

ATTENDEES: Louise Evans-Salt, Mark McCutcheon, Jim Burck, Maxime Evans, David Nutbrown, Jacqueline Soles, Marilyn Teegee, Judy Greenaway, Judith Friesen, Barb Rooke, Val Crowley

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.

Chair Evans-Salt acknowledges the work of library staff in creating a safe, welcoming environment for all community members. The work of Reconciliation is not just in words, but in actions.

2.0 CONSENT AGENDA

- 2.1 Approval of minutes of the Regular Meeting of the Board, 17 January 2024.
- 2.2 \$45,688.90 of Enhancement Funds have been spent on enhancement of multipurpose areas, programs, IT, accessibility/safety, and facilities. (appendix A)
- 2.3 Our 2023 Library Services Survey went out on 16 January. (appendix B)
- 2.4 Teen Night program (Tuesdays 3:00-6:30pm) started on 16 January.
- 2.5 CALP 4R Club started on 25 January.
- 2.6 Updated fire alarm, security and call button systems were installed in January.
- 2.7 A \$6,000 donation was received from patron John Robinson, to be used towards the purchase of new physical books for the library.
- 2.8 Thank you to Trustee Soles and our CALP Coordinator for running a Library Card contest for Fort St. James Secondary School (FSJSS) students.
- 2.9 Two wire book racks were donated to FSJSS' library.
- 2.10 Our library's Sitka Policies were changed to permit interlibrary borrowing of DVDs and audiobooks on 1 February.
- 2.11 A quarterly all-staff meeting was held on 6 February. Semi-annual staff reviews were completed between 9-21 February.
- 2.12 Staff are in the process of completing awareness training on recognizing phishing, spearphishing and catphishing emails, and Cyber Propaganda.

- 2.13 FSJSS completed the wall mural in our Young Adult area.
- 2.14 Meescan self-checkout launched on 13 February.
- 2.15 Natural Pod items have been donated to Fireweed Safe Haven and David Hoy Elementary School (DHE). Remaining items will be donated to DHE as carpentry work is completed.
- 2.16 On 12 February, a \$59,888.21 GIC matured. The full amount was reinvested in a QTrade Credential 18MO NR GIC at 5.21%:

EMAIL MOTION 02.10.24: to reinvest \$57,018.08 from 1YR NR GIC that is maturing on February 12 into an 18MO NR GIC with QTrade Securities at 5.16%. Trustee McCutcheon/Trustee Greenaway. Carried with seven in favour and two abstentions.

- 2.17 LD attended the following meetings in the last month:
 - 2.17.1 Two CALP
 - 2.17.2 Sitka Reports for Beginners
 - 2.17.3 NCLF Roundtable – Emergency Response and Preparedness
 - 2.17.4 BC Libraries Coop Licensing
 - 2.17.5 Policy Committee
 - 2.17.6 DoFSJ staff lunch
 - 2.17.7 BC Libraries Coop Enhancement Committee
 - 2.17.8 DoFSJ Mayor and Council (2023 Summary & 2024 Proposed Budget)
 - 2.17.9 ABCPLD
 - 2.17.10 BC Libraries Coop Accessible photos for website

MOTION: to approve the consent agenda as read for the Regular Meeting of the Board, 21 February 2024, with the addition of item

- 2.18 Trustees Evans-Salt, McCutcheon, Evans and Burck attended the library's annual budget proposal to Mayor and Council on 13 February.***

Trustee McCutcheon/Trustee Evans. Carried unanimously.

3.0 AGENDA

MOTION: to approve the agenda as read for our Regular Meeting of the Board, 21 February 2024. Trustee Friesen/Trustee Burck. Carried unanimously.

4.0 LIBRARIAN'S REPORT

- 4.1 January 2024 Librarian's Report (appendix C)
 - Question regarding the increase in new patrons: in addition to increased visits, the Murray Ridge Ski Pass program brought in several new patrons.
- 4.2 January 2024 Reconciliation (appendix D)
- 4.3 2023 District Variance Report (appendix E)

We were 2.25% under-budget for the 2023 granting year and have reimbursed the District \$4489.61 for 2023 CALP Coordinator wages and benefits.

5.0 COMMITTEE REPORTS

5.1 Finance Committee

5.1.1 Treasurer position still vacant

MOTION: to destroy 2012 and 2013 financial records. Trustee McCutcheon/Trustee Evans. Carried unanimously.

5.2 Policy Committee

MOTION: to amend the Posting and Display or Distribution of Materials Policy as presented. (appendix F) Trustee Greenaway/Trustee Teegee. Carried unanimously.

6.0 BUSINESS ARISING

6.1 Outgoing Trustees – no change

6.2 Annual Presentations: Nak'azdli Whut'en (6 MAR), Binche Whut'en (4 MAR)

7.0 STRATEGIC GOALS (Board)

7.1 Advancing Truth and Reconciliation

LD is researching and seeking supports for transitioning our non-fiction classification from Dewey Decimal to Brian Deer. This will be a long-term project which requires external expertise.

7.2 Promoting Sustainability

Seed library, donation of Natural Pod furniture

7.3 Providing Equitable Access for All

Meescan installation

7.4 Increasing Community Engagement

Program numbers, Trustee recruitment and Board engagement, Facebook responses

8.0 NEW BUSINESS

8.1 2023 Draft Provincial Library Grants Report (appendix G)

8.1.1 Incident Reports and ranking

Ranking of 'high', 'moderate', 'least' is subjective, distributed and influenced by sector advocacy efforts (i.e. financial pressure, emergency response, vulnerable communities).

MOTION: to approve the 2023 Draft Provincial Library Grants Report as presented for submission to the BC Public Libraries Branch by March 1, 2024. Trustee Nutbrown/Trustee Soles. Carried unanimously.

8.2 Trustee Roles and Succession Planning discussion

Trustee Teegee departs meeting at 5:45pm.

Trustee Friesen will join the HR Committee, replacing Trustee Evans after the 2024 AGM.

Trustee Soles will step into the NCLF Representative role, with Trustee Greenway acting as alternate.

MOTION: to nominate Trustee McCutcheon to the position of Treasurer. Trustee Evans/Trustee Greenaway. Trustee McCutcheon accepts. Carried unanimously.

8.2.1 2024 NCLF AGM (April 28 in PG)

Trustees Evans will attend and mentor Trustee Soles in attending either in-person or virtually.

