	-	3,500.00			
-	20-Oct-23	2281	Brodart Canada Company	-	2,911.75			311.97
-	23-Oct-23	2282	Olorunsola Martins	-	400.00			
-	24-Oct-23		Collabria MC payment	-	5,000.00			
-	24-Oct-23	2284	Midway Purnell Sanitary	-	161.13			7.19
-	31-Oct-23		TELPAY BILLP139	1,394.75	-	1,394.75	Regional District	
-				-	-			
-				-	-			
-				-	-			
-				-	-			
-				-	-			
				<b>2,916.69</b>	<b>68,721.40</b>	<b>2,916.69</b>		<b>371.80</b>

## Appendix B – Bank Reconciliation (cont.)


	Date	Source	Detail	Debit (payments)	Credit (charges)	GST
<b>Oct</b>	Mastercard starting balance				2,331.05	
-	22-Sep-23	Amazon	Books	-	21.72	
-	22-Sep-23	Payment		2,331.05	-	
-	22-Sep-23	Indigo	Books	-	11.54	0.55
-	22-Sep-23	Indigo	Books	-	25.14	1.20
-	22-Sep-23	Amazon	Refund	0.04	-	
-	25-Sep-23	Amazon	Refund	126.20	-	
-	26-Sep-23	Staples	Locking file cabinet	-	651.83	29.10
-	26-Sep-23	Amazon	Books	-	20.95	1.00
-	27-Sep-23	CA Museum & Libr	Acrylic Book Display Bins	-	1,158.20	55.15
-	28-Sep-23	Indigo	Books	-	31.48	1.50
-	28-Sep-23	Indigo	Books	-	32.01	1.52
-	28-Sep-23	Amazon	Books	-	83.13	4.58
-	28-Sep-23	Amazon	Books	-	19.03	
-	28-Sep-23	Amazon	Internet Access Points	-	364.62	16.28
-	28-Sep-23	CA Museum & Libr	Shipping fees	-	206.47	9.83
-	29-Sep-23	Amazon	Ethernet cables	-	14.69	
-	29-Sep-23	Canada Post	Postage	-	482.48	22.98
-	2-Oct-23	Amazon	Books	-	7.34	0.35
-	3-Oct-23	Indigo	Books	-	1,090.58	51.80
-	4-Oct-23	Payment		5,000.00	-	
-	7-Oct-23	Zoom		-	46.41	2.07
-	10-Oct-23	Cinema 1	DVDs	-	371.67	39.82
-	11-Oct-23	Amazon	Books	-	47.17	2.25
-	11-Oct-23	Amazon	Books	-	19.94	0.95
-	12-Oct-23	Amazon	Books	-	2.14	2.14
-	12-Oct-23	Indigo	Books	-	469.16	22.34
-	12-Oct-23	Indigo	Books	-	81.48	3.80
-	12-Oct-23	Amazon	Books	-	42.57	2.03
-	12-Oct-23	Amazon	Books	-	135.93	
-	12-Oct-23	Amazon	Books	-	555.74	40.94
-	13-Oct-23	Indigo	Books	-	20.78	0.99
-	14-Oct-23	Amazon Prime	Membership fee	-	11.19	0.50
-	15-Oct-23	Amazon	Books	-	11.54	0.55
-	16-Oct-23	Amazon	DVD storage	-	29.99	
-	16-Oct-23	Indigo	Books	-	49.81	2.37
-	16-Oct-23	Amazon	DVD storage	-	34.14	1.52
-	16-Oct-23	Amazon	Books	-	22.67	1.08
-	16-Oct-23	Amazon	Books	-	17.31	0.82
-	16-Oct-23	Amazon	Cambium Network CnPilot	-	243.04	
-	17-Oct-23	Two Hills	Cee Chair - mezzanine	-	1,163.23	
-	17-Oct-23	Two Hills	Foreign transaction fee	-	29.08	
-	18-Oct-23	Dell	CALP laptop	-	893.06	40.02
-	19-Oct-23	Indigo	Books	-	13.23	0.63
-	19-Oct-23	Amazon	Halloween FSJHS stickers	-	55.95	2.50
-	19-Oct-23	Amazon	Camera & headset meetings	-	218.37	9.75
-	19-Oct-23	Amazon	Wireless mouse	-	48.15	2.15
-	20-Oct-23	Amazon	Ethernet cables	-	14.55	0.65
-				-	-	
-				-	-	
-				-	-	
-				-	-	
				7,457.29	8,869.51	375.71
<b>Nov</b>	Mastercard starting balance			-	3,743.27	



