
FORT ST JAMES PUBLIC LIBRARY

Minutes for Regular Meeting
20 December 2023, 5:00-6:06pm

ATTENDEES: Louise Evans-Salt, Mark McCutcheon, Jacqueline Soles, Maxime Evans, Judith Friesen, Jim Burck, David Nutbrown, Jenny Vogelsang

REGRETS: Valerie Crowley, Judy Greenaway, Marilynne Teegee (library Zoom meeting failure)

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, 15 November 2023.
- 2.2 The Library's 2023 Typical Week Survey was submitted to the BC Ministry of Municipal Affairs on 13 Nov.
- 2.3 Francois (Guy) Prince held four Dakelh Syllabics sessions in the Library's mezzanine.
- 2.4 Staff volunteered time to prepare a float and participated in the 2023 Santa Parade.
- 2.5 Quarterly 1:1 staff meetings were held the third week of November.
- 2.6 The 2023 volunteer-led Big Book Sale brought in \$1693.45 in donations. These funds will be used to enhance the Young Adult area of the mezzanine.
- 2.7 The play structure in the juvenile area has been taken down and stored. Two double-faced shelving units (24 shelves) have been relocated to this space, to accommodate a \$5000 juvenile book donation by Mt. Milligan/Centerra Gold.
- 2.8 RDBN has no additional air scrubbers available and the funding window for this program has closed.
- 2.9 FSJSS Woods students designed, built, and delivered a new open/close sign. Beginning December 1, our new hours are:
 - TUE: 10-7
 - WED, THU, FRI: 10-5
 - SAT: 10-2
 - SUN/MON: Closed

- 2.10 FSJSS Arts students have started working on a wall mural for the YA area. This project will continue through Q1 2024.
- 2.11 ALD completed Introduction to Reference course.
- 2.12 Second LA I Casual/On-call has returned to the library after a leave of absence.
- 2.13 CALP Coordinator has successfully completed their 90-day probationary period.
- 2.14 The FOIPPA Foundations course was completed by CALP Coordinator, LA II, ALD, and LD.
- 2.15 LD joined the BC Libraries Coop Enhancement Fund Working Group.
- 2.16 On 29 Nov 2023, \$171,045.50 was moved from RBC chequing (\$22,217.06) and GICs (\$148,828.44) to Integris chequing. \$16,000 was left in RBC chequing for outstanding transactions.
- 2.17 LD attended the following meetings in the last month:
 - 2.17.1 NCLF Roundtable
 - 2.17.2 ABCPLD
 - 2.17.3 Two District OHS
 - 2.17.4 Nak'azdli Health Week
 - 2.17.5 BC Coop Licensing
 - 2.17.6 Two RDBN Accessibility Joint Committee
 - 2.17.7 Finance Committee
 - 2.17.8 Policy Committee
 - 2.17.9 Two invigilated exam sessions

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

3.0 AGENDA

MOTION: to approve the agenda as read for our Regular Meeting of the Board, 20 December 2023. Trustee Burck/Trustee Friesen. Carried unanimously.

4.0 LIBRARIAN'S REPORT

- 4.1 November 2023 Library Statistics (appendix A)

This report will begin to look different in 2024. Volunteer hours will be added. Please give some thought to key stats and formatting improvements.
- 4.2 November 2023 Reconciliation (appendix B)

Bank reconciliation reviewed and received.
- 4.3 District Variance Report – not available

5.0 COMMITTEE REPORTS

5.1 Finance Committee

5.1.1 Vacant Treasurer

5.1.2 Moving from RBC to Integris:

MOTION: to reinvest \$50,000 RBC cashable GICs with Integris QTrade securities in a 12MO NR at 5.25%. Trustee McCutcheon/Trustee Friesen. Carried unanimously.

MOTION: to approve an Integris two-signatory debit card for use in accessing online Integris business, chequing and GIC accounts for the purpose of checking balances and transactions, writing cheques and transferring funds. We confirm our signatories for Integris accounts are:

- 1. Louise Evans-Salt***
- 2. Mark McCutcheon***
- 3. Valerie Crowley***

and that Mark McCutcheon and Valerie Crowley will be signatories on the debit card for chequing account transaction approval. Trustee Friesen/Trustee Evans. Carried unanimously.

MOTION: to approve \$10,774 from BC Enhancement Grant funds for the enhancement of multipurpose spaces, programs, IT, accessibility/safety, and facilities. Trustee McCutcheon/Trustee Burck. Carried unanimously.

5.1.2 2024 Draft Budget and Reserve Funds (appendix C)

Addition of one full-time, 16-week Canada Summer Jobs position (35hrs/wk). The estimated total cost for this position will be \$14,326.14. \$4,690 would be covered by CSJ, leaving a balance of \$9,636.14 to be paid by the library from strategic reserve funds.

Questions raised about the draft budget, to be brought to LD before next meeting.

5.2 Policy Committee (appendix D)

5.2.1 Committee to reevaluate Posting and Display or Distribution of Materials policy to incorporate addition of Community Events screen in circulation area.

MOTION: to rescind 3D Printer Policy; amend the Challenge Policy, and amend the Wages and Benefits Policy & Procedures as presented on 15 November 2023. Trustee McCutcheon/Trustee Burck. Carried unanimously.

5.2.2 Trustees to self-review draft changes to: Gifts, Non-discrimination, In-camera and ***Privacy (NEW)*** policies to amend at the 17 Jan 2024 Board meeting.

Trustees to self-review Confidentiality and Privacy, Website Privacy, and General Privacy policies to rescind at the 17 Jan 2024 Board meeting.

5.3 HR Committee

Schedule LD's one year review in early Jan 2024. The Committee already has LD's completed self-evaluation.

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

Dakelh on new logo, collection, and collection development.

7.2 Promoting Sustainability

Less waste with new printer and increased recycling.

