
ATTENDEES: Louise Evans-Salt, Jim Burck, Mark McCutcheon, Jacqueline Soles, David Nutbrown, Maxime Evans, Judy Greenaway, Marilyne Teegee, 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 acknowledged the recent losses of Murray Sinclair CC OM MSC (Mazina Giizhik-iban) and John Horgan, expressing gratitude for their work and accomplishments – particularly in the area of Truth and Reconciliation.

2.0 CONSENT AGENDA AND AGENDA

- 2.1 Approval of minutes of the Regular Meeting of the Board, 16 October 2024.
- 2.2 \$78,418.13 of Enhancement Grant funds have been spent on enhancing multipurpose areas, programs, IT, safety/accessibility, and facilities. (appendix A)
- 2.3 The library welcomed a new CALP Coordinator on 16 October. Employee Orientation and Work Safe BC training letter of completion was added to their employee file.
- 2.4 Mezzanine electrical and data ports were installed by JMann Electric on 23 October. Interior light ballasts are damaged. JMann directed the District of Fort St. James to apply for a BC Hydro grant for LED lighting replacements throughout the library.
- 2.5 On 25 October, a \$52,840.48 1YR NR GIC was redeemed and reinvested in a 3YR NR GIC at 3.6% with Aviso Wealth.
- 2.6 Circulation work counter was installed by Duje Contracting on 31 October and 5 November.
- 2.7 The library's 2024 Big Book Sale and Annual Survey opened on 15 November.
- 2.9 LD attended the following meetings from 16 October to 19 November:
 - 2.9.1 Two ABCPLD
 - 2.9.2 Board of Trustees
 - 2.9.3 Disability Alliance
 - 2.9.4 ESW IT Cybersecurity Preparedness
 - 2.9.5 2024 Mental Health and Addictions Symposium
 - 2.9.6 One invigilation
 - 2.9.7 North Central Library Federation LDs

MOTION: to approve the consent agenda as read for the Regular Meeting of the Board, 20 November 2024. Trustee Soles/Trustee Greenaway. Carried unanimously.

MOTION: to approve the agenda for our Regular Meeting of the Board, 20 November 2024 as read. Trustee McCutcheon/Trustee Burck. Carried unanimously.

3.0 LIBRARIAN'S REPORT

- 3.1 October 2024 Librarian's Report (appendix B)
- 3.2 October 2024 Reconciliation (appendix C)
- 3.3 2024 Q3 Variance (appendix D)

4.0 BUSINESS ARISING

4.1 Ad hoc Committee

Chair Evans-Salt, Vice Chair Burck and Trustee Soles will convene an ad hoc committee to address Trustee job description, recruitment, interviewing/vetting, orientation, training, committee appointments, and BCLTA voting member. They will return to the Board with a plan before the end of December 2024. LD Crowley will attend as secretary. Meeting scheduled for November 26 at 4pm.

4.2 Policy Committee

Meeting scheduled for November 27 at 3pm.

5.0 STRATEGIC GOALS

5.1 Board reflection: Advancing Truth and Reconciliation, Promoting Sustainability, Providing Equitable Access for All, Increasing Community Engagement

- Trustee Evans attended Indigenous Veterans Day at Kwah Hall, presenting a cross for Veteran James Prince.
- Two Trustees attended the virtual Commemoration Ceremony for Murray Sinclair.
- Support workers have been visiting the library at end of day with their clients
- FSJSS students are talking about library services and access, with increased visits.
- New signage is going up, with increased visibility and readability.
- Our 2024 Big Book Sale and Annual Survey are underway.

6.0 NEW BUSINESS

6.1 Trustee Evans reinstatement to Committees

MOTION – to reinstate Trustee Evans as Chair of the Human Resources Committee and Chair of the Bargaining Committee. Trustee Greenaway/Trustee Teegee. Carried unanimously.

6.2 2025 Budget

The Draft 2025 Budget is almost complete. We are waiting for MERC and benefits estimates from the District of Fort St. James.