## Appendix C – 2024 Draft Budget and Reserve Funds

2024 OPERATING BUDGET						
REVENUE			2022 Actuals	2023 Draft	2024 Draft	
Grants	District of Fort St. James	\$200,340.00	\$252,828.00	\$267,998.00	next increase in 2026	
	Province of British Columbia	32,569.00	32,764.00	32,764.00		
	BC Enhancement Grant	0.00	152,200.77	0.00		
	BC Covid-19 Relief and Recovery Grant	32,257.00	0.00	0.00		
	Regional District of Bulkley Nechako	16,737.00	16,737.00	16,737.00		
	Integris Community Foundation	12,625.00	0.00	0.00		
	Law Matters	1,500.00	1,000.00	1,000.00		
	North Central Library Federation	2,779.00	2,041.00	2,041.00		
	Centerra Gold	0.00	5,000.00	0.00		
	Fort St. James Community Foundation	1,000.00	1,000.00	1,000.00		
	Community Adult Literacy Program (CALP)		30,008.00	30,008.00		
	Other revenue	2,761.00	0.00	0.00		
	Book Sale	2,071.00	2,000.00	2,000.00		
Interest	1,725.00	1,500.00	0.00			
Donations	5,000.00	6,000.00	6,000.00			
	Revenue Total	\$311,364.00	\$503,078.77	\$359,548.00		
EXPENDITURES						
	Wages	159,880.00	188,487.00	192,800.00		
	Benefits and MERCs	0.00	56,000.00	59,360.00		
	Education and travel	3,172.00	7,000.00	7,000.00		
	Advertising	0.00	351.00	372.00		
	Office supplies	5,663.99	3,221.00	3,414.00		
	Janitorial	10,446.00	0.00	0.00		
	Repairs and Maintenance	9,412.00	0.00	0.00		
	Hydro	11,831.00	0.00	0.00		
	Telephone and modem	2,087.00	4,295.00	4,553.00		
	Library Office Equip Maintenance	0.00	1,074.00	1,138.00		
	Circulation materials	19,917.00	30,000.00	34,000.00		
	Circulation Subscriptions	2,297.00	3,000.00	5,000.00		
	Enhancement expenses	0.00	50,774.00	50,774.00		
	CALP salary, MERCs, comp	0.00	13,000.00	30,000.00		
	Computer and Supplies	11,697.00	1,500.00	10,000.00		
	Insurance	6,331.00	2,376.00	2,500.00		
	Consulting fees	1,416.00	5,000.00	5,000.00		
	Professional Memberships	0.00	2,000.00	1,500.00		
	Other office supplies	19,379.01	10,000.00	10,000.00		
	Registration fee (Trustees)	200.00	3,842.65	0.00		
	Accounting and legal services	1,650.00	2,047.50	2,250.00		
	Education and travel (Trustees)	0.00	0.00	4,000.00		
	Programs	2,015.00	5,000.00	5,000.00		
	Recycling fees	799.00	1,200.00	1,500.00		
	Bank fees and interest	3.00	4.00	4.00		
		Expenditures Total	\$268,196.00	\$390,172.15	\$430,165.00	
	EXCESS REVENUE FOR THE YEAR		43,168.00	112,906.62	-70,617.00	Retained (\$100,000 Enhancement +\$15,000)
	RESERVE FUNDS (Updated October 12, 2023)					
	RBC GICs	1YR Cashable (27 SEP 2024) 4.00%			71,979.81	Enhancement
		1YR Cashable (10 AUG 2024) 4.00%			15,297.74	CALP
		1YR Cashable (10 AUG 2024) 4.00%			31,163.56	Contingency
		1YR Cashable (18 SEP 2024) 4.00%			30,387.33	Enhancement
	Integris GICs	1YR NR (12 FEB 2024) 4.86%			56,263.38	
1YR NR (2 MAY 2024) 4.81%				71,490.31		
18MO NR (8 AUG 2024) 5.00%				56,263.38		
1YR NR (17 OCT 2024) 5.62%				50,000.00		
	Investments Total			\$382,845.51		
		\$382,845.51				
	Restricted reserve (CALP)	\$15,297.74				
	Restricted reserve (Enhancement)	\$30,387.33				
	Restricted reserve (Enhancement)	\$71,979.81				
	Operating reserve (10% contingency)	\$35,000.00				
		\$230,180.63				
	Operating reserve target minimum	\$375,000.00			one year operating (continuity)	
	Strategic reserve target minimum	\$100,000.00			advancing strategic goals, expansion	
		-\$244,819.37				