7.3 Providing Equitable Access for All

Technology (iPads), stairs for rehab, and policy language.

7.4 Increasing Community Engagement

Increased programming, iPads, increased foot traffic, increased program attendees, mural, literacy initiatives.

8.0 NEW BUSINESS

8.1 Logo (appendix F)

Fort St. James Secondary School's Digital Media Arts Program students have prepared two logos for the Board to review/vote on.

Dakelh translation by Carla Martin: **Nawhulnukw bayoh** translates as 'house for shared stories' (**na**-repeated; **whul**-the whole area of topic; **nuk**-our words; **ba**-for; **yoh**-house).

Colours: blue-Stuart Lake; orange-sunrise/sunset; brown-Mt. Pope; green-forest; light green or purple- land.

VOTE: 2 votes for logo #1 (green land), 5 votes for logo #2 (purple land)

MOTION: to approve the new logo. Trustee McCutcheon/Trustee Evans. 6 in favour, 1 abstention.

- 8.2 Review 2024 Board of Trustee meeting dates and times
Meeting dates and times reviewed; no concerns raised.

9.0 QUESTION AND ANSWER PERIOD

10.0 IN-CAMERA MEETING

MOTION: to move to an in-camera session at 5:50pm. Trustee Friesen/Trustee Evans. Carried unanimously.

MOTION: to move out of in-camera session at 6:05pm. Trustee Evans/Trustee McCutcheon. Carried unanimously.

REGULAR MEETING RESUMES at 6:05pm.

MOTION FROM IN-CAMERA MEETING: to continue staff annual Christmas recognition by gifting \$150.00 in Fort St. James bucks. Trustee Evans/Trustee Friesen. Carried unanimously.

11.0 ADJOURNMENT

MOTION: adjourn FSJPL Regular Meeting of the Board, 20 December 2023 at 6:05pm. Trustee McCutcheon/Trustee Burck. Carried unanimously.

FSJPL 2024 Board Meeting Dates

January 17, 5:00pm	May 15, 5:00pm	September 18, 5:00pm
February 21, 5:00pm	June 19, 5:00pm	October 16, 5:00pm
March 20, 5:00pm	July 17, 5:00pm	November 20, 5:00pm
April 17, 5:00pm	August 21, 5:00pm	December 18, 5:00pm

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 McCutcheon Trustee Greenaway	Bargaining:	Trustee Evans Trustee Greenaway LD Crowley

Building: Trustee Soles
FSJPL Board of Trustees • Agenda for 20 December 2023

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 – November 2023 Librarian's Report

November 2023 Patrons	
PL Adult	2111/685
PL BC OneCard	98/4
PL Circ +Copy Edit	1
PL Circ +Full Cat	1
PL General Staff	1
PL ILL	114/66
PL Juvenile	336/90
PL Local System Admin	1
PL New User	366/43
PL Non-Resident – Adult	3/0
PL Temporary	1
SIP-Client	1
Total	3022/888

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	14
December	3	6	
Total	94	124	118

General Activity			
November	2021	2022	2023
Foot Traffic	963	989	2103
Public Computers	81	81	104
Wireless	952	1275	914
Hours Open	130.5	130.5	132
Circulation	933	1076	1212

Circulation Details			
November	2021	2022	2023
Adult Fiction	366	335	312
Adult Non-Fiction	128	111	141
Audiobooks	3	3	1
DVD AF	127	194	213
DVD ANF	3	0	0
DVD JF	24	48	19
DVD JNF	0	0	0
Easy Readers	124	195	244
GN	2	3	7
ILL	82	75	69
JGN	18	27	42
Juvenile Fiction	27	25	45
Juvenile Non-Fiction	12	33	39
LP AF	5	9	15
Magazines	6	3	18
TGN	0	1	8
Young Adult	5	14	35
Stacks	1	0	2
Totals	933	1076	1210

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
NOV	456	0	0	0	456	575	473	820	1868	2324

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

Interlibrary Circulation			
November	2021	2022	2023
ILL outgoing	55	47	51
ILL incoming	10	4	1
ILL total	65	51	52
ILC outgoing	86	81	97
ILC incoming	70	68	44
ILC total	156	149	141
BC ONE total	2	8	1
TOTAL	223	208	194

November 2023 Collection by Modifier		
	Titles	Items
2-day loan	1	4
3-day loan	1	1
Audiobook	91	91
Book	9088	9329
CD and book	1	1
DVD	2536	2709
Graphic novel	760	789
Interlibrary loan	50	50
Juvenile audio	1	1
Juvenile collection	4583	4671
Juvenile serial	1	1
Large print	332	333
Literacy Kit	11	11
Magazine	9	69
Non-circulating	11	17
Other	1	1
Oversize	42	42
Paperback	1070	1086
Special Collection	14	14
Sitka book	1	3
Sitka precat	1	20
Totals	18,605	19,243

November 2023 Collection by Shelving Location		
	Titles	Items
Adult Fiction	5857	5916
Adult Non-Fiction	3626	3820
Audiobook	92	92
DVD AF	2008	2135
DVD ANF	59	61
DVD JF	469	514
DVD JNF	7	7
Easy Readers	2162	2220
First Nations	1	2
GN	233	240
ILL	50	50
JGN	359	379
Juvenile Fiction	1547	1571
Juvenile Non-Fiction	911	926
LP AF	331	332
LPANF	7	7
LPNCLF	2	2
Magazines	10	77
North Central Block	5	5
Stacks	4	8
TGN	181	184
Young Adult	669	698
Totals	18,590	19,246

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

Programs				
November 2023	Programs	Attendance	YTD Programs	YTD Attendance
KIDS/FAMILIES	19	105	135	1126
ADULT	10	26	14	34
OUTSIDE LIBRARY	4	122	56	1394
MEZZANINE/MEETINGS	6	32	65	532
Totals	39	285	270	3086

