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**Community Services Standing Committee Meeting  
January 14<sup>th</sup>, 2025**

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**AGENDA**

**A. CALL TO ORDER AND CONFIRMATION OF QUORUM**

**B. REVIEW**

- a. Agenda
- b. Minutes
- c. Visions and Values
- d. Declaration of Financial Interest

**C. DIRECTOR'S REPORT**

- a. Community Services Director's Report

**D. ADMINISTRATION**

- a. Briefing Note – Northern Life Museum and Culture Centre

**E. OTHER BUSINESS**

**F. EXCUSING OF COUNCILLORS**

**G. DATE OF NEXT MEETING**

**H. ADJOURNMENT**



## Community Services Standing Committee Meeting December 10<sup>th</sup>, 2024

### Minutes

The Community Services Standing Committee Meeting was held on Tuesday, December 10<sup>th</sup>, 2024 @ 6 pm within the Town Hall Council Chambers.

Present: Mayor Fergusson, Cr. Heaton, Cr. Bathe Cr. Kox, Cr. Benwell, Cr. Couvrette  
Regrets: Cr. Karasiuk, D/M Keizer and Cr. Tuckey  
Staff Present: Tracy Thomas, Senior Administrative Officer  
Raveena Brown, Executive Secretary

#### A. CALL TO ORDER

Mayor Fergusson called the meeting to order at 6:03 pm and handed the Chair to Cr. Heaton. Cr. Heaton read the acknowledgment of First Nations.

#### B. REVIEW

##### a. Agenda

**Moved by: Cr. Couvrette**

**Seconded by: Cr. Cox**

That the agenda be adopted as presented.

**PASSED**

##### b. Minutes

**Moved by: Cr. Cox**

**Seconded by: Cr. Couvrette**

The minutes from the Community Services Standing Committee Meeting on October 8<sup>th</sup>, 2024, be received as information.

**PASSED**

- c. Vision and Values - Review
- d. Declaration of Financial Interest - None

#### C. DIRECTOR'S REPORT

##### a. The Community Services Report for October and November

Mayor Fergusson commended the new reporting format, describing it as detailed and comprehensive. She noted the full schedule of activities across the Town's gyms, pools, and ice surfaces, highlighting the addition of creative events like "glow swimming" on Fridays, which might appeal to adults. She expressed appreciation for the report and congratulated the staff on their excellent work.

Councillor Cox expressed that the report looked excellent and highlighted its potential usefulness for identifying trends over time. He inquired about how library statistics are collected, specifically whether individuals who visit the library to read a book without signing it out are accounted for in the data.

Director Colucci explained that the library tracks usage in several ways due to the varied nature of how people use the space. Attendance is recorded for everyone who enters the library, regardless of whether they stay for a long period or just briefly. Separate attendance is also taken for each program, allowing the library to differentiate between general foot traffic and program-specific visits. This helps identify trends, such as peak times and program popularity, with data collected by day and hour. Circulation statistics are also tracked, showing the difference between those who visit the library for social purposes versus those who are borrowing materials. Initially, the library saw a large increase in attendance at the new location, but circulation was slower, though it has since picked up.



## Community Services Standing Committee Meeting December 10<sup>th</sup>, 2024

By collecting these statistics separately, the library can better understand user needs, optimize programming, and adjust hours based on peak usage times.

Councillor Couvrette praised the town's energetic Economic Development Officer (EDO) and highlighted their work on various initiatives.

### D. ADMINISTRATION

- a. Briefing Note – Revised Draft Community Plan and Recommendation for First Reading

**Moved by: Mayor Fergusson**  
**Seconded by: Cr. Couvrette**

That Council, having reviewed the revised Draft Community Plan, recommend to the first reading at the December 17<sup>th</sup> Council meeting, subject to any further revisions based on the December 10<sup>th</sup> Standing Committee discussion.

**PASSED**

- b. Attendance at the NWTAC 2025 Annual General Meeting.

**Moved by: Cr. Couvrette**  
**Seconded by: Mayor Fergusson**

**Recommendation:**

That Administration prepare a briefing note on the cost analysis for council members to attend the 2025 Annual General Meeting in Yellowknife.

**PASSED**

### E. OTHER BUSINESS

- a. Expression of Interest for the Community Services Advisory Board: Rohma Nawaz

**Moved by: Cr. Cox**  
**Seconded by: Cr. Bathe**

That Council approve the reappointment of Rohma Nawaz onto the Community Services Advisory Board for a two-year term ending December 2026.

**PASSED**

- b. Expression of Interest for the Community Services Advisory Board: Rebecca Pumphrey

**Moved by: Mayor Fergusson**  
**Seconded by: Cr. Cox**

That Council approve the appointment of Rebecca Pumphrey onto the Community Services Advisory Board for a two-year term ending December 2026.

**PASSED**

### F. EXCUSING OF COUNCILLORS

**Moved by: Mayor Fergusson**  
**Seconded by: Cr. Cox**

That Cr. Karasiuk, D/M Keizer and Cr. Tuckey be excused from the Community Services Standing Committee meeting on December 10<sup>th</sup>, 2024.

**PASSED**

### G. DATE OF NEXT MEETING



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**Community Services Standing Committee Meeting  
December 10<sup>th</sup>, 2024**

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The next Community Services Standing Committee Meeting will be on January 14<sup>th</sup>, 2025.

**H. ADJOURNMENT**

**Moved by: Cr. Couvrette**

**Seconded by: Cr. Co**

That the meeting be adjourned at 6:30 pm.

**PASSED**

# Vision

The vision statement outlines what our community wants to be. Our vision statement provides a basis for future decision-making and activities.

**The Town of Fort Smith will work with our partners to enhance our excellent quality of life by respecting values, traditions, and healthy lifestyles. We will continue to advance as a unified, active and prosperous community.**

# Values

The mission defines how the Town will operate; it represents what is fundamentally important to us in how we work with each other and represent the citizens of Fort Smith.

- **Welcoming** – we are a friendly community which embraces our visitors, students and residents alike.
- **Innovative** – we take on new challenges in the pursuit of excellence.
- **Sustainable** – we are committed to sustainability in our Town’s operations and development.
- **Unified** – we work with Indigenous governments and our partners to implement our plans and achieve our goals.
- **Committed** – we operate professionally and to the highest ethical standards.

