

## 2021 PROVINCIAL PUBLIC LIBRARY GRANT REPORT (PLGR)

### LIBRARY NAME

Stewart Public Library

### CHECKLIST

For the PLGR to be considered complete, please ensure you have provided information for each of the following sections. Suggested word counts have been included for each question, but feel free to include more or less text as needed – text boxes will expand as you type. Click on a title in the list below to jump to that section of the document.

- [1. INTRODUCTION - LIBRARY AND COMMUNITY PROFILE](#)
- [2. MAJOR PROJECTS/PROGRAMS](#)
- [3. KEY CHALLENGES](#)
- [4. SUBMISSION AND APPROVAL](#)

### 1. INTRODUCTION - LIBRARY AND COMMUNITY PROFILE

**Provide a brief description of the community and library, focusing on what has changed in the past year (up to 500 words).**

Stewart B.C. is a remote border town situated at the end of the Portland Canal in the heart of the “golden triangle”. It is approximately a 350 km remote drive to the nearest city that offers retail and services on a large scale. With a population of approximately 400 people, Stewart is known for its small-town charm, abundant wildlife, and spectacular scenery.

The Stewart Public Library is the hub of the community and provides resources, services, programs, and social connection for both residents and visitors. This year came with some challenges for the library. Covid-19 restrictions continued to remain in place, making program delivery a challenge. As well, the library was forced to move out of its building due to structural concerns. In true Stewart spirit, the community came together to help move & store library belongings, as well as secure a temporary “pop-up” location for the library, while the library looked for a new home.

### 2. MAJOR PROJECTS/PROGRAMS

Please describe any new or major ongoing projects/programs the library has delivered in the past year. To report on multiple projects/programs, “copy” the blank table below and insert additional tables as needed using the “paste” function. Use one table per project/program.

#### Project/Program Name

After School Tutoring

**Provide a brief description of the activities involved in this project/program.**

This year we started offering free after school weekly tutoring to school age children and youth. These tutoring sessions were one to one and were an hour in length.

**How does this project/program support the library’s strategic goals and/or community?**

<p><b>Library Strategic Goal Supported:</b>  <i>Connect with all age groups within our community to provide equal opportunities for services and programs for all:</i>  <i>Building capacity for the community, the staff, and the board of trustees:</i></p>	
<p><b>How does this project/program support the <a href="#">B.C.'s strategic goal(s) for public library service</a>? Please provide information for as many goals as applicable.</b></p>	
<p><b>Advancing Citizen Engagement</b> (e.g., helping people access government services/resources, fostering community knowledge-sharing, and supporting reconciliation)</p>	<p>This program supported the BC strategic goal of Advancing citizen Engagement by providing opportunities to our school aged patrons to thrive as individual learners and support their educational needs.</p>
<p><b>What are the key outcomes of this project/program? Please refer to the logic model in the appendix of the 2021 PLGR Guide for examples of how to write short, medium, and long-term outcomes.</b></p>	
<p><b>Immediate Outcomes:</b> School age children have barrier free access to address their individual educational needs to support their learning.  <b>Intermediate Outcomes:</b> School aged children have additional support in their studies building confidence and skills.  <b>Ultimate Outcomes/Impact:</b> Helping to support the BC Provincial goal for public libraries of Advancing Citizen Engagement. Supporting the educational needs of school aged children ultimately creates lifelong learners and engaged individuals who have a higher chance of educational success.</p>	
<p><b>Did the project/program involve any partnerships? If so, what was the partner's role (e.g., funding, outreach, service delivery)?</b></p>	
<p>Stewart Community Connections and the local school help with promotion of this program</p>	

<p><b>Project/Program Name</b></p>
<p>BC Summer Reading Club</p>
<p><b>Provide a brief description of the activities involved in this project/program.</b></p>
<p>Every Summer, children aged 5-13 are invited to participate in our BC Summer Reading program. This program helps to promote literacy and engages the children of Stewart in fun summer activities. In 2021, we provided Take &amp; Make kits according to the weekly theme. Participants were also invited to weekly drop-in art programs that were held outside where physical distancing could be maintained.</p>
<p><b>How does this project/program support the library's strategic goals and/or community?</b></p>

