

**ATTENDEES:** Louise Evans-Salt, Mark McCutcheon, Jim Burck, Maxime Evans, David Nutbrown, Jacqueline Soles, Valerie Crowley

**REGRETS:** Judy Greenaway, Judith Friesen, and Marilyn Teegee (zoom 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.

Library Trustees and staff are committed to supporting an environment of mutual trust and respect, which are to authentic efforts towards Reconciliation – Chair Evans-Salt

## **2.0 CONSENT AGENDA**

- 2.1 Approval of minutes of the Regular Meeting of the Board, 20 December 2023.
- 2.2 Staff would like to thank the Board of Trustees for the gift of Fort St. James Bucks as a year-end bonus in December - it was greatly appreciated!
- 2.3 \$35,044.50 of Enhancement Funds have been spent on enhancement of multipurpose areas, programs, IT, accessibility/safety, and facilities. (appendix A)
- 2.4 Three iPads, two Nintendo Switches and one Oculus Meta 3 have been added to the library's collection for programming and in-house circulation. Details are available at our circulation desk.
- 2.5 With financial support from the District of Fort St. James, Nak'azdli Whut'en, Regional District of Bulkley Nechako and PLB Enhancement Fund, the library launched a Murray Ridge Ski Hill voucher program. Details are available at our circulation desk.
- 2.6 Moving forward, all Indigenous titles will be purchased through Strong Nations Publishing in Nanaimo, BC whenever possible.
- 2.7 The library's new logo has been updated on our website, social media pages and communication documents.
- 2.8 The HR Committee completed the LD's annual performance review on 8 January 2024.
- 2.9 Delegation requests for our annual presentations have been submitted to the District of Fort St. James, Nak'azdli Whut'en, Tl'azt'en Nation and Binche Whut'en.
- 2.10 Q4 2023 Library Report was submitted to the District of Fort St. James on 5 January 2024.

- 2.11 A Canada Summer Jobs application for a 16-week Library Page position was submitted on 9 January 2024.
- 2.12 Through BC Libraries Coop: annual OverDrive subscription has been renewed, and one-year subscriptions for Blackstone Unlimited (audiobooks) and Kanopy (movie streaming) have been added.
- 2.13 LD completed *Libraries Transforming Communities: Facilitation Training for Small and Rural Libraries*, ALD is taking a *Collection Development and Acquisitions* course, LA II is taking a *Social Media Strategies for Libraries* course, and one LA I completed *BC FOIPPA Foundations*.
- 2.14 LD attended the following meetings in the last month:
  - 2.14.1 BC Enhancement Fund Consultation Group
  - 2.14.2 Annual Review
  - 2.14.3 Finance Committee
  - 2.14.4 ABCPLD

***MOTION: to approve the consent agenda as read for the Regular Meeting of the Board, 17 January 2024. Trustee Soles/Trustee Evans. Carried unanimously.***

### **3.0 AGENDA**

***MOTION: to approve the agenda as read for our Regular Meeting of the Board, 17 January 2024. Trustee Burck/Trustee McCutcheon. Carried unanimously.***

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

- 4.1 December 2023 Library Statistics (appendix B)

Trustees agree that proposed changes make the report easier to read and understand. We will use the new format moving forward.
- 4.2 December 2023 Reconciliation (appendix C)
- 4.3 District Variance Report – not available

### **5.0 COMMITTEE REPORTS**

- 5.1 Finance Committee
  - 5.1.1 Vacant Treasurer

Chair Evans-Salt read a statement from the BC Public Libraries Branch, emphasizing the importance of this role in strong governance.

#### 5.1.2 2024 Draft Budget and Reserve Funds (appendix D)

*MOTION: to approve the 2024 Draft Operating Budget and Reserve Funds. Trustee McCutcheon/Trustee Evans. Carried unanimously.*

*MOTION: to transfer \$70,000 from Integris Chequing to the Integris Banking Floor in an 18MO NR Escalator Account (6mo @5.05%; 6-12MO @ 5.20%; 12-18 MO @5.35%). Trustee McCutcheon/Trustee Evans. Carried unanimously.*

*MOTION: to approve the 2024 Draft Library Budget for the District for presentation to Fort St. James Mayor and Council at our annual delegation presentation. (appendix E) Trustee Burck/Trustee Soles. Carried unanimously.*

#### 5.2 Policy Committee

***MOTION: to rescind Confidentiality and Privacy, Website Privacy and General Privacy Policies; amend Gifts, Non-Discrimination, In-camera and approve the Privacy Policies as presented on 20 December 2023. Trustee McCutcheon/Trustee Nutbrown. Carried unanimously.***

### 6.0 BUSINESS ARISING

6.1 Outgoing Trustees – no change

### 7.0 STRATEGIC GOALS (Board)

7.1 Advancing Truth and Reconciliation

Trustees reflected on our Land Acknowledgement and the importance of the intention behind it, our support of Strong Nations, and the library's new logo.

