



# Chetwynd Public Library

Regular Board Meeting Agenda

September 17, 2019

5:30pm

1. Call to order
2. Directors notice of business
3. Adoption of the agenda
4. Minutes from the last regular meeting: June 25, 2019
5. Correspondence
6. Treasurer
7. Reports
  - a. Chair
  - b. Library Director
  - c. Fundraising Committee
  - d. Library Project Committee
  - e. District of Chetwynd
  - f. Peace River Regional District
  - g. (NELF) North East Library Federation Representative
  - h. Friends of the Library
  - i. Children's Area Upgrade Planning Committee
8. Old Business
  - a. Donations and Special Collections Wall
9. New Business
10. In Camera
11. Adjournment

**Next Meeting: Tuesday October 22, 2019 @ 5:30pm**

Mission: We will nurture the social, cultural, and economic success of our community by engaging the community in a spirit of reading, learning and discovery.

Vision: To empower and inspire a creative and literate community.

Values: Openness and inclusion, intellectual freedom, universal access to information, a literate society, curiosity, creativity and lifelong learning, collaboration with other organizations, excellence in staff and services, and accountability



# Chetwynd Public Library

Regular Board Meeting Minutes - DRAFT

June 25, 2019

**Call to Order:** 5:33pm

**Present:** Dana Bergen, Tanya Harmacek, Sara Hoehn, Lynda Johnstone, Sorene Kampen, Melissa Millsap, Dan Rose, Sherlana Schroeder, Janet Wark

**Regrets:** Myra Grodzuik, Gloria Millsap

**Agenda:** MOVED by DR, SECONDED by SK That the agenda be adopted. – CARRIED

**Minutes:** MOVED by DR, SECONDED by LJ That the minutes of the May 28, 2019 regular board meeting be adopted. – CARRIED

**Correspondence** – In preparation for the BC Government's Select Standing Committee on Finance and Government Services Consultations for the Budget 2020, the BC Public Library Partners are asking for letters of support to advocate for increased funding next fiscal. Deadline for letter submission is Friday June 28, 2019 at 5:00pm.

**Treasurer Report** – Reviewed May 2019 Income Statement

MOVED by SK, SECONDED by DB That the treasure report be received for information. – CARRIED

**Chair** – Nil

**Library Director** – Report as submitted including: stats, babysitter's course, bank account reallocation, Northern Lights Applied Business Technology student work experience at the library, summer student, Beyond Hope summary, grant applications, staff notes, and upcoming dates including the Canada Day parade, Magician Leif David and summer reading wrap-up party.

**Fundraising Committee** – Nil

**Library Project Committee** – Waiting on the grant

**District of Chetwynd** – Reminder that information can be found on both the District of Chetwynd website and Facebook page. Fire Chief/Municipal Emergency Coordinator and Manager of Leisure Services positions are posted. Community Gardens are ready and anyone can claim a plot. On December 05, 2019 Chetwynd will be hosing the Canada vs USA exhibition game for the 2019 World Junior A Challenge Hockey. Starting July 1<sup>st</sup> get your picture taken with the 3 jerseys to put your name in for a draw for 2 tickets to the game. Jerseys will be displayed throughout the community for the next 6 months.

**Peace River Regional District** – Some organizational restructuring, grants will now go through the finance department instead of the Manager of Community Services. We are hoping the grant for the new library will be announced early.

**(NELF) North East Library Federation Representative** – Nil

**Friends of the Library** – Nil

**Children’s Area Upgrade Planning Committee** – Nil

MOVED by JW, SECONDED by SH That the reports be accepted as presented. – CARRIED

**Old Business:**

MOVED by DR, SECONDED by SH That we table the donations and the special collections wall until next meeting. – CARRIED

**New Business:**

MOVED by DB, SECONDED by LJ That Sherlana Schroeder joins the Board of Trustees. – CARRIED

MOVED by DB, SECONDED by SH That we change our September Regular Board Meeting from September 24, 2019 to September 17, 2019. – CARRIED