**RECOMMENDATION:**

**THAT THE COUNCIL OF THE TOWN OF FORT SMITH ACCEPTS THE COMMUNITY SERVICES MONTHLY REPORT FOR DECEMBER 2024 AS PRESENTED.**

**BACKGROUND**

**Recreational Programming**



The December CRC schedule and attendance has been consistent with most months. Around Christmas we see a decrease in regular attendance, but with the additional special events including the Fireweed Festival Bingos, The Seniors' Christmas Dinner, and The New Years Eve early party, we still created many opportunities for people to enjoy the facility.

Zumba and Yoga both took a break for the holidays and will be resuming in January.

New equipment was added to Pete's Gym and we have found a

solution to reupholster some of the equipment seats and bolsters to keep them functional far into the future. Results from our survey have assisted in identifying new equipment that gym users would like to see, and improvements that would make the Pete's experience a better one.

Overall attendance at the CRC was 4492 in December.

Three staff have been working on youth worker courses through YIPA. We have also shared our membership with other organizations to support learning throughout the community. Supporting our youth is a



high priority recognized in many organizations and we are working with other wellness and health coordinators to further develop what we have to offer to our youth. An additional funding pot has been applied on that could contribute \$15,000 towards youth programming. It has been applied on and we are awaiting a decision.

Arena operations continue to be very busy. The user groups have been using the facility regularly. There were tournaments, skills camps, and training sessions during

December. We were also able to support the PWK Winter Classic and the Christmas Classic. A huge shoutout to the staff and volunteers who made these successful!





**Recreation, Aquatic, Childcare Programming Statistics**

Town of Fort Smith Community and Recreation Centre Stats		
Dec-2024		
Fort Smith Community and Recreation Centre	Dec Sessions	Dec Participants
Squash	Operational for 29 days	45
Pete's Gym	Operational for 29 days	1060
Senior Lane Swim	19	72
Public Swim	23	247
Curling/Curling Lounge	5	56
Public Lane Swim	23	64
Parents & Tots Swim	19	20 Parents and 19 Tots
Daycare Swim	6	95
ASCP Swim	6	204
Aqua Fit	3	23
Pool Rental	1	30
Women's Squash League	3	12
Mixed Squash League	3	12
Bingo	2	185 + 186 = 371
Senior Christmas Dinner	1	108
Zumba	4	24
Lunch Crew	15	225
New Year's Family Party	1	135
Yoga	3	15
Drop-in Soccer/Futsal	3	33
Drop-In Volleyball/Jr Girls Volleyball	10	81
18+ Women's Volleyball/18+Drop-In	5	25
Drop-in Badminton	4	20
Drop-in Sports & PWK Drop-In (am)	10	32
Youth Night Volleyball	3	26
Family Drop-in Sports	4	25
PWK Fire Drill	1	156
Parents & Tots Gym	23	108 Parents and 311 Tots
Gym Rentals	10	243
Pickleball	9	70
Youth Night	8	93
Youth Drop-In	16	80
Girl Guides	4	37
AA	3	29
Archery	3	7
CRC Daily Total (started Dec 19)	29	4492
Fort Smith Centennial Arena	Dec Sessions	Dec Participants
Womens Hockey	7	138 on-ice, 153 off-ice
Old Timers Hockey	7	143 on-ice, 15 off-ice
Public Skate	4	39 on-ice, 11 off-ice
Family Skate	2	11 on-ice, 3 off-ice
Rentals	3	27 on-ice, 23 off-ice
Minor Hockey	27	435 on-ice, 312 off-ice
Figure Skating	34	419 on-ice, 859 off-ice
Youth Shinny	2	2 on-ice, 1 off-ice
Rec Hockey	6	100 on-ice, 38 off-ice



# REPORT TO COUNCIL

Figure Skating Event	14	157 on-ice, 130 off-ice
Minor Hockey Skills Camp	16	352 on-ice, 74 off-ice
Christmas Classic	23	501 on-ice, 368 off-ice
PWK Winter Classic	2	77 on-ice, 220 off-ice
<b>Fort Smith Child Care</b>	<b>Dec Sessions</b>	<b>Dec Participants</b>
ASCP	15	450/495
Daycare	15	18FT; 6FTI; 0 Drop-Ins (HD)

**Community & Recreation Centre Gymnasium**  
**2024 FALL/WINTER 2025 SCHEDULE**

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Parents & Tots 10:00 - 1:00	Parents & Tots 10:00 - 1:00	Parents & Tots 10:00 - 1:00	Parents & Tots 10:00 - 1:00	Parents & Tots 10:00 - 1:00	Parents & Tots 10:00 - 12:00	
Senior Pickleball 1:30-3:00		Senior Pickleball 1:30-3:00		ASCP 1:00-5:00	Rental 1 12:30-1:30	Rental 1 12:30-1:30
ASCP 3:00-5:00	ASCP 3:00-5:00	ASCP 3:00-5:00	ASCP 3:00-5:00	ASCP 3:00-5:00	Rental 2 2:00-3:00	Rental 2 2:00-3:00
Youth Drop-In 5:15-6:45	Futsal U12 & U16 5:30-8:00	Youth Drop-In 5:15-6:45	Youth Drop-In 5:15-6:45	Youth Drop-In 5:15-6:15	Futsal U12 & U16 5:30-8:00	Family Drop-In 5:00-6:00
Open 18+ Drop-In Sports 7:00-8:30		Archery (age 13 & up) 7:15-8:15	Jr Girls Volleyball Club 7:00-8:15	Drop-In Pickleball 6:30-8:00		Badminton 6:00-7:00
Open 18+ Womens Drop-In Sports 8:30-9:45	Volleyball Drop-In 8:00 - 9:45	Drop-In Sports 8:30-9:45	Volleyball (13 & up) 8:15-9:45	Youth Night (ages 12-18) 8:00-11:15 Doors closes at 10:00	Youth Night (ages 12-18) 8:00-11:15 Doors closes at 10:00	Volleyball (13 & up) 8:30-9:45



