

ATTENDEES:

REGRETS: Judith Friesen

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, 20 March 2024.
- 2.2 \$56,667.38 Enhancement Grant funds have been spent on enhancing multipurpose areas, programs, IT, safety/accessibility, and facilities. (appendix A)
- 2.3 The library hosted the District of FSJ team-building lunch on 28 March.
- 2.4 2024 Q1 summary report was submitted to the District of FSJ on 4 April.
- 2.5 ALD visited the Vanderhoof Public Library on 9 and 10 April to shadow programming and operations.
- 2.6 A grant application in the amount of \$15,000 was submitted to Integris Community Foundation on 11 April.
- 2.7 Facilities Manual was updated 11 April.
- 2.8 Digital Resources display was completed on 12 April. The collection has shifted, and wayfinding signage has been updated.
- 2.9 The AGM announcement was posted to the library's website, social media pages, circulation areas, and throughout the community on 12 April.
- 2.10 LD completed *Managing a Diverse and Inclusive Workplace for Public Libraries*; LA II completed *Social Media Strategies for Public Libraries*.
- 2.11 LD attended the following meetings in the last month:
 - 2.11.1 Association of BC Public Library Directors
 - 2.11.2 HR Committee
 - 2.11.3 Two Community Adult Literacy Program
 - 2.11.4 CNC Community Advisory Committee
 - 2.11.5 Indigenous Allyship
 - 2.11.6 Treasurer

- 2.11.7 Finance Committee
- 2.11.8 BC Libraries Coop LBF
- 2.11.9 Fort St. James Recreation Fair
- 2.11.10 NCLF Censorship and Book Bans

DRAFT MOTION: to approve the consent agenda as read for the Regular Meeting of the Board, 17 April 2024.

3.0 AGENDA

DRAFT MOTION: to approve the agenda as read for our Regular Meeting of the Board, 17 April 2024.

4.0 LIBRARIAN'S REPORT

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

5.0 BUSINESS ARISING

- 5.1 Outgoing Trustees – no change
- 5.2 Trustee Roles and Succession Planning

The Board will continue to extend membership invitations both collectively and individually. Interested parties may contact the Board at:
libraryboard@fortstjames.bclibrary.ca

6.0 STRATEGIC GOALS (Board reflection)

- 6.1 Advancing Truth and Reconciliation
- 6.2 Promoting Sustainability
- 6.3 Providing Equitable Access for All
- 6.4 Increasing Community Engagement

7.0 NEW BUSINESS

- 7.1 Finance Committee
 - 7.1.1 2024 Q1 Operating Budget Draft Variance Report (appendix D)

7.1.2 2023 Financial Year End (appendix E)

DRAFT MOTION: to approve the 2023 Financial Year End as presented.

7.1.3 2 May 2024 1YR NR GIC redemption

DRAFT MOTION: to reinvest \$50,000 from 1YR NR GIC that is maturing on May 2 into a 2YR NR GIC with QTrade Securities at X% and transfer the redeemed balance of \$23,183.01 into Integris chequing account.

7.2 BCLTA AGM and Workshops

AGM is April 24 at 7pm; The Board as Employer is April 30 at 7pm; Trustee Circle is May 7 at 6pm.

7.3 AGM Date

8.0 IN-CAMERA MEETING

9.0 ADJOURNMENT

DRAFT MOTION: adjourn FSJPL Regular Meeting of the Board, 17 April 2023 at (time).

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:	Treasurer McCutcheon Trustee Councillor Friesen Trustee Teegee	Human Resource:	Trustee Evans 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/Trustee Soles
NCLF Alternate Representative:			Trustee Greenaway
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	7,943.10	
	Gift Card - Winter Reading Challenge	50.00		
	DVD Integration	543.77		
	YA space	1,311.71	658.57	
	Subtotal	14,954.44		
Programs	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	
	Subtotal	3,878.90		
IT	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		
	Subtotal	8,026.87		
Accessibility/Safety	PurpleAir monitors	709.26		
	Birth-18mo supports		736.45	
	Safety stools		650.73	
	Kanopy audiobooks		884.10	
	Book supports	625.51		
	Subtotal	1,334.77		
Facilities	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	
	Subtotal	7,245.52		
	Expenditures Total	\$35,440.50	\$21,226.88	\$0.00
EXCESS REVENUE FOR THE YEAR		15,293.09	42,106.70	50,733.59
BC Enhancement Grant Total		\$152,200.77		
	2023 Expenditures	\$35,440.50		
	2024 Expenditures	\$21,226.88		
	2025 Expenditures	\$0.00		
	Expenditures Total	\$56,667.38		
	Balance	\$95,533.39		

