

**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 AND AGENDA**

2.1 Approval of minutes of the Regular Meeting of the Board, 20 November 2024.

2.2 \$81,214.54 of Enhancement Grant funds have been spent on enhancing multipurpose areas, programs, IT, safety/accessibility, and facilities. (appendix A)

2.3 The library's 2024 Typical Week Survey was submitted on 20 November 2024.

2.4 The library's 2025 Living Wage recertification was submitted on 20 November 2024.

2.5 Winter programs were submitted to the District EDO for inclusion in the Fort Flyer on 21 November.

2.6 The library's 2024 Big Book Sale brought in \$1800 for collections development in 2025.

2.7 ***EMAIL MOTION 12.05.24: a 1YR NR GIC in the amount of \$52,258.61 matures on 01.03.25. Treasurer McCutcheon moves to reinvest the full amount into a 1YR NR GIC at the best available rate. Trustee Greenaway seconds the motion. Carried by majority vote on 12.07.24.***

Chair Evans-Salt and Treasurer McCutcheon reinvested \$52,511.86 into a 1YR NR GIC at a rate of 3.7% on 7 January.

2.8 Library staff extend their deepest gratitude to the Board of Trustees for providing staff \$150 Save On gift certificates! Thank you for your ongoing support, encouragement and volunteer efforts.

2.9 Assistant Library Director completed the Red River College: Continuing Education Library Training Certificate Program (7 courses).

2.10 LA I and LA I Casual/On-call completed Addressing Homeless Issues in Public Libraries course.

2.11 2024 Q4 All-staff meeting was held on 26 November.

2.12 LD attended the following meetings from 20 November to 14 January:

- 2.12.1 BC Libraries Coop (NNELS)
- 2.12.2 Board of Trustees
- 2.12.3 Individual Trustee sessions - 1
- 2.12.4 HR Committee
- 2.12.5 Ad hoc Committee
- 2.12.6 Two Treasurer
- 2.12.7 Policy Committee
- 2.12.8 Finance Committee

***DRAFT MOTION: to approve the consent agenda as read for the Regular Meeting of the Board, 15 January 2025.***

***DRAFT MOTION: to approve the agenda for our Regular Meeting of the Board, 15 January 2025 as read.***

### **3.0 LIBRARIAN'S REPORT**

- 3.1 December 2024 LD Report (appendix B)
- 3.2 December 2024 Reconciliation (appendix C)

