

**ATTENDEES:**

**REGRETS:**

**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, 21 February 2024.
- 2.2 \$50,277.47 Enhancement Grant funds have been spent to enhance multipurpose areas, programs, IT, safety/accessibility, and facilities. (appendix A)
- 2.3 The library's 2023 Provincial Library Grant Report (PLGR) was submitted to the BC Public Libraries Branch on 22 February.
- 2.4 ALD deleted records for items that were missing, lost, weeded, etc. Total items removed were 3704; 353 items were retained due to fines owing.
- 2.5 LD completed non-fiction weeding, inventory, assessment and acquisitions plan.
- 2.6 Magazine and newspaper slatwall was installed on 26 February.
- 2.7 Blackstone Unlimited audiobooks launched on 28 February.
- 2.8 Second children's table and chairs were installed on 28 February.
- 2.9 Demco steel shelving unit was installed to close adult fiction gap on 29 February.
- 2.10 Seedy Saturday was held at the library on 9 March (46 attendees).
- 2.11 Alt text has been added to all images on the library's website.
- 2.12 LD completed Identifying Community Needs for Public Library Management course.
- 2.13 LD attended the following meetings in the last month:
  - 2.13.1 North Central Library Federation – IT Topics
  - 2.13.2 Two Association of BC Public Library Directors
  - 2.13.3 CNC Nus'uztelelh Literacy Festival
  - 2.13.4 Binche Whut'en Chief and Council

- 2.13.5 Nak'azdli Whut'en Chief and Council
- 2.13.6 BC Libraries Coop – Comics Plus digital resource
- 2.13.7 BC Libraries Coop – Enhancement Grant working group
- 2.13.8 BCLTA – Trustee term limits with BCLTA E.D., Trustee Burck and Trustee Evans
- 2.13.9 Finance Committee
- 2.13.10 One student invigilation session
- 2.13.11 BC Libraries Coop – Sitka Cloning Reports

***MOTION: to approve the consent agenda as read for the Regular Meeting of the Board, 20 March 2024.***

### **3.0 AGENDA**

***MOTION: to approve the agenda as read for our Regular Meeting of the Board, 20 March 2024.***

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

- 4.1 February 2024 Librarian's Report (appendix B)
- 4.2 February 2024 Reconciliation (appendix C)
- 4.3 2024 District Variance Report – not available

### **5.0 COMMITTEE REPORTS**

### **6.0 BUSINESS ARISING**

- 6.1 Outgoing Trustees – no change
- 6.2 Trustee Roles and Succession Planning

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

- 7.1 Advancing Truth and Reconciliation
- 7.2 Promoting Sustainability
- 7.3 Providing Equitable Access for All
- 7.4 Increasing Community Engagement

### **8.0 NEW BUSINESS**

- 8.2 Nak'azdli Whut'en Chief and Council Feedback

## 9.0 QUESTION AND ANSWER PERIOD

## 10.0 IN-CAMERA MEETING

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

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

Regular meeting resumes at (time).

## 11.0 ADJOURNMENT

**MOTION:** adjourn FSJPL Regular Meeting of the Board, 20 March 2023 at (time).

### FSJPL 2024 Board Meeting Dates

<del>January 17, 5:00pm</del>	May 15, 5:00pm	September 18, 5:00pm
<del>February 21, 5:00pm</del>	June 19, 5:00pm	October 16, 5:00pm
<del>March 20, 5:00pm</del>	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