7.2 Promoting Sustainability

Trustees discussed our current suppliers and potential efforts to prioritize supporting local or as local as possible.

7.3 Providing Equitable Access for All

Trustees discussed the need for additional parking and the original architectural plans for future expansion.

7.4 Increasing Community Engagement

Trustees reviewed ongoing programs and partnerships, particularly the Community Adult Literacy Program, ski vouchers, tech additions, and high school projects.

## **8.0 NEW BUSINESS**

### **8.1 Annual Presentations (tentative dates)**

- 8.1.1 District of Fort St. James (13 FEB @ 5pm)
- 8.1.2 Nak'azdli Whut'en (6 MAR)
- 8.1.3 Binche Whut'en (4 MAR)
- 8.1.4 Tl'azt'en Nation (TBA)

### **8.2 Natural Pod Furniture**

The Board directs LD to contact YMCA/David Hoy Elementary day care and Fireweed to discuss the donation of this furniture to community 0-5yr spaces.

### **8.3 BCLTA Correspondence 21 NOV 2023 (appendix F)**

Chair statement: current policies align with recommendations from BCLTA.

## **9.0 QUESTION AND ANSWER PERIOD**

## **10.0 IN-CAMERA MEETING**

***MOTION: to move to an in-camera session at 6:12pm. Trustee Evans/Trustee Burck. Carried unanimously.***

***MOTION: to move out of in-camera session at 6:22pm. Trustee Soles/Trustee Burck. Carried unanimously.***

Regular meeting resumes at 6:22pm. Motions brought into regular meeting:

***MOTION: to, at LD's direction, change LD's employment contract and wage increase from 3.85% to 3.0% annually retroactive to January 1, 2024 and through December 31, 2027 - to align with the District of Fort St. James procedures for management staff. Trustee Evans/Trustee McCutcheon. Carried unanimously.***

## **11.0 ADJOURNMENT**

***MOTION: adjourn FSJPL Regular Meeting of the Board, 17 January 2023 at 6:22pm. Trustee Soles/Trustee Nutbrown. Carried unanimously.***

**FSJPL 2024 Board Meeting Dates**

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

**Fort St. James Public Library Board Committees**

<b>Finance:</b>	Elizabeth Hoy (appointed) Chair Evans-Salt Trustee Teegee Trustee McCutcheon	<b>Human Resource:</b>	Trustee Evans, Chair Chair Evans-Salt Trustee Greenaway
<b>Policy:</b>	Chair Evans-Salt Trustee McCutcheon Trustee Greenaway	<b>Bargaining:</b>	Trustee Evans Trustee Greenaway LD Crowley
<b>Building:</b>	Trustee Soles Trustee McCutcheon		
<b>NCLF Representative:</b>		Trustee Evans	
<b>NCLF Alternate Representative:</b>		vacant	
<b>District of Fort St. James Representative:</b>		Councillor Judith Friesen	
<b>District of Fort St. James Alternate:</b>		Mayor Martin Elphee	

## Appendix A - 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
	<b>Revenue Total</b>	<b>\$50,733.59</b>	<b>\$50,733.59</b>	<b>\$50,733.59</b>
<b>EXPENDITURES</b>				
<b>Multipurpose spaces</b>	Mezzanine	2,539.05		
	Tables	5,747.41		
	Locking file cabinet	651.83		
	Juvenile space	4,110.67		
	Gift Card - Winter Reading Challenge	50.00		
	DVD Integration	543.77		
	YA chairs	1,311.71		
	<b>Subtotal</b>	<b>14,954.44</b>		
<b>Programs</b>	Tent and sandwich board	1,222.57		
	Staff shirts	472.43		
	Seasonal events	199.41		
	New logo	750.00		
	Community Calendar screen	512.40		
	Posters/Parade Float	228.00		
	STEM kits	494.09		
	<b>Subtotal</b>	<b>3,878.90</b>		
<b>IT</b>	Charging stations	129.86		
	Floor cables	270.70		
	WiFi	1,022.35		
	iPads, switches, oculus	3,948.01		
	Meescan	2,374.88		
	Video conference supplies	281.07		
	<b>Subtotal</b>	<b>8,026.87</b>		
<b>Accessibility/Safety</b>	PurpleAir monitors	709.26		
	Book supports	625.51		
	<b>Subtotal</b>	<b>1,334.77</b>		
<b>Facilities</b>	Slatwalls	2,408.30		
	Slatwall shelving	1,490.21		
	Two sm. Replacement bookcarts	1,862.34		
	Signage	120.00		
	Acrylic book display bins	1,364.67		
	<b>Subtotal</b>	<b>7,245.52</b>		
	<b>Expenditures Total</b>	<b>\$35,440.50</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>EXCESS REVENUE FOR THE YEAR</b>		<b>15,293.09</b>	<b>50,733.59</b>	<b>50,733.59</b>