### **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.

- 4.2 Policy Committee

***DRAFT MOTION: to update logo only in both the Code of Ethics and Statement on Intellectual Freedom policies.***

***DRAFT MOTION: to rescind the Code of Conduct and Volunteer policies.***

- 4.3 2025 Draft Budget

### **5.0 STRATEGIC GOALS**

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

### **6.0 IN-CAMERA**

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

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

**8.0 QUESTIONS FROM PUBLIC**

**9.0 ADJOURNMENT**

***DRAFT MOTION: to adjourn FSJPL Regular Meeting of the Board, 15 January 2025 at 6:13pm.***

**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**

<b>Finance:</b>	Treasurer McCutcheon Trustee Councillor Friesen Trustee Teegee	<b>Human Resource:</b>	Chair Evans-Salt Trustee Greenaway Trustee Friesen
<b>Building:</b>	Trustee Soles Treasurer McCutcheon	<b>Policy:</b>	Chair Evans-Salt Trustee McCutcheon Trustee Greenaway
<b>Bargaining:</b>	Vacant Trustee Greenaway LD Crowley	<b>Ad Hoc:</b>	Chair Evans-Salt Vice Chair Burck Trustee Soles
<b>NCLF Representative:</b>			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>
EXPENDITURES				
<b>Multipurpose spaces</b>				
	Mezzanine	8,286.46	5,833.15	
	Small meeting/office	651.83	0.00	
	Children's	4,110.67	13,364.17	
	Circulation area	543.77	1,991.26	
	Young Adult	1,311.71	1,046.12	
	<b>Subtotal</b>	<b>14,904.44</b>	<b>22,234.70</b>	
<b>Programs</b>				
	Programs and Event materials	1,745.00	4,732.69	
	New logo	750.00	0.00	
	Community Calendar screen	512.40	156.79	
	Seasonal events	427.41	359.90	
	Voucher programs	0.00	1,195.46	
	Library of Things	494.09	153.82	
	<b>Subtotal</b>	<b>3,928.90</b>	<b>6,598.66</b>	
<b>IT</b>				
	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	191.19	
	Managed IT	129.86	2,013.12	
	<b>Subtotal</b>	<b>7,897.01</b>	<b>2,283.28</b>	
<b>Accessibility/Safety</b>				
	Air Quality	709.26	110.06	
	Birth-18mo supports	0.00	736.45	
	WorkSafe equipment	0.00	995.30	
	eResources	0.00	3,928.88	
	Lighting repairs		4,203.03	
	Training	0.00	1,444.22	
	<b>Subtotal</b>	<b>709.26</b>	<b>5,660.63</b>	
<b>Collection</b>				
	Local history archival project	0.00	1,542.42	
	Replacement of damaged materials	625.51	527.38	
	<b>Subtotal</b>	<b>625.51</b>	<b>2,069.80</b>	
<b>Facilities</b>				
	Slatwalls	3,898.51	4,264.03	
	Shelving/bookcarts	1,862.34	905.54	
	Signage	120.00	1,279.03	
	Book displays	1,364.67	608.23	
	<b>Subtotal</b>	<b>7,245.52</b>	<b>7,056.83</b>	
	<b>Expenditures Total</b>	<b>\$35,310.64</b>	<b>\$45,903.90</b>	<b>\$0.00</b>
<b>EXCESS REVENUE FOR THE YEAR</b>		15,422.95	17,429.68	50,733.59
<b>BC Enhancement Grant Total</b>			<b>\$152,200.77</b>	
	2023 Expenditures		\$35,310.64	
	2024 Expenditures		\$45,903.90	
	2025 Expenditures		\$0.00	
	<b>Expenditures Total</b>		<b>\$81,214.54</b>	
	<b>Balance</b>		<b>\$70,986.23</b>	

## December 2024 Librarian's Report

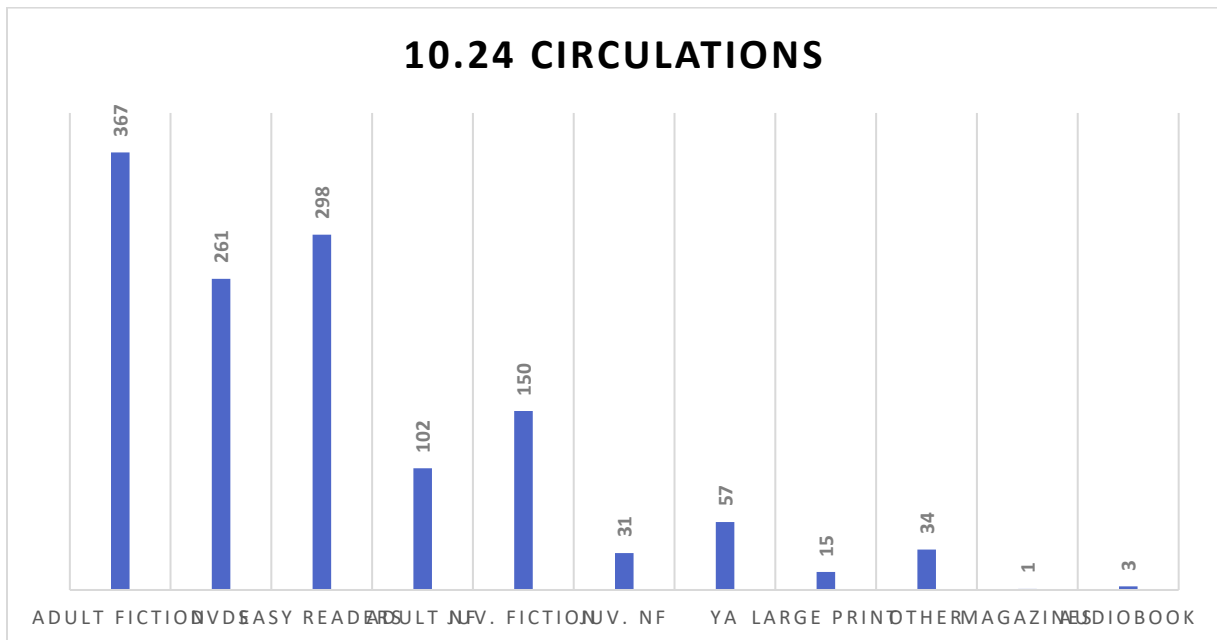
Canada Post Job Action impacted November and December statistics.