**Adjournment:** MOVED by SH, SECONDED by SK to adjourn the meeting at 6:14pm. – CARRIED

**Next Meeting:** Tuesday September 17 @ 5:30pm

# Chetwynd Public Library

## Comparative Income Statement

	Actual 01/01/19 to 08/31/19	Budget 01/01/19 to 12/31/19	Difference
<b>REVENUE</b>			
<b>Operating Grants</b>			
Peace River Regional District	268,245.04	460,150.00	(191,904.96)
Province of BC - Operating Grant	16,720.00	12,300.00	4,420.00
Province of BC - Resource Sharing	1,958.00	900.00	1,058.00
Province of BC Literacy Equity	9,680.00	9,300.00	380.00
BC One Card Grant	7,400.00	7,500.00	(100.00)
<b>Net Operating Grants</b>	<u>304,003.04</u>	<u>490,150.00</u>	<u>(186,146.96)</u>
<b>Other Grants</b>			
United Way	208.33	0.00	208.33
Other Grants	1,249.98	15,000.00	(13,750.02)
CALP Fund	10,450.00	0.00	10,450.00
Decoda Fund	10,239.05	0.00	10,239.05
Arts Council Grant	170.20	0.00	170.20
<b>Other Grants Total</b>	<u>22,317.56</u>	<u>15,000.00</u>	<u>7,317.56</u>
<b>Other Revenue</b>			
Book Sales	140.00	250.00	(110.00)
Lost & Damaged Books	76.24	150.00	(73.76)
Donations	1,314.65	0.00	1,314.65
Overdue Fees	3.50	0.00	3.50
Photocopies	3,831.20	3,000.00	831.20
Fundraising	3,371.50	0.00	3,371.50
Interest Revenue	4,885.76	0.00	4,885.76
Bistro Rent	7,000.00	11,000.00	(4,000.00)
Exam Revenue	95.00	0.00	95.00
3-D Printing Revenue	20.80	0.00	20.80
Misc Revenue	167.75	0.00	167.75
Community Room Rental	1,040.00	1,000.00	40.00
<b>Total Other Revenue</b>	<u>21,946.40</u>	<u>15,400.00</u>	<u>6,546.40</u>
<b>TOTAL REVENUE</b>	<u>348,267.00</u>	<u>520,550.00</u>	<u>(172,283.00)</u>
<b>EXPENSE</b>			
<b>Program Expenses</b>			
Capital purchases (Capital Assets)	0.00	5,000.00	(5,000.00)
Capital purchases: Technical	11,381.92	13,500.00	(2,118.08)
Imagination Library	4,489.30	10,000.00	(5,510.70)
Adjustment Write-off	0.50	0.00	0.50
Books	15,515.04	28,000.00	(12,484.96)
Digital Subscriptions & Databases	6,363.17	7,500.00	(1,136.83)
Magazines	0.00	3,200.00	(3,200.00)
Books - Processing	916.56	3,500.00	(2,583.44)
Audiobook & Visual	3.79	800.00	(796.21)
<b>Total Program Expenses</b>	<u>38,670.28</u>	<u>71,500.00</u>	<u>(32,829.72)</u>

# Chetwynd Public Library

## Comparative Income Statement

	Actual 01/01/19 to 08/31/19	Budget 01/01/19 to 12/31/19	Difference
<b>Payroll Expenses</b>			
Wages	(6.38)	0.00	(6.38)
Municipal Pension Expense	10,841.11	24,700.00	(13,858.89)
EI Expense	3,812.85	8,450.00	(4,637.15)
CPP Expense	7,206.12	18,200.00	(10,993.88)
WCB Expense	0.00	650.00	(650.00)
Assistant Library Director	36,122.42	53,113.00	(16,990.58)
Community Librarian: Cataloging	13,322.61	18,000.00	(4,677.39)
Community Librarian: Circulation	26,145.84	39,000.00	(12,854.16)
Christmas Bonus	0.00	900.00	(900.00)
Summer Students	3,416.40	5,000.00	(1,583.60)
Library Clerk I	13,745.43	13,500.00	245.43
Resource Corner Coordinator	9,289.43	14,500.00	(5,210.57)
Library Director	39,546.00	56,725.00	(17,179.00)
Casual	0.00	2,000.00	(2,000.00)
Library Clerk II	4,476.95	13,000.00	(8,523.05)
Children's Coordinator	22,090.15	35,000.00	(12,909.85)
Bookkeeper	1,748.30	9,500.00	(7,751.70)
Car Allowances	0.00	500.00	(500.00)
Cell Phone Allowance	0.00	900.00	(900.00)
Medical Service Plan	862.50	9,100.00	(8,237.50)
Pacific Blue Cross Extended Health	7,815.91	14,012.00	(6,196.09)
Professional Development	390.00	3,000.00	(2,610.00)
<b>Total Payroll Expense</b>	<u>200,825.64</u>	<u>339,750.00</u>	<u>(138,924.36)</u>
<b>Bistro Expenses</b>			
Bistro Equipment	2,033.89	2,000.00	33.89
<b>Total Bistro Expenses</b>	<u>2,033.89</u>	<u>2,000.00</u>	<u>33.89</u>
<b>General &amp; Administrative Expenses</b>			
Accounting & Legal	5,950.54	8,000.00	(2,049.46)
Advertising & Promotions	2,910.89	4,000.00	(1,089.11)
Memberships	160.00	1,000.00	(840.00)
Cash Short/Over	(81.50)	0.00	(81.50)
Postage & Freight	891.05	2,500.00	(1,608.95)
Insurance - Directors	0.00	300.00	(300.00)
Interest & Bank Charges	388.05	250.00	138.05
Penalties & Interest	36.08	0.00	36.08
Office Administration	361.73	2,000.00	(1,638.27)
Internet Access	576.73	1,500.00	(923.27)
Office Supplies	1,922.07	4,800.00	(2,877.93)
IT Support	14,562.58	27,000.00	(12,437.42)
Security	84.43	2,000.00	(1,915.57)
Meals & Gifts	356.74	2,000.00	(1,643.26)
Photocopier	5,958.01	9,500.00	(3,541.99)
R & M - Buildings	236.88	5,000.00	(4,763.12)
R & M - Equipment	711.69	2,500.00	(1,788.31)
R & M - Computers	0.00	2,000.00	(2,000.00)