## Appendix D – Policy Changes

	Fort St James Public Library		
	Policy Group <b>OPERATIONS</b>	<del>ADOPTED</del> Eff Date <del>December 19, 2012</del>	<del>LAST REVIEWED</del> Revision C <del>December 4, 2018</del>
	<b>POSTING AND DISPLAY OR DISTRIBUTION OF MATERIALS</b>		

### POLICY

The Fort St. James Public Library will post approved notices of public interest/services and notices of upcoming nonprofit, **charitable**, educational, recreational and civic meetings or events on the bulletin board in the library as space allows.

The use of the Library's bulletin board does not constitute an endorsement of any organization's policies or beliefs.

Only library-related items will be displayed at the library circulation and reference areas, and on the library's front entrance door.

Only approved library-related materials ~~will~~ **may** be **made** available for distribution to the general public. ~~These are free publications the public may take if desired.~~

### PROCEDURE

The ~~Head Librarian~~ **Library Director** will:

1. Approve all notices or posters before they are placed on the library bulletin board.
2. Display only library-related items at the library circulation/reference areas, and on the library's front entrance door.
3. Approve all materials for distribution to the ~~general~~ public.

Appendix D – Policy Changes (cont.)

DATE ADOPTED: ~~December 19, 2012~~

Policy Group:	OPERATIONS
Administrative Responsibility:	<del>Head Librarian</del> Library Director
Date Adopted:	<del>December 19, 2012</del>
Related Policy and Procedure:	None
Related Procedures:	None
Related Forms:	None
Reference:	None
Committee Required?	
Committee Action:	

Board Signatures \_\_\_\_\_


Staff Signatures \_\_\_\_\_

\_\_\_\_\_  
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**REVISION HISTORY**

Effective Date	Rev. Letter	Document Author	Description of Change
December 19, 2012	A		Initial Release
December 4, 2018	B		Minor edits to language
November 15, 2023	C	VAC	Minor edits to language and formatting

## Appendix D – Policy Changes (cont.)

	<b>Fort St James Public Library</b>		
	Policy Group <b>OPERATIONS</b>	<del>ADOPTED</del> <b>Eff Date</b> <b>December 19, 2012</b>	<del>LAST REVISED</del> <b>Revision</b> <b>C</b> <b>November 22, 2022</b>
	<b>CHALLENGE</b>		

### PREAMBLE

Library users might object to titles that have been selected for the collection and the Fort St. James Public Library Board recognizes the importance of providing a method whereby opinions from the public regarding library materials can be voiced.

### POLICY

Individuals wishing to challenge the inclusion of materials in the library collection may complete a Request for Reconsideration form, available at the Library Circulation Desk.

### PROCEDURE

Library Staff will:

- 1 Treat all user challenges about library materials with dignity and courtesy.
- 2 Not express agreement or disagreement with an individual regarding the individual's concerns about an item in the collection.
- 3 Advise the individual of Fort St. James Public Library's Collection Development Policy.
- 4 When requested, provide the individual with a *Request for Reconsideration* form to complete as a first step in challenging the inclusion of material in the library collection.
- 5 Inform individuals, when requested, of the procedure to follow when challenging material in the library collection.
- 6 Accept all completed *Request for Reconsideration* forms from library users who deliver them to the Circulation Desk.
- 7 Advise individuals that no works in question will be added to or removed from the collection or from the shelves and no changes in service or policy will be made while the *Request for Reconsideration* process is underway.
- 8 Submit all received *Request for Reconsideration* forms to the Library Director as soon as possible for review.

The Library Director will:

- 1 Review the *Request for Reconsideration* and make a determination as to the validity of the challenge.
- 2 Provide a formal response to the individual within two weeks.

## Appendix D – Policy Changes (cont.)

- 2.1 Provide individuals with a judgement on the decision.
- 2.2 Provide individuals with pertinent findings to the material being challenged, such as reviews, praise, condemnations, etc.
- 2.3 Provide individuals with a copy of the completed *Request for Reconsideration* form.
- 3 If the formal response does not satisfy the individual, the Library Director will meet with the complainant within two weeks to attempt to resolve the challenge.
- 4 If the challenge cannot be resolved, the Library Director will:
  - 4.1 Submit any *Request for Reconsideration* forms to the Library Board for review before the next scheduled board meeting.
  - 4.2 Advise the Library Board of their own review determinations, citing pertinent findings related to the same material being challenged in other institutions and submitting recommendations before the next scheduled board meeting.
- 5 Coordinate all media inquiries and public statements in consultation with the Library Board.