	DEC 2023	DEC 2024	Month % Change	2023	2024	Year % Change
<b>Active Patrons<sup>1</sup></b>	821	<b>927</b>	+12.9	821	<b>927</b>	+12.9
<b>New Patrons</b>	6	<b>12</b>	+100	138	<b>216</b>	+56.5
<b>Visits</b>	1351	<b>1529</b>	+13.2	19,497	<b>24,238</b>	+24.3
<b>Circulations</b>	1095	<b>1292</b>	+18.0	11,330	<b>16,207</b>	+43.0
Interlibrary	205	<b>119</b>	-42.0	2552	<b>3083</b>	+20.8
<b>eCirculations</b>	406			4152	<b>4927</b>	
Programs	33	<b>32</b>	-3.0	303	<b>482</b>	+59.1
Attendees	116	<b>186</b>	+60.3	3202	<b>3445</b>	+7.6
Computer sessions	84	<b>96</b>	+14.3	1278	<b>1435</b>	+12.3
Wifi Sessions	1026	<b>801</b>	-22.0	15,164	<b>14,047</b>	+7.4
Web views <sup>3</sup>	880	<b>589</b>		11,575	<b>14,502</b>	
<b>Volunteer Hours</b>	73.25	<b>5.5</b>	-	73.25	<b>261.25</b>	-

<sup>1</sup> Active patrons have borrowed a physical item within the last three years.

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

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



\* Changed from pie to bar graph to improve visual accessibility

## Appendix C – December 2024 Bank Reconciliation

	Date	Source	Detail	Debit	Credit	Revenue	Revenue Type	GST
<b>Dec</b>	Bank starting balance			\$ 61,412.92				
-	3-Dec-24		Cash deposit	1,878.65	-	1,878.65	Book Sale	
-	3-Dec-24		Cheque deposit	82.60	-	82.60	District of Fort St James	
-	5-Dec-24		MasterCard payment	-	4,000.00			
-	13-Dec-24		Imperative Recycling	-	51.19			2.44
-	13-Dec-24		TELPAY 009	1,394.75	-	1,394.75	Regional District	
-	31-Dec-24		Bank fee	-	2.00			
-				-	-			
				3,356.00	4,053.19	3,356.00		2.44
	Ending bank balance			60,715.73				

**Appendix C (cont.) – December MasterCard Reconciliation**

	Date	Source	Detail	Debit (payments)	Credit (charges)	GST
<b>Dec</b>	<b>Mastercard starting balance</b>				<b>1,010.31</b>	
-	22-Nov-24	Amazon	ALD webcam	-	79.20	3.54
-	22-Nov-24	Amazon	ALD headset	-	111.99	5.00
-	22-Nov-24	Amazon	Puzzle trays	-	55.94	2.50
-	23-Nov-24	ULS	Books	-	216.33	10.30
-	27-Nov-24	Amazon	Book	-	20.99	1.00
-	28-Nov-24	Microsoft	Annual Office subscription	-	122.08	
-	29-Nov-24	Staples	Copy paper	-	146.66	6.55
-	2-Dec-24	Indigo	Book	-	39.89	1.90
-	3-Dec-24	Strong Nations	Books	-	49.74	2.37
-	4-Dec-24	Ace Hardware	Office supplies	-	18.45	0.82
-	5-Dec-24	Amazon	Books - CA POST STRIKE	-	1,707.62	76.23
-	6-Dec-24	Amazon	DVDs	-	61.58	1.75
-	6-Dec-24	Amazon	DVDs	-	71.53	3.20
-	7-Dec-24	Amazon	DVDs	-	34.00	
-	7-Dec-24	ULS	Books	-	163.53	7.79
-	7-Dec-24	Zoom		-	24.06	1.07
-	9-Dec-24	Ouellettes	Janitorial closet shelving	-	233.99	10.00
-	9-Dec-24	Apple	Kahoot Numbers subscrip.	-	55.99	2.50
-	10-Dec-24	Amazon	CALP Supplies	-	62.69	
-	10-Dec-24	Amazon	Replacement DVDs	-	26.86	1.20
-	10-Dec-24	Amazon	DVDs	-	44.78	2.00
-	10-Dec-24	Amazon	CALP Supplies	-	49.99	
-	10-Dec-24	Royal Roads Univ.	CALP Course	-	751.28	35.78
-	11-Dec-24	Staples	Archival Sheet Protectors	-	341.48	15.25
-	12-Dec-24	Payment		4,000.00	-	
-	14-Dec-24	Amazon	Prime membership	-	11.19	0.50
-	18-Dec-24	Amazon	DVD	-	24.63	1.10
-	18-Dec-24	Amazon	DVD	-	31.35	1.40
-	18-Dec-24	Amazon	Book refunds	94.34	-	
-				-	-	
				<b>4,094.34</b>	<b>4,557.82</b>	<b>193.75</b>
	Ending Mastercard balance				<b>1,473.79</b>	