Appendix B – Bank Reconciliation

	Date	Source	Detail	Debit	Credit	Revenue	Revenue Type	GST
Nov	Bank starting balance			\$ 43,598.50				
-	6-Nov-23		Deposit (petty cash)	120.55	-	120.55	Misc	
-	6-Nov-23		Deposit (41670-ProD)	558.10	-	558.10	District of Fort St James	
-	7-Nov-23		TELPAY BILL140	880.54	-	880.54	Misc	
-	9-Nov-23	2286	Valerie Crowley (import fees	-	379.50			60.69
-	14-Nov-23	2285	Imperative Recycling	-	34.13			1.63
-	15-Nov-23		Collabria MC payment	-	2,000.00			
-	16-Nov-23	2287	Stuart Lake Recycling Co-op	-	37.05			
-	24-Nov-23		Collabria MC payment	-	2,500.00			
-	24-Nov-23	2288	United Library Services	-	828.28			39.44
-	24-Nov-23	2289	Slat Wall Ends (50% deposit)	-	1,743.00			
-	27-Nov-23	2290	ALD Course Reimbursement	-	720.58			
-	29-Nov-23		GIC redemption	15,483.83	-	15,483.83	Misc	
-	29-Nov-23		GIC redemption	30,627.10	-	30,627.10	Misc	
-	29-Nov-23		GIC redemption	31,542.65	-	31,542.65	Misc	
-	29-Nov-23		GIC redemption	72,476.77	-	72,476.77	Misc	
-	29-Nov-23		Cash transfer to Integris	-	171,045.50			
-				-	-			
-				-	-			
-				-	-			
-				-	-			
-				-	-			
				151,689.54	179,288.04	151,689.54		101.76
Dec	Bank starting balance			\$ 16,000.00				


Appendix B – Bank Reconciliation (cont.)

	Date	Source	Detail	Debit (payments)	Credit (charges)	GST
Nov	Mastercard starting balance				3,743.27	
-	19-Oct-23	Payment		3,500.00	-	
-	23-Oct-23	Amazon	Books	-	98.33	4.68
-	24-Oct-23	Payment		5,000.00	-	
-	24-Oct-23	CA Library Supply	Juv table, chairs, casters	-	4,082.68	194.41
-	29-Oct-23	Amazon	Refund	2.14	-	
-	29-Oct-23	Amazon	Refund	32.32	-	
-	30-Oct-23		Books	-	21.45	1.02
-	2-Nov-23	Amazon	Book	-	22.67	1.08
-	4-Nov-23	Cinema 1	DVDs	-	471.34	21.04
-	7-Nov-23	Zoom		-	46.41	2.07
-	9-Nov-23	Indigo	Books	-	455.42	24.07
-	9-Nov-23	Indigo	Book	-	20.48	0.98
-	9-Nov-23	Amazon	Books	-	101.59	4.85
-	9-Nov-23	Amazon	Book	-	13.13	0.63
-	9-Nov-23	Canva	Posters - parade float	-	165.00	
-	9-Nov-23	Indigo	Books	-	175.31	8.35
-	9-Nov-23	Indigo	Book	-	28.34	1.35
-	10-Nov-23	Indigo	Gift card - winter bingo	-	50.00	
-	10-Nov-23	Indigo	Book	-	28.30	1.35
-	10-Nov-23	Amazon	Books	-	117.35	5.59
-	12-Nov-23	Indigo	Book	-	13.64	0.65
-	13-Nov-23	Amazon	DVD cases	-	62.06	2.67
-	14-Nov-23	Indigo	Book	-	27.52	1.31
-	14-Nov-23	Amazon	DVD cases	-	387.35	15.90
-	14-Nov-23	Amazon	Books	-	160.95	7.66
-	14-Nov-23	Amazon	Book	-	13.64	0.65
-	14-Nov-23	Amazon Prime	Membership fee	-	11.19	0.50
-	15-Nov-23	Amazon	Books 4 Babies	-	12.55	0.60
-	15-Nov-23	Payment		2,000.00	-	
-	15-Nov-23	Amazon	Books 4 Babies	-	311.70	14.90
-	20-Nov-23	Amazon	Books	-	33.85	1.61
-				-	-	
-				-	-	
-				-	-	
-				-	-	
-				-	-	
				10,534.46	6,932.25	317.92
Dec	Mastercard starting balance				141.06	

Appendix C – 2024 Draft Budget and Reserve Funds

[illegible]

Appendix D – Policy Changes

	Fort St James Public Library		
	Policy Group OPERATIONS	ADOPTED Eff Date May 15, 2013	LAST REVISED Revision December 4, 2018-C
	GIFTS		

POLICY

The Fort St. James Public Library Board is pleased to accept donations within the following guidelines.

1. Books and other materials will be accepted on the condition the ~~Head Librarian~~ **Library Director** has the authority to make whatever disposition is deemed advisable.
2. Gifts of money, real property, or stock will be accepted if any conditions attached ~~thereto~~ are approved by the Library Board.
3. Gifts In-Kind need prior approval by the Board before being accepted.
4. Donors will be issued tax receipts for all donations deemed eligible under federally regulated guidelines for registered charities.
5. Acknowledgement and recognition are considered an integral part of donations. Every effort will be made to ensure that it is timely, appropriate, equitable and is meaningful to the donor. The final decision lies with the Library Board which will go forward with the agreement of the donor.
6. Donors will be contacted to get their written permission before the Library releases their name and acknowledges their donation.

PROCEDURES

Monetary gifts:

1. Staff will:
 - 1.1 Issue a regular receipt at the time of donation.
 - 1.2 **Record** all pertinent details on receipt including whether the donor would like a charitable receipt (see guidelines attached to receipt book).
 - 1.3 Inform the Board of Directors of the donation.
2. Amounts up to \$25:

Appendix D – Policy Changes (cont.)