**Fort Smith Centennial Arena**  
2024-2025 SEASON SCHEDULE

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
FS StarSkate (7am - 7:50)			FS StarSkate (7am - 7:50)			
<b>Opens at 3:30pm each Weekday</b>						
StarSkate (4:00-5:00)	StarSkate (4:00 - 5:15)	StarSkate (4:00-5:00)	StarSkate (4:00 - 5:15)	StarSkate (4:00 - 5:00)	Rental 1 (3:00 - 3:45)	Rental 1 (2:30-3:15)
SR Candidate (5:15-6:00)	FS Adult/Teen Skate (5:15 - 6:00)	SR Candidate (5:15-6:00)	Public Skate (5:15 - 6:00)	Synchro Skating (5:00 - 5:30)	Rental 2 (4:00 - 4:45)	Rental 2 (3:30 - 4:15)
Pre-Candidate (5:30 - 6:00)	MH U7/U9 (6:15 - 7:05)	Pre-Candidate (5:30 - 6:00)	MH U7/U9 (6:15 - 7:05)	Senior Candidate (5:30 - 6:15)	Youth Shinyay (5:00 - 5:45)	Rental 3 (4:30-5:15)
Candidate 6:15-7:00		Candidate 6:15-7:00	Old Timers (7:20 - 8:20)	FS Adult/Teen Skate (6:15 - 7:00)	Rental 3 (6:00 - 6:45)	MH U15/U18 (5:45 - 6:35)
MH U11 & U13 (7:15 - 8:05)	Women's Hockey (7:20 - 8:50)	MH U11 & U13 (7:15 - 8:05)				
MH U15 (8:20 - 9:10)	MH U18 (9:05 - 9:35)	MH U15 (8:20 - 9:10)		Women's Hockey (7:15 - 8:45)		Women's Hockey (7:00-8:30)
Old Timers (9:25 - 10:25)		Rec Hockey (9:25 - 10:40)		Rec Hockey (9:00-10:15)		
<b>Closes 30min after Last Ice Time</b>						
					OPEN @ 9:30AM MH U9 10:55 (10:05-11:00) MH U11&U13 (11:10 - 12:00) MH Girls All Divisions (12:15-1:05)	OPEN @ 1:30PM Family Skate (1:00 - 2:15) Public Skate (2:00 - 2:45)



## **Aquatics**



The William Schaffer Memorial Pool schedule continues to offer Parent's and Tots swim 5 days a week as free programming offered to children 0-5, the Paddling Club offering sessions for winter practice, Aquafit, Glow Night, and the Obstacle Course. Both the ASCP and Daycare children continue to swim twice a week.

The current focus in the pool has been on recertification training for the Program Coordinator to continue to be able to offer in house training for First Aid, Bronze Cross and Medallion, National Lifeguard, and Swim

Instructor Training. These have now all been successfully completed. This is a large time commitment, but allows the organization flexibility to train new lifeguards and instructors. Four new lifeguards have completed their NL, and more courses will be running in January.

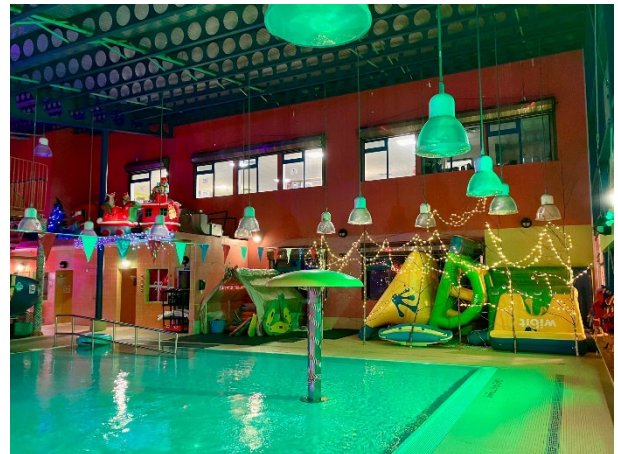
The Christmas themed swims were a fun way to celebrate in the pool. A big thank you from the community to the UNW for sponsoring so many public swims to allow for free access!

Reinvigoration of the JBT swim program is still a high priority. We continue to keep the philosophy of William Schaffer at the forefront of our minds as we prioritize making swimming safe for the children in our community, and how best to provide those skills to all. One class at JBT has been able to begin weekly swim sessions during Parent's and Tots. The PWK Phys Ed program will be accessing the pool in January, and the JBT Phys Ed program is hoping to building programming into the spring.

774 people were able to enjoy the pool during the month of December.

Funding opportunities through NWT Kayak and Swim NWT are being pursued to support facility upgrades. The Paddling Club's use of the pool would support this and the creation of a swim team would be a requirement from Swim NWT.

New signage for the interior of the pool is being designed to update older sign and bring in line with our current branding.





# REPORT TO COUNCIL

## William Schaefer Memorial Swimming Pool FALL 2024/ WINTER 2025 POOL SCHEDULE



Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
CLOSED	Public Lane (6:30-8:00)		Public Lane (6:30-8:00)			CLOSED
	Senior Swim / Parent & Tot (11:00-11:50)	Senior Swim / Parent & Tot (11:00-11:50)	Senior Swim / Parent & Tot (11:00-11:50)	Senior Swim / Parent & Tot (11:00-11:50)	Senior Swim / Parent & Tot (11:00-11:50)	
	Public Lane (12:00-12:50)	Public Lane (12:00-12:50)	Public Lane (12:00-12:50)	Public Lane (12:00-12:50)	Public Lane (12:00-12:50)	
	ASCP 4:00-4:45		ASCP 4:00-4:45	ASCP (1:30-2:30)	Public Swim (1:00-3:00)	
Lifeguard Training 4:00-6:00	Public Swim (4:00-6:30)	Swim Team (3:45-4:45)	Public Swim (4:00-6:30)	Swim Lessons 4:00-6:00	Rental (4:00-5:00)	
		Public Swim (5:00-7:00)		Public Swim (5:30-7:30)	Public Swim (5:00-6:00)	
					PaddleClub (6:00-7:30)	



## WILLIAM SCHAEFER SWIMMING POOL 2024-25 WINTER HOLIDAY SCHEDULE

MONDAY DEC 23	TUESDAY DEC 24	WEDNESDAY DEC 25	THURSDAY DEC 26	FRIDAY DEC 27	SATURDAY DEC 28	SUNDAY DEC 29
	SENIOR/ PARENT&TOT 11:00-11:50			SENIOR/ PARENT&TOT 11:00-11:50	SENIOR/ PARENT&TOT 11:00-11:50	
	PUBLIC LANE 12:00-12:50			PUBLIC LANE 12:00-12:50	PUBLIC LANE 12:00-12:50	
	PUBLIC SWIM 1:30-3:30			PUBLIC SWIM 1:30-3:30	PUBLIC SWIM 1:30-3:30	
				PUBLIC SWIM 4:00-6:30	PUBLIC SWIM 4:00-6:30	

MONDAY DEC 30	TUESDAY DEC 31	WEDNESDAY JAN 1	THURSDAY JAN 2	FRIDAY JAN 3	SATURDAY JAN 4	SUNDAY JAN 5
	SENIOR/ PARENT&TOT 11:00-11:50		SENIOR/ PARENT&TOT 11:00-11:50	SENIOR/ PARENT&TOT 11:00-11:50	SENIOR/ PARENT&TOT 11:00-11:50	
	PUBLIC LANE 12:00-12:50		PUBLIC LANE 12:00-12:50	PUBLIC LANE 12:00-12:50	PUBLIC LANE 12:00-12:50	
	PUBLIC SWIM 1:30-3:30		PUBLIC SWIM 1:30-3:30	PUBLIC SWIM 1:30-3:30	PUBLIC SWIM 1:30-3:30	
	PUBLIC SWIM 4:00-6:00		PUBLIC SWIM 4:00-6:30	PUBLIC SWIM 4:00-6:30	PUBLIC SWIM 4:00-6:30	



FOR MORE INFORMATION PLEASE CONTACT THE FORT SMITH  
COMMUNITY & RECREATION CENTRE AT:(867)871-8218

**Mary Kaeser Library**

See the attached Annual Report.