<p><b>Library Strategic Goal Supported:</b>  <i>Connect with all age groups within our community to provide equal opportunities for services and programs for all</i>  <i>Collaborate with businesses, organizations and people within our community to enhance our programming</i></p>	
<p><b>How does this project/program support the <a href="#">B.C.'s strategic goal(s) for public library service</a>? Please provide information for as many goals as applicable.</b></p>	
<p><b>Advancing Citizen Engagement</b> (e.g., helping people access government services/resources, fostering community knowledge-sharing, and supporting reconciliation)</p>	<p>This program helps to deliver the BC Strategic goal of Advancing Citizen Engagement. Through advertising and execution of this program, families become increasingly more aware of services offered by the Library and are more likely to stay informed.</p>
<p><b>What are the key outcomes of this project/program? Please refer to the logic model in the appendix of the 2021 PLGR Guide for examples of how to write short, medium, and long-term outcomes.</b></p>	
<p><b>Immediate Outcomes:</b> The BC Summer Reading Club helps children continue their reading skills during their summer break.  <b>Intermediate Outcomes:</b> Generate a greater interest in reading and library services  <b>Ultimate Outcomes/Impact:</b> Encourages year-round library usage and awareness of library services</p>	
<p><b>Did the project/program involve any partnerships? If so, what was the partner's role (e.g., funding, outreach, service delivery)?</b></p>	
<p>This program was delivered in partnership with the BC Summer Reading which is sponsored by the British Columbia Library Association and assisted by the BC Public Libraries Branch, Ministry of Municipal Affairs and CUPE BC. The NWLF also collaborated on program delivery ideas through round table discussions.</p>	

<p><b>Project/Program Name</b></p>
<p>Distance Activities</p>
<p><b>Provide a brief description of the activities involved in this project/program.</b></p>
<p>Due to Covid-19 restrictions, our library was not able to have any in-library programming. We chose to continue programming through the following ways:  <b>Take &amp; Makes:</b> We provided the community with craft kits that could be completed at home. Some examples are our Mother's Day craft kits and our Summer Reading Club weekly craft kits. Participants could pick up their kits at the library and take them home to complete the craft.  <b>Leisure Bags:</b> To replace our in-person family board game nights, we put together themed leisure bags that included a board game, story book, craft, movie and a snack. Families picked up the bags from the library and were able to enjoy the activities at home.  <b>Seed Library:</b> This year we started a seed library that gave our patrons free access to different types of vegetables that could be grown in their home gardens. Information and tips on gardening were also available to be taken home to promote backyard gardening.</p>

<p><b>Secret Ninja:</b> We partnered with the District of Stewart to provide this program. The community was provided with gift bags and tags that they could pick up from the library. They were encouraged to fill it with items and deliver it to someone's doorstep anonymously. This program was meant to uplift those who were feeling isolated and give a sense of community.</p>	
<p><b>How does this project/program support the library's strategic goals and/or community?</b></p>	
<p><b>Library Strategic Goal Supported:</b>  <i>Connect with all age groups within our community to provide equal opportunities for services and programs for all</i>  <i>Collaborate with businesses, organizations and people within our community to enhance our programming</i></p>	
<p><b>How does this project/program support the <a href="#">B.C.'s strategic goal(s) for public library service</a>? Please provide information for as many goals as applicable.</b></p>	
<p>1. <b>Advancing Citizen Engagement</b> (e.g., helping people access government services/resources, fostering community knowledge-sharing, and supporting reconciliation)</p>	<p>Our distance programs helped our community stay connected when the library was unable to offer in-person programming due to Covid restrictions. These programs fostered a sense of connection and community engagement in a time where people were often feeling isolated.</p>
<p><b>What are the key outcomes of this project/program? Please refer to the logic model in the appendix of the 2021 PLGR Guide for examples of how to write short, medium, and long-term outcomes.</b></p>	
<p><b>Immediate Outcomes:</b> People were able to participate in programs and activities from home  <b>Intermediate Outcomes:</b> People were able to feel connected to the community and continue to take advantage of library services, even when the library was not offering in-person programming.  <b>Ultimate Outcomes/Impact:</b> Helping to fulfill the BC Provincial goal for Libraries of Advancing Citizen Engagement. People's lives are improved through barrier free services. At a time, when many events and programs were shut down, the Library remained a reliable resource for services and programming.</p>	
<p><b>Did the project/program involve any partnerships? If so, what was the partner's role (e.g., funding, outreach, service delivery)?</b></p>	
<p>We partnered with the District of Stewart to deliver our Secret Ninja Program. The District of Stewart and Community Connections helped to advertise our programs through their newsletters and social media platforms.</p>	