8.2.2 2024 BC Library Conference (April 24-25 in Vancouver)

MOTION: to approve the expenses of up to two Trustees to attend the 2024 BC Library Conference, including registration, travel, meals and accommodation. Trustee Friesen/Trustee Greenaway. Carried unanimously.

8.3 Dolly Parton Imagination Library – Trustee Friesen

This program is being offered with the support of CNC's Literacy Committee and SD91. Additional financial or delivery supports may be requested of the library in future.

9.0 QUESTION AND ANSWER PERIOD

10.0 IN-CAMERA MEETING

MOTION: to move to an in-camera session at 6:08pm.

MOTION: to move out of in-camera session at 6:25pm.

Regular meeting resumes at 6:25. No motions from in-camera session.

11.0 ADJOURNMENT

MOTION: *adjourn FSJPL Regular Meeting of the Board, 21 February 2023 at 6:26pm. Trustee Greenaway/Trustee McCutcheon. 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

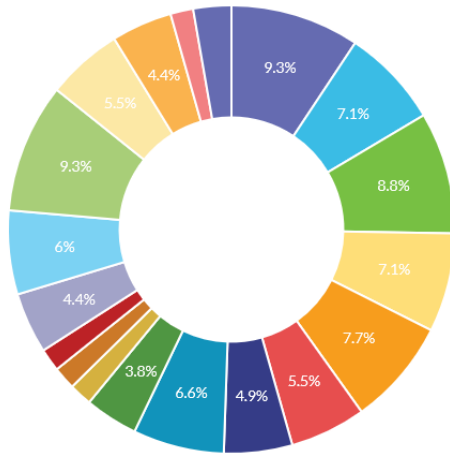
Finance:	Elizabeth Hoy (appointed) Chair Evans-Salt Trustee Teegee	Human Resource:	Trustee Evans, Chair Chair Evans-Salt Trustee Greenaway
Policy:	Chair Evans-Salt Trustee McCutcheon Trustee Greenaway	Bargaining:	Trustee Evans Trustee Greenaway LD Crowley
Building:	Trustee Soles Trustee McCutcheon		
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 - Enhancement Fund Expenditures

BC Enhancement Grant (2023-25)				
REVENUE		2023	2024	2025
	BC Enhancement Grant	50,733.59	50,733.59	50,733.59
	carry forward		12,599.99	
	Revenue Total	\$50,733.59	\$63,333.58	\$50,733.59
EXPENDITURES				
Multipurpose spaces	Mezzanine	2,539.05		
	Tables	5,747.41		
	Locking file cabinet	651.83		
	Juvenile space	4,110.67	2,693.10	
	Gift Card - Winter Reading Challenge	50.00		
	DVD Integration	543.77		
	YA chairs	1,311.71		
	Subtotal	14,954.44		
Programs	Promotion	1,695.00	1,651.41	
	New logo	750.00		
	Community Calendar screen	512.40		
	Seasonal events	427.41		
	Digital games		394.39	
	Experience Vouchers		500.00	
	Seed library		109.98	
	STEM kits	494.09		
IT	Subtotal	3,878.90		
	Charging stations	129.86		
	Floor cables	270.70		
	WiFi	1,022.35		
	iPads, switches, oculus	3,948.01	52.63	
	Meescan	2,374.88		
	Video conference supplies	281.07		
	Subtotal	8,026.87		
Accessibility/Safety	PurpleAir monitors	709.26		
	Birth-18mo manipulatives		596.46	
	Book supports	625.51		
Facilities	Subtotal	1,334.77		
	Slatwalls	2,408.30	2,798.25	
	Slatwall shelving	1,490.21	436.58	
	Shelving/bookcarts	1,862.34	905.54	
	Signage	120.00		
	Acrylic book display bins	1,364.67		
	Dehumidifier		110.06	
	Subtotal	7,245.52		
	Expenditures Total	\$35,440.50	\$10,248.40	\$0.00
EXCESS REVENUE FOR THE YEAR		15,293.09	53,085.18	50,733.59
BC Enhancement Grant Total		\$152,200.77		
	2023 Expenditures	\$35,440.50		
	2024 Expenditures	\$10,248.40		
	2025 Expenditures	\$0.00		
	Expenditures Total	\$45,688.90		
	Balance	\$106,511.87		

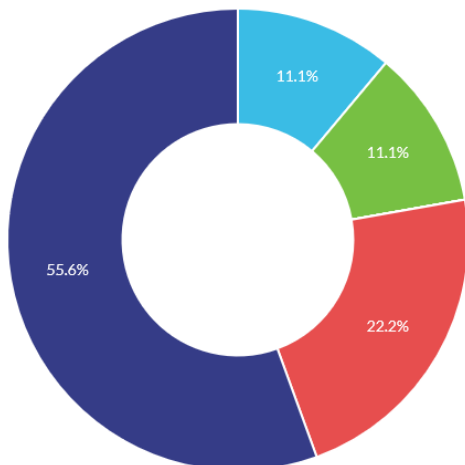
Appendix B – 2023 Library Services Survey Results

Which of the following library services are you aware of? (20 respondents)



Choice	Total
Audiobooks	17
Large Print books	13
Public Computers	16
24hr free wifi	13
Printing, copying and faxing services	14
Mezzanine Workspace	10
Mezzanine Young Adult area	9
Libby eBooks, audiobooks, magazines	12
Free Gale courses	7
Free Niche Academy courses	3
Free LinkedIn Learning courses	3
iPads for in-house use	3
FSJ Historic Site Vouchers	8
Murray Ridge Ski Hill Vouchers	11
Children's Programs	17
Teen Programs	10
Adult Programs	8
Games (Nintendo Switch, Meta3)	3
Board Games and Puzzles	5