**Mary Kaeser Library**  
Activity Report December 2024

	<b>Dec-23</b>	<b>Last Month</b>	<b>Dec-24</b>	<b>YTD</b>
Adults	424	595	514	6124
Children	761	817	557	11778
<b>Total attendance</b>	<b>1185</b>	<b>1412</b>	<b>1071</b>	<b>17902</b>
CAP Computer Users	183	216	186	3324
CAP Computer Hours	188	246.75	199.5	3776.39
Wifi users	176	262	135	3006
<b>Programming:</b>				
Family literacy	26	16	23	271
Adult programs	36	5	9	79
Seniors programs	2	5	2	16
Curious Creators (Friday Kids)	24	37	13	257
Special events (Other)	n/a	23	23	522
Outreach	n/a	12	0	147
holiday/spring break/summer reading	167	45	88	311
Teen programs	n/a	6	n/a	25
Class/daycare visits	92	133	64	1490
<b>Total program Attendance</b>	<b>347</b>	<b>282</b>	<b>222</b>	<b>3118</b>
<b>Other</b>				
Circulation stats	433	851	634	7144
Inter-library loan requests (MKL patrons)	4	5	6	137
Inter-library loan requests (NWT patrons)	10	2	2	151
Printing	157	396	326	3433
Reference	62	78	66	940
Operational Hrs	188.5	208	203	2507.5





**Fort Smith**  
NORTHWEST TERRITORIES

# REPORT TO COUNCIL

Community Services  
Community Services Monthly Report

**Date:** January 14, 2025

Mary Kaeser Library  
**JANUARY 2025**

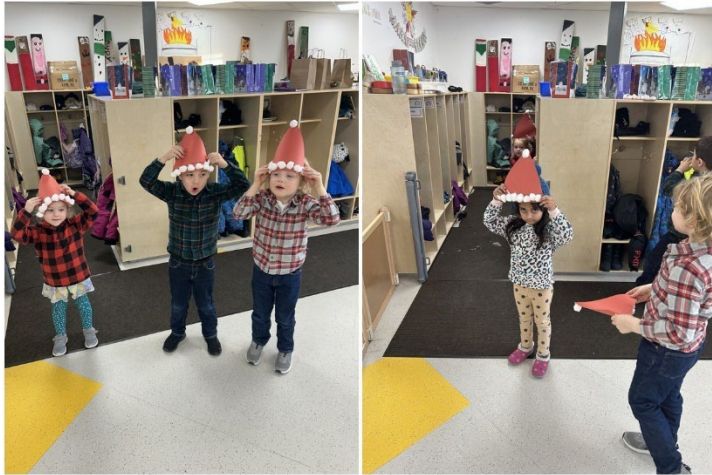
**Hours**  
 Monday: 10:00-7:00  
 Tuesday: 12:00-7:00  
 Wednesday: 10:00-7:00  
 Thursday: 12:00-7:00  
 Friday: 12:00-7:00  
 Saturday: 12:00-6:00  
 Sunday: 12:00-4:00

867-872-0362  
 library@fortsmith.ca  
 2nd Flr Community & Rec Centre  
 facebook.com/MaryKaeserLibrary

	SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3	4
				<b>CLOSED</b>			
	5	6	7	8	9	10	11
							<b>Craft Swap</b> 3:00-6:00
	12	13	14	15	16	17	18
		<b>Storytime</b> 10:30-11:30	<b>Kids Book club</b> 3:45-4:45		<b>Cooks and Books</b> 6:30-8:30	<b>Curious Creators Club</b> Duct Tape Wallets 3:30-4:30	
	19	20	21	22	23	24	25
		<b>Storytime</b> 10:30-11:30	<b>Tech &amp; Tea</b> 2:00-3:00	<b>Teen Kitchen</b> 3:45-4:45	<b>Adult Crafts: Beaded Hearts</b> 7:00-9:00	<b>Curious Creators Club</b> Acrylic & watercolour 3:30-4:30	
	26	27	28	29	30	31	1
		<b>Storytime</b> 10:30-11:30				<b>Curious Creators Club</b> 3:30-4:30	

## Childcare

The enrollment in the Daycare continues to be at capacity. Infant spaces are the most limited and we continue to see a very high request for care for children under 2 years old. The After School Program continues to work around the JBT schedule to cover after school, STIP, CEP, and PD days. Each level of the program has a waiting list, and any vacancies are quickly filled. The childcare programs continue to access funding to support cost reductions to families and wage support for staff.



## **Economic and Tourism Development**



The ETDO continues to support community communications and produces the monthly newsletter. He has worked on local business meetings to collect data on what business owners are seeing as opportunities and challenges.

The ETDO has been integral to refining communications and promoting the Fort Smith brand.

The SEED funding application was approved for the winter/spring season, so the ETDO will be proceeding with the intended projects

The ETDO played a critical role in the organization and participation in the New Years Eve celebrations at the CRC and at Riverside Park. Having the spectacular show put on by The Boom Squad combined with the fire and hot chocolate was the perfect cold windy Fort Smith New Years Eve. I was not able to attend this year as I was out of Town, but I wanted to capture that even though I was in Edmonton, I watched the fireworks downtown and was left longing for the outstanding fireworks show in Fort Smith.