<b>Project/Program Name</b>	
Webinars	
<b>Provide a brief description of the activities involved in this project/program.</b>	
This program provides information to our residents by using a webinar platform. Webinars are free to attend and are presented by professionals in various topics. We have offered webinars promoting community knowledge sharing as well as helped to connect community members with webinars presented by the Canada Revenue Agency.	
<b>How does this project/program support the library's strategic goals and/or community?</b>	
<b>Library Strategic Goal Supported:</b> <i>Connect with all age groups within our community to provide equal opportunities for services and programs for all,</i> <i>Collaborate with businesses, organizations and people within our community to enhance our programming</i>	
<b>How does this project/program support the <a href="#">B.C.'s strategic goal(s) for public library service</a>? Please provide information for as many goals as applicable.</b>	
<b>Advancing Citizen Engagement</b> (e.g., helping people access government services/resources, fostering community knowledge-sharing, and supporting reconciliation)	This program helps to deliver the BC Strategic goal of Advancing Citizen Engagement. By providing these webinars, people can get information on how to access government services and resources. Webinars also help to foster community knowledge sharing.
<b>What are the key outcomes of this project/program? Please refer to the logic model in the appendix of the 2021 PLGR Guide for examples of how to write short, medium, and long-term outcomes.</b>	
<b>Immediate Outcomes:</b> People are kept informed on government services and increase their understanding of various topics. <b>Intermediate Outcomes:</b> People learned new skills through community skill-sharing. People became informed about government grants, benefits and credits that were available, and were able to benefit from government programs. <b>Ultimate Outcomes/Impact:</b> Helping to fulfill the BC Strategic Goal of Advancing Citizen Engagement. The library helped to bring people information that will benefit their daily lives.	
<b>Did the project/program involve any partnerships? If so, what was the partner's role (e.g., funding, outreach, service delivery)?</b>	
Webinars were delivered in partnership with the Canada Revenue Agency and the Stewart Historical Society/Stewart Museum	

<b>Project/Program Name</b>	
Capacity Building for Staff, Board of Trustees and the community	
<b>Provide a brief description of the activities involved in this project/program.</b>	
<p>In 2021, our staff and board participated in the following opportunities to help build our capacity:</p> <p><b>Workshops and courses:</b></p> <p>2 staff participated in the following:</p> <ul style="list-style-type: none"> <li>• Homeless training</li> <li>• Prejudice: Responding to prejudicial comments from customers.</li> <li>• Arete Customer Violence Prevention De-escalation</li> <li>• Finding Funding in the North: This workshop was developed by Kitimat Stikine Regional District and was a welcome resource to finding funding for our programming and capital improvements.</li> </ul> <p>2 board members participated in the BCLTA governance workshops. This was a great opportunity for our new board members to learn about governance.</p> <p>Frequent ABCPLD meetings helped our library to stay up-to date on how other Libraries were operating during the Covid-19 pandemic. This was always helpful when navigating difficult situations or developing new policies. NWLF also offered frequent roundtable discussions via Zoom, to discuss online programming as well as Summer Reading Club programming. This was beneficial to connect the libraries in the Northwest and share ideas.</p> <p><b>LinkedIn Learning</b></p> <p>This year, we began to offer our patrons free access to the LinkedIn Learning platform. As a remote community, it can be expensive to receive training or certification. Through this platform, we have been able to offer our community access to thousands of courses for free, and helping to reduce the barriers to skill development.</p> <p><b>Invigilation:</b></p> <p>We continue to offer our community free invigilation for tests and exams. This reduces the burden of needing to travel the long distance to the nearest testing facility, and ultimately help with successful skill development.</p>	
<b>How does this project/program support the library's strategic goals and/or community?</b>	
<p><b>Library Strategic Goal Supported:</b></p> <p><i>Building capacity for the community, the Staff and the board of trustees</i></p>	
<b>How does this project/program support the <a href="#">B.C.'s strategic goal(s) for public library service</a>? Please provide information for as many goals as applicable.</b>	
<p><b>Building Capacity</b> for library staff and directors (e.g., training and professional development)</p>	<p>By providing opportunities for our staff and board for training and skill development, we continue to be able to offer the community high quality services and programs that are beneficial for their daily lives.</p>