Appendix B – February 2024 Librarian’s Report

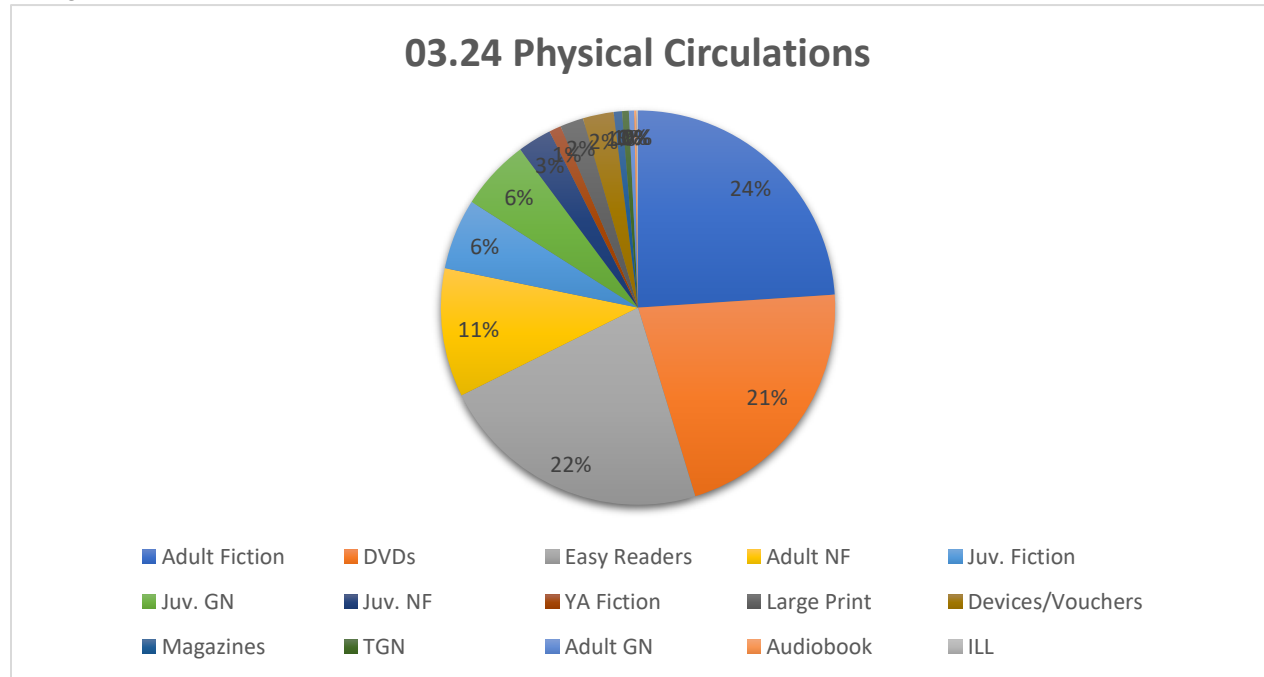
	MAR 2023	MAR 2024	Month % Change	YTD 2023	YTD 2024	Year % Change
Total Patrons¹	3719	3086 (833)	-17	3719	3086 (833)	-17
New Patrons	17	21	+23	28	60	+114
Visits	1703	2134	+25	3933	6002	+52
Circulation	914	1355	+48	2677	3629	+35
Interlibrary	260	265	+2	679	906	+33
Programs						
Programs	19	28	+47	48	139	+189
Attendees	197	327	+66	526	943	+79
Digital						
Computer sessions	123	151	+23	343	385	+12
Wifi Sessions	1397	1583	+13	3719	3977	+7
Web views ²	1252	1590	+27	3257	6032	+85
E-Subscriptions						
Overdrive/Libby	308	464	+51	761	1422	+87
Kanopy ³	-	14	-	-	53	-
Blackstone ³	-	24	-	-	27	-
Gale logins	2	17	+750	3	43	+1333
Niche logins	11	1	-91	15	4	-73
Volunteer Hours³	-	24.25	-	-	104.25	-

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

² Web views includes website page views and Facebook visits.

³ New or previously not reported.

QR codes for select public domain titles were introduced to the collection on 10 April and additions will continue throughout 2024.