Prepared by:  
Emily Colucci  
Director of Community Services  
Date: January 9, 2025

Reviewed by:  
Tracy Thomas  
Senior Administrative Officer  
Date: January 10, 2025



# ANNUAL REPORT 2024

## Mary Kaeser Library

Samantha Stokell, Library coordinator  
Email: [sstokell@fortsmith.ca](mailto:sstokell@fortsmith.ca)  
Website: [facebook.com/MaryKaeserLibrary](https://facebook.com/MaryKaeserLibrary)

Tel: 867-872-0362  
108 King Street – 2<sup>nd</sup> Floor



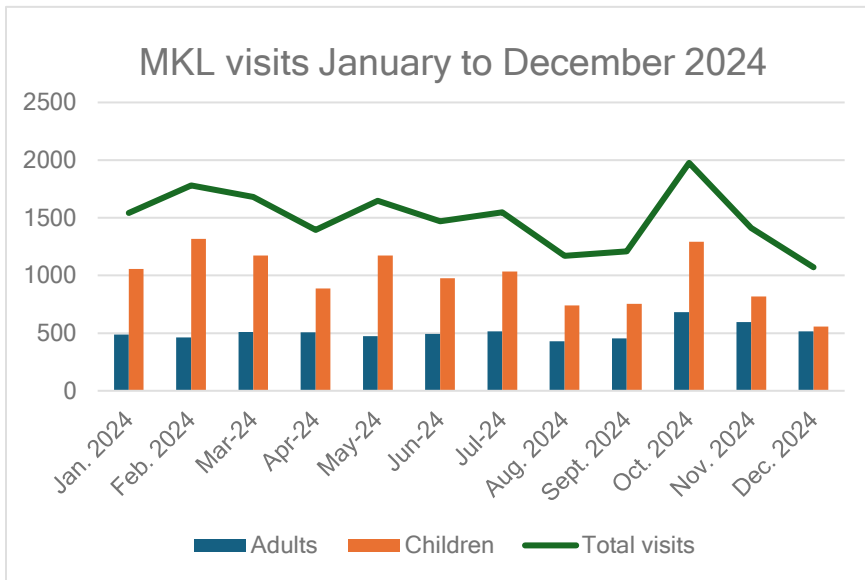
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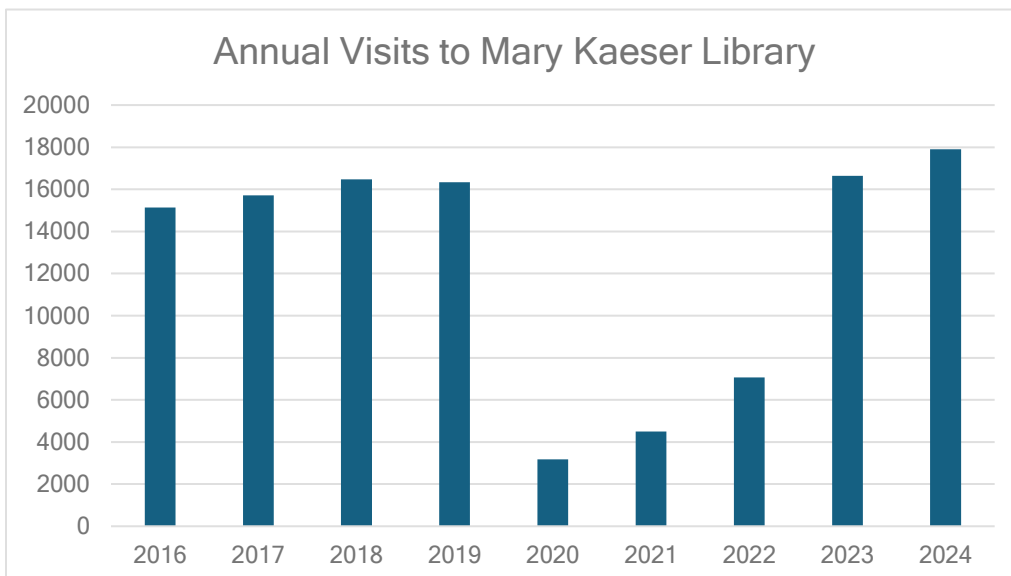
# PATRONS

Mary Kaeser Library has 1161 patrons, 965 who have an OK status (not barred or delinquent due to books not being returned.) The library coordinator is actively maintaining the patron database to ensure unused accounts are not included – anyone who has not used the library in 5 years will be removed from the system.

2024 was the first year that the library was opened for the whole year without interruptions from pandemics, moving locations or evacuation since 2019. This is reflected in the numbers, where it shows that 2024 had the most patrons visit Mary Kaeser Library in the past nine years. The closer location to both schools and being in the Community and Recreation Centre has had a positive impact on visits by patrons: more school and daycare visits, and “overflow” patronage due to events in the building.



	Adults	Children	Total Visits
January	487	1056	1543
February	463	1317	1780
March	509	1172	1681
April	508	888	1396
May	473	1174	1647
June	493	976	1469
July	515	1033	1548
August	430	740	1170
September	454	755	1209
October	683	1293	1976
November	595	817	1412
December	514	557	1071



Year	Visits
2016	15131
2017	15713
2018	16477
2019	16339
2020	3175
2021	4499
2022	7060
2023	16645
2024	17902

# CIRCULATION

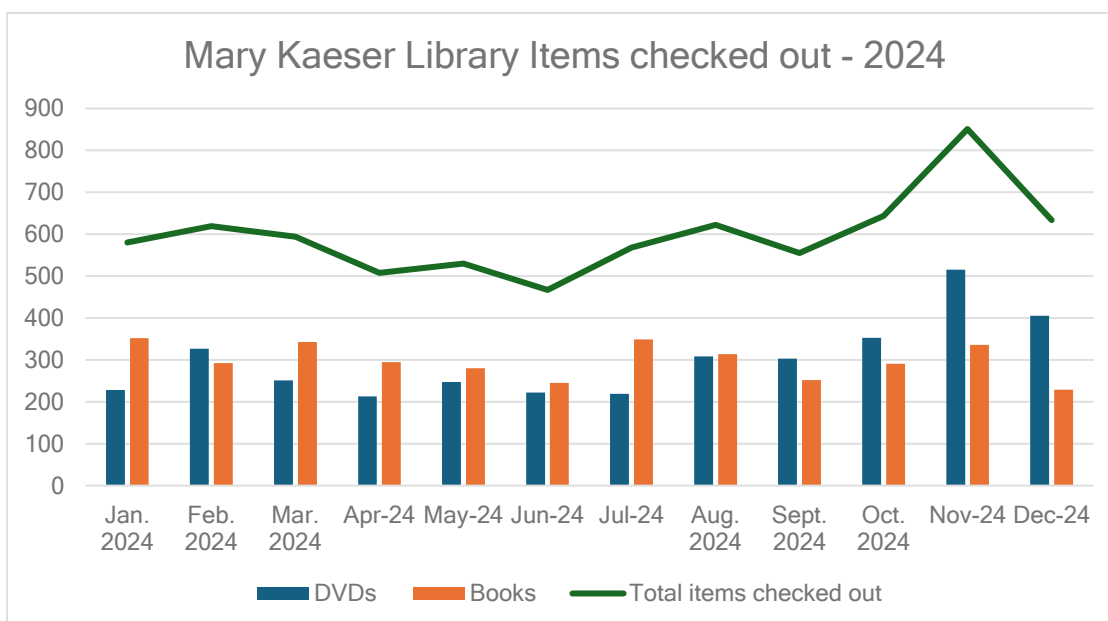
Total number of items circulated in 2024 was 7144, compared to 6799 in 2023.