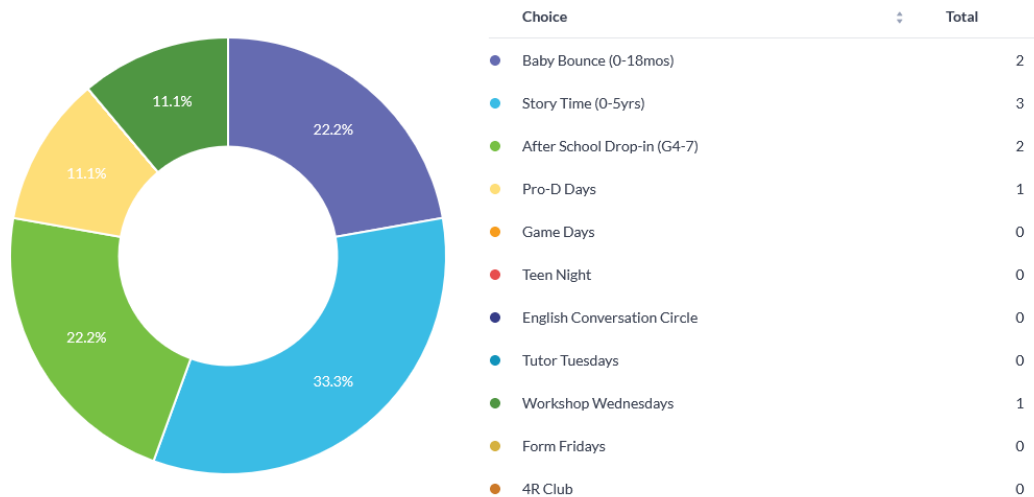
If you do not use the library, why not?



Choice	Total
The hours don't work for my schedule	0
The library doesn't have the materials I want	1
The library doesn't have the services I need	1
The customer service is not up to my expectations	0
I use another library	0
I purchase my books/stream my movies and music	2
Other	5

Appendix B (cont.) – 2023 Library Services Survey Results

Do you or a family member attend any library programs? (choose all that apply)



Comments (inclusive)

Has done- very welcoming place for children, helpful and friendly staff

Good to people

I have always felt safe at the library and it is always clean

Love the book sales and love the comfy chairs for reading

Comfy chairs in the upstairs

The YA area, meeting areas, computer privacy, partner programs

It is wheelchair accessible, has public washrooms, staff welcome all library patrons, and it is kept clean & maintained.

I love that the library is now open earlier in the mornings- when I was a mom with young children, I struggled to access the library because my babies would nap in the afternoon and I would the open hours.

I think the library has done an excellent job of promoting a welcoming , accessible and safe space for all members of the community.

I love the variety of children's books, many of which teach children about love and acceptance of all.

They have great programs that reach all levels.

The library staff are most helpful friendly

Not sure if it would ever be possible but it would be nice to have a small coffee and sitting area in there for members to chill and read.

it would be nice if they would allow other groups to use their space, but allow the said group to collect the needed fee for covering costs. I understand the library is a free for all use. When a group is allowed to use a space provided by the library, there is sometimes a monetary amount that is needed by the group/club to cover supplies or membership fees (if it is that kind of a workshop)

I have seen the welcoming attitude of the staff for those who are coming in to find a warm place.

The library is open on those recent cold days ❤️ Also the book sales and their presents at the farmers market

The librarians are ALWAYS kind, helpful. They never make me feel bad if my child has a meltdown or is a bit loud. I was new to the community eight months ago and it was one of the first places I went, and I am SO glad. They spent time telling me things that the town offered and they offered without making me feel silly.

Appendix C – February 2024 Librarian’s Report

	JAN 2023	JAN 2024	Month % Change	YTD 2023	YTD 2024	Year % Change
Total Patrons¹	3699	3058 (821)	-17.3	3699	3058 (821)	-17.3
New Patrons	0	20	-	0	20	-
Visits²	955	1863	+95.1	955	1863	+95.1
Circulation						
Books, vouchers, items	852	1169	+37.2	852	1169	+37.2
DVDs	239	266	+11.3	239	266	+11.3
Interlibrary	212	322	+51.9	212	322	+51.9
Programs						
Programs	15	49	+226.7	15	49	+226.7
Attendees	118	195	+65.3	118	195	+65.3
Digital						
Computer sessions	108	99	-8.3	108	99	-8.3
Wifi Sessions	1225	1247	+1.8	1225	1247	+1.8
Web views ⁴	1040	2902	+179	1040	2902	+179
Subscriptions						
Overdrive/Libby	242	483	+95.6	242	483	+95.6
Kanopy ³	-	-	-	-	-	-
Blackstone ³	-	-	-	-	-	-
Gale logins	0	8	-	0	8	-
Niche logins	0	1	-	0	1	-
Volunteer Hours³	-	34	-	-	34	-

¹ Accounts inactive for 7+ years were deleted in 2023; active Patrons in brackets (defined as having borrowed a physical item in the last three years).

² Change year to year - manual counter to digital door counter.

³ New or previously not reported.

⁴ Web views includes website page views and Facebook visits.

Appendix D – Bank Reconciliation

Integris Chequing Account

	Date	Source	Detail	Debit	Credit	Revenue	Revenue Type	GST
Jan	Bank starting balance			\$ 172,735.50				
-	3-Jan-24	00002	GIC purchase	-	50,000.00			
-	3-Jan-24		Cheque deposit	720.58	-	720.58	District of Fort St James	
-	3-Jan-24		Cash deposit	225.00	-	225.00	Misc	
-	12-Jan-24		MasterCard payment	-	5,000.00			
-	19-Jan-24		Cheque deposit	270.00	-	270.00	District of Fort St James	
-	19-Jan-24		Cheque deposit	6,000.00	-	6,000.00	Donations	
-	19-Jan-24		GIC purchase	-	70,000.00			
-	23-Jan-24	00003	EJB Custom Carpentry	-	2,798.25			
-	26-Jan-24		MasterCard payment	-	3,551.44			
-	31-Jan-24		Bank fee	-	2.00			
-				-	-			
-				-	-			
-				-	-			
-				-	-			
-				-	-			
				7,215.58	131,351.69	7,215.58		-
Feb	Bank starting balance			\$ 48,599.39				

RBC Chequing Account

	Date	Source	Detail	Debit	Credit	Revenue	Revenue Type	GST
Jan	Bank starting balance			\$ 5,281.92				
-	4-Jan-24	2291	Murray Ridge vouchers	-	500.00			
-	5-Jan-24	2296	HUB Insurance (general)	-	875.00			
-	9-Jan-24	2299	ULS (books)	-	784.79			37.37
-	10-Jan-24	2300	Imperative Recycling	-	68.25			3.25
-	12-Jan-24	2301	FSJ Chamber (FSJ Bucks)	-	1,050.00			
-	31-Jan-24			1,394.75	-	1,394.75	RDBN grant	
-				-	-			
-				-	-			
-				-	-			
				1,394.75	3,278.04	1,394.75		40.62
Feb	Bank starting balance			\$ 3,398.63				