**Chetwynd Public Library  
Comparative Income Statement**

	Actual 01/01/19 to 08/31/19	Budget 01/01/19 to 12/31/19	Difference
Telephone & Fax	1,565.58	5,000.00	(3,434.42)
Training & Conferences	526.43	4,000.00	(3,473.57)
Travel	1,716.21	4,500.00	(2,783.79)
Sitka, Webpage & Email fees	1,965.92	4,500.00	(2,534.08)
Utilities	8,391.96	19,000.00	(10,608.04)
Janitorial	14,860.02	20,000.00	(5,139.98)
Insurance	3,853.65	4,700.00	(846.35)
Program Supplies	11,589.11	30,000.00	(18,410.89)
Contractors	3,734.99	5,000.00	(1,265.01)
Food	178.32	1,000.00	(821.68)
<b>Total General &amp; Admin. Expenses</b>	<u>83,408.16</u>	<u>172,050.00</u>	<u>(88,641.84)</u>
<b>TOTAL EXPENSE</b>	<u>324,937.97</u>	<u>585,300.00</u>	<u>(260,362.03)</u>
<b>NET INCOME</b>	<u>23,329.03</u>	<u>(64,750.00)</u>	88,079.03



# Chetwynd Public Library

Library Director Report

Regular Board Meeting

September 17, 2019

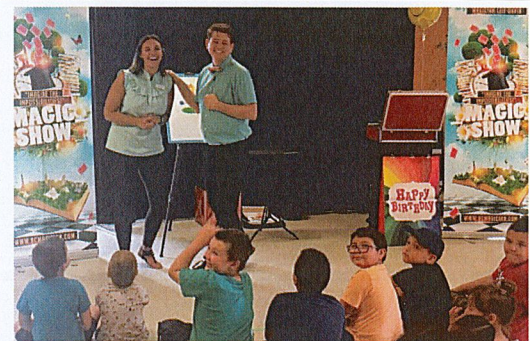
June Statistics	2017	2018	2019	+/-
Patron Counter	5239	4205	3892	-313
Physical Materials Lending	2007	2455	2343	-115

July Statistics	2017	2018	2019	+/-
Patron Counter	4211	4140	3183	-957
Physical Materials Lending	3269	4097	3035	-1062

August Statistics	2017	2018	2019	+/-
Patron Counter	3709	4107	3436	-671
Physical Materials Lending	2536	3785	2306	-1479

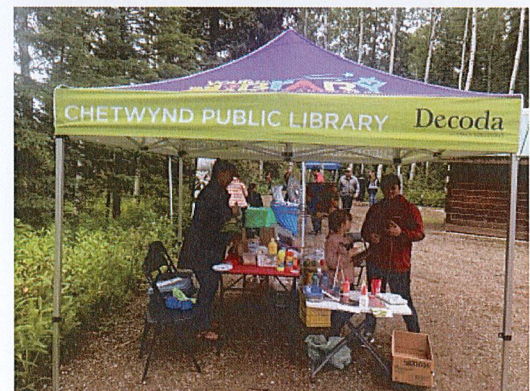
## Miscellaneous

- Bookkeeper update
- Computers – we now have four new computers and a new server. We still have yet to move the old computers to their new location.
- New programs
  - Sensory Hour
  - Mixed up Mondays
  - Magic Game Night
  - Bingo with the Bistro
- Tree removal – The District of Chetwynd had the two trees in front of the library examined and they were deemed unsafe. The trees were removed on Monday September 2<sup>nd</sup> while the library was closed to the public.