Appendix C – Bank Reconciliation

	Date	Source	Detail	Debit	Credit	Revenue	Revenue Type	GST
Mar	Bank starting balance			\$ 39,646.50				
-	6-Mar-24	00014	Jenny Vogelsang - lib tech	-	535.00			
-	7-Mar-24	00016	BC Lib Conf - Burck	-	439.00			
-	7-Mar-24		Cash deposit	53.70	-	53.70	Misc	
-	7-Mar-24		Cheque deposit (prints)	112.00	-	112.00	Misc	
-	8-Mar-24		BC Lib Conf - Soles	-	439.00			
-	8-Mar-24		Cash deposit (correction)	105.00	-	105.00		
-	9-Mar-24	00020	Duje Contracting 50% dep	-	5,250.00			
-	12-Mar-24		MasterCard payment	-	3,160.76			
-	15-Mar-24	00012	BC Coop - Kanopy 2024	-	884.10			
-	15-Mar-24	00018	Imperative Recycling	-	68.25			3.25
-	15-Mar-24	00007	BC Coop - NoveList 2024	-	110.78			5.28
-	19-Mar-24		MasterCard payment	-	2,500.00			
-	20-Mar-24	00023	Burck flight	-	319.46			
-	20-Mar-24	00017	ULS	-	668.73			31.84
-	26-Mar-24		MasterCard payment	-	5,000.00			
-	28-Mar-24	00024	Midway Purnel	-	117.17			5.23
-	28-Mar-24		TELPAY 001	1,394.75	-	1,394.75	Regional District	
-	31-Mar-24		Bank fee	-	2.00			
-				-	-			
-				-	-			
-				-	-			
				1,665.45	19,494.25	1,665.45		45.60
Apr	Bank starting balance			\$ 21,817.70				

Appendix C (cont.) – MasterCard Reconciliation

	Date	Source	Detail	Debit (payments)	Credit (charges)	GST
Feb	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 chromeboo	-	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
Mar	Mastercard starting balance				746.54	

Appendix D – 2024 Q1 Operating Budget Draft Variance Report

2024 OPERATING BUDGET					
REVENUE		2023 Draft	2024 Draft	Q1	% Variance
Grants	District of Fort St. James	\$252,828.00	\$267,998.00	\$0.00	100.00
	Province of British Columbia	32,764.00	32,764.00	0.00	100.00
	BC Enhancement Grant	152,200.77	0.00	0.00	0.00
	BC Covid-19 Relief and Recovery Grant	0.00	0.00	0.00	0.00
	Regional District of Bulkley Nechako	16,737.00	16,737.00	2,789.50	83.33
	Integris Community Foundation	0.00	15,000.00	0.00	100.00
	Law Matters	1,000.00	1,000.00	0.00	100.00
	North Central Library Federation	2,041.00	2,041.00	0.00	100.00
	Centerra Gold	5,000.00	0.00	0.00	0.00
	Fort St. James Community Foundation	1,000.00	1,000.00	0.00	100.00
	Community Adult Literacy Program (CALP)	30,008.00	30,008.00	0.00	100.00
	Canada Summer Jobs (CSJ)	0.00	4,690.00	0.00	100.00
Other revenue		2,500.00	2,500.00	690.70	72.37
Book Sale		2,000.00	2,000.00	0.00	100.00
Interest		1,500.00	0.00	0.00	0.00
Donations		6,000.00	6,000.00	6,000.00	0.00
	Revenue Total	\$505,578.77	\$381,738.00	\$9,480.20	97.52
EXPENDITURES					
	Wages	188,487.00	192,800.00		100.00
	Benefits and MERCs	56,000.00	59,360.00		100.00
	Education and travel	7,000.00	6,240.00		100.00
	Advertising	351.00	355.00		100.00
	Office supplies	3,221.00	3,253.00	1,046.32	67.84
	Janitorial	0.00	0.00		0.00
	Repairs and Maintenance	0.00	0.00		0.00
	Hydro	0.00	0.00		0.00
	Telephone and modem	4,295.00	4,338.00		100.00
	Library Office Equip Maintenance	1,074.00	1,085.00		100.00
	Circulation materials	30,000.00	30,000.00	7,865.96	73.78
	Circulation Subscriptions	3,000.00	6,000.00	2,307.80	61.54
	Enhancement expenses	50,774.00	50,774.00	21,226.88	58.19
	CALP salary, MERCs, comp	13,000.00	30,000.00	10,812.12	63.96
	Computer and Conferencing equip	1,500.00	15,000.00	0.00	100.00
	CSJ salary, MERCs, supplies	0.00	14,326.14	0.00	100.00
	Other office supplies	10,000.00	10,000.00	1,015.48	89.85
	Insurance	2,376.00	2,750.00	875.00	68.18
	Consulting fees	5,000.00	5,000.00	0.00	100.00
	Professional Memberships	2,000.00	1,000.00	275.00	72.50
	Integrated Library Services	0.00	3,000.00	0.00	100.00
	Registration fee (Trustees)	3,842.65	0.00	0.00	0.00
	Accounting services	2,047.50	2,250.00	0.00	100.00
	Trustee Education and Travel	0.00	4,000.00	1,197.46	70.06
	Programs	5,000.00	5,000.00	3,691.69	26.17
	Recycling fees	1,200.00	1,500.00	169.00	88.73
	SD91 Library and Information Studies	0.00	200.00	0.00	100.00
	Staff bonus (FSJ Bucks)	0.00	1,050.00	0.00	100.00
	Bank fees and interest	4.00	30.00	6.00	80.00
	Expenditures Total	\$390,172.15	\$449,311.14	\$50,488.71	88.76
EXCESS REVENUE FOR THE YEAR		115,406.62	-67,573.14	-41,008.51	39.31
RESERVE FUNDS (Updated 12 APR 2024)					
Qtrade Securities GICs	18MO NR (15 AUG 2025) 5.21%		60,382.66		
	1YR NR (2 MAY 2024) 4.81%		73,183.01		
	18MO NR (8 AUG 2024) 5.00%		54,961.61		
	1YR NR (21 OCT 2024) 5.65%		51,358.47		
	1YR NR (03 JAN 2025) 5.01%		50,684.43		
Integris Banking Floor	18MO Short Term Escalator		70,000.00		
	Investments Total		\$360,570.18		
RESERVE FUNDS POLICY					
	Investments Total		\$360,570.18		
	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		\$211,741.74		
	Operating reserve target minimum		\$400,000.00	continuity (one year operating/	
	Strategic reserve target minimum		\$100,000.00	advancing strategic goals/expans	
			-\$288,258.26		