Appendix D (cont.) – MasterCard Reconciliation

	Date	Source	Detail	Debit (payments)	Credit (charges)	GST
Jan	Mastercard starting balance				\$ 2,439.76	
	21-Dec-23	Payment		5,000.00	\$ -	
-	22-Dec-23	Dell Canada	CALP Laptops	-	1,916.57	86.13
-	27-Dec-23	Indigo	Book	-	26.20	1.25
-	28-Dec-23	Amazon	Book	-	25.15	1.20
-	28-Dec-23	Indigo	Book	-	24.10	1.15
-	2-Jan-24	Cinema 1	DVDs	-	261.55	11.68
-	3-Jan-24	Amazon	Refund Dell Chromebooks	1,339.52	-	
-	3-Jan-24	Indigo	Books	-	413.84	19.71
-	3-Jan-24	Indigo	Book	-	13.64	0.65
-	3-Jan-24	Indigo	Books	-	123.53	5.88
-	3-Jan-24	Indigo	Book	-	26.34	1.25
-	3-Jan-24	Amazon	DVD	-	16.67	0.75
-	3-Jan-24	Amazon	Books	-	43.99	2.09
-	3-Jan-24	Amazon	Book	-	24.13	
-	3-Jan-24	Amazon	Brochure holders	-	33.25	
-	4-Jan-24	Amazon	Blue box dehumidifier	-	110.06	
-	4-Jan-24	Amazon	Books	-	194.30	9.26
-	4-Jan-24	Nintendo	Switch game	-	21.27	0.95
-	4-Jan-24	Nintendo	Switch game	-	15.67	0.70
-	4-Jan-24	Amazon	Switch & Meta3 games	-	151.17	6.75
-	4-Jan-24	Amazon	Switch game	-	47.63	2.13
-	4-Jan-24	Amazon	Book	-	33.25	
-	5-Jan-24	Amazon	SD cards	-	33.47	1.45
-	5-Jan-24	Amazon	Switch game	-	10.08	
-	5-Jan-24	Amazon	Book	-	26.24	1.25
-	5-Jan-24	Amazon	Switch games	-	115.10	
-	7-Jan-24	Zoom		-	46.41	2.07
-	8-Jan-24	Amazon	Bank bag	-	33.59	1.50
-	9-Jan-24	Little YoYo	0-5yr toys for children area	-	596.46	26.63
-	9-Jan-24	People Press	Button maker - promo	-	516.56	23.06
-	10-Jan-24	Canada Post	Stamps	-	480.38	22.88
-	10-Jan-24	CA Library Supply	Children's table and 2 chairs	-	2,693.10	128.25
-	10-Jan-24	Be Kind (Flow)	Button supplies - promo	-	272.00	12.14
-	11-Jan-24	Indigo	Book	-	27.90	1.33
-	12-Jan-21	Payment		5,000.00	-	
-	13-Jan-24	Amazon	DVD sleeves	-	40.30	0.90
-	12-Jan-24	Strong Nations	Books	-	234.80	11.18
-	14-Jan-24	Amazon Prime		-	11.19	0.50
-	15-Jan-24	Indigo	Book	-	19.58	0.93
-	15-Jan-24	Amazon	Book	-	17.84	0.85
-	15-Jan-24	Amazon	iPad charging station	-	52.63	2.35
-	16-Jan-24	Amazon	Book	-	21.26	1.01
-	16-Jan-24	Amazon	DVD	-	30.23	1.35
-	17-Jan-24	CA Library Supply	Juvenile table and chairs	-	905.54	171.37
-	17-Jan-24	4Imprint	Library totes	-	862.85	37.28
-	18-Jan-24	Indigo	Books	-	197.70	9.41
-	18-Jan-24	Indigo	Book	-	40.94	1.95
-	19-Jan-24	Eddies Hang Up	Slat wall shelves	-	223.28	9.98
-	19-Jan-24	Amazon	Seed Library supplies	-	35.62	1.59
-	19-Jan-24	English Stamp	Seed Library stamp	-	42.29	
-	20-Jan-24	Amazon	Seed Library supplies	-	32.07	1.43
-	22-Jan-24	Amazon	Office supplies	-	82.02	
-	22-Jan-24	Amazon	Office supplies	-	44.68	2.00
-	22-Jan-24	Amazon	Book	-	43.05	2.05
-				-	-	
-				-	-	
-				-	-	
-				-	-	
				11,339.52	11,311.47	628.22
Feb	Mastercard starting balance				2,411.71	

Appendix E – 2023 District Variance Report

Report: M:\live\gl\lgrptbux.p
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User ID:rachelle


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

Date: 09/02/2024
Time: 09:13:36

Account	Description	PROVISIONAL 2023 (Prd 01-12) Norma01/01/23 - 31/12/23	Actuals 2023 (Prd 01-12) 31/12/23	Percent of Variance
Project 305: Administrative Functions				
10-50-305-1000	WAGES HEAD LIBRARIAN	80,000.00	79,327.46	0.84-
10-50-305-1001	WAGES ASSISTANT LIBRARIAN	54,600.00	54,271.61	0.60-
10-50-305-1002	WAGES OTHER	25,700.00	45,111.68	75.53
10-50-305-1003	CALP COORDINATOR	0.00	4,489.61	0.00
10-50-305-1006	WAGES CASUAL LABOUR	23,587.00	5,130.18	78.25-
10-50-305-1110	EDUCATION AND TRAVEL	4,000.00	3,565.83	10.85-
10-50-305-2600	CPP/E/MPP/HEALTH/WCB	56,000.00	41,695.23	25.54-
	NET Project 305: Administrative Functions:	243,887.00	233,591.60	4.22-
Project 310: Office Costs				
10-50-310-1060	ADVERTISING - LIBRARY	351.00	0.00	100.00-
10-50-310-1150	OFFICE SUPPLIES	3,221.00	2,694.66	16.34-
10-50-310-1170	LIBRARY TELEPHONE AND MODEM	4,295.00	3,477.50	19.03-
10-50-310-1210	LIBRARY OFFICE EQUIP MAINTENANCE	1,074.00	93.75	91.27-
	NET Project 310: Office Costs:	8,941.00	6,265.91	29.92-
Project 330: Structures, Halls & Grounds				
10-50-330-1087	LIBRARY BUILDING INSURANCE	4,113.00	4,886.02	18.79
10-50-330-1275	LIBRARY BUILDING MAINTENANCE	5,151.00	9,919.13	92.57
10-50-330-1280	BC HYDRO COSTS	11,332.00	8,366.53	26.17-
10-50-330-1305	JANITORIAL/ALARM SYSTEM - LIBRARY	9,272.00	13,302.03	43.46
	NET Project 330: Structures, Halls & Grounds:	29,868.00	36,473.71	22.12
	Report Totals:	282,696.00	276,331.22	2.25-