## Meetings/Events

- **June 19<sup>th</sup> – Wills**
  - Our Young@Heart group invited Gloria Millsap to do an information session on wills.
- **June 19<sup>th</sup> – Multiculturalism Day**
  - The library was on location at the Rotary Soccer Fields where there were approximately 300 people. We had games, books, cakes, face painting and promoted our Summer Reading Club.
- **June 27<sup>th</sup> – Community Adult Literacy Program**
  - Met with the new Northern Lights College CALP Coordinator, Salli Carter.
- **July 01<sup>st</sup> – Canada Day**
  - Participated in the parade and festivities at Spirit Park.
- **July 16<sup>th</sup> – Magician Leif David**
  - Magic show funded by NELF in conjunction with our Summer Reading Club theme, Imagine the Possibilities.
- **July 20<sup>th</sup> and 28<sup>th</sup> – Conuma Coal Family Days**
  - We were asked by Conuma Coal to set-up children's activities at their family days again this year. They were happy with the crafts, games and face painting that we provided and booked us again for next year.
- **July 27<sup>th</sup> – Park Promotion**
  - Set up our "Library on Location" at the PRRD Park Promotion at Sundance Lake.



- **August 28<sup>th</sup> – Summer Reading Club Wrap-up party**
  - We held our wrap-up party at Fire Lake at Moberly Lake. It was a nice sunny day and about 50 people come out to celebrate our summer readers.
- **September 03<sup>rd</sup>-13<sup>th</sup> – Where’s Winny**
  - This is a scavenger hunt to promote Chetwynd’s parks and the importance of physical literacy. Children visit the 10 parks in our community and once they complete their scavenger hunt booklet they can enter their name in for a prize. We will have a meet and greet with Winny on Wednesday September 18<sup>th</sup> from 3-4pm where we will draw the lucky winner. Winny is Amanda’s pug and he will be joining our “paws 4 stories” for our i-read program.
- **September 04<sup>th</sup> – Staff Meeting**
  - Amanda’s maternity, stats, magazines, Welcome to Chetwynd Packages, programs, Halloween, training, Library on Location, backpacks / babysitter packs, monthly displays, Proxima and safety.
- **September 05<sup>th</sup> – Friends of the Library**
  - The Festival of Trees will be held on Saturday November 30<sup>th</sup> from 7-10pm. The Friends will be decorating the library with the theme of the Nutcracker. We spent the evening addressing envelopes for the letters of support that will be mailed out to all the local businesses. A follow-up “save the date” postcard will also be mailed out.
- **September 06<sup>th</sup>-08<sup>th</sup> – NELF Meeting in Fort Nelson**
  - Gloria and I traveled to Fort Nelson to meet with the other Library Directors and NELF Board Members. We had a full day meeting reviewing the strategic plan and ending the day with our regular NELF meeting.
- **September 07<sup>th</sup> – Harvest Fest**
  - The library was on location with games, face painting, crafts and crazy hair. Thank you to the Chetwynd & District Rec Centre for letting us borrow some of the kids structures from the Mini Athletes program for the children to play on.
- **September 09<sup>th</sup> – Fall Program Registration**
  - We had parents arriving as early as 8:30am to ensure they got their children signed up for our programs. Seven out of our ten programs were full after the first day.
- **September 11<sup>th</sup> – Community Open House at the Rec Centre**

### **Grants/Funding**

- Through the Community Adult Literacy Program we have been approved funding for our Community Kitchen program for the next two years (October 2019 – May 2021)
- Submitted the final report for our NDIT BC Hydro Grant for our past Community Kitchen program.
- Wrote a letter for the 2020 BC Government Budget Priorities in support of provincial funding for public libraries in British Columbia.
- We were shortlisted, and I submitted the second step (out of a three step process) in the application process for the 2019-2020 Community Investment & Impact fund through United Way Northern BC for funding for our AlphaBITES program. We should hear on or around September 16<sup>th</sup> if we are the successful recipients.
- Submitted the final report to United Way Northern BC for our past AlphaBITES program.
- Finalized the contract with the Ministry of Children and Family Development that will start September 2019 and run for two years for the Early Years’ Service Grant. There is the potential of up to two renewals which would mean funding for six year.
- Submitted our final report for our past Celebrate Canada Grant.
- We were successful at receiving the Canada Summer Jobs Grant; however our successful candidate was not 15 as of the start date of the position, therefore we had to withdraw from our Grant.