### The Library Board will:

- 1 Designate two Board trustees, and the Library Director to form a Challenge Committee in response to a challenge being brought to the Board.
- 2 Review the findings of the Challenge Committee as submitted.
- 3 Make a decision regarding the disposition of the material being challenged. This decision is ***final and cannot be appealed.***
- 4 Communicate in writing, to the individual, the final decision of the Library Board regarding the disposition of the material being challenged immediately following the board meeting.

### The Challenge Committee will:

- 1 Read and review the section of material being challenged prior to convening an evaluation meeting.
- 2 Read and review the information given on the *Request for Reconsideration* form after reading the material being challenged.
- 3 Read and review the pertinent findings discovered by the Library Director in the formal response.
- 4 Meet in a timely manner after receiving the challenge and reviewing the material.
- 5 Come to a decision on the recommendation for disposition of the material being challenged (based on majority rule) that will be submitted to the Library Board at the next scheduled board meeting.
- 6 Submit the findings/recommendation arising from the evaluation meeting to the Library Board at the next scheduled board meeting.

Appendix D – Policy Changes (cont.)

<b>Policy Group:</b>	<b>OPERATIONS</b>
<b>Administrative Responsibility:</b>	<del>Library Director</del>
<b>Date Adopted:</b>	<del>December 19, 2012</del>
<b>Related Policy and Procedure:</b>	Collection Development Circulation Unattended Children Patron Rights and Responsibilities
<b>Related Procedures:</b>	<del>None</del>
<b>Related Forms:</b>	Schedule A – Request for Reconsideration
<b>Reference:</b>	None
<b>Committee: Required</b>	Library Director Two Board Trustees
<b>Committee Action</b>	Review all materials. Submit Recommendation.

**Board Signatures** \_\_\_\_\_

**Staff Signatures** \_\_\_\_\_

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\_\_\_\_\_

**REVISION HISTORY**

<b>Effective Date</b>	<b>Rev. Letter</b>	<b>Document Author</b>	<b>Description of Change</b>
December 19, 2012	A		Initial Release
November 22, 2022	B		
November 15, 2023	C	VAC	Formatting, addition of public record and FOIs

**FORT ST. JAMES PUBLIC LIBRARY  
REQUEST FOR RECONSIDERATION**

**1 Personal Information:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City and Postal Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Complainant represents:

\_\_\_ Himself/herself

\_\_\_ Organization (please provide name) \_\_\_\_\_

\_\_\_ Group (please identify) \_\_\_\_\_

**2 Information about the challenged material:**

1 Title, creator(s), and year of publication of the challenged item:

2 To what in the material do you object? (Please be specific)

3 What do you feel might be the result of reading/watching/listening to this material?

4 What redeeming features are there in this item?

Appendix D – Policy Changes (cont.)

- 5 Did you read/view/listen to the entire item? If not, which parts did you read/watch/listen to?
- 6 Have you read or heard any critiques or reviews of this item?
- 7 What do you believe is the theme or message in the item?
- 8 What action do you think is appropriate for this item?
  - a. ☐ Move the work to another section of the library
  - b. ☐ Withdraw it for all patrons
  - c. ☐ Other: \_\_\_\_\_
- 9 In its place, what item of equal or similar value would you recommend that would convey a comparable theme or message?

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Once submitted, this form becomes part of public records and subject to future Freedom of Information Requests.

Mail the Request for Reconsideration form to:


Fort St. James Public Library  
Box 729  
Fort St. James, B.C.  
V0J 1P0

Scan and email the Request for Reconsideration form to:

librarian@fortstjames.bclibrary.ca

or, deliver it in person to the Circulation Desk Staff at the Fort St. James Public Library.



	<b>Fort St James Public Library</b>		
	Policy Group <b>STAFFING</b>	Effective Date <b>June 23, 2022</b>	Revision <b>D</b>
	<b>WAGES AND BENEFITS POLICY &amp; PROCEDURE</b>		

### **ADMINISTRATIVE RESPONSIBILITY**

The Board is responsible for administration of wages and benefits for the Library Director.