* Highlighted areas cannot be updated until the District of Fort St. James releases their Q1 Variance Report.

Appendix E - 2023 Financial Year End

FORT ST. JAMES PUBLIC LIBRARY

STATEMENT OF OPERATIONS AND CHANGES IN NET ASSETS

For the year ended December 31, 2023

	<u>2023</u>	<u>2022</u>
REVENUE		
District of Fort St. James	\$ 276,331	\$ 200,340
Province of British Columbia	184,965	32,569
Community Adult Literacy Program grant	31,008	-
Regional District of Bulkley Nechako	16,737	16,737
Donations	12,435	5,000
Interest	9,825	1,725
Other Revenue	5,474	2,761
Book sales and replacements	2,496	2,071
North Central Library Federation	2,041	2,779
Law Matters	1,000	1,500
Fort St James Community Foundation	-	1,000
Province of British Columbia Covid-19 relief and recovery	-	32,257
Integrus Community Foundation	-	12,625
	<u>542,312</u>	<u>311,364</u>
EXPENDITURES		
Wages and benefits	230,025	159,880
One-time grant equipment and sundry	50,581	-
Circulation materials	33,305	19,917
Computer and program supplies	16,482	11,697
Janitorial and alarm system	14,558	10,446
Education and travel	9,896	3,172
Office and sundry	12,412	25,043
Repairs and maintenance	10,600	9,412
Hydro	8,367	11,831
Insurance	7,219	6,331
Telephone and internet	5,259	2,087
Accounting and legal services	1,950	1,650
Advertising and promotion	951	799
Registration fee	755	200
Consulting fees	160	1,416
Bank charges and interest	78	3
Subscriptions	-	2,297
Reading programs	-	2,015
	<u>402,598</u>	<u>268,196</u>
EXCESS REVENUE FOR THE YEAR	139,714	43,168
NET ASSETS AT BEGINNING OF THE YEAR	<u>275,727</u>	<u>232,559</u>
NET ASSETS AT END OF THE YEAR	<u>\$ 415,441</u>	<u>\$ 275,727</u>

Appendix D (cont.) – 2023 Financial Year End

FORT ST. JAMES PUBLIC LIBRARY
STATEMENT OF FINANCIAL POSITION

December 31, 2023

ASSETS

	<u>2023</u>	<u>2022</u>
CURRENT ASSETS		
Cash	\$ 178,201	\$ 48,476
Term deposits	235,082	224,660
GST receivable	<u>4,909</u>	<u>5,105</u>
	<u>\$ 418,192</u>	<u>\$ 278,241</u>

LIABILITIES AND NET ASSETS

CURRENT LIABILITIES		
Accounts payable and accrued liabilities	\$ 2,751	\$ 2,514
NET ASSETS	<u>415,441</u>	<u>275,727</u>
	<u>\$ 418,192</u>	<u>\$ 278,241</u>

Approved by the Directors:

_____ Director

_____ Director