- ~~2.1~~ Give a verbal thank-you ~~and a bookmark.~~
- 3. Amounts \$25-\$999:
 - 3.1 Write a personalized thank-you card or letter, and include the following information:
 - 3.1.1 Inform donor by letter that charitable receipts are issued the following year by February 1st
- 4. Amounts \$1000 and over:
 - 4.1 Write a personalized thank-you letter, and include the following information:
 - 4.1.1 Inform donor that charitable receipts are issued the following year by February 1st
 - 4.1.2 Give the option of certificate or plaque at the discretion of the Library Board and with the agreement of the donor.
 - 4.2 Other options will be considered, at the discretion of the Library Board.
 - 4.3 The Library Board will:
 - 4.3.1 Sign the letters or cards that are issued.
 - 4.3.2 Decide on the type of recognition to be applied in consultation with the donor where appropriate.

Gifts in-kind and non-monetary gifts (excluding used books)

- ~~1. Staff will:~~
 - ~~1.1 Provide the donor with a form on which to describe the gift.~~
 - ~~1.2 Present the form at the next regular Board meeting.~~
- 1. The Library Board will:
 - 1.1 Consider the request to donate.
 - 1.2 Reply in writing to the potential donor.
 - 1.3 For those gifts that are accepted the Board will determine an appropriate response regarding acknowledgement or recognition in agreement with the donor.
 - 1.4 Fair market value of gifts will be determined based on regulations from the Canada Revenue Agency.
 - 1.5 A Charitable Receipt will be given based on the determined fair market value.

Appendix D – Policy Changes (cont.)

Policy Group:	OPERATIONS
Administrative Responsibility:	Board
Date Adopted:	May 15, 2013
Related Policy and Procedure:	None
Related Procedures:	None
Related Forms:	None
Reference:	“Determining fair market value of non-cash gifts” – Canada Revenue Agency (https://www.canada.ca/en/revenue-agency/services/charities-giving/charities/operating-a-registered-charity/issuing-receipts/determining-fair-market-value-gifts-kind-non-cash-gifts.html) (Retrieved 2018-11-29 2023-11-15)
Committee: Required?	None
Committee Action:	

DATE ADOPTED _____


Board Signatures _____

Staff Signatures _____

REVISION HISTORY

Effective Date	Rev. Letter	Document Author	Description of Change
May 13, 2013	A		Initial Release
December 4, 2018	B		
	C	VAC	Plain language, title change

Appendix D – Policy Changes (cont.)

	Fort St James Public Library		
	Policy Group OPERATIONS	ADOPTED Eff Date January 24, 2013	LAST REVIEWED Revision C December 4, 2018
	NON-DISCRIMINATION		

PREAMBLE

The Fort St. James Public Library recognizes the diversity of our community's population and is committed to equity and non-discrimination. The Fort St. James Public Library believes in the equitable and inclusive treatment of all staff, Board members, patrons, visitors, and suppliers, and will not tolerate or condone discrimination or harassment.

POLICY

The Fort St. James Public Library prohibits discrimination in the provision of services and in any aspect of employment ~~in hiring, training, promotion and termination~~ - including harassment.

The Fort St. James Public Library is committed to ensuring that our employment policies, practices, and procedures support our commitment to employment equity and non-discrimination and meet the standards set out in applicable human rights legislation.

The Fort St. James Public Library will not condone discrimination on any of the following grounds:

- a. Ancestry and perceived race
- b. Nationality or national origin
- c. Ethnic background or origin
- d. Religion or creed, religious belief, religious association, or religious activity
- e. Age
- f. Pregnancy, the possibility of pregnancy, or circumstances related to pregnancy
- g. Gender-determined characteristics
- h. Sexual orientation
- i. Marital or family status
- j. Political belief, political association, or political activity
- ~~k.~~ Physical disability or related characteristics or circumstances (including reliance on a ~~dog guide or other~~ **service** animal assistant, a wheelchair, or other ~~remedial appliance or~~ **assistive** device)

Appendix D – Policy Changes (cont.)

DEFINITION

For the purposes of this policy discrimination is defined as differential treatment of an individual based upon their membership in a particular group (real or perceived), rather than on their personal merit. One form that discrimination may take is harassment. Discrimination also includes the failure to reasonably accommodate the ~~special~~ needs of an individual or group unless the accommodation would create an undue hardship for the library.

PROCEDURE

1. The Library will ensure that all people are employed and/or receive services without discrimination.
2. If a staff member, Board member, patron, visitor, or supplier, believes that they have been discriminated against, they should bring it to the attention of the ~~Head Librarian~~ **Library Director** or Library Board of Directors, who will inform them of the Library's *Grievance Policy*.

DATE ADOPTED: ~~January 24, 2013~~

(signature)

(signature)

(printed name)

(printed name)

Policy Group:	OPERATIONS
Administrative Responsibility:	Head Librarian Library Director
Date Adopted:	January 24, 2013
Related Policy and Procedure:	Patron Rights and Responsibilities Policy Harassment Policy Grievance Policy
Related Procedures:	None
Related Forms:	Code of Conduct
Reference:	<i>BC Human Rights Code</i>
Committee: Required?	
Committee Action:	

Appendix D – Policy Changes (cont.)


Board Signatures _____

Staff Signatures _____

REVISION HISTORY

Effective Date	Rev. Letter	Document Author	Description of Change
January 24, 2013	A		Initial Release
December 4, 2018	B		
	C	VAC	Minor edits to language and formatting

Appendix D – Policy Changes (cont.)

	Fort St James Public Library		
	POLICY GROUP BOARD	ADOPTED Eff Date December 3, 2018	LAST REVISED REV B
	IN-CAMERA MEETINGS		

PREAMBLE

As a Public Library Association, the Board wishes to be as open and transparent in its deliberations as possible. In the interest of good governance, meetings of the Board are open to all members and to the public. There are specific occasions when the Board ~~should~~ will meet in private, which is referred to in this policy as “in-camera”.