## Appendix B – January 2024 Librarian’s Report

December 2023 Patrons	
PL Adult	2115/517
PL BC OneCard	98/5
PL Circ +Copy Edit	1
PL Circ +Full Cat	1
PL General Staff	1
PL ILL	114/65
PL Juvenile	337/95
PL Local System Admin	1
PL New User	366/125
PL Non-Resident	3/2
PL Temporary	1/3
SIP-Client	2
<b>Total</b>	<b>3040/821</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	14
December	3	6	6
<b>Total</b>	<b>94</b>	<b>124</b>	<b>124</b>

General Activity			
December	2021	2022	2023
Foot Traffic	784	908	1351
Public Computers	71	73	84
Wireless	827	1031	1026
Hours Open	143.5	122	130
Circulation	843	1069	1095
Circulation Details			
December	2021	2022	2023
Adult Fiction	399	290	327
Adult Non-Fiction	103	124	144
Audiobooks	3	0	2
DVD AF	130	235	178
DVD ANF	4	0	3
DVD JF	30	56	24
DVD JNF	-	0	0
Easy Readers	95	160	213
GN	4	5	7
ILL	92	76	2
JGN	8	29	43
Juvenile Fiction	31	29	67
Juvenile Non-Fiction	12	44	31
LP AF	15	5	20
Magazines	10	7	10
TGN	2	4	4
Young Adult	7	4	18
Stacks	-	1	2
<b>Totals</b>	<b>735</b>	<b>1069</b>	<b>1095</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

<b>OCT</b>	405	0	1	0	<b>406</b>	262	455	826	<b>1543</b>	<b>1949</b>
<b>NOV</b>	456	0	0	0	<b>456</b>	575	473	820	<b>1868</b>	<b>2324</b>
<b>DEC</b>	428	2	3	122	<b>555</b>	425	445	736	<b>1181</b>	<b>1606</b>

Interlibrary Circulation			
December	2021	2022	2023
ILL outgoing	36	42	46
ILL incoming	6	2	2
<b>ILL total</b>	<b>42</b>	<b>44</b>	<b>48</b>
ILC outgoing	73	61	93
ILC incoming	66	76	46
<b>ILC total</b>	<b>139</b>	<b>137</b>	<b>139</b>
<b>BC ONE total</b>	<b>1</b>	<b>4</b>	<b>14</b>
<b>TOTAL</b>	<b>182</b>	<b>185</b>	<b>200</b>

December 2023 Collection by Modifier		
	<b>Titles</b>	<b>Items</b>
2-day loan	1	4
3-day loan	1	1
7-day loan	1	16
Audiobook	91	91
Book	9184	9425
CD and book	1	1
Circ-reserve-1hr	1	3
DVD	2548	2721
Graphic novel	769	798
Interlibrary loan	50	50
Juvenile audio	1	1
Juvenile collection	4600	4688
Juvenile serial	1	1
Large print	339	340
Literacy Kit	11	11
Magazine	9	71
Non-circulating	11	17
Other	1	1
Oversize	42	42
Paperback	1073	1089
Special Collection	14	14
Sitka book	1	3
Sitka precat	1	20
<b>Totals</b>	<b>18,751</b>	<b>19,408</b>

December 2023 Collection by Shelving Location		
	<b>Titles</b>	<b>Items</b>
Adult Fiction	5926	5985
Adult Non-Fiction	3648	3842
Audiobook	92	92
Circ Desk	3	24
DVD AF	2017	2144
DVD ANF	59	61
DVD JF	472	517
DVD JNF	7	7
Easy Readers	2173	2231
First Nation	1	2
GN	236	243
ILL	50	50
JGN	363	383
Juvenile Fiction	1552	1576
Juvenile Non-Fiction	912	927
LP AF	338	339
LP ANF	7	7
LPNCLF	2	2
Magazines	10	77
NCLF	5	5
Stacks	3	3
TGN	183	186
Young Adult	677	706
<b>Totals</b>	<b>18,736</b>	<b>19,409</b>