6.3 BCLTA Financial Best Practices – verbal reports

Treasurer McCutcheon and Trustee Evans attended. This was a well-presented and beneficial learning opportunity. Treasurer McCutcheon presented the question of adding LD as a signatory on the GIC account. This is permissible but should (1) protect all individuals and (2) align with our Financial Policy. It is also recommended that each transaction is cc'd to all other signatories.

Trustee Teegee leaves meeting at 5:23 and returns at 5:28.

6.4 2024 Mental Health and Addictions Symposium – verbal reports

Five board members attended, with Trustee Greenaway chairing. This was an incredibly valuable opportunity, with a variety of individual and organizational takeaways. Collated reflections identified libraries as safe spaces where patrons can access physical needs and preventative activities, identify and connect with wrap-around resources, and act as partners in stigma reduction and system navigation.

6.5 Holiday hours and staff thank you gifts

The library will close at 4:30pm on Christmas Eve and New Years Eve; this may be modified to align with the District of Fort St. James holiday hours. Staff will receive \$150 gift cards to Save On.

7.0 In-camera

Trustee Friesen leaves meeting at 6:12 and returns at 6:16.

MOTION – to move to an in-camera session at 5:59. Trustee Evans/Trustee Burck. Carried unanimously.

MOTION – to move out of in-camera session at 6:35. Trustee Soles/Trustee McCutcheon. Carried unanimously.

In-camera motions brought into regular meeting of the Board:

MOTION – to approve the minutes from in-camera sessions of 18 September 2024 and 20 March 2024. Trustee McCutcheon/Trustee Evans. Carried unanimously.

MOTION – to nominate Trustee Burck as a member of the Bargaining Committee. Trustee McCutcheon/Trustee Nutbrown. Trustee Burck accepts nomination. No other nominations. Carried unanimously.

8.0 QUESTIONS FROM PUBLIC

9.0 ADJOURNMENT

Due to LD's vacation, the next board meeting will be Wednesday, January 15 at 5:00pm.

MOTION: to adjourn FSJPL Regular Meeting of the Board, 16 October 2024 at 6:38pm. Trustee Evans/Trustee Burck. Carried unanimously.

FSJPL 2025 BOARD MEETING DATES

January 15, 5:00pm	May 21, 5:00pm	September 17, 5:00pm
February 19, 5:00pm	June 18, 5:00pm	October 15, 5:00pm
March 19, 5:00pm	July – no meeting	November 19, 5:00pm
April 16, 5:00pm	August – no meeting	December - no meeting

FORT ST. JAMES PUBLIC LIBRARY BOARD COMMITTEES

Finance:	Treasurer McCutcheon Trustee Councillor Friesen Trustee Teegee	Human Resource:	Chair Evans-Salt Trustee Greenaway Trustee Evans
Building:	Trustee Soles Treasurer McCutcheon	Policy:	Chair Evans-Salt Trustee McCutcheon Trustee Greenaway
Bargaining:	Trustee Evans Trustee Greenaway Vice Chair Burck	Ad Hoc:	Chair Evans-Salt Vice Chair Burck Trustee Soles
NCLF Representative:			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	8,286.46	5,833.15	
	Small meeting/office	651.83	0.00	
	Children's	4,110.67	13,319.50	
	Circulation area	543.77	1,861.45	
	Young Adult	1,311.71	1,046.12	
	Subtotal	14,904.44	22,060.22	
Programs				
	Programs and Event materials	1,745.00	4,283.38	
	New logo	750.00	0.00	
	Community Calendar screen	512.40	156.79	
	Seasonal events	427.41	359.90	
	Voucher programs	0.00	695.46	
	Library of Things	494.09	59.34	
	Subtotal	3,928.90	5,554.87	
IT				
	WiFi	1,022.35	0.00	
	Hardware	4,218.71	43.67	
	Security cameras	0.00	1,158.02	
	Meescan	2,374.88	890.40	
	Video conference supplies	281.07	0.00	
	Managed IT	129.86	2,013.12	
	Subtotal	7,897.01	2,092.09	
Accessibility/Safety				
	Air Quality	709.26	110.06	
	Birth-18mo supports	0.00	736.45	
	WorkSafe equipment	0.00	761.31	
	eResources	0.00	3,928.88	
	Training	0.00	157.50	
	Subtotal	709.26	5,426.64	
Collection				
	Local history archival project	0.00	1,028.27	
	Replacement of damaged materials	625.51	527.38	
	Subtotal	625.51	1,555.65	
Facilities				
	Slatwalls	3,898.51	4,264.03	
	Shelving/bookcarts	1,862.34	905.54	
	Signage	120.00	640.22	
	Book displays	1,364.67	608.23	
	Subtotal	7,245.52	6,418.02	
	Expenditures Total	\$35,310.64	\$43,107.49	\$0.00
EXCESS REVENUE FOR THE YEAR				
		15,422.95	20,226.09	50,733.59
BC Enhancement Grant Total				
	2023 Expenditures		\$152,200.77	
	2024 Expenditures		\$35,310.64	
	2025 Expenditures		\$43,107.49	
	2025 Expenditures		\$0.00	
	Expenditures Total		\$78,418.13	
	Balance		\$73,782.64	