POLICY

In-camera meetings of the Library Board take place to discuss matters of a confidential nature.

Minutes of the in-camera meeting are confidential and are not available to the public.

PROCEDURE

1. The Chair shall determine the need for an in-camera session.
 - 1.1. If the need arises prior to a regular Board meeting it shall be included on the regular Board meeting agenda.
 - 1.2. If the need arises during a regular Board meeting the Chair may move any part of the meeting to an in-camera session.
 - 1.3. Special meetings of the Board may be held in-camera.
2. Topics to be addressed in-camera include, but are not limited to, the following:
 - 2.1. Legal advice and litigation.
 - 2.2. Issues regarding identifiable staff including terms of employment, performance evaluation, discipline etc.
 - 2.3. Discussions related to privileges for professional staff.
 - 2.4. Acquisition, sale, lease, and exchange of property.
 - 2.5. The disclosure of intimate, personal, or financial information about an identifiable person.
 - 2.6. Negotiation of contracts.
 - 2.7. Sensitive information which if disclosed could prejudice the interests of the organization or a third party.

Appendix D – Policy Changes (cont.)

3. Guests or counsel may remain during an in-camera session with the permission of the Chair or the consent of the meeting.
4. In-camera sessions will exclude management when the issues to be addressed are specific to management.
5. A record of the proceedings is kept by the Board Secretary **or Board** during in-camera meetings.
6. Major decisions made during the in-camera session are brought back to the regular meeting in the form of a motion and are passed as per regular meeting procedures.
7. Minutes of the regular meeting will reference the time the meeting moves in-camera, and the time the in-camera meeting is concluded.
8. Records of the in-camera meeting are confidential and not available to the public.
 - 8.1. In-camera minutes will not be sent out electronically and will be reviewed at the next in-camera meeting.
9. Proceedings during an in-camera session are treated as confidential and are not to be discussed or disclosed publicly by those in attendance outside of the in-camera meeting.
10. The Board will maintain all records of in-camera meetings in a separate and secure location to maintain confidentiality as long as warranted.

Policy Group:	BOARD
Related Policy and Procedure:	None
Administrative Responsibility:	Board Secretary
Date Adopted:	
Related Policy:	None
Related Procedures:	None
Related Forms:	None
Reference:	None
Committee Required?:	
Committee Action	

Appendix D – Policy Changes (cont.)

DATE ADOPTED _____


Board Signatures _____

Staff Signatures _____

REVISION HISTORY

Effective Date	Rev. Letter	Document Author	Description of Change
December 3, 2018	A		Initial Release
	B	VAC	Minor edits to language and formatting

Appendix D – Policy Changes (cont.)

	Fort St James Public Library		
	Policy Group OPERATIONS	Effective Date	Revision A
	PRIVACY POLICY		

INTRODUCTION

The Fort St. James Public Library (FSJPL) is committed to protecting personal privacy. Any personal information collected, used or disclosed by FSJPL is in accordance with the [Freedom of Information and Protection of Privacy Act \(FOIPPA\)](#).

Personal information is defined by FOIPPA as information about an identifiable person. Some examples of personal information are name, age, home address, phone number, email address, IP address (a computer's address), identification numbers, and reading choices.

FIPPA's definition of personal information does not include work contact information (including for Library staff), which is information that would allow a person to be contacted at a place of business, such as the person's name, title, business address, business phone number, and business email address.

PURPOSES FOR WHICH PERSONAL INFORMATION MAY BE COLLECTED

FSJPL only collects personal information as permitted by FOIPPA. FSJPL uses personal information in accordance with FOIPPA to conduct Library business. Such business includes, but is not limited to:

- providing access to Library materials;
- conducting reference interviews;
- circulating materials (e.g., identifying materials out on loan or overdue, requesting interlibrary loans)
- registration for Library services and programs;
- booking multipurpose spaces;
- communications, including the recording of comments, suggestions and requests;
- collection of fines, fees and debts;
- fundraising;
- evaluating and improving services;
- protection of FSJP property;
- and the security of users and staff.

Appendix D – Policy Changes (cont.)

Appendix D – Policy Changes (cont.)

Patrons who do not wish to be contacted about Library services and programs or for fundraising or marketing purposes may choose to opt-out of those communications.

COLLECTION AND USE

Except in the limited circumstances provided for in FIPPA, personal information about an individual will be collected directly from that individual. Individuals are informed of the reasons for collecting personal information at the time (or before) it is collected. In addition, at the time of collection (or before), individuals are informed of FSJPL's legal authority for collecting the information and the name, title, and contact information for FSJPL's Privacy Officer, responsible for ensuring compliance with FIPPA, to whom questions about the collection can be directed.

Information collected by FSJPL may include:

- name;
- physical and mailing address;
- phone number;
- email address;
- items actively circulating (e.g., on loan, on order, overdue)
- fee history;
- registration for active library programs or events;
- and comments, suggestions or requests received from you.

Unless an individual consents to some other use, personal information will only be used for the stated purpose for which it is collected.

FSJPL will take reasonable steps to ensure that the personal information held by it is accurate, complete, and current. FSJPL will correct an individual's personal information if it learns from the individual that the information is incorrect.

PROTECTION OF PERSONAL INFORMATION

FSJPL uses reasonable security measures to protect against risks such as unauthorized access, collection, use, disclosure, or disposal of personal information.

Measures include administrative, physical, technological, and operational safeguards that are appropriate to the nature and format of personal information.

FSJPL will not retain any personal information longer than necessary for the provision, evaluation, and planning of library services and programs, unless a longer period is required by law.

ACCESS, ACCURACY AND CORRECTION

Your personal information may be accessed by Library staff in the execution of their job duties.