### **DEFINITIONS**

~~N/A~~ A living wage is the hourly rate of pay that enables wage earners living in a household to:

- a. Feed, clothe and provide shelter for their family
- b. Promote healthy child development
- c. Participate in activities which are an ordinary element of life in our community
- d. Avoid the chronic stress of living in poverty

### **POLICY**

The Board shall determine the wages and benefits for the Library Director.

Wages and benefits for Union employees shall be governed by the Collective Agreement.

Staff earning a salary or hourly wage will earn, at minimum, a living wage. The living wage in BC is calculated in November of each year. Any increases in the living wage will be passed onto staff within six months of this date.

Where services are contracted on a regular, ongoing basis of 120hrs labour per year, we will choose service providers who also pay a living wage to their staff.

### **PROCEDURE**

If an agreement for a salary grid between the Library and the District of Fort St. James is in place, the agreement shall determine the Library Director's wages. Steps 2 through 4 below shall not be necessary.

Where an agreement for a salary grid between the Library and the District of Fort St. James does not exist, the Board shall follow steps 3 and 4 below to determine the Library Director's wages.

The Board shall review the Library Director's wages each year before the annual budget is drafted.

## Appendix D – Policy Changes (cont.)

The Board shall consider the following items when determining the appropriate wages for the Library Director:

- results of performance appraisal
- comparison of wages paid to similar positions in other similar operations
- length of service
- wage increases given to Union employees, and
- availability of funding.

The Board may, at their discretion, choose to give the Library Director a bonus in special circumstances. Bonuses shall be paid from the Library's ~~own~~ **Operational Reserve** funds.

The Library Director shall be enrolled in the District of Fort St James Pension Plan and benefits plan upon successful completion of the probationary period. The Library Director shall obtain information about the District plans from the District of Fort St. James.

**The Library Director will ensure that the Library's Living Wage Certification is completed annually in November.**

### RELATED INFORMATION

Related Policy and Procedure:	<ul style="list-style-type: none"><li>• Hiring and Probationary Period Policy &amp; Procedure</li><li>• Termination and Resignation Policy &amp; Procedure</li><li>• District of Fort St James Personnel Policies concerning Employee Benefits and Pension Plan</li></ul>
Related Forms:	Agreement with District of Fort St. James regarding Library Director Wages (if one is in effect)
Reference:	
Committee:	Human Resources (HR)
Committee Action:	

**Board Signatures** \_\_\_\_\_

**Staff Signatures** \_\_\_\_\_

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Appendix D – Policy Changes (cont.)

**REVISION HISTORY**

Effective Date	Rev. Letter	Document Author	Description of Change
April 17, 2013	A		Initial Release
December 8, 2020	B		
	C	KJC	Reformat and reorganize. Removed items covered in other policies (time off in lieu of OT, professional development). Added reference to Collective Agreement, considerations for wage increases, bonuses.
June 23, 2022	D	KJC	Added reference to DFSJ wage agreement (sections 1 & 2)
November 15, 2023	E	VAC	Added reference to BC Living Wage Certification

# Appendix E - 2023 Enhancement Fund Expenditures

<b>BC Enhancement Grant (2023-25)</b>				
<b>REVENUE</b>		<b>2023</b>	<b>2024</b>	<b>2025</b>
	BC Enhancement Grant	50,733.59	50,733.59	<b>50,733.59</b>
	<b>Revenue Total</b>	<b>\$50,733.59</b>	<b>\$50,733.59</b>	<b>\$50,733.59</b>
<b>EXPENDITURES</b>				
Multipurpose spaces	Chairs	2,539.05		
	Tables	5,747.41		
	Locking file cabinet	651.83		
	Juvenile table and chairs	3,490.93		
	YA chairs	1,192.31		
Programs	Tent and sandwich board	1,222.57		
	Staff shirts	472.43		
	STEM kits	494.09		
IT	Charging stations	129.86		
	Floor cables	270.70		
	WiFi	1,022.35		
	Video conference supplies	281.07		
Accessibility/Safety	PurpleAir monitors	709.26		
Facilities	Slatwalls	665.30		
	Slatwall shelving	1,490.21		
	Two sm. Replacement bookcarts	1,862.34		
	Book supports	625.51		
	Acrylic book display bins	1,364.67		
	DVD revamp	64.13		
	<b>Expenditures Total</b>	<b>\$24,296.02</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>EXCESS REVENUE FOR THE YEAR</b>		<b>26,437.57</b>	<b>50,733.59</b>	<b>50,733.59</b>