The library is happy with the increase in circulation, which becomes more difficult each year due to the popularity of the ebook apps such as Libby and Hoopla. Unfortunately, the apps are managed by NWT Public Library Headquarters, and we don't have access to those numbers. Pre-covid item checkouts were around 11,000

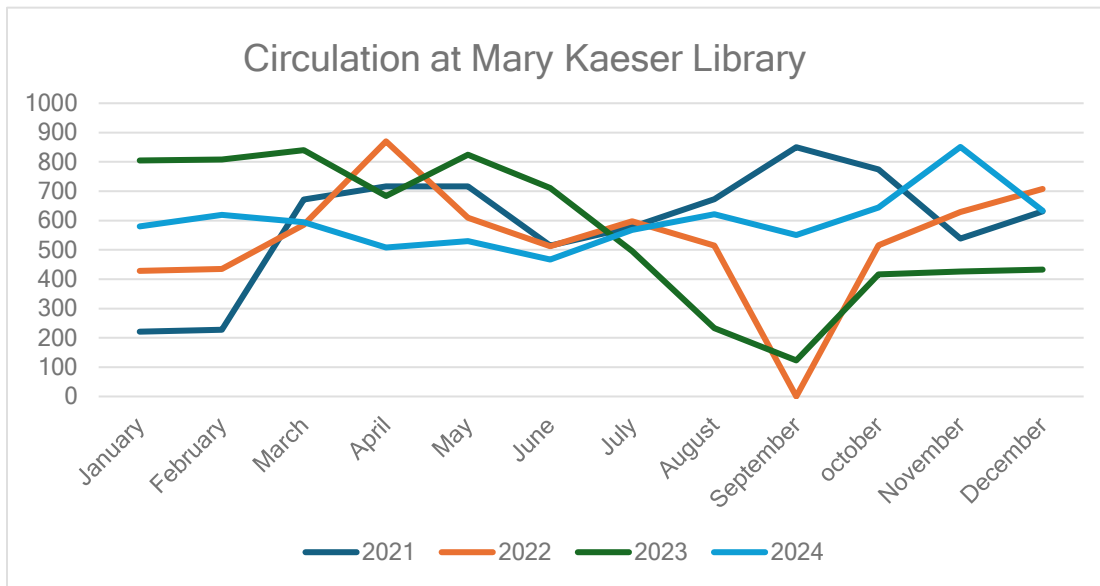


items, so a goal for the library is to increase circulation year over year. An interesting trend happened in August, where for the first time since March 2023, more DVDs than books were checked out. This trend continued for the rest of the year.

## Circulation by Item Type

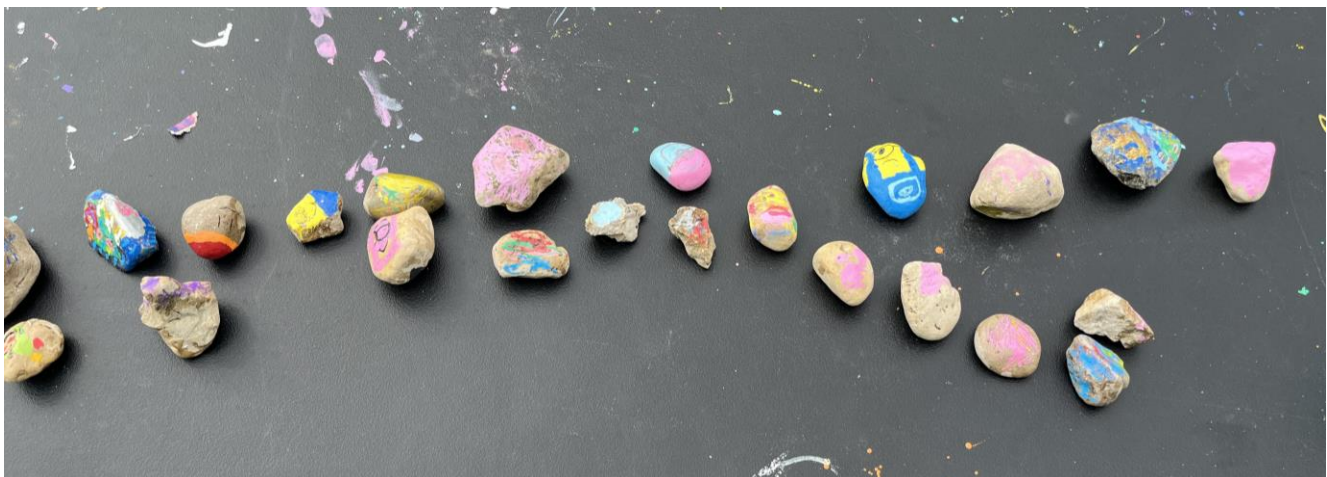


## Total checkouts over the past four years



## Circulation by profile type in 2024 (who checked out items)

Profile Type	Items Checked out
Adults	5207
ILL	189
Kids	1177
Missing	42
Staff	239
Students	292
Visitors	8