Appendix B – November 2024 Librarian’s Report

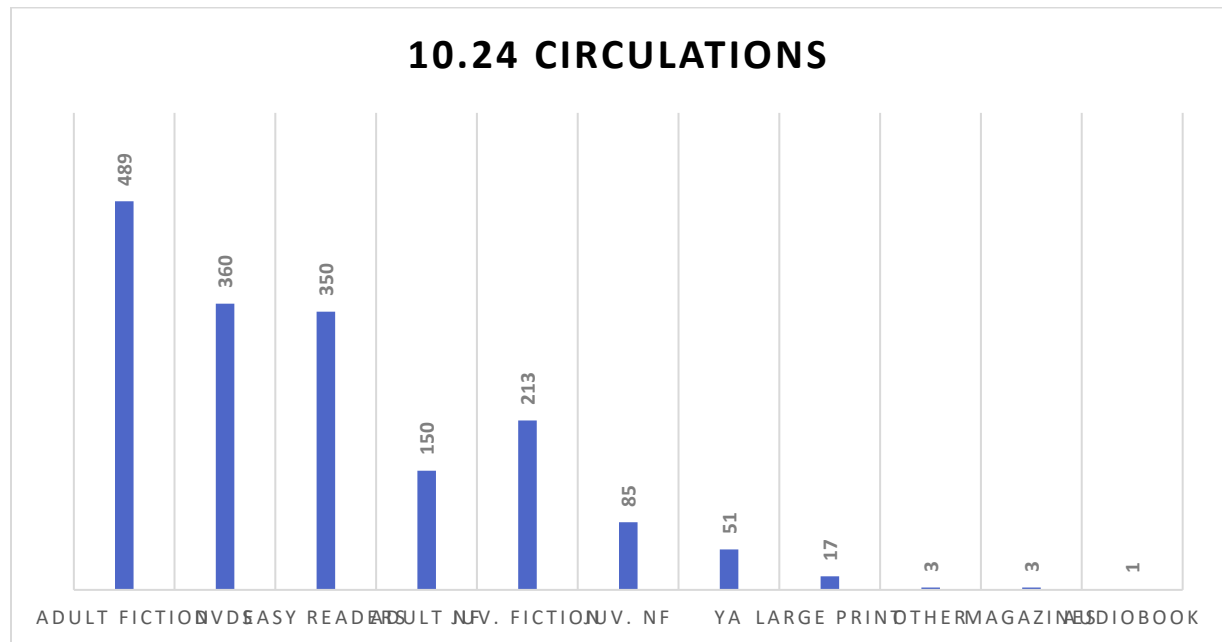
	OCT 2023	OCT 2024	Month % Change	YTD 2023	YTD 2024	Year % Change
Active Patrons¹	888	948	+6.8	888	948	+6.8
New Patrons	15	21	+40.0	118	162	+37.3
Visits	1652	2221	+34.4	16,043	20,121	+25.4
Circulations	1193	1722	+44.3	10,118	14,318	+41.5
Interlibrary	199	355	+198	2153	2964	+37.7
eCirculations²	-	439	-	-	4467	-
Programs						
Programs	33	35	+6.1	231	403	+74.5
Attendees	639	447	-30.0	2801	2874	+2.6
Digital						
Computer sessions	113	150	+32.7	1090	1153	+5.8
Wifi Sessions	1367	1172	+14.3	14,138	13,246	-6.3
Web views ³	1088	1583	+45.5	10,695	12,211	+14.2
Volunteer Hours⁴	-	19	-		215.25	-

¹ Active patrons have borrowed a physical item within the last three years.