*** End of Report ***

Appendix F – Draft Changes to Posting and Display or Distribution of Materials Policy

 NAWHULNUKW BAYOH • PUBLIC LIBRARY	Fort St James Public Library		
	Policy Group OPERATIONS	ADOPTED Eff Date December 19, 2012	LAST REVIEWED Revision C December 4, 2018
	POSTING AND DISPLAY OR DISTRIBUTION OF MATERIALS		

POLICY

This policy is in alignment with the Canadian Library Association Intellectual Freedom Statement and does not imply an endorsement of any organization's policies or beliefs.

The Fort St. James Public Library will post approved notices of ~~public interest/services and notices of~~ upcoming **library, charitable**, nonprofit, educational, **civic and** recreational activities 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.~~

The following materials will not be posted: material that is primarily commercial and does not have compensating cultural or community importance; oversized items; materials which violate or advocate for violating the BC Human Rights Code; political posters for individual parties or candidates.

PROCEDURE

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

1. Approve all notices ~~or posters~~ before they are **posted**. ~~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 F (cont.) – Draft Changes to Posting and Display or Distribution of Materials Policy

DATE ADOPTED: December 19, 2012

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

Board Signatures _____

Staff Signatures _____

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
February 21, 2024	C	VAC	Minor edits to language and formatting

Appendix G – 2023 Draft Provincial Library Grants Report

2023 PROVINCIAL PUBLIC LIBRARY GRANT REPORT (PLGR)

LIBRARY NAME:

Fort St. James Public Library

CHECKLIST

For the PLGR to be considered complete, please ensure you have provided information for each of the following sections. Text boxes will expand as you type. Click on a title in the list below to jump to that section of the document.

- ☐ 1. INTRODUCTION
- ☐ 2. FEATURED INITIATIVES
- ☐ 3. CHALLENGES
- ☐ 4. BOARD APPROVAL

1. INTRODUCTION

Library and Community Profile – provide a brief description of your library and the community it serves (e.g., demographics, local economy, governmental relations, historical context, current issues, etc.).

The Fort St. James Public Library's work takes place on the unceded ancestral territories of the Dakelh Peoples. Our library serves approximately 5,000 across the municipality, Nak'azdli Whut'en, Tl'azt'en Nation, Binche Whut'en, Yekooche First Nation, Takla Nation, and rural areas within Electoral Area C of the Regional District Bulkley-Nechako.

Our service area is majority Indigenous and approximately 23% of our population is low-income². We have a declining forestry sector, stable mining sector, and growing tourism sector³. Our building, which is owned by the District of Fort St. James, is in the downtown core near the municipal office, Service BC, restaurants, retail shops, and banks.

The past year was a time for celebration and gratitude in our small library. In addition to the BC Enhancement Grant, we were fortunate to receive Decoda CALP funding, as well as small grants from Mt. Milligan and the FSJ Community Foundation. This funding is helping us to modernize our spaces, collections, and programs.

¹ "Census Profile, 2021 Census of Population" Statistics Canada. <https://www12.statcan.gc.ca/census-recensement/2021/dp-pd/prof/details/page.cfm?Lang=E&SearchText=Fort%20St%2E%20James&DGUIDlist=2021A00055951013&GENDERlist=1,2,3&STATISTIClist=1&HEADERlist=0>

² Regional District Bulkley Nechako. Fort St. James and Surrounding Area Profile. 2022. [file:///C:/Users/libra/Downloads/Fort St. James Community Profile-2.pdf](file:///C:/Users/libra/Downloads/Fort%20St%20James%20Community%20Profile-2.pdf)

2023 Year in Review – Highlight activities and accomplishments that the library has focused on this year. Briefly outline how library funding (local, provincial, annual, one-time/targeted) has been used or earmarked for library services and/or special initiatives to meet community needs.

Our 2022 CRR and EPP grants were completed in 2023.

Due to the benefits of the BC Enhancement grant, we were able to dedicate our provincial annual grants solely to collections development and interlibrary loans. We increased our acquisitions budget by 28%, improving the quality and quantity of physical materials – as well as introducing new learning kits, experience vouchers, and digital resources.

BC Enhancement grant funding was used to begin the work of creating and enhancing multi-purpose areas, programs, IT, and accessibility/safety.

The tangible impacts of 2023 funding improvements were impressive. We saw a 7.6% increase in circulations, 63.6% increase in visits to the library, 214% increase in program attendance, and 30.6% increase in web views.

2. FEATURED INITIATIVES

Please describe any significant initiatives the library has undertaken in the past year, focusing particularly on use of the 2022 COVID-19 Relief & Recovery (CRR) and Emergency Planning & Preparedness (EPP) Grants, and plans to use the 2023 Enhancement Grant. To report on multiple initiatives, “copy” the blank table below and insert additional tables as needed using the “paste” function. Use one table per initiative.