<p><b>Enhancing Governance</b> of the library system (e.g., board/trustee training, developing best practices, strategic planning)</p>	<p>Board training is essential to proper governance and participating in the available BCLTA workshops have enabled our board members to gain the knowledge and skills for necessary.</p>
<p><b>What are the key outcomes of this project/program? Please refer to the logic model in the appendix of the 2021 PLGR Guide for examples of how to write short, medium, and long-term outcomes.</b></p>	
<p><b>Immediate Outcomes:</b> Skill and professional development is made available to everyone.  <b>Intermediate Outcomes:</b> New opportunities for community members and quality library operations &amp; governance.  <b>Ultimate Outcomes/Impact:</b> Helping the province to fulfill the goal of Enhancing Governance and Building Capacity. Enhancing governance and building capacity creates a strong library staff and board, enabling us to offer barrier free skill development opportunities to our community.</p>	
<p><b>Did the project/program involve any partnerships? If so, what was the partner's role (e.g., funding, outreach, service delivery)?</b></p>	
<p>The opportunities were made possible by the following partnerships:  BCLTA: delivered workshops for the Board of Trustees and Library Director  BC Libraries Coop: LinkedIn Learning was made available through a government grant  NWLF: workshops were offered at reduced costs  Kitimat Stikine Regional District: they facilitated webinars that allowed us to learn about grant funding that will help us build our capacity.</p>	

<p><b>Project/Program Name</b></p>
<p>Interlibrary Loan/Interlibrary Connect Service/BC One Card</p>
<p><b>Provide a brief description of the activities involved in this project/program.</b></p>
<p>Patrons are able to borrow books and materials from participating libraries across British Columbia, free of charge. The Interlibrary loan/Interlibrary Connect program, allows our patrons to have access to a collection beyond our library. Through this program, we are able to expand our capacity of information and resources available to our patrons</p>
<p><b>How does this project/program support the library's strategic goals and/or community?</b></p>
<p><b>Library Strategic Goal Supported:</b>  <i>Building capacity for the community, the staff and the board of trustees</i></p>

<b>How does this project/program support the <a href="#">B.C.'s strategic goal(s) for public library service</a>? Please provide information for as many goals as applicable.</b>	
2. <b>Improving Access</b> for British Columbians (e.g., connectivity, digital collections, shared services)	This program supports the goal of Improving Access for British Columbians. With funding from the Provincial government, we can provide our patrons this service free of charge.
<b>What are the key outcomes of this project/program? Please refer to the logic model in the appendix of the 2021 PLGR Guide for examples of how to write short, medium, and long-term outcomes.</b>	
<p><b>Immediate Outcomes:</b> People have access to books and materials beyond the Stewart Public Library's collection.</p> <p><b>Intermediate Outcomes:</b> People have better access to information and resources.</p> <p><b>Ultimate Outcomes/Impact:</b> Helping to deliver the Provincial Strategic goals of Improving Access to British Columbians.</p>	
<b>Did the project/program involve any partnerships? If so, what was the partner's role (e.g., funding, outreach, service delivery)?</b>	
This program is in partnership with the BC Provincial Resource sharing program which is overseen by the Ministry of Municipal Affairs Public Libraries Branch. They provide funding to offset the costs of this service.	