² eCirculations include Overdrive/Libby, Kanopy, Blackstone, ComicsPlus, Niche and Gale.

³ Web views include website page views and Facebook visits; captive portal added in July 2024.

⁴ Previously not reported.



* Changed from pie to bar graph to improve visual accessibility

Appendix C – October Bank Reconciliation

	Date	Source	Detail	Debit	Credit	Revenue	Revenue Type	GST
Oct	Bank starting balance			\$ 74,894.81				
-	1-Oct-24		Cheque deposit	84.00	-	84.00	Donations	
-	1-Oct-24		Cheque deposit	1,906.11	-	1,906.11	District of Fort St James	
-	1-Oct-24		Cheque deposit	30.00	-	30.00	District of Fort St James	
-	1-Oct-24		Cash deposit	227.35	-	227.35	Misc	
-	2-Oct-24	68	ESW (managed IT)	-	296.80			
-	3-Oct-24		MasterCard Payment	-	4,000.00			
-	5-Oct-24	70	Midway Purnel	-	62.59			2.79
-	5-Oct-24	71	Fort St. James Secondary	-	200.00			
-	9-Oct-24	73	Imperative Recycling	-	51.19			2.44
-	9-Oct-24	67	Imperative Recycling	-	68.25			3.25
-	9-Oct-24	66	Stuart Lake Recycling	-	37.70			
-	10-Oct-24		Cheque order	-	73.03			
-	12-Oct-24		MasterCard Payment	-	3,500.00			
-	17-Oct-24		Cheque refund (wrong #s)	73.03	-	73.03	Misc	
-	24-Oct-24	75	ESW (managed IT)	-	296.80			13.25
-	24-Oct-24	72	ULS	-	485.79			23.13
-	25-Oct-24	74	Stuart Lake Recycling	-	18.85			
-	30-Oct-24	78	Elsa Berland	-	82.60			
-	31-Oct-24		TELPAY 007	1,394.75	-	1,394.75	Regional District	
-	31-Oct-24		TELPAY 007	1,410.82	-	1,410.82	Misc	
-	31-Oct-24		Bank fee	-	2.00			
-				-	-			
-				-	-			
				5,126.06	9,175.60	5,126.06		44.86
Nov	Bank starting balance			\$ 70,845.27				