## Appendix B – January 2024 Librarian’s Report (cont.)

Programs				
December 2023	Programs	Attendance	YTD Programs	YTD Attendance
KIDS/FAMILIES	16	41	151	1167
ADULT	7	16	21	50
OUTSIDE LIBRARY	3	25	59	1419
MEZZANINE/MEETINGS	8	42	73	574
<b>Totals</b>	<b>34</b>	<b>124</b>	<b>304</b>	<b>3210</b>

### Proposed New Librarian’s Report:

	DEC 2022	DEC 2023	Month % Change	YTD 2022	YTD 2023	Year % Change
<b>Total Patrons<sup>1</sup></b>	3892	<b>3040 (821)</b>	-	-	-	-
<b>New Patrons</b>	6	<b>6</b>	0	124	<b>124</b>	0
<b>Visits<sup>2</sup></b>	908	<b>1351</b>	+48.8	11,914	<b>19,497</b>	+63.6
<b>Circulation</b>						
Books	778	<b>890</b>	+14.4	-	-	-
DVDs	291	<b>205</b>	-29.6	-	-	-
Interlibrary	185	<b>200</b>	+8.1	2274	<b>2552</b>	+12.1
In-house resources <sup>3</sup>	-	-	-	-	-	-
<b>Programs</b>						
Programs	17	<b>33</b>	+94.1	140	<b>303</b>	+116.4
Attendees	133	<b>116</b>	-12.8	1,020	<b>3,202</b>	+213.9
<b>Digital</b>						
Computer sessions	73	<b>84</b>	+15.1	1,012	<b>1,278</b>	+26.3
Wifi Sessions	1031	<b>1026<sup>4</sup></b>	-0.5	12,896	<b>16,078</b>	+24.7
Web views	499	<b>880</b>	+76.4	4,956	<b>9,910</b>	+99.9
<b>Subscriptions</b>						
Libby ebooks	258	<b>405</b>	+11.6	3325	<b>3811</b>	+14.6
Kanopy <sup>3</sup>	-	-	-	-	-	-
Blackstone <sup>3</sup>	-	-	-	-	-	-
Gale	4	<b>1</b>	-75	27	<b>30</b>	+11.1
Niche	1	<b>0</b>	-100	53	<b>42</b>	-20.8
<b>Volunteer Hours<sup>3</sup></b>	-	<b>73.25</b>	-	-	<b>73.25</b>	-

<sup>1</sup> Active Patrons in brackets, defined as having borrowed a physical item in the last three years

<sup>2</sup> Change from manual counter to digital door counter

<sup>3</sup> New or previously not reported

<sup>4</sup> Wifi counter was down for one week

## Appendix C – Bank Reconciliation

### RBC Chequing Account

	Date	Source	Detail	Debit	Credit	Revenue	Revenue Type	GST
<b>Dec</b>	<b>Bank starting balance</b>			<b>\$ 16,000.00</b>				
-	1-Dec-23		TELPAY BILL141	1,394.75	-	1,394.75	Regional District	
-	4-Dec-23		Collabria MC payment	-	3,500.00			
-	8-Dec-23	2293	FSJSS - open/close sign	-	120.00			
-	8-Dec-23	2292	FSJSS - new logo	-	750.00			
-	13-Dec-23		Collabria MC payment	-	3,500.00			
-	14-Dec-23	2297	Lyra Negrillo - SM Strategies	-	270.00			
-	20-Dec-23	2298	Jenny Vogelsang 2x desk erg	-	70.54			3.15
-	20-Dec-23	2295	Stuart Lake Recycling Co-op	-	245.85			
-	21-Dec-23		Collabria MC Payment	-	5,000.00			
-	22-Dec-23	2294	Imperative Recycling	-	51.19			
-	29-Dec-23		TELPAY BILL142	1,394.75	-	1,394.75	Regional District	
-				-	-			
-				-	-			
-				-	-			
-				-	-			
-				-	-			
				<b>2,789.50</b>	<b>13,507.58</b>	<b>2,789.50</b>		<b>3.15</b>
	Ending bank balance			<b>5,281.92</b>				