<b>Finance:</b>	Treasurer McCutcheon Chair Evans-Salt Trustee Teegee	<b>Human Resource:</b>	Trustee Friesen, <b>Chair</b> 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/Trustee Soles
<b>NCLF Alternate Representative:</b>			Trustee Greenaway
<b>District of Fort St. James Representative:</b>			Councillor Judith Friesen
<b>District of Fort St. James Alternate:</b>			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	
	<b>Revenue Total</b>	<b>\$50,733.59</b>	<b>\$63,333.58</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	2,693.10	
	Gift Card - Winter Reading Challenge	50.00		
	DVD Integration	543.77		
	YA space	1,311.71	402.76	
	<b>Subtotal</b>	<b>14,954.44</b>		
<b>Programs</b>	Promotion (event supplies)	1,695.00	2,686.56	
	New logo	750.00		
	Community Calendar screen	512.40		
	Seasonal events	427.41		
	Digital games		394.39	
	Experience Vouchers		500.00	
	Seed library		195.46	
	STEM kits	494.09	36.95	
	<b>Subtotal</b>	<b>3,878.90</b>		
<b>IT</b>	Charging stations	129.86		
	Floor cables	270.70	43.67	
	WiFi	1,022.35		
	iPads, switches, oculus	3,948.01	52.63	
	Meescan	2,374.88	890.40	
	Video conference supplies	281.07		
	<b>Subtotal</b>	<b>8,026.87</b>		
<b>Accessibility/Safety</b>	PurpleAir monitors	709.26		
	Birth-18mo supports		736.45	
	Safety stools		650.73	
	Book supports	625.51		
	<b>Subtotal</b>	<b>1,334.77</b>		
<b>Facilities</b>	Slatwalls	2,408.30	3,817.47	
	Slatwall shelving	1,490.21	446.56	
	Shelving/bookcarts	1,862.34	905.54	
	Signage	120.00		
	Book displays	1,364.67	274.24	
	Dehumidifier		110.06	
	<b>Subtotal</b>	<b>7,245.52</b>		
	<b>Expenditures Total</b>	<b>\$35,440.50</b>	<b>\$14,836.97</b>	<b>\$0.00</b>
<b>EXCESS REVENUE FOR THE YEAR</b>		<b>15,293.09</b>	<b>48,496.61</b>	<b>50,733.59</b>
<b>BC Enhancement Grant Total</b>		<b>\$152,200.77</b>		
	2023 Expenditures	\$35,440.50		
	2024 Expenditures	\$14,836.97		
	2025 Expenditures	\$0.00		
	<b>Expenditures Total</b>	<b>\$50,277.47</b>		
	<b>Balance</b>	<b>\$101,923.30</b>		

## Appendix B – February 2024 Librarian's Report

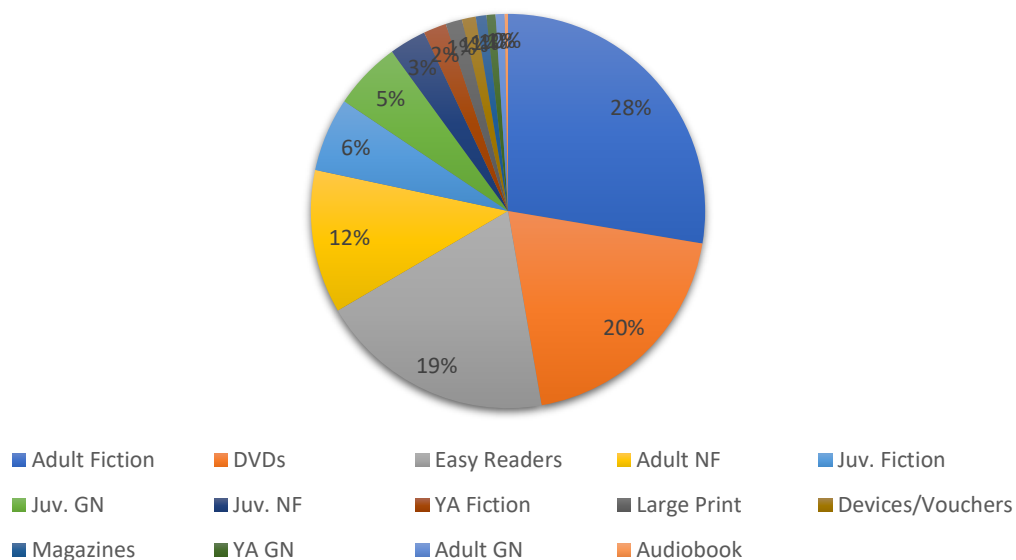
	FEB 2023	FEB 2024	Month % Change	YTD 2023	YTD 2024	Year % Change
<b>Total Patrons<sup>1</sup></b>	3706	<b>3078 (832)</b>	-17	3706	<b>3078 (832)</b>	-17
<b>New Patrons</b>	4	<b>19</b>	+375	11	<b>39</b>	+255
<b>Visits<sup>2</sup></b>	1275	<b>2005</b>	+57	2230	<b>3868</b>	+73
<b>Circulation</b>	1091	<b>1487</b>	+36	2270	<b>2922</b>	+29
Interlibrary	209	<b>319</b>	+53	419	<b>641</b>	+53
<b>Programs</b>						
Programs	14	<b>45</b>	+221	29	<b>94</b>	+224
Attendees	211	<b>421</b>	+100	329	<b>616</b>	+87
<b>Digital</b>						
Computer sessions	112	<b>135</b>	+21	220	<b>234</b>	+6
Wifi Sessions	1097	<b>1147</b>	+5	2322	<b>2394</b>	+3
Web views <sup>2</sup>	965	<b>1539</b>	+59	2005	<b>4439</b>	+121
<b>E-Subscriptions</b>						
Overdrive/Libby	187	<b>475</b>	+154	416	<b>958</b>	+130
Kanopy <sup>3</sup>	-	<b>33</b>	-	-	<b>33</b>	-
Blackstone <sup>3</sup>	-	<b>3</b>	-	-	<b>3</b>	-
Gale logins	1	<b>18</b>	+1700	1	<b>26</b>	+2500
Niche logins	4	<b>1</b>	-75	4	<b>2</b>	-50
<b>Volunteer Hours<sup>3</sup></b>	-	<b>35.5</b>	-	-	<b>69</b>	-