Appendix C (cont.) – October MasterCard Reconciliation

	Date	Source	Detail	Debit (payments)	Credit (charges)	GST
Oct	Mastercard starting balance				1,372.54	
-	23-Sep-24	Strong Nations	Books	-	134.74	6.42
-	23-Sep-24	Ouellette Bros.	Countertop and hardware	-	466.20	20.81
-	23-Sep-24	Amazon	Book	-	9.44	0.40
-	24-Sep-24	Staples	Sheet protectors	-	56.47	2.52
-	23-Sep-24	Home Depot	Hardware - refund	71.64	-	
-	25-Sep-24	Canada Post	Postage	-	798.00	38.00
-	25-Sep-24	Amazon	DVD refund	1.43	-	
-	25-Sep-24	Amazon	Book replacement	-	49.31	
-	25-Sep-24	Canadian Library	Nonfiction shelf dividers	-	236.70	
-	24-Sep-24	Home Depot	Countertop - refund	211.68	-	
-	26-Sep-24	Amazon	Bubble mailers	-	54.21	2.42
-	26-Sep-24	Amazon	Bubble mailers	-	27.56	1.23
-	25-Sep-24	Amazon	DVDs	-	51.51	2.30
-	26-Sep-24	Keych Lodge	RDBN LDs (NCLF P2P)	-	168.37	7.45
-	27-Sep-24	Canadian Library	Tax for NF shelf dividers	-	39.91	39.91
-	2-Oct-24	Amazon	DVD	-	30.16	1.35
-	2-Oct-24	Amazon	Book replacement	-	18.89	0.90
-	2-Oct-24	Amazon	DVDs	-	113.36	5.06
-	3-Oct-24	Payment		4,000.00	-	
-	3-Oct-24	Indigo	Books	-	322.02	15.33
-	3-Oct-24	Indigo	Books	-	1,001.15	47.67
-	3-Oct-24	Indigo	Book	-	12.59	0.60
-	2-Oct-24	Strong Nations	Books	-	56.08	2.67
-	3-Oct-24	Indigo	Book	-	37.79	1.80
-	3-Oct-24	Indigo	Book	-	13.95	0.66
-	4-Oct-24	Ouellette Bros.	Hardware for open/close	-	23.00	1.03
-	4-Oct-24	Amazon	Books	-	38.84	1.85
-	4-Oct-24	Amazon	DVD	-	31.35	1.40
-	4-Oct-24	Amazon	Book replacement	-	15.74	0.75
-	7-Oct-24	Amazon	DVD	-	20.03	0.90
-	7-Oct-24	Amazon	DVDs	-	87.99	
-	7-Oct-24	Zoom		-	24.06	1.07
-	9-Oct-24	Amazon	Books	-	76.54	
-	9-Oct-24	Amazon	Books	-	18.89	
-	9-Oct-24	Amazon	DVD	-	16.78	0.75
-	9-Oct-24	Amazon	Refund	0.06	-	
-	9-Oct-24	Canva	Book mark business cards	-	130.00	
-	9-Oct-24	Indigo	Books	-	40.94	1.95
-	10-Oct-24	Amazon	Book replacements	-	32.21	
-	10-Oct-24	Amazon	Book replacements	-	59.59	2.84
-	10-Oct-24	Payment		3,500.00	-	
-	11-Oct-24	Staples	Replacement keyboard & mouse	-	70.94	3.17
-	11-Oct-24	Amazon	Post it notes	-	12.31	0.55
-	12-Oct-24	Civic Info BC	2024 Mental Health Conf.	-	157.50	
-	11-Oct-24	Etsy	Felt Stories	-	312.87	13.97
-	13-Oct-24	Amazon	Screen mount - circulation	-	156.79	7.00
-	13-Oct-24	Amazon	Program & event manipulati	-	209.36	
-	14-Oct-24	Amazon	Prime membership	-	11.19	0.50
-	15-Oct-24	Staples	Printer paper	-	146.66	6.55
-	15-Oct-24	Amazon	STEM kit supplies	-	30.23	1.35
-	15-Oct-24	Amazon	Books	-	117.03	5.58
-	16-Oct-24	Amazon	Book	-	12.25	
-	16-Oct-24	Amazon	Archival binders	-	408.83	18.25
-	16-Oct-24	Amazon	STEM kit supplies	-	13.09	0.58
-	16-Oct-24	Amazon	DVD	-	24.63	1.10
-	17-Oct-24	Amazon	Book	-	24.14	1.15
-	18-Oct-24	Amazon	DVD replacement	-	21.68	
-	18-Oct-24	Amazon	STEM kit supplies	-	9.49	0.42
-				-	-	
				7,784.81	6,053.36	270.21
Nov	Mastercard starting balance				- 358.91	

Appendix D – 2024 Q3 Variance

Report: M:\live\gh\girtbux.p
 Version:010002-L58.81.01
 User ID: sclarke

DISTRICT OF FORT ST JAMES

ACTUALS AND BUDGET COMPARISON WITHOUT ENCUMBRANCE - LIBRARY - RW
 For All Revenue, Expense, Accounts - Zero Balance Accounts NOT Included