### Integris Chequing Account

<b>Fort St James Public Library</b> <b>Integris Account #01860 100-327-6</b> <b>Summary of transactions for 2023</b>								
	Date	Source	Detail	Debit	Credit	Revenue	Revenue Type	GST
<b>Nov</b>	<b>Bank starting balance</b>			<b>\$ -</b>				
-	23-Nov-23		Deposit (cash)	1,693.45	-	1,693.45	Book Sale	
-	29-Nov-23		Deposit (RBC transfer)	171,045.50	-	171,045.50	Misc	
-	23-Nov-23		Bank fee	-	2.00			
-				-	-			
-				-	-			
-				-	-			
-				-	-			
-				-	-			
				<b>172,738.95</b>	<b>2.00</b>			
<b>Dec</b>	<b>Bank starting balance</b>			<b>\$ 172,736.95</b>				
-	1-Dec-23		Deposit (cheque 007975)	25.00	-	25.00	Fines	
-	1-Dec-23		Deposit (cheque 396)	50.00	-	50.00	Donations	
-	15-Dec-23		ASAP Cheque Order (#200)	-	74.45			
-	31-Dec-23		Bank fee	-	2.00			
-				-	-			
-				-	-			
-				-	-			
-				-	-			
-				-	-			
				<b>75.00</b>	<b>76.45</b>	<b>75.00</b>		-
	Ending bank balance			<b>172,735.50</b>				

## Appendix C – MasterCard Reconciliation (cont.)

	Date	Source	Detail	Debit (payments)	Credit (charges)	GST
<b>Dec</b>		Mastercard starting balance			141.06	
-	21-Nov-23	Canva	Santa Parade	-	45.00	
-	23-Nov-23	Amazon	CALP mouse and supplies	-	42.24	1.89
-	24-Nov-23	Payment		2,500.00	-	
-	23-Nov-23	Best Buy	Switch headsets	-	57.55	2.57
-	24-Nov-23	Staples	3 iPads and cases	-	1,446.24	64.56
-	24-Nov-23	Staples	2 Switches and cases	-	953.53	42.57
-	27-Nov-23	Indigo	Book	-	35.44	1.69
-	28-Nov-23	Canada Post	Postage	-	543.91	25.91
-	28-Nov-23	Amazon	Clock for juvenile area	-	27.99	1.25
-	28-Nov-23	Amazon	Books	-	182.70	8.70
-	28-Nov-23	Amazon	Refund	29.99	-	
-	28-Nov-23	Microsoft	Microsoft 365 subscription	-	122.08	5.45
-	29-Nov-23	Best Buy	Calendar tv screen	-	512.40	22.88
-	29-Nov-23	Canva	Posters - parade float	-	18.00	
-	30-Nov-23	Best Buy	Calendar and Meta3	-	1,245.05	55.59
-	30-Nov-23	Amazon	Small mall desk rug	-	115.35	5.15
-	30-Nov-23	Amazon	Cable ties for computers	-	10.07	0.45
-	30-Nov-23	Amazon	DVD organizer for clrc	-	30.23	1.35
-	30-Nov-23	Consumer Reports	1 year subscription	-	68.00	
-	2-Dec-23	Indigo	Refund	26.24	-	
-	2-Dec-23	Indigo	Refund	6.33	-	
-	2-Dec-23	Apple	Apps	-	27.99	1.25
-	2-Dec-23	Apple	Apps	-	13.43	0.60
-	2-Dec-23	Apple	Apps	-	33.59	1.50
-	2-Dec-23	Apple	Apps	-	5.59	0.25
-	3-Dec-23	Amazon	Screen protectors for ipads	-	33.36	0.75