# PROGRAM ATTENDANCE

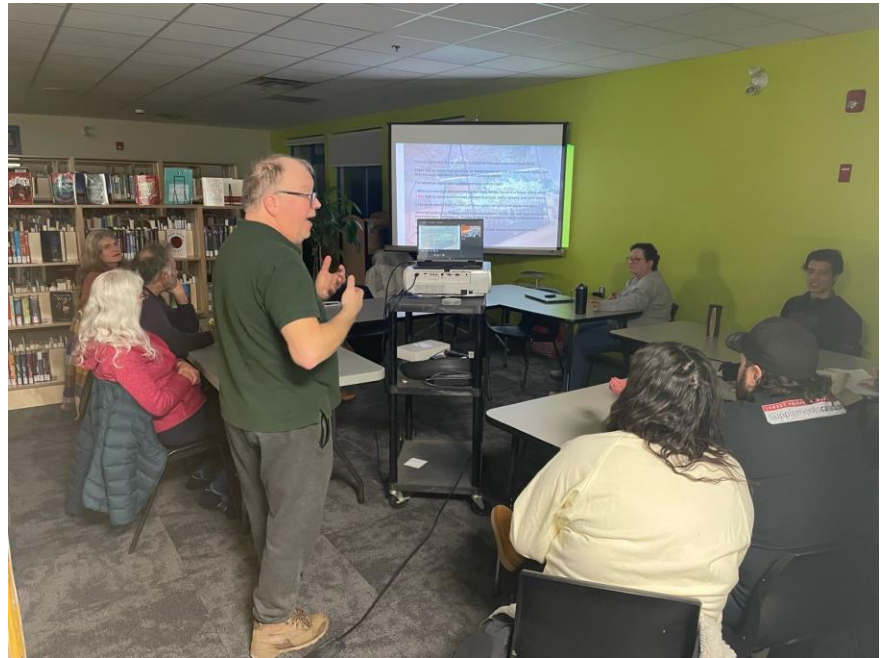
## Programs run:

Bring your own Craft  
 Storytime  
 Adult Art Nights: weaving, embroidery,  
 knit socks, mugs  
 Curious Creators (Friday kids)  
 Winterbreak Activities  
 Tech and Tea  
 Frolics crafts  
 Spring Break programs  
 Junior librarian  
 Taylor Swift dance party  
 Study Nights  
 Summer Reading Program  
 Senior's Drop in  
 Freddy the Turtle Birthday party  
 Silent Books Club  
 Craft Circle  
 Teen Snacks/cooking  
 Book or Treat  
 Escape Room  
 Santa letters  
 Puzzles  
 Scavenger hunt  
 Author Visit  
 Santa Visits  
 Letters to Elders  
 Cookie decorating  
 Family Christmas Crafts



## Outreach/partnering

Boreal Berry: harvesters meet up,  
perennial gardens, soil health, winter  
gardening, jams and preserves  
Earth Day - Boreal Berry,  
Makerspace, ARI  
Cooking classes - Fort Smith Dietician  
Teen Resume writing - Metis  
MMIWG - SRFN  
STEAM Day - JBT  
Drag Storytime - Northern Mosaic  
Network  
Treaty Days - SRFN



## Total program attendance

Throughout 2024 the library had 3118 people attend programs, which is 492 people more than in 2023. The library did not offer programs in September, compared to 2023, when the library did not offer programs in August, September and October. Over the year, 17% of patrons attended programs, which is an increase of 1% over 2023.

## Most popular programs

The most well attended programs were one-offs such as Frolics adjacent programming (97 participants), Taylor Swift Dance Party (40), Freddy the Turtle's Birthday Party (91), Book or Treat (45), Escape Room (140 over four days), and Santa visits (52 over two days). Our weekly Curious Creators Club for children aged 9 and up regularly averages 10 participants and had 257 participants over the year. The Bring Your Own Craft night was popular in 2023, but not in 2024 so we will discontinue that program in 2025. The monthly Adult Craft and learn programs are well attended, and average 10 participants each month.



## New programs

ary Kaeser Library offered several new programs. Some succeeded, but others failed: Silent Book Club rarely had any participants, and the Teen Study night had no patrons, although other patrons did enjoy the later evening hours. Other new programs are slowly building: Senior's Drop in and Teen cooking. In 2025, we hope to offer: Cookbook Book Club and a Kids book Club.

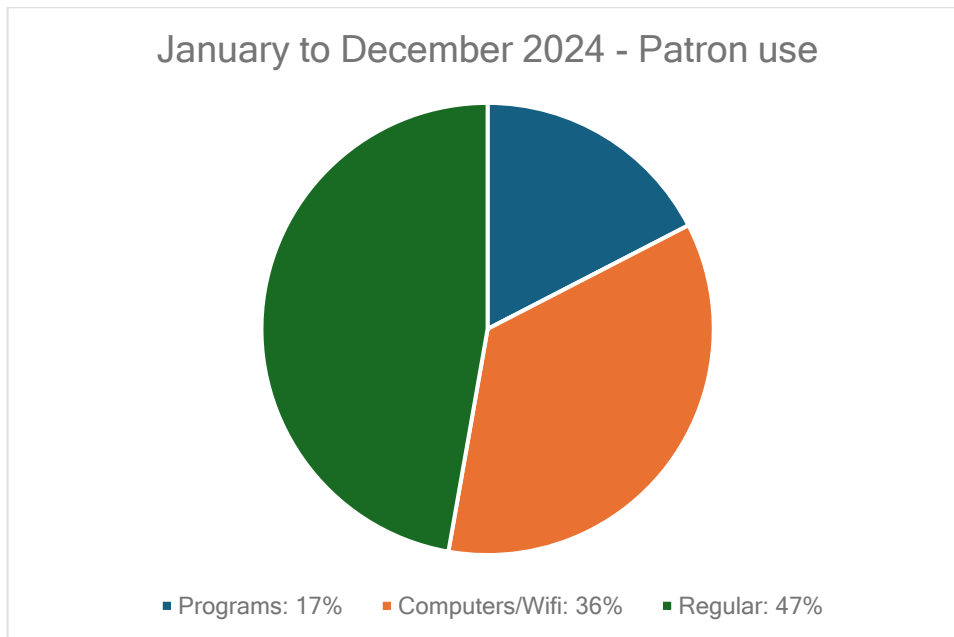


# COMPUTER USE & TECHNOLOGY

## Computer and wifi use

The majority of computer users are children who spend their free time playing online games. In 2023, 36% of our patrons used computers or wifi and that number remained consistent in 2024. That number is likely low as we can't know when everyone is using wifi in the space.

### Average over the year:



## Printing

Mary Kaeser Library offers free printing for up to 30 pages, and this is a well used service. In 2024, 3433 pages were printed. In 2023, 2837 pages were printed. The library had to institute a 30This free service allows patrons who don't have access to a printer at home to print official documents, resumes and other items. Staff also assist patrons with scanning, and emailing documents. The library also 3D printed 28 items for patrons.

## Technology Help

The library offers hands on help for anyone needing help with their technology. This service is used at least weekly. The Tech and Tea program is offered to seniors once per month for dedicated technology help and socialization.

# COLLECTION DEVELOPMENT

Collection Development is the process of building the collection of materials (books, DVDs, magazines, etc.) that meet the need of the community it serves. Mary Kaeser Library currently has 16,227 items in its collection, with an average age of publication from 2013. Library standards recommend a collections average age of 15 years, so Mary Kaeser Library's collection is newer and relevant than average.