Date: 17/10/2024
 Time: 17:30:36

Account	Description	PROVISIONAL 2024 (Prd 01-09) Norma01/01/24 - 30/09/24	Actuals 2024 (Prd 01-09) 2024 (Prd 01-09)	Percent of Variance
Project 305: Administrative Functions				
10-50-305-1000	WAGES HEAD LIBRARIAN	80,340.00	60,234.78	25.03-
10-50-305-1001	WAGES ASSISTANT LIBRARIAN	57,876.00	43,407.00	25.00-
10-50-305-1002	WAGES OTHER	27,242.00	40,221.13	47.64
10-50-305-1003	CALP COORDINATOR	0.00	38.38	0.00
10-50-305-1006	WAGES CASUAL LABOUR	25,002.00	4,219.00	83.13-
10-50-305-1110	EDUCATION AND TRAVEL	6,000.00	3,695.72	38.40-
10-50-305-2600	CPP/EI/MPP/HEALTH/WCB	55,000.00	37,633.58	31.58-
	NET Project 305: Administrative Functions:	251,460.00	189,449.59	24.66-
Project 310: Office Costs				
10-50-310-1060	ADVERTISING - LIBRARY	365.00	348.71	4.46-
10-50-310-1150	OFFICE SUPPLIES	3,344.00	1,184.43	64.58-
10-50-310-1170	LIBRARY TELEPHONE AND MODEM	4,459.00	2,175.88	51.20-
10-50-310-1210	LIBRARY OFFICE EQUIP MAINTENANCE	1,115.00	0.00	100.00-
	NET Project 310: Office Costs:	9,283.00	3,709.02	60.05-
Project 330: Structures, Halls & Grounds				
10-50-330-1087	LIBRARY BUILDING INSURANCE	5,630.00	4,228.62	24.89-
10-50-330-1275	LIBRARY BUILDING MAINTENANCE	5,254.00	3,770.78	28.23-
10-50-330-1280	BC HYDRO COSTS	8,500.00	8,536.87	0.43
10-50-330-1305	JANITORIAL/ALARM SYSTEM - LIBRARY	14,100.00	11,024.98	21.81-
	NET Project 330: Structures, Halls & Grounds:	33,484.00	27,561.25	17.69-
	Report Totals:	294,227.00	220,719.86	24.98-

*** End of Report ***

Appendix D – 2024 Q3 Variance (cont.)