<sup>1</sup>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).

<sup>2</sup> Web views includes website page views and Facebook visits.

<sup>3</sup> New or previously not reported; Kanopy and Blackstone added in the final week of February.

### 02.24 Physical Circulations



## Appendix C – Bank Reconciliation

### Integris Chequing Account

	Date	Source	Detail	Debit	Credit	Revenue	Revenue Type	GST
<b>Feb</b>	Bank starting balance			\$ 48,599.39				
-	9-Feb-24		Cash deposit	134.55	-	134.55	Misc	
-	10-Feb-24	00006	Recycling	-	40.95			1.95
-	13-Feb-24	00005	2024 Gale Courses	-	935.74			
-	13-Feb-24		MasterCard payment	-	5,000.00			
-	15-Feb-24	00008	FSJSS - mural project	-	200.00			
-	17-Feb-24	00010	DoFSJ - CALP	-	4,489.61			
-	17-Feb-24	00011	Duje Contracting - chair		202.76			9.50
-	21-Feb-24	00004	ABCPLD	-	275.00			
-	21-Feb-24		RBC balance deposited	3,388.68	-	3,388.68		
-	21-Feb-24		Cheque deposit #114111	60.45	-	60.45		
-	28-Feb-24	00013	Valerie Crowley - UofM PLM	-	574.27			
-	29-Feb-24	00009	ULS	-	816.24			38.87
-	29-Feb-24		Bank fee	-	2.00			
-				-	-			
-				-	-			
-				-	-			
-				-	-			
				3,583.68	12,536.57	3,583.68		50.32
<b>Mar</b>	Bank starting balance			\$ 39,646.50				

### RBC Chequing Account (closed February 2023)

	Date	Source	Detail	Debit	Credit	Revenue	Revenue Type	GST
Bank starting balance				\$ 3,398.63				
	21-Feb-24		Close acct cheque #8-516	-	3,388.68			
	21-Feb-24		Cheque fee	-	9.95			
				-	-			
				-	-			
				-	-			
				-	3,398.63	-		-
Account closed on February 21, 2024				\$ -				