Initiative Title	
2022 CRR and EPP Grants	
What is the nature of this initiative? (both may apply)	
<input type="checkbox"/> New targeted initiatives	<input checked="" type="checkbox"/> Supporting/enhancing existing operations
Area of Operations (select as many as apply)	
<input type="checkbox"/> Basic operations <ul style="list-style-type: none"> <input type="checkbox"/> Salaries & benefits <input type="checkbox"/> Lease & utilities <input type="checkbox"/> Collections 	<input type="checkbox"/> Technology <ul style="list-style-type: none"> <input type="checkbox"/> In-house patron software/hardware <input type="checkbox"/> Loanable hardware <input type="checkbox"/> Staff software/hardware <input type="checkbox"/> Connectivity
<input checked="" type="checkbox"/> Facility upgrades	<input checked="" type="checkbox"/> Library programming
<input type="checkbox"/> Strategic planning and governance	<input checked="" type="checkbox"/> Staff development
<input checked="" type="checkbox"/> Emergency preparedness	<input checked="" type="checkbox"/> Community outreach
<input type="checkbox"/> Other (please specify):	
Social Impact (select as many as apply)	

<input checked="" type="checkbox"/> Accessibility and inclusion	<input type="checkbox"/> Environmental sustainability, climate action
<input checked="" type="checkbox"/> Mental health and wellness	<input type="checkbox"/> Reconciliation and Indigenous relations
<input type="checkbox"/> Other (please specify):	
What is the status of this initiative?	
<input type="checkbox"/> Planning/research stage	<input type="checkbox"/> Implementation in progress
<input checked="" type="checkbox"/> Complete	<input type="checkbox"/> Ongoing as part of operations
Is this a multi-year initiative?	
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Summary – Provide a brief description of the activities undertaken this year. Please include details such as any partnerships or resources leveraged to accomplish this initiative.	
We installed new computer and study carrels to support distancing and privacy, replaced fabric seating with vinyl seating, purchased three air filtration units, created duplicate kits for disinfecting/isolating, and added both interior and exterior Purple Air monitors to share real-time air quality data with surrounding communities. Finally, all staff updated their OFA I certifications.	
Progress Report – If you have reported on this initiative in a previous year's PLGR, what has changed since then? What progress has been made, or what obstacles have you encountered?	
There were no changes to this initiative.	
Shipping costs were significantly higher than originally budgeted for and manufacturing/shipping times were delayed.	
Budgetary Information – please outline whether/how provincial funding (annual or one-time/targeted e.g., CRR, EPP, Enhancement Grants) contributes to the estimated cost of this initiative.	
These initiatives were fully covered by the CRR & EPP Grants.	
Rationale – Why was this initiative prioritized? (e.g. fulfilling commitments under strategic plan, responding to emergent community need, availability of funding, etc.)	
These activities were initiated in response to the COVID-19 pandemic, to prevent and reduce disease transmission within library spaces.	
What impacts does/will this initiative have on the library and/or the community? Please include any applicable metrics or quantitative data to demonstrate impact.	
In addition to disease prevention and reduction, these initiatives were implemented in ways which complement other initiatives (e.g. multipurpose spaces, modular furniture, accessibility, privacy, programming) to reduce overall expenditures and augment impacts for patrons.	

Initiative Title
Wage Equity
What is the nature of this initiative? (both may apply)

<input type="checkbox"/> New targeted initiatives	<input checked="" type="checkbox"/> Supporting/enhancing existing operations
Area of Operations (select as many as apply)	
<input checked="" type="checkbox"/> Basic operations <input checked="" type="checkbox"/> Salaries & benefits <input type="checkbox"/> Lease & utilities <input type="checkbox"/> Collections	<input type="checkbox"/> Technology <input type="checkbox"/> In-house patron software/hardware <input type="checkbox"/> Loanable hardware <input type="checkbox"/> Staff software/hardware <input type="checkbox"/> Connectivity
<input type="checkbox"/> Facility upgrades	<input checked="" type="checkbox"/> Library programming
<input checked="" type="checkbox"/> Strategic planning and governance	<input checked="" type="checkbox"/> Staff development
<input type="checkbox"/> Emergency preparedness	<input checked="" type="checkbox"/> Community outreach
<input checked="" type="checkbox"/> Other (please specify): Staff recruitment and retention	
Social Impact (select as many as apply)	
<input checked="" type="checkbox"/> Accessibility and inclusion	<input checked="" type="checkbox"/> Environmental sustainability, climate action
<input checked="" type="checkbox"/> Mental health and wellness	<input checked="" type="checkbox"/> Reconciliation and Indigenous relations
<input type="checkbox"/> Other (please specify):	
What is the status of this initiative?	
<input type="checkbox"/> Planning/research stage	<input type="checkbox"/> Implementation in progress
<input type="checkbox"/> Complete	<input checked="" type="checkbox"/> Ongoing as part of operations
Is this a multi-year initiative?	
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Summary – Provide a brief description of the activities undertaken this year. Please include details such as any partnerships or resources leveraged to accomplish this initiative. In February 2023, the District of Fort St. James increased their grant to the library by 33%, providing wage equity for staff – comparable to similar job contributions within their collective agreement. In March, a second collective agreement between the Fort St. James Public Library Association and the Canadian Union of Public Employees 4951 was signed and will be in effect until March 31, 2026. In June, the Fort St. James Public Library became certified for the first time as a BC Living Wage Employer.	
Progress Report – If you have reported on this initiative in a previous year's PLGR, what has changed since then? What progress has been made, or what obstacles have you encountered? N/A	
Budgetary Information – please outline whether/how provincial funding (annual or one-time/targeted e.g., CRR, EPP, Enhancement Grants) contributes to the estimated cost of this initiative. N/A	
Rationale – Why was this initiative prioritized? (e.g. fulfilling commitments under strategic plan, responding to emergent community need, availability of funding, etc.)	

Library staff are the foundation and core of all library services. Without staff, nothing else can happen within our library.

Over the last two decades, library sector wages stagnated while the labour market tipped in favour of job seekers. Recruiting and retaining qualified library staff became nearly impossible. We were at the point where our wages were well below those offered by Canada Summer Jobs programs and nearby fast-food restaurants.

The true cost of employee turnover is difficult to estimate – but it isn't merely economic. Staff productivity and morale decline, with subsequent impacts to library patron experiences.

What impacts does/will this initiative have on the library and/or the community? Please include any applicable metrics or quantitative data to demonstrate impact.

As you can imagine, the impacts of wage equity in our library are enormous. There are the immediate impacts to staff morale and job satisfaction, as well as an increase in the number of unsolicited job seekers.

Staff have a more positive view of the library sector generally and their roles specifically. They are eager to invest time and energy in continuing education or micro-credentialing, expressing excitement about their future as library workers.

As staff grow in their positions, patrons benefit from their increased experience and expertise.

On a larger scale, wage equity is an important element of EDIA. Gender pay gaps¹ and institutionalized undervaluation of 'women's work'² are particularly relevant to the library sector.