2024 OPERATING BUDGET								
REVENUE		2023 Actual	2024 Approved	2024 Actual	Q1	Q2	Q3	% Variance
Grants	District of Fort St. James	\$276,331.00	\$294,227.00	\$220,719.86	\$75,240.06	\$63,564.59	\$81,915.21	24.98
	Province of British Columbia	184,965.00	32,764.00	\$42,308.41	0.00	0.00	42,308.41	-29.13
	Community Adult Literacy Program (CALP)	31,008.00	30,008.00	\$31,008.00	0.00	0.00	31,008.00	-3.33
	Regional District of Bulkley Nechako	16,737.00	16,737.00	\$12,552.75	2,789.50	5,579.00	4,184.25	25.00
	Integrus Community Foundation	0.00	15,000.00	\$0.00	0.00	0.00	0.00	100.00
	Canada Summer Jobs (CSJ)	0.00	4,690.00	\$0.00	0.00	0.00	0.00	100.00
	Centerra Gold	5,000.00	0.00	\$0.00	0.00	0.00	0.00	0.00
	North Central Library Federation	2,041.00	2,041.00	\$1,134.01	0.00	0.00	1,134.01	44.44
	Law Matters	1,000.00	1,000.00	\$1,000.00	0.00	1,000.00	0.00	0.00
	Fort St. James Community Foundation	1,000.00	0.00	\$0.00	0.00	0.00	0.00	0.00
Other revenue		5,909.00	2,500.00	\$1,691.70	690.70	624.05	376.95	32.33
Book Sale		2,496.00	2,000.00	\$456.05	0.00	0.00	456.05	77.20
Interest		9,825.00	0.00	\$0.00	0.00	0.00	0.00	0.00
Donations		6,000.00	6,000.00	\$8,000.00	6,000.00	1,000.00	1,000.00	-33.33
	Revenue Total	\$542,312.00	\$406,967.00	\$318,870.78	\$84,720.26	\$71,767.64	\$162,382.88	21.65
EXPENDITURES								
	Wages	188,331.00	192,800.00	140,348.20	49,468.09	44,808.89	46,071.22	27.21
	Benefits and MERCs	41,695.00	55,000.00	37,633.58	13,222.44	2,245.92	22,165.22	31.58
	Education and travel	3,566.00	6,000.00	3,695.72	535.00	682.72	2,478.00	38.40
	Advertising	0.00	365.00	348.71	0.00	0.00	348.71	4.46
	Office supplies	2,695.00	3,344.00	1,184.43	899.02	0.00	285.41	64.58
	Janitorial	13,302.00	14,100.00	11,024.98	3,490.43	3,223.87	4,310.68	21.81
	Repairs and Maintenance	10,011.00	5,254.00	3,770.78	695.75	1,214.33	1,860.70	28.23
	Hydro	8,367.00	8,500.00	8,536.87	4,706.67	1,657.51	2,172.69	-0.43
	Telephone and modem	3,478.00	4,459.00	2,175.88	815.15	545.66	815.07	51.20
	Library building insurance	4,886.00	5,630.00	4,228.62	1,407.51	1,413.60	1,407.51	24.89
	Community Adult Literacy Program (CALP)	0.00	30,000.00	21,961.73	4,111.84	8,087.56	9,762.33	26.79
	CSJ salary, MERCs, supplies	0.00	14,326.14	0.00	0.00	0.00	0.00	100.00
	Circulation materials	30,305.00	30,000.00	22,088.40	7,865.96	7,469.57	6,752.87	26.37
	Circulation Subscriptions	3,000.00	6,000.00	7,120.73	2,307.80	2,102.39	2,710.54	-18.68
	One-time grant equipment & sundry	62,381.50	65,774.00	42,832.73	21,226.88	9,047.87	12,557.98	34.88
	Managed IT Services	0.00	0.00	219.52	0.00	0.00	219.52	
	Other office supplies	9,717.00	10,000.00	3,608.53	2,062.40	120.34	1,425.79	63.91
	Insurance	2,333.00	2,750.00	2,413.00	875.00	1,538.00	0.00	12.25
	Consulting fees	160.00	5,000.00	0.00	0.00	0.00	0.00	100.00
	Professional Memberships	2,000.00	1,000.00	655.00	275.00	380.00	0.00	34.50
	Integrated Library Services	951.00	3,000.00	2,172.10	0.00	2,172.10	0.00	27.60
	Accounting services	2,047.50	2,250.00	2,478.00	0.00	2,478.00	0.00	-10.13
	Trustee and conference pro-d	7,085.00	4,000.00	4,594.62	1,197.46	3,397.16	0.00	-14.87
	Programs	5,000.00	5,000.00	6,752.98	3,691.69	2,085.50	975.79	-35.06
	Recycling fees	1,200.00	1,500.00	455.67	169.00	153.57	133.10	69.62
	SD91 Library and Information Studies	0.00	200.00	0.00	0.00	0.00	0.00	100.00
	Staff bonus (FSJ Bucks)	0.00	1,050.00	0.00	0.00	0.00	0.00	100.00
	Bank fees and interest	78.00	30.00	18.00	6.00	6.00	6.00	40.00
	Expenditures Total	\$402,589.00	\$477,332.14	330,318.78	\$119,029.09	\$94,830.56	\$116,459.13	30.80
RESERVE FUNDS (Updated 7 November 2024)								
Aviso GICs	3YR NR (25 OCT 2027) 3.6%		52,918.65					
	24MO NR (12 AUG 2026) 4.46%		56,437.50					
	1YR NR (03 JAN 2025) 5.01%		52,114.88					
	18MO NR (15 AUG 2025) 5.21%		62,164.40					
	2YR NR (8 May 2026) 4.96%		51,243.40					
Integrus Banking Floor	18MO Short Term Escalator		70,000.00					
	Investments Total		\$344,878.83					
RESERVE FUNDS POLICY								
Investments Total			\$344,878.83					
Restricted Investments	Externally restricted reserve (CALP)		\$34,413.00					
	Externally restricted reserve (Enhancement)		\$73,782.64					
	Internally restricted reserve (10% contingency)		\$31,163.56					
Unrestricted Investments			\$205,519.63					
Target Minimum								
	Operating reserve target minimum		\$400,000.00		continuity (legal fees/emerg/one year operating)			
	Strategic reserve target minimum		\$100,000.00		advancing strategic goals/expansion			
			-\$294,480.37					