Appendix D – Policy Changes (cont.)

Members of the public have access to their own personal information. Access to recorded personal information about a member of the public is provided to that individual upon verification of identity. To request access to your personal information, submit a written request to FSJPL's Privacy Officer. Your request should provide enough detail to enable the Privacy Officer to find the requested information.

FSJPL will endeavour to ensure personal information is accurate, complete and up-to-date. You have a right to request that your personal information held by FSJPL be corrected if you believe it is incorrect. You may do so by submitting your request in writing to the Privacy Officer (see contact information below).

CHILDREN/MINORS

Children have the same rights as adults with respect to their personal information under FIPPA. Where a child is "incapable" of exercising their right to access, correct or consent to the disclosure of their personal information, the child's parent or guardian may do so on their behalf.

FSJPL assumes that children 12 years are generally capable of exercising their own rights for policy purposes. However, FSJPL may accommodate requests on an individual basis where a child or parent/guardian does not believe this guideline age is appropriate in their circumstances.

WIRELESS SERVICES

Information is automatically collected by our server during visits to our website. No attempt is made to use this information to identify visitors, unless it is necessary for an investigation, or it is required by law. Information collected includes:

- the domain name and/or IP address of the internet provider;
- the browser type;
- the geographic region of the computer accessing our website;
- the date and time of the access;
- the pages visited;
- the website from which the access originated, if applicable.

The Library uses cookies to monitor use of our website. These cookies do not store personal information.

Personal information sent to us using our web forms is encrypted and will only be used by authorized staff for the purpose for which it was collected or for a consistent purpose, unless consent is given otherwise, or it is authorized or required by law. Email messages sent over the Internet are not secure and may be read by a third party who intercepts the communication. If

Appendix D – Policy Changes (cont.)

you are concerned about sending personal information over email, visit or phone the Library instead.

The Library provides wireless access to the Internet. Use of this service is at the user's risk and is covered by the privacy policies of the network service provider. The Library does not guarantee security or confidentiality of personal information sent through the Library's public wireless network.

The library does not keep a record of your activities on any public computer or device, or the library's wireless network.

SURVEILLANCE CAMERAS

FSJPL has security cameras inside and outside our building. Video is only accessed by supervisors in response to security incidents that threaten the safety of people or property. Footage may be disclosed to law enforcement in response to a valid subpoena, warrant or court order; to assist in an investigation related to a security incident at the library; or where the Library Director determines that compelling circumstances exist which affect a person's health or safety.

DISCLOSURE

FSJPL will not rent or sell personal information. FSJPL will not disclose personal information to third parties except in accordance with the exceptions permitted under FIPPA including as set out below or with an individual's consent.

SERVICE PROVIDERS TO THE LIBRARY

FSJPL ensures that any service providers requiring access to personal information to deliver services on behalf of FSJPL treat personal information in compliance with FIPPA.

Providing some library products and services may require that FSJPL shares personal information with a service provider and/or that an individual shares personal information to create a separate account with the service provider.

FSJPL works with third-party vendors to provide online services, digital collections, streaming content and more. When you leave the Library website, your interaction with these systems will be governed by their individual privacy policies.

FSJPL may disclose personal information to a collection agency or credit bureau for the purpose of collecting a debt.

POLICE/LAW ENFORCEMENT

Appendix D – Policy Changes (cont.)

Personal information may be disclosed to comply with a subpoena, a warrant, or an order by a court, person, or body in Canada with the jurisdiction to compel the production of information, or to respond to a specific written request from a law enforcement agency to assist in a specific investigation, or as required by law.

EMERGENCY SITUATIONS

FSJPL may disclose personal information under emergency or compassionate circumstances; for example, so that next of kin or a friend of an individual who is injured, ill, or deceased can be contacted.

RETENTION

How long FSJPL keeps your personal information depends on the purpose for which the information was collected.

If FSJPL uses your personal information to make a decision that affects you, we must keep that information for at least one year so that you have an opportunity to access it.

Otherwise, FSJPL will keep personal information only for the length of time necessary to fulfill the purposes for which it was collected. Personal information is securely destroyed when it is no longer needed.

CHANGES TO THIS PRIVACY POLICY

FSJPL's practices and policies are reviewed and updated from time to time.

PRIVACY OFFICER CONTACT

If you have any questions or concerns about this policy or how FSJPL treats your personal information, you may contact our Library Director, who acts as our institution's Privacy Officer at: librarian@fortstjames.bclibrary.ca or (250) 996-7431.

RELATED INFORMATION

Related Policy and Procedure:	<ul style="list-style-type: none">• Hiring and Probationary Period Policy & Procedure• Termination and Resignation Policy & Procedure• District of Fort St James Personnel Policies concerning Employee Benefits and Pension Plan
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:	


Appendix D – Policy Changes (cont.)

Board Signatures _____

Staff Signatures _____

REVISION HISTORY

Effective Date	Rev. Letter	Document Author	Description of Change
	A	VAC	Initial Release

	Fort St James Public Library		
	Policy Group OPERATIONS	Effective Date March 17, 2022	Revision B
	CONFIDENTIALITY AND PRIVACY POLICY		

PREAMBLE

The Library recognizes its responsibility to its employees and to members of the public to preserve the confidentiality of information entrusted to its care.

ADMINISTRATIVE RESPONSIBILITY

The Library Director shall administer this policy with respect to employees.

All employees shall administer this policy with respect to library patrons.

The Library Director shall act as the Library's Freedom of Information/Privacy Officer; in the Library Director's absence the Assistant Librarian shall assume this role.

The Library Director may create and amend Procedures under this policy without approval from the Board.

DEFINITIONS

CFLA means the Canadian Federation of Library Associations.

FOIPPA means the Freedom of Information and Protection of Privacy Act of British Columbia.