## Thank you!

- To everyone who came out and helped out with the Canada Day Parade.



## STAFF NOTES

### Brenda – Assistant Library Director

Attended the Beyond Hope Conference June 3 – 4

- Returned home with print outs for Amanda regarding Sensory Storytime, ideas on how to organize, track, stay on top of the book series and other interesting sessions, such as Sogi – (sexual orientation and gender identity) and Preserving Archives. One session I attended was a Poetry walk with the Prince George Public Library and I have some ideas that I would like to partner with Tyria Plamondon at the Visitor Centre.
- June 9 – Enjoyed the Staff BBQ at the Rod and Gun Club. The Club was looking for volunteers for the Father’s Day Shoot. I decide to volunteer because they were so generous in donating to the Library last July with a cheque.
- The Decoda Report was completed with help from Melissa and submitted July29.
- I weed whacked the two feet high weeds at the back of the building- looks 100% better 😊July 24
- Rearranged the furniture placement in the Y.A & Tween’s area. The young adults are hanging back out in their section.
- I know we didn’t get much summer in August, here’s hoping for a sunny September.
- Work wise it has been pretty slow, giving me a chance to reorganize the graphic novel section, some weeding, and a couple of displays.

### Jocelyn – Community Librarian and Circulation

June

- Attended training sessions on Poverty put on by Tansi.
- Missed the staff get together due to out of town company.
- Updated the Bursting with Brilliance FB page with Barefoot photos.
- Pretty quiet month without programs.

July

- Melissa has given me the Wellness Wednesday project. Busy coming up with a letter and names that might be interested.
- Attended the SPCRS meeting. 8 attendees.
  - Meeting included notification of a tent city, I had noticed an increase in computer stats, I’m assuming these are the people coming in.
  - Wait lists of up to a year for rental accommodations, possible funding/plans for a care bus.
- Participated in the Cops for Cancer Jail & Bail
- Joined Rise Women’s Legal Ctr. Partnering with Tansi. Offering legal video counseling for women through ZOOM. We are the first public library to partner with Rise.
- Helped Nick with replacing older public access computers
- Attended Sundance Lake with PRRD

August

- Pretty quiet as well, on holidays for a couple of weeks.
- Helping Melissa with Annual Survey.
- Putting together a list and schedule of interested WW facilitators.
- Getting ready for the back to school rush!

### Colleen – Resource Corner Coordinator

Summer has come and gone so fast. At the beginning of June the Resource Corner ran the Babysitter course. We now have 8 certified babysitters on the list. Patrons have been coming in to get the list from the Resource Corner. Aside from that with non-profit organizations on break for the summer and kids out of school I spent my days helping with summer reading and planning, prepping and advertising posters for the fall programs.

**Amanda – Children’s Programs Coordinator**

**June 2019**

**Library on Location:**

I had my last visits to the schools, preschool & daycare before Summer Vacation:

The first Monday of the Month: Windrem

The first Tuesday of the Month: Kici Daycare

The second Monday of the Month: Little Prairie

The third Monday of the Month: Don Titus

The fourth Monday of the Month: Little Lights Day Care

**Extras:**

Melissa and I interviewed 2 candidates for the position of Summer Reading Club Assistant and Circulation Desk Coverage on June 10<sup>th</sup> and 11<sup>th</sup>. We offered the position to Kalynn Wills, who accepted.

We didn’t have anyone sign up for our NID day – Outdoor Activities but we have decided to try another route of splitting up the age groups in the fall to see if that helps with registration.

On June 12<sup>th</sup> Melissa and I attended Multicultural Day at Rotary Park with the Soccer Round-up. Great attendance, lots of fun and a ton of registration for our Summer Reading Program.