¹ Neigel, C. (2015). LIS Leadership and Leadership Education: A Matter of Gender. *Journal of Library Administration*, 55(7), 521–534. <https://doi.org/10.1080/01930826.2015.1076307>

² Koskinen Sandberg, P., Törnroos, M., & Kohvakka, R. (2018). The Institutionalised Undervaluation of Women's Work: The Case of Local Government Sector Collective Agreements. *Work, Employment and Society*, 32(4), 707-725. <https://doi.org/10.1177/0950017017711100>

Initiative Title

Multipurpose Spaces

What is the nature of this initiative? (both may apply)

☐ New targeted initiatives

☒ Supporting/enhancing existing operations

Area of Operations (select as many as apply)

☐ Basic operations

☐ Salaries & benefits

☐ Lease & utilities

☐ Collections

☒ Technology

☒ In-house patron software/hardware

☒ Loanable hardware

☐ Staff software/hardware

☒ Connectivity

<input checked="" type="checkbox"/> Facility upgrades	<input checked="" type="checkbox"/> Library programming
<input type="checkbox"/> Strategic planning and governance	<input checked="" type="checkbox"/> Staff development
<input type="checkbox"/> Emergency preparedness	<input checked="" type="checkbox"/> Community outreach
<input type="checkbox"/> Other (please specify):	
Social Impact (select as many as apply)	
<input checked="" type="checkbox"/> Accessibility and inclusion	<input checked="" type="checkbox"/> Environmental sustainability, climate action
<input checked="" type="checkbox"/> Mental health and wellness	<input checked="" type="checkbox"/> Reconciliation and Indigenous relations
<input type="checkbox"/> Other (please specify):	
What is the status of this initiative?	
<input type="checkbox"/> Planning/research stage	<input checked="" type="checkbox"/> Implementation in progress
<input type="checkbox"/> Complete	<input type="checkbox"/> Ongoing as part of operations
Is this a multi-year initiative?	
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Summary – Provide a brief description of the activities undertaken this year. Please include details such as any partnerships or resources leveraged to accomplish this initiative.	
<p>BC Enhancement grant funding was used to begin the work of creating and enhancing multi-purpose areas, programs, IT, and accessibility/safety.</p> <p>Our top priorities are utilizing remaining vertical space, carving out study and seating areas, and designing three modular spaces for small, medium, and large group programs.</p>	
Progress Report – If you have reported on this initiative in a previous year's PLGR, what has changed since then? What progress has been made, or what obstacles have you encountered?	
N/A	
Budgetary Information – please outline whether/how provincial funding (annual or one-time/targeted e.g., CRR, EPP, Enhancement Grants) contributes to the estimated cost of this initiative.	
In 2023, \$35,441 of Enhancement Grant funding was used towards slatwall additions, modular furniture, IT, height accessibility features, and in-house resources (e.g. iPads, laptops, games, puzzles, digital display screens).	
Rationale – Why was this initiative prioritized? (e.g. fulfilling commitments under strategic plan, responding to emergent community need, availability of funding, etc.)	
The Fort St. James Public Library is a 3000 square foot, open-concept space, which can create challenges around space use, noise, and confidentiality. Creating distinct, accessible, and comfortable public zones which are adaptable to different user groups will continue to be a priority over the next two years.	

What impacts does/will this initiative have on the library and/or the community? Please include any applicable metrics or quantitative data to demonstrate impact.

The thoughtful design of multi-purpose spaces has allowed us to increase functionality for telecommuters and distributed learners, increase the number and type of library programs, and accommodate two to three user groups simultaneously.

Initiative Title	
Program Development	
What is the nature of this initiative? (both may apply)	
<input checked="" type="checkbox"/> New targeted initiatives	<input checked="" type="checkbox"/> Supporting/enhancing existing operations
Area of Operations (select as many as apply)	
<input type="checkbox"/> Basic operations <input type="checkbox"/> Salaries & benefits <input type="checkbox"/> Lease & utilities <input type="checkbox"/> Collections	<input checked="" type="checkbox"/> Technology <input checked="" type="checkbox"/> In-house patron software/hardware <input checked="" type="checkbox"/> Loanable hardware <input checked="" type="checkbox"/> Staff software/hardware <input checked="" type="checkbox"/> Connectivity
<input checked="" type="checkbox"/> Facility upgrades	<input checked="" type="checkbox"/> Library programming
<input checked="" type="checkbox"/> Strategic planning and governance	<input checked="" type="checkbox"/> Staff development
<input type="checkbox"/> Emergency preparedness	<input checked="" type="checkbox"/> Community outreach
<input type="checkbox"/> Other (please specify):	
Social Impact (select as many as apply)	
<input checked="" type="checkbox"/> Accessibility and inclusion	<input checked="" type="checkbox"/> Environmental sustainability, climate action
<input checked="" type="checkbox"/> Mental health and wellness	<input checked="" type="checkbox"/> Reconciliation and Indigenous relations
<input type="checkbox"/> Other (please specify):	
What is the status of this initiative?	
<input type="checkbox"/> Planning/research stage	<input type="checkbox"/> Implementation in progress
<input type="checkbox"/> Complete	<input checked="" type="checkbox"/> Ongoing as part of operations
Is this a multi-year initiative?	
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Summary – Provide a brief description of the activities undertaken this year. Please include details such as any partnerships or resources leveraged to accomplish this initiative.	
<p>In 2023, we introduced an array of in-house and partnership programs:</p> <ul style="list-style-type: none"> • Pro-D Days (K-7) • After School Club (G4-7) • Teen Night (G8-12) • Project-based Secondary Projects (e.g. logo development, signage, mural) • Game Days • Five Community Adult Literacy Programs (e.g. English Conversation Circle, Tech Tuesdays, Workshop Wednesdays, Form Fridays, 4R Club) 	