## Weeding

In 2023, the library did not weed much. This year the library focused on weeding physical audiobooks, young adult fiction, DVDs, children's non-fiction, adult's non-fiction and fiction.

This is an important part of library science. Like in a garden, you have to get rid of the stuff you don't need. In a library, this means getting rid of items that are not used. We want a library

that reflects the interests and needs of our patrons, as well as ensures current and up-to-date information in non-fiction books (eg. science is outdated within two years, but fiction can stay on the shelf longer).



## Purchasing

This year library staff spent the majority of their budget. The head librarian completed two DVD orders from CVS (128 DVDs), and 2 orders from ULS (236 books), and 1 order from Yellowknife Books (69 books). Items purchased are based on best seller lists, local interest, new and anticipated items and gaps in the collection.

## Diversity

Mary Kaseser Library prioritizes items from diverse authors. The population of Fort Smith is made up of 65% Indigenous people. Library staff try to purchase as many books by

Indigenous authors and movies with Indigenous characters and producers, writers. Other items purchased include books from other diverse authors such as people of different genders, races, abilities, and sexual preferences. A problem with prioritizing diverse authors and creators is that the items are not supported by large distributors and its difficult to find a location to purchase the items from. Library staff also prioritize displaying diverse voices on our shelves, in our displays, and in special collection lists for the public. These books are not hidden away until special months recognizing them, but are accessible and visible year round.



# FINAL WORDS

## A successful year

The staff of Mary Kaeser Library are hard workers and are dedicated to making the space a pleasant, enjoyable, welcoming and useable space by all community members. Some of the goals that we set in 2024 that were met this year, include:

- Staff taking continuing education courses
- Increasing our programming through partnerships
- Completing a survey of community members
- Increasing circulation numbers
- New signage for library sections

Our goals for 2025 are:

- Increase patron numbers
- Maintain programming through partnerships
- Have different library staff offer programs
- Offer diverse and creative programs to attract different patrons to the library



We look forward to seeing the use of space grow, the increase in programs offered, and building partnerships with other organizations in the community in 2024.



## Briefing Note

**To:** Mayor and Council  
**From:** Administration  
**Date:** January 14, 2025  
**Subject:** Northern Life Museum and Cultural Centre Proposal

### PURPOSE:

To outline the proposal presented by Michael Miltenberger and Isaiah Wiltzen regarding the future of the Northern Life Museum and Cultural Centre (NLMCC), including the potential transfer of its assets and governance structure to the Thebacha Leadership Council (TLC) partners, and to provide an analysis and recommendation for further action.

### BACKGROUND:

Michael Miltenberger and Isaiah Wiltzen delivered a presentation highlighting the historical significance and challenges facing the NLMCC. They emphasized the importance of the Thebacha Leadership Council (TLC) and the recently signed Memorandum of Agreement (MOA) as a framework for reconciliation, economic opportunity, and ensuring the museum's long-term viability.

The Board of NLMCC proposed the following:

- Transfer all NLMCC assets, property, and equipment to the governments that are signatories to the MOA in equal 25% shares of ownership.
- Implement a co-governance model to ensure the museum's success.
- Retain the existing Board to manage the collection, programs, and strategic direction, leveraging the opportunities provided by this transfer.

Proposed next steps include:

- Sharing the proposal with MOA signatories and conducting presentations.
- Seeking interest and agreement from all governments.
- Passing necessary motions and amendments to NLMCC's constitution and bylaws.
- Drafting legal transfer documents if the proposal is approved.

### ANALYSIS:

The NLMCC is a valuable cultural and historical asset for Fort Smith and the surrounding region. The proposed co-governance model offers potential benefits, such as increased access to funding and support. However, the proposed transfer introduces several critical considerations:

- **Financial Liability:**
  - Potential costs associated with ownership and operations.
  - Risk of unforeseen expenses or funding shortfalls.
- **Funding Structure:**
  - Compatibility of current funding arrangements with government ownership.

#### Operational Responsibility:

- Clarifying which entity will manage the day-to-day operations of the museum. This includes defining oversight for staffing, programming, and administration.
- Staff Management: Determining which entity will assume the employer role for museum staff, especially in the event of staff departures. If the museum's management structure changes, it is important to understand who will be responsible for recruitment, retention, and oversight of museum staff, and how this may impact operational continuity and employee morale.



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## Briefing Note

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- **Insurance and Oversight:**
  - Identifying who will insure the property.
  - Establishing a clear governance and oversight framework.
- **Risk Mitigation:**
  - Ensuring financial protection if a TLC partner withdraws.
  - Defining worst-case operational costs in the absence of external funding.

Further analysis should address the following considerations:

- **Coordinate Formal Presentations:**

After the presenters have met with all other Councils, the TLC Coordinator should schedule a meeting with only the leadership and administrative representatives of the TLC partners to present the NLMCC proposal and gauge their buy-in for the transfer of assets and governance. This meeting will help assess the support of key stakeholders before moving forward.
- **Legal and Financial Protections:**

Conduct a legal review of ownership options and ensure clear financial protections in case a partner withdraws.
- **Operational and Governance Clarity:**

Clearly define responsibilities for operations and staffing. Establish a co-governance framework that includes liability and insurance provisions.
- **Cost Analysis:**

Assess worst-case operational costs to prepare for potential funding gaps.
- **Legal and Risk Review Costs:**

Determine which entity will bear the cost of the legal review and risk assessment. Once a working group, comprising administrative representatives from the Town of Fort Smith and TLC partners, has thoroughly investigated the legal, financial, operational, and governance considerations, a report can be developed. This report would then be presented to Council for final approval.

### RECOMMENDATION:

It is recommended that Council approve the following actions:

1. **Engage with TLC Partners:**

After the presenters have met with all other Councils, the TLC Coordinator should schedule a meeting with only the leadership and administrative representatives of the TLC partners to present the NLMCC proposal and gauge their buy-in for the transfer of assets and governance. This meeting will help assess the support of key stakeholders before moving forward.
2. **Form a Working Group:**

If the TLC partners express support for the proposal, establish a working group consisting of administrative representatives from the Town of Fort Smith and TLC partners. This group will be responsible for addressing legal, financial, operational, and governance considerations, including conducting a legal review, assessing financial risks, defining responsibilities, and ensuring proper stakeholder engagement. Once the working group has completed its investigation, a detailed report will be developed and brought back to all Council's for final approval.

This approach ensures that all key stakeholders are involved in the decision-making process, setting the foundation for a successful transition and the long-term sustainability of the NLMCC.