-	4-Dec-23	Payment		3,500.00	-	
-	4-Dec-23	Cinema 1	DVDs	-	145.53	5.75
-	4-Dec-23	Amazon	DVD	-	22.27	1.00
-	4-Dec-23	Amazon	DVDs	-	82.73	3.70
-	5-Dec-23	Best Buy	Meta3 wipeable shell	-	89.46	3.99
-	5-Dec-23	Amazon	DVD	-	22.40	1.00
-	6-Dec-23	Apple	Apps	-	11.19	0.50
-	6-Dec-23	Amazon	DVD	-	24.63	1.10
-	6-Dec-23	Amazon	DVD	-	30.23	1.35
-	7-Dec-23	Apple	Apps	-	14.55	0.65
-	7-Dec-23	Apple	Apps	-	27.98	1.25
-	7-Dec-23	Zoom		-	46.41	2.07
-	9-Dec-23	Indigo	Books	-	84.96	4.05
-	10-Dec-23	Amazon	Books	-	20.99	
-	10-Dec-23	Apple	Apps	-	33.57	1.50
-	10-Dec-23	Indigo	Books	-	26.88	1.28
-	10-Dec-23	Indigo	Books	-	28.35	1.35
-	10-Dec-23	Indigo	Books	-	355.32	16.92
-	10-Dec-23	Amazon	Books	-	39.41	1.88
-	12-Dec-23	Amazon	Books	-	10.49	0.50
-	12-Dec-23	Amazon	Books	-	114.76	6.98
-	12-Dec-23	Amazon	Books	-	28.34	1.35
-	12-Dec-23	Amazon	Books	-	31.60	
-	13-Dec-23	Amazon	Books	-	25.19	1.20
-	12-Dec-23	Oculus	VR	-	28.57	1.28
-	12-Dec-23	Oculus	VR	-	39.19	1.75
-	12-Dec-23	Oculus	VR	-	19.03	0.85
-	13-Dec-23	Oculus	VR	-	39.19	1.75
-	12-Dec-23	Amazon	Books	-	25.19	1.20
-	13-Dec-23	Payment		3,500.00	-	
-	14-Dec-23	Amazon	Books	-	45.48	2.17
-	13-Dec-23	Meescan	Self-checkout annual license	-	716.80	32.00
-	14-Dec-23	Indigo	Books	-	20.99	1.00
-	14-Dec-23	Indigo	Books	-	24.15	1.15
-	14-Dec-23	Amazon	iPad - Meescan station	-	1,658.08	74.02
-	14-Dec-23	Amazon Prime	Membership fee	-	11.19	0.50
-	14-Dec-23	Amazon	Books	-	16.09	0.77
-	14-Dec-23	Amazon	Pens	-	25.54	1.14
-	14-Dec-23	Amazon	Books	-	34.32	1.64
-	14-Dec-23	Amazon	Refund	18.89	-	
-	15-Dec-23	Apple	Apps	-	55.99	2.50
-	17-Dec-23	Indigo	Books	-	14.60	1.65
-	17-Dec-23	Amazon	Refund	30.23	-	
-	18-Dec-23	CA Museum & Lib	Book labels	-	95.28	4.25
-	19-Dec-23	Amazon	Locking file cabinet - CALP	-	190.40	8.50
-	19-Dec-23	Amazon	5 Chromebooks - CALP	-	1,674.40	74.75
-	20-Dec-23	Amazon	2024 book stamp	-	10.06	0.45
-	20-Dec-23	Amazon	5 Wireless Mouse - CALP	-	110.52	4.95
-	20-Dec-23	Amazon	Post it notes	-	25.27	1.13
-	20-Dec-23	Amazon	Charging cables	-	16.79	0.75
-	20-Dec-23	Oculus	VR	-	8.95	0.40
-	20-Dec-23	Oculus	VR	-	13.43	0.60
-	20-Dec-23	Oculus	VR	-	13.43	0.60
-	20-Dec-23	Oculus	VR	-	6.48	0.29
-	21-Dec-23	Wayfair	DVD storage	-	83.99	3.75
-				-	-	
-				-	-	
				9,611.68	11,910.38	529.52
		Ending Mastercard balance		-	2,439.76	