**Lunch and Tales:**

Has been going really well and extremely well attended! They loved planting their vegetables and flowers. 😊

**Iread \* Lego Minds:**

Both of these were well attended, though slower nearing the end of the year as baseball and soccer started up. The children love reading with the amazing volunteers and LEGO minds love creating new projects each class! They loved planting their vegetables at the end as well!

**Mother Goose on the Loose:**

When the weather got nice we got smaller groups for our Mother Goose so next year I may suggest having an outdoor Mother Goose classes in June.

**Exploring Art:**

There was lower participation nearing end of school year. However, we completed some great art projects and some free thinking art at the last day which was a hit.

**Adventure Fridays:**

June 7<sup>th</sup> Surerus Place (This was our last day)

**Cooks and Books:**

Our last Cooks and Books was in May as June 7<sup>th</sup> was an NID Day

**Summer Reading Club: June 8<sup>th</sup> –August 23<sup>rd</sup>**

Monday Morning	Kici	9 registered
Monday Afternoon	Tansi	11 registered
Tuesday Morning	0-36months	20 registered
Tuesday Afternoon	3-5yrs	6 registered
Wednesday Morning	3-5yrs	18 registered
Wednesday Afternoon	6-9yrs	24 registered
Thursday Morning	6-9yrs	26 registered
Thursday Afternoon	10-13yrs	8 registered

On August 28<sup>th</sup> we had our end of the year Wrap-up Party for Summer Reading Club at Fire Lake, Moberly Lake BC.

We had approximately 50 people in attendance 30 kids and 20 adults. It was an absolutely beautiful day and everyone had a wonderful time.

We had prizes for each age category as well as a family prize. We also had a scavenger hunt for the kids to explore the area!



### Val – Librarian Technician

- June 12<sup>th</sup> – Krafter Noon (Surerus Place) We played a Trivia Game.
- June 13<sup>th</sup> – Attended the Elder Abuse barbeque at Surerus Place.
- June 19<sup>th</sup> – Young at Heart (at the Library) Gloria Millsap was our guest speaker she spoke on Wills etc. Very informative!
- Catalogue and Processing
- July 10<sup>th</sup> – Krafter Noon (Surerus Place)
- Young at Heart – July 31 – Tansi (Iris)
- Catalogue and Process Items
- Working on updating my Cataloguing Procedure
- August 14<sup>th</sup> Krafter Noon
- Set up Meeting for the Christmas Seniors Banquet (Sept 17<sup>th</sup>)
- Young at Heart August 28<sup>th</sup> (CPL) We had Annette Carter
- Cataloguing and Processing

### Shania – Library Clerk

For the month of July, I did the following :

- Conuma Coal Picnic (2 days)
- Reorganized the reading level children's book's.
- Finished up decorations for the children's area.
- I was able to learn a little more about our copying/fax machine.

For August Month, I did the following,

- Helped with setting up the children's area.
- Went through all the magazines, taking out any older issues.
- Learnt how to laminate.
- Shelf reading
- Reorganized Children's board books.
- Labeled & reorganized the junior DVDS.



### Chelsea Hromadnik – Library Clerk

June:

- Regular Library duties – helping patrons, checking in and out books, shelving books and reading shelves
- Red Cross Standard First Aid Online course and evening class for certification in Dawson Creek
- Attended Library Picnic

July:

- Regular Library duties
- 2 Conuma Coal Family BBQs at the Rec Centre to help entertain children with games, activities, crafts and face painting with Shania
- Canada Day participation – parade float and Spirit Park activities

August:

- Regular Library duties
- Organizing the Magazine racks and going through the list to weed out unpopular titles and look for other new titles
- Cut out leaves and snowflakes for the new decorations in the children's area theme of changing seasons

Respectfully Submitted,

Melissa Millsap  
Library Director



# Chetwynd Public Library

## Request for Decision

September 17, 2019

### RE: **Donation Wall**

I was in touch with Donna Ony over the summer, the original artist of the donation wall paintings. She said that she would continue to paint our donors names on the books.

- The panel comes out of the frame and Donna's preference is for us to send her the panel so she can paint it in her studio; opposed to transporting supplies and painting it the next time she visits Chetwynd.
- She charges \$30 per book
- There is no contract in place
- There are 91 vacant books on the wall

THAT: The Chetwynd Public Library Board of Trustees approves Donna Ony to continue painting our donors names on the donation wall at \$30 a book until it is full.

OR

THAT: The Chetwynd Public Library Board of Trustees does not approve Donna Ony to continue painting our donors names on the donation wall.

Submitted by,

Melissa Millsap  
Library Director