<ul style="list-style-type: none"> • FSJ Farmer's Market partnership • Dakelh Syllabics partnership • Northern Health Mental Health and Social Work partnership • FSJ National Historic Site voucher program • Murray Ridge Ski Hill voucher program
Progress Report – If you have reported on this initiative in a previous year's PLGR, what has changed since then? What progress has been made, or what obstacles have you encountered?
N/A
Budgetary Information – please outline whether/how provincial funding (annual or one-time/targeted e.g., CRR, EPP, Enhancement Grants) contributes to the estimated cost of this initiative.
<p>Provincial funding is essential to program development and continuity. Provincial annual grants contribute physical materials and e-resources, but it is the BC Enhancement Grant funding that is truly transforming our library. Where we previously had naked walls and empty space, we now have comfortable, modular furniture and an array of supports for both in-house and partnership programs.</p>
Rationale – Why was this initiative prioritized? (e.g. fulfilling commitments under strategic plan, responding to emergent community need, availability of funding, etc.)
<p>Program development and additions this year align with our 2022-27 Strategic Goals:</p> <ul style="list-style-type: none"> • Advancing Truth and Reconciliation • Promoting Sustainability • Providing Equitable Access • Increasing Community Engagement
What impacts does/will this initiative have on the library and/or the community? Please include any applicable metrics or quantitative data to demonstrate impact.
<p>Library visits in 2023 were up by 63.6%, while program attendance increased by 214%. Programs which have an economic impact on patrons are most popular. After school, summer and Pro-D programs help families bridge child-care gaps. Experience voucher programs allow lower-income families to enjoy community anchor attractions which would otherwise be beyond their budget. The costs of evolving educational and recreational technology tools can be distributed or eliminated altogether, increasing accessibility and equity.</p> <p>We have worked closely with community partners to ensure we are leveraging our collective capacities towards shared priorities, while avoiding duplication of effort and expenditures. Our programs will continue to develop in response to community needs and the changing internal capacities of our partners.</p>

3. CHALLENGES

The following topics have been identified as recurrent themes in prior years' PLGRs, along with challenges that have surfaced throughout the current year. Use the 'Other' row at the bottom of the table to include any ongoing or past challenges that are not included in this list. If you have more than one 'Other' item to add, please "copy" the last row and use the "paste" function to insert additional rows as needed.

Please use the check boxes in the 'Rating' column to specify how severely your library has been impacted by each challenge in the past year. If a listed challenge does not affect your library, you may leave that row blank.

Use the 'Response' column to briefly describe how the challenge has affected your library in the past year, and what actions your library has taken to address it, referring to the Featured Initiatives section above where applicable. If no action was taken, explain what the barriers are.

Challenge	Rating	Response
Financial pressure (e.g., rising costs, reduced revenues, forecasting uncertainty, local budget)	<input checked="" type="checkbox"/> High concern <input type="checkbox"/> Moderate concern <input type="checkbox"/> Least concern	Despite a very fortunate year, long-term financial sustainability beyond 2025 continues to be a primary concern. Any reduction in funding will have an immediate and direct impact to library services and programs.
Governance (e.g., changes on the library board, relationship/conversations with local government)	<input type="checkbox"/> High concern <input type="checkbox"/> Moderate concern <input checked="" type="checkbox"/> Least concern	
Emergency response (e.g., fires, floods, extreme weather)	<input checked="" type="checkbox"/> High concern <input type="checkbox"/> Moderate concern <input type="checkbox"/> Least concern	The library acted as a cooling station during 2023 heat waves. Wildfires impacted air quality to such a degree that staff were off sick, and programs were cancelled.
Staffing (e.g., recruitment and retention, mental health, and wellness)	<input type="checkbox"/> High concern <input type="checkbox"/> Moderate concern <input checked="" type="checkbox"/> Least concern	
Connectivity (e.g., low bandwidth, lack of home internet in the community)	<input type="checkbox"/> High concern <input checked="" type="checkbox"/> Moderate concern <input type="checkbox"/> Least concern	Our download speed is 12 Mbps, far below Canada's national averages for both

		rural (20.9 Mbps) and urban (74.61 Mbps) areas.
Infrastructure/facilities (e.g., aging/damaged, renovations, new builds/upgrades/expansions)	<input type="checkbox"/> High concern <input checked="" type="checkbox"/> Moderate concern <input type="checkbox"/> Least concern	<p>Our HVAC is geothermal, taking several days to 'catch up' to outdoor temperatures. We regularly use supplemental heating and cooling devices to keep staff and patrons comfortable.</p> <p>We frequently have vehicle overflow into adjacent parking lots.</p>
Community access to the library (e.g., geographic isolation, lack of local public transit, building accessibility)	<input type="checkbox"/> High concern <input checked="" type="checkbox"/> Moderate concern <input type="checkbox"/> Least concern	<p>The library is within walking distance of residents in the district municipality and Nak'azdli Whut'en.</p> <p>Tl'azt'en Nation and Binche Whut'en offer round-trip bus services twice weekly.</p> <p>Residents in Yekooche First Nation, Takla Nation, and the regional district rural areas do not have access to public transportation.</p>
Disappearing services in the community (e.g., government, banking, health)	<input checked="" type="checkbox"/> High concern <input type="checkbox"/> Moderate concern <input type="checkbox"/> Least concern	<p>Access to in-person, human support continues to decline across all sectors. Library staff help patrons navigate online government, banking, health, education, telecommunication, and retail systems daily. Senior and newcomer populations are most severely impacted.</p>

Public health (e.g., COVID-19, vaccinations, access to Telehealth)	<input type="checkbox"/> High concern <input checked="" type="checkbox"/> Moderate concern <input type="checkbox"/> Least concern	
Regulatory impacts (e.g., accessibility, privacy, employment standards)	<input type="checkbox"/> High concern <input type="checkbox"/> Moderate concern <input checked="" type="checkbox"/> Least concern	
Vulnerable communities (e.g., people experiencing homelessness, addiction, mental health crisis)	<input checked="" type="checkbox"/> High concern <input type="checkbox"/> Moderate concern <input type="checkbox"/> Least concern	<p>In 2023, we had four ambulance calls to revive non-responsive patrons struggling with complex social/medical issues.</p> <p>We also had 52 incident reports related to open container alcohol use, drug residue/paraphernalia, or biohazard waste.</p>
Sociopolitical tensions (e.g. intellectual freedom, protests, global events, racism, homophobia)	<input type="checkbox"/> High concern <input checked="" type="checkbox"/> Moderate concern <input type="checkbox"/> Least concern	Our library processed two Requests for Reconsideration in the 2023 year; all items were retained in the collection.
Other (please specify):	<input type="checkbox"/> High concern <input type="checkbox"/> Moderate concern <input type="checkbox"/> Least concern	

4. BOARD APPROVAL

Electronic signatures are acceptable where physical signatures are not feasible.

Library Director Signature: _____ Date: _____

Board Chair Signature: _____ Date: _____