## Appendix D – 2024 Draft Budget and Reserve Funds

2024 DRAFT OPERATING BUDGET						
REVENUE		2022 Actuals	2023 Draft	2024 Draft		
Grants	District of Fort St. James	\$200,340.00	\$252,828.00	\$267,998.00	292,627-29,954=\$262,673	
	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	next increase in 2026	
	Integris Community Foundation	12,625.00	0.00	15,000.00		
	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	SRC	
	Community Adult Literacy Program (CALP)		30,008.00	30,008.00		
	Canada Summer Jobs (CSJ)	0.00	0.00	4,690.00		
	Other revenue		2,761.00	2,500.00	2,500.00	
	Book Sale		2,071.00	2,000.00	2,000.00	
	Interest		1,725.00	1,500.00	0.00	GIC interest reinvested in principal
Donations		5,000.00	6,000.00	6,000.00		
	Revenue Total	\$311,364.00	\$505,578.77	\$381,738.00		
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	6,240.00		
	Advertising	0.00	351.00	355.00		
	Office supplies	5,663.99	3,221.00	3,253.00		
	Janitorial	10,446.00	0.00	0.00		
	Repairs and Maintenance	9,412.00	0.00	0.00	Covered at cost by DoFSJ	
	Hydro	11,831.00	0.00	0.00		
	Telephone and modem	2,087.00	4,295.00	4,338.00		
	Library Office Equip Maintenance	0.00	1,074.00	1,085.00		
	Circulation materials	19,917.00	30,000.00	30,000.00	\$2500/mo	
	Circulation Subscriptions	2,297.00	3,000.00	6,000.00	Blackstone (\$2600); OverDrive (\$1600);	
	Enhancement expenses	0.00	50,774.00	50,774.00		
	CALP salary, MERCs, comp	0.00	13,000.00	30,000.00		
	Computer and Conferencing equip	11,697.00	1,500.00	15,000.00		
	CSJ salary, MERCs, supplies	0.00	0.00	14,326.14		
	Other office supplies	19,379.01	10,000.00	10,000.00		
	Insurance	6,331.00	2,376.00	2,750.00		
	Consulting fees	1,416.00	5,000.00	5,000.00		
	Professional Memberships	0.00	2,000.00	1,000.00	ABCPLD (\$250); BCLTA (\$325); BCLA (\$200)	
	Library Service Platforms	0.00	0.00	3,000.00	Sitka (\$1500); LibPress (\$750); Meescan	
	Registration fee (Trustees)	200.00	3,842.65	0.00		
	Accounting services	1,650.00	2,047.50	2,250.00		
	Trustee Education and Travel	0.00	0.00	4,000.00		
	Programs	2,015.00	5,000.00	5,000.00	FSJCF-SRC (\$1000)	
	Recycling fees	799.00	1,200.00	1,500.00		
	SD91 Library and Information Studies	0.00	0.00	200.00		
	Staff bonus (FSJ Bucks)	0.00	0.00	1,050.00		
	Bank fees and interest	3.00	4.00	30.00		
		Expenditures Total	\$268,196.00	\$390,172.15	\$449,311.14	
	EXCESS REVENUE FOR THE YEAR		43,168.00	115,406.62	-67,573.14	Retained (\$100,000 Enhancement +\$15,000)
	RESERVE FUNDS (Updated 03 JAN 2024)					
	Qtrade Securities GICs	1YR NR (12 FEB 2024) 4.86%			56,960.03	
		1YR NR (2 MAY 2024) 4.81%			72,373.46	
18MO NR (8 AUG 2024) 5.00%				57,030.89		
1YR NR (21 OCT 2024) 5.65%				50,679.23		
1YR NR (03 JAN 2025) 5.01%				50,082.13		
Investments Total				\$287,125.74		
RESERVE FUNDS POLICY						
	Investments Total			\$287,125.74		
	Externally restricted reserve (CALP)			\$15,297.74		
	Externally restricted reserve (Enhancement)			\$30,387.33		
	Externally restricted reserve (Enhancement)			\$71,979.81		
	Internally restricted reserve (contingency) (10% contingency)			\$31,163.56		
	Unrestricted Investments			\$138,297.30		
	Operating reserve target minimum			\$400,000.00	continuity (one year operating/emerg)	
	Strategic reserve target minimum			\$100,000.00	advancing strategic goals/expansion	
				-\$361,702.70		

## Appendix E – 2024 Draft Library Budget for the District

2024 DRAFT LIBRARY BUDGET FOR THE DISTRICT OF FORT ST. JAMES				
Dept 50: Public Library				
Account	Description	2023 Budget	2024 Budget	Notes
<b>Project 305: Administrative Functions</b>				
10-50-305-1000	LIBRARY DIRECTOR SALARY	\$ 80,000.00	\$ 80,340.00	\$2000 education to line 10; 3% increase
10-50-305-1001	ASSISTANT LIBRARY DIRECTOR	\$ 54,600.00	\$ 57,876.00	6% increase for CUPE staff
10-50-305-1002	OTHER CONTRIBUTED WAGES (DA II)	\$ 25,700.00	\$ 27,242.00	(same as DoFSJ CUPE staff)
10-50-305-1006	LIBRARY CASUAL LABOUR (DA I (x 3))	\$ 23,587.00	\$ 25,002.00	
10-50-305-2600	CPP, EI, MPP, Health, MSP, WCB	\$ 56,000.00	\$ 59,000.00	6% for CUPE; 3% for LD
10-50-305-1110	EDUCATION AND TRAVEL	\$ 4,000.00	\$ 6,000.00	\$2,000 from line 5
	NET Project 305:Administrative Functions	\$ 243,887.00	\$ 255,460.00	4.53% increase
<b>Project 310: Office Costs</b>				
10-50-310-1060	ADVERTISING - LIBRARY	\$ 351.00	\$ 365.00	3.8% CPI
10-50-310-1150	OFFICE SUPPLIES	\$ 3,221.00	\$ 3,344.00	
10-50-310-1170	LIBRARY TELEPHONE AND MODEM	\$ 4,295.00	\$ 4,459.00	
10-50-310-1210	LIBRARY OFFICE EQUIP MAINTENANCE	\$ 1,074.00	\$ 1,115.00	
	NET Project 310	\$ 8,941.00	\$ 9,283.00	3.7% increase
	<b>TOTAL Dept 50: PUBLIC LIBRARY</b>	<b>\$ 252,828.00</b>	<b>\$ 264,743.00</b>	<b>4.5% increase</b>
<b>Project 330: Structures, Halls &amp; Grounds</b>				
10-50-330-1087	LIBRARY BUILDING INSURANCE	\$ 4,113.00	\$ 4,269.00	(1) Provided by District CFO to capture
10-50-330-1275	LIBRARY BUILDING MAINTENANCE	\$ 5,151.00	\$ 5,347.00	actual costs for Structures, Halls, Ground
10-50-330-1280	BC HYDRO COSTS	\$ 11,332.00	\$ 11,763.00	which are covered at cost
10-50-330-1305	JANITORIAL/ALARM SYSTEM - LIBRARY	\$ 9,272.00	\$ 9,624.00	(2) 3.8%
	NET Project 330	\$ 29,868.00	\$ 31,003.00	3.7% increase