<b>Project/Program Name</b>	
Recreation Lending Library	
<b>Provide a brief description of the activities involved in this project/program.</b>	
We provide free recreational equipment lending to our patrons. Some of the items available include: snowshoes, bikes, backyard games and hiking backpacks. Patrons 18 years and older are able to take items out on loan for a 3 day period.	
<b>How does this project/program support the library's strategic goals and/or community?</b>	
<p><b>Library Strategic Goal Supported:</b></p> <p><i>Connect with all age groups within our community to provide equal opportunity for services and programming for all</i></p>	
<b>How does this project/program support the <a href="#">B.C.'s strategic goal(s) for public library service</a>? Please provide information for as many goals as applicable.</b>	
3. <b>Advancing Citizen Engagement</b> (e.g., helping people access government services/resources, fostering community knowledge-sharing, and supporting reconciliation)	<p>This program makes people's lives better by creating social inclusion as they benefit from this free resource.</p> <p>The Recreation Library has enabled us to reach all age groups within a single program and promote a healthy lifestyle. We have been able to give people of all ages the opportunity to get active and try different activities that they may otherwise not had the financial means to do.</p>
<b>What are the key outcomes of this project/program? Please refer to the logic model in the</b>	

**appendix of the 2021 PLGR Guide for examples of how to write short, medium, and long-term outcomes.**

**Immediate Outcomes:** People’s access to recreational equipment is not constrained based on their economic income.

**Intermediate Outcomes:** People are encouraged to live a healthy lifestyle and engage in new activities without needing to purchase new equipment. This allows people to explore activities that they might otherwise not have.

**Ultimate Outcomes/Impact:** We are delivering a barrier free program for all ages and fitness levels. We are helping to deliver the Provincial goal of Advancing Citizen engagement and the District’s goal of providing a Liveable Complete Community.

**Did the project/program involve any partnerships? If so, what was the partner’s role (e.g., funding, outreach, service delivery)?**

This equipment from this program was funded from the Northern Health Imagine grant as well as a one-time donation from the District of Stewart. The District of Stewart also assists with advertising of this program and storage of some equipment.

**Project/Program Name**

1:1 Technology Help

**Provide a brief description of the activities involved in this project/program.**

Provide free one on one technology help for patrons. This program allows people to learn new digital literacy skills, including but not limited to: Smartphone help, iPad help, laptop troubleshooting and navigating Social media. Patrons book one to one appointments and bring their own devices into the library for help.

**How does this project/program support the library’s strategic goals and/or community?**

**Library Strategic Goal Supported:**

*Expand, improve and enhance access to connectivity and technology for staff and the public*  
Technology is always changing and it can be difficult to keep up with these changes. We help our patrons navigate their new devices or applications in order to help them stay connected and improve their experience.

**How does this project/program support the [B.C.’s strategic goal\(s\) for public library service](#)? Please provide information for as many goals as applicable.**

<p>4. <b>Improving Access</b> for British Columbians (e.g., connectivity, digital collections, shared services)</p>	<p>This program supports the BC's goal of Improving Access by assisting citizens to stay connected. The program creates equal opportunity for every member of the public to access the resources and information that requires technology. For those members of our community who are unsure how to access things online, we can guide them to finding the information that they are seeking.</p> <p>Our community does not have a business that provides technology support, and the Library fills that gap to the best of our ability.</p>
<p>5. <b>Advancing Citizen Engagement</b> (e.g., helping people access government services/resources, fostering community knowledge-sharing, and supporting reconciliation)</p>	<p>Patrons, who would otherwise not be able to do so, are able to access government resources/services, stay connected with community information and attend relevant webinars.</p>
<p><b>What are the key outcomes of this project/program? Please refer to the logic model in the appendix of the 2021 PLGR Guide for examples of how to write short, medium, and long-term outcomes.</b></p>	
<p><b>Immediate Outcomes:</b> People are able to access help for technology and applications that they are not familiar using. This service does not exist in our community.</p> <p><b>Intermediate Outcomes:</b> People will become more comfortable with new technologies and be able to access online information and services on their own.</p> <p><b>Ultimate Outcomes/Impact:</b> Helping to deliver the Provincial Strategic goal for public libraries to Improve Access to British Columbians &amp; Advancing Citizen Engagement. Creating new opportunities for people by teaching them how to use their technology.</p>	
<p><b>Did the project/program involve any partnerships? If so, what was the partner's role (e.g., funding, outreach, service delivery)?</b></p>	
<p>This program does not involve any partnerships.</p>	