## Appendix C (cont.) – MasterCard Reconciliation

	Date	Source	Detail	Debit (payments)	Credit (charges)	GST
<b>Feb</b>	Mastercard starting balance				2,411.71	
-	22-Jan-24	CA Library Supply	Magazine slat wall	-	1,070.18	50.96
-	22-Jan-24	Amazon	Refund - book	26.83	-	
-	23-Jan-24	Amazon	Book	-	26.63	1.27
-	23-Jan-24	Owl Kids	Juv magazines	-	34.60	1.54
-	24-Jan-24	Amazon	Office supplies	-	35.15	1.57
-	25-Jan-24	Eventbrite	CALP conference reg fee	-	325.00	
-	26-Jan-24	Amazon	After school kits	-	36.95	1.65
-	26-Jan-24	Amazon	Ethernet cable	-	43.67	1.95
-	26-Jan-24	Payment		3,551.44	-	
-	26-Jan-24	4Imprint	Banner and tablecloth	-	835.15	37.28
-	26-Jan-24	Indigo	Book	-	20.99	1.00
-	27-Jan-24	Amazon	Refund - office supplies	32.07	-	
-	29-Jan-24	Amazon	CALP 4R Club supplies	-	146.67	6.55
-	31-Jan-24	Amazon	Seed library supplies	-	65.48	1.46
-	1-Feb-24	Indigo	Gift cards - FSJSS, winter rea	-	100.00	
-	1-Feb-24	Cinema 1	DVDs	-	144.41	6.45
-	2-Feb-24	Amazon	DVDs	-	72.79	3.25
-	2-Feb-24	Amazon	ILC shipping envelopes	-	51.09	2.28
-	2-Feb-24	Amazon	ILC shipping envelopes	-	23.34	1.04
-	2-Feb-24	Amazon	DVD	-	11.19	0.50
-	2-Feb-24	Amazon	Book	-	228.18	
-	5-Feb-24	Indigo	Gift cards - survey, photos	-	100.00	
-	5-Feb-24	Amazon	DVD	-	36.95	1.65
-	5-Feb-24	Amazon	DVD	-	44.78	2.00
-	5-Feb-24	Amazon	DVD	-	32.47	1.45
-	6-Feb-24	Seeds of Diversity	Seed library book	-	20.00	
-	7-Feb-24	Indigo	Books	-	511.00	24.33
-	7-Feb-24	Indigo	Book	-	12.59	0.60
-	7-Feb-24	Indigo	Books	-	109.91	5.24
-	7-Feb-24	Amazon	Book	-	18.89	0.90
-	7-Feb-24	Amazon	Book	-	22.71	1.08
-	7-Feb-24	Amazon	Book	-	18.89	0.90
-	7-Feb-24	Amazon	Books	-	50.37	2.40
-	7-Feb-24	Amazon	Office supplies	-	12.39	
-	7-Feb-24	Amazon	Books	-	76.62	3.65
-	8-Feb-24	Amazon	Book	-	20.99	1.00
-	7-Feb-24	Zoom		-	46.41	2.07
-	8-Feb-24	Amazon	Books	-	56.06	
-	8-Feb-24	Amazon	Book	-	25.95	1.24
-	7-Feb-24	Strong Nations	Books	-	142.58	6.80
-	8-Feb-24	CA Library Supply	Book easels	-	274.24	11.04
-	12-Feb-24	Amazon	Books	-	54.96	2.62
-	12-Feb-24	Amazon	DVD	-	19.30	0.86
-	12-Feb-24	Amazon	DVD	-	15.67	0.70
-	12-Feb-24	Amazon	Book	-	38.38	1.83
-	13-Feb-24	Payment		5,000.00	-	
-	13-Feb-24	Meescan	Meescan kiosk	-	890.40	39.75
-	14-Feb-24	Indigo	Book	-	15.70	0.75
-	14-Feb-24	Amazon	Refund	8.29	-	
-	14-Feb-24	Amazon Prime		-	11.19	0.50
-	15-Feb-24	Indigo	Credit	20.99	-	
-	16-Feb-24	Amazon	Epson ink maintenance	-	40.31	1.80
-	16-Feb-24	Amazon	Sleeve for event chromebook	-	30.23	1.35
-	17-Feb-24	Amazon	Graco pack and play	-	139.99	6.25
-	17-Feb-24	Uline	Safety stools	-	650.73	29.05
-	18-Feb-24	Amazon	Epson ink maintenance	-	162.32	7.25
-				-	-	
-				-	-	
-				-	-	
				8,639.62	6,974.45	277.81
<b>Mar</b>	Mastercard starting balance				746.54	