## **Appendix F – BCLTA Correspondence 21 NOV 2023**

Nov 21<sup>st</sup>, 2023

Greetings to all Library Board Chairs and members of the BCLTA listserv,

I am writing this to you as the new chair of the policy committee for the BC Library Trustees Association and with the support of the BCLTA Board of Trustees and the Executive Director.

Libraries are facing some very serious threats surrounding freedom of information involving the kinds of material found in the library and the kinds of presentations they allow on library property. Situations are arising where individuals and groups demand removal of materials that do not reflect their personal values. They may also seek membership on a library board to gain influence. For a library tasked with remaining impartial and representing a diverse range of interests and beliefs of the community, this becomes problematic. It can create discord within the board and with library staff. As our library AGMs approach, now is the time to be proactive and review our policies and if necessary put procedures in place to ensure the stability of our libraries and their boards.

So what can library directors and library boards do to ensure board membership that is considerate and respectful of the range of community values and our democratic society? The most important thing is to be proactive. Anticipate potential difficulties and create procedures and policies that will ameliorate these situations. You can do this by taking the following steps:

1. Create a robust recruitment committee and actively recruit candidates who have no hidden agenda. Select candidates who bring solid qualifications to the board, who are more than just somebody to fill a vacant seat (i.e. the lawyer who understands policy and procedure, who can review your policy and bylaws and can advise if problems arise; the accountant who can help advise on annual budgeting; the fund raising expert).
2. Use an application form and vet potential candidates. Have a full interview procedure which may reveal opinions and values of concern and personal agendas. Request references.
3. Require that any candidate present themselves to the board meeting prior to the AGM perhaps for a Q & A but at the very least to introduce themselves and have the board endorse candidates based on the recruitment committee recommendations.
4. Change your bylaws to prevent candidates from being nominated off the floor at your AGM. This prevents a special interest group from stacking your AGM with supporters who want to vote in a slate with an agenda.

5. Change your bylaws to create staggered terms. Elect half the board in one year and half the next so that there cannot be a wholesale change of the board. Ensure you have a full board so that it doesn't become unbalanced in perspectives. Diversity in views leads to good discussion and potentially better decisions; however, respect and consideration of a range of possibilities is important.
6. Create a governance committee to continually review and update your bylaws in keeping with the requirements of the Library Act so that you stay on top of potential issues and address them before they become a problem.

Many of you will have already prepared for the kinds of threats libraries are facing by using one or all of the above procedures. However, all too often people say, “Well, I never thought I would see that happen here!” Unfortunately, we get complacent and don't react until our world is directly threatened . So, I encourage you all to look at your policies, procedures and bylaws now to ensure that you are equipped to handle difficult situations. Take advantage of the information on the BCLTA website at <https://www.bclta.ca/bclta-governance-workbook-board-and-trustee-development/>. In addition I am more than willing to help any of you out if you have any concerns or questions and I encourage you to get involved with the BCLTA to help with our shared purpose of maintaining and enhancing libraries which are integral to the democratic social infrastructure. I can be reached at [robbsennie52@gmail.com](mailto:robbsennie52@gmail.com).

Yours truly,

Rob Bennie BCLTA Board Trustee and Gibsons & District Public Library Chair

cc. BCLTA Board of Trustees

Vea Coronado, Executive Director

Located on the unceded, ancestral, and occupied, traditional lands of the Skwxwú7mesh (Squamish) Nation.