Personal Information means information about an identifiable person such as name, age, home address, phone number, e-mail address, IP address (a computer's address), identification numbers, reading choices and age.

POLICY

All Library patrons and employees have a right to privacy and confidentiality in the collection of *personal information* and in all manner of records, transactions and interactions relating to their use of the Library.

The *Library* shall collect from its members only the *personal information* required to provide library services to them, as required by the Library Act.

The Library shall collect, use and disclose *personal information* only in accordance with *FOIPPA* and the *CFLA* Code of Ethics.

When handling *personal information*, employees shall follow the procedures stated in the following procedure documents:

Appendix D – Policy Changes (cont.)

Protections of Personal Information and Privacy Procedure

Requests for Information Procedure

Access to Children’s Personal Information Procedure, and

Website Privacy Procedure

RELATED INFORMATION


Related Policy and Procedure:	<ul style="list-style-type: none">• Protections of Personal Information and Privacy Procedure• Requests for Information Procedure• Access to Children’s Personal Information Procedure, and• Website Privacy Procedure
Related Forms:	
Reference:	<ul style="list-style-type: none">• FOIPPA• CFLA Code of Ethics• CFLA Position Statement on Access to Information and Communication Technology• Library Act
Committee:	
Committee Action:	

Board Signatures _____

REVISION HISTORY

Effective Date	Rev. Letter	Document Author	Description of Change
May 18, 2021	A	KJC	Initial Release – derived from Nelson Public Library Policy Manual
March 17, 2022	B	KJC	Amendments to incorporate “Website Privacy Policy” elements. Separation of procedures into separate documents.

Appendix D – Policy Changes (cont.)

	Fort St James Public Library		
	POLICY GROUP OPERATIONS	ADOPTED January 22, 2014	LAST REVISED
	TITLE WEBSITE PRIVACY		

PREAMBLE

The *Library Act* authorizes the Library to collect from its members only the personal information required to provide library service to them.

As a public body, the Library abides by the guidelines outlined in the *Freedom of Information and Protection of Privacy Act (FOIPPA)*.

DEFINITIONS

Personal information is defined by *FOIPPA* as information about an identifiable person. Some examples of personal information are name, age, home address, phone number, e-mail address, IP address (a computer's address), identification numbers, reading choices and age.

FOIPPA's definition of personal information does not include work contact information, which is information that would allow a person to be contacted at a place of business, such as the person's name, title, business address, business phone number, and business e-mail address.

POLICY

The Fort St James Public Library is committed to protecting patron privacy. Any personal information collected, used or disclosed by the Fort St James Public Library is in accordance with the *Freedom of Information and Protection of Privacy Act (FOIPPA)*.

All procedures of the Library's *General Privacy Policy* apply to this *Website Privacy Policy*.

PROCEDURES

Collection of Personal Information

1. Some information is automatically collected by the server hosting the Library's website when a user visits the site, including:
 - the domain name and IP address of the computer the user is using
 - the user's browser and operating system
 - the screen resolution
 - the date and time the user accessed the site
 - what pages the user visited
 - what website the user visited from, if applicable.

Appendix D – Policy Changes (cont.)

2. No attempt is made to use this information to identify visitors, unless it is necessary for an investigation or it is required by law.

Personal information collected via e-mail and web forms

1. Personal information is collected by the Fort St James Public Library when patrons fill-in a library web form or send an e-mail.
2. Personal information sent to the Library by e-mail or when using web forms will only be used by authorized staff for the purpose for which it was collected or for a consistent purpose, unless the patron consents otherwise, or it is authorized or required by law.
3. Information sent to the Fort St James Public Library using web forms is encrypted so that it is protected from a third party accessing it in transit. However, e-mail messages sent over the internet are not secure and may be read by a third party who intercepts the communication. If patrons are concerned about sending personal information over e-mail, staff should suggest that the patron either phone or fax the Library instead.

Cookies

1. The Fort St James Public Library uses cookies to help web site visitors move around the Library website. These cookies do not store personal information. **I assume this is true, but it is controlled by the BC Libraries Cooperative. The BCLibCoop should be mentioned in this policy near the beginning, since they have ultimate control of the privacy of patrons accessing the website.**

Security

1. The Fort St James Public Library uses reasonable security measures to protect against risks such as unauthorized access, collection, use, disclosure or disposal of personal information.
2. The Fort St James Public Library's security measures cannot protect information while it is in transit over the internet, unless the information is collected by one of our secure online web forms.

Links to other sites

1. The Fort St James Public Library has no control over the management of external web sites or their privacy policies. Patrons are encouraged to review those policies before using the service or providing any personal information.

Disclosure of personal information

1. The Fort St James Public Library does not sell or rent personal information. Personal information is disclosed only in accordance with *FOIPPA* or as required by law.

Appendix D – Policy Changes (cont.)


Policy Group:	OPERATIONS
Administrative Responsibility:	Head Librarian
Date Adopted:	
Related Policy:	General Privacy Internet Patron Rights and Responsibilities
Related Procedures:	General Privacy Policy
Related Forms:	None
Reference:	<i>Freedom of Information and Protection of Privacy Act</i>

DATE ADOPTED _____

Board Signatures _____

Staff Signatures _____

Appendix D – Policy Changes (cont.)

	Fort St James Public Library		
	POLICY GROUP OPERATIONS	ADOPTED January 22, 2014	LAST REVIEWED October 08, 2019
	TITLE GENERAL PRIVACY		

PREAMBLE

The *Library Act* authorizes the Library to collect from its members only the personal information required to provide library service to them.

As a public body, the Library abides by the guidelines outlined in the *Provincial Freedom of Information and Protection of Privacy Act (FOIPPA)*.

DEFINITIONS

Personal information is defined by *FOIPPA* as information about an identifiable person. Some examples of personal information are name, age, home address, phone number, email address, IP address (a computer's address), identification numbers, reading choices and age.

FOIPPA's definition of personal information does not include work contact information, which is information that would allow a person to be contacted at a place of business, such as the person's name, title, business address, business phone number, and business e-mail address.

POLICY

The Fort St James Public Library is committed to protecting patron privacy. Any personal information collected, used or disclosed by the Fort St James Public Library is in accordance with the *Freedom of Information and Protection of Privacy Act (FOIPPA)*.

PROCEDURES

Collection of Personal Information

1. When collecting personal information from patrons, staff will advise patrons of the purpose for collecting it and the legal authority for doing so.
2. Purposes for which Fort St James Public Library may collect personal information include, but are not limited to,:
 - issuing library cards
 - identifying materials currently on loan
 - placing and tracking inter-library loans
 - identifying and recording overdue materials
 - placing and tracking materials on hold

Appendix D – Policy Changes (cont.)

- providing answers to reference questions
 - faxing materials
 - providing information about library programs and services
 - providing service for patrons with special needs
 - recording book suggestions
 - recording comments or suggestions
 - general library operations
 - library fundraising
3. Patrons who do not wish to be contacted about library services and programs or for fundraising purposes may choose to opt-out.
 4. Any questions regarding the collection of personal information are to be referred to the Library's FOI/Privacy Officer, who will respond to questions regarding the collection of personal information.

Use of Personal Information

1. The Fort St James Public Library will only use personal information for the purposes for which it was originally collected or in a manner that is consistent with those purposes.
2. The library will only use personal information for different purpose if a patron explicitly consents to the new purpose or the use is authorized under *FOIPPA* or is otherwise required by law.
3. The Fort St James Public Library does not sell or rent personal information. Personal information is disclosed only in accordance with *FOIPPA* or as otherwise required by law.
4. Where other organizations require personal information in order to provide services on behalf of the library, the Fort St James Public Library ensures that these organizations treat the personal information in compliance with *FOIPPA* and the Library's privacy policies.
5. Examples of where personal information may be disclosed include, but are not limited to:
 - when a patron explicitly consents to the disclosure
 - to a collection agency for the purpose of collecting a debt
 - for law enforcement purposes, such as where required by a subpoena, warrant or other order
 - where there are compelling health and safety concerns
 - to contact a person's next of kin if that person is injured, becomes ill or dies while visiting the library.

Security of Personal Information

1. The Fort St James Public Library uses reasonable security measures to protect against risks such as unauthorized access, collection, use, disclosure or disposal.

Appendix D – Policy Changes (cont.)

2. Security measures include physical, technological and operational safeguards that are appropriate to the nature and format of the personal information.

Information Retention

1. If the Fort St James Public Library uses personal information to make a decision that affects a patron, the library must keep that information for at least one year so that the patron has an opportunity to access it.
2. If the information was not used to make a decision affecting a patron the library will keep personal information only for the length of time necessary to fulfill the purposes for which it was collected.
3. Personal information is securely destroyed when it is no longer needed.

Accuracy of Personal Information

1. The Fort St James Public Library will endeavor to ensure the personal information is as accurate, complete and up-to-date as necessary.

Patron Access to Personal Information

1. Patrons have a right to request access to personal information about them held by the Fort St James Public Library.
2. Patrons have a right to request that their personal information be corrected if they believe it is incorrect.
3. Patrons may submit a written request to the Fort St James Public Library's FOI/Privacy Officer (see Request to Access or Correct Personal Information). The request should provide enough detail to enable a library employee to find the personal information (e.g., personal information provided when the patron applied for a library card).
4. The Library will respond to a written information request within thirty (30) business days.

Complaints

1. If the Library does not respond to a written request within thirty (30) business days, or if a patron is unsatisfied with the response from the Library, the patron has a right to file a complaint with the Office of the Information and Privacy Commissioner for British Columbia.
2. If a patron wishes to file a complaint, staff will provide a copy of the complaint form from the Office of the Information and Privacy Commissioner for British Columbia (see Privacy Complaint).

Children's Personal Information

Appendix D – Policy Changes (cont.)

1. Children have the same rights as adults with respect to their personal information under *FOIPPA*.
2. The Fort St James Public Library assumes that children 12 years and over are generally capable of exercising their own rights for policy purposes. However, the Library may treat a request on an individual basis where a child, or parent or guardian, does not believe the guideline age is appropriate in their circumstances.
3. Where a child is "incapable" of exercising his or her right to access, correct or consent to the disclosure of his or her personal information, the child's parent or guardian may do so on his or her behalf.

Changes to this Privacy Policy

1. The Fort St James Public Library's practices and policies are reviewed from time to time. This policy will be updated to reflect any changes.

Library FOI/Privacy Officer

1. The Head Librarian will act as the Library's FOI/Privacy Officer.
2. In the Head Librarian's absence the Assistant Librarian will act as the FOI/Privacy Officer

Policy Group:	OPERATIONS
Administrative Responsibility:	Head Librarian
Date Adopted:	January 22, 2014
Related Policy:	Internet Patron Rights and Responsibilities Website Privacy
Related Procedures:	
Related Forms:	Request to Access or Correct Personal Information Privacy Complaint
Reference:	<i>Freedom of Information and Protection of Privacy Act</i>

DATE ADOPTED January 22, 2014

Appendix D – Policy Changes (cont.)

Board Signatures

Staff Signatures

Appendix E - 2023 Enhancement Fund Expenditures

BC Enhancement Grant (2023-25)				
REVENUE		2023	2024	2025
	BC Enhancement Grant	50,733.59	50,733.59	50,733.59
	Revenue Total	\$50,733.59	\$50,733.59	\$50,733.59
EXPENDITURES				
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		
	Expenditures Total	\$24,296.02	\$0.00	\$0.00
EXCESS REVENUE FOR THE YEAR		26,437.57	50,733.59	50,733.59