<p><b>Project/Program Name</b></p>
<p>Technology Lending</p>
<p><b>Provide a brief description of the activities involved in this project/program.</b></p>
<p>Our patrons are able to borrow technology to bring home for a 3-day loan period. This technology includes laptops and a mobile hotspot.</p>
<p><b>How does this project/program support the library's strategic goals and/or community?</b></p>

Library Strategic Goal Supported: Expand, improve, and enhance access to connectivity and technology for staff and the public	
<b>How does this project/program support the <a href="#">B.C.'s strategic goal(s) for public library service</a>? Please provide information for as many goals as applicable.</b>	
6. <b>Improving Access</b> for British Columbians (e.g., connectivity, digital collections, shared services)	This program supports this goal by keeping British Columbian's connected. The library is a hub of our community and provides vital access to computers and connectivity. By allowing patrons to borrow these items, they are able to compute and access the internet at their leisure and not strictly during library hours.
<b>What are the key outcomes of this project/program? Please refer to the logic model in the appendix of the 2021 PLGR Guide for examples of how to write short, medium, and long-term outcomes.</b>	
<p><b>Immediate Outcomes:</b> People are able to borrow computers and a mobile hot spot to use at home and remain connected outside of library operating hours.</p> <p><b>Intermediate Outcomes:</b> People have 24/7 accessibility to connectivity.</p> <p><b>Ultimate Outcomes/Impact:</b> Helping to deliver the provincial strategic goal for public libraries for Improving Access for British Columbians. People are able to take advantage of the information and resources that are available to help make life better.</p>	
<b>Did the project/program involve any partnerships? If so, what was the partner's role (e.g., funding, outreach, service delivery)?</b>	
The lending equipment purchased for this project was made possible through the BC government's Digital Initiatives grant. SPL worked with the Connectivity Consultant provided through the BC Coop, to get advice on setting up our equipment and safe lending practices.	

### 3. KEY CHALLENGES

The following topics have been identified as recurring themes in previous years' PLGRs. The intent of this section is to collect detailed information in a structured, consistent format.

Please select the most significant challenges that the library has faced in the past year that you wish to comment on. Leave any other listed topics blank.

Use the 'Other' row to include any ongoing or past challenges that are not included in this list. If you have more than one 'Other' item to add, please insert additional rows into the table.

Challenge	Briefly describe how this challenge has impacted the library/community, and what steps the library took to address it in 2021. Please specify if any provincial funding was used, e.g., annual library funding, the technology grant, other non-PLB provincial grants (up to 250 words per topic).
-----------	--

COVID-19 (e.g., safety protocols, proof of vaccination)	Capacity restrictions reduced the days we could allow in-library browsing. Due to the size and set up of our building, in order to follow restriction guidelines, we could only allow one person/family in the library at a time. Drop in tech help and computer use was no longer viable, and we had to allow these services by appointment only. In order to accommodate this, we remained open to drop-in 3 days per week and had 2 days per week by appointment only
Emergency response (e.g., fires, floods, extreme weather)	
Financial pressure (e.g., rising costs, reduced revenues)	Our library was needed to find a new library building. With very few options in town, we were able to find a solid concrete building that will be the future home of the library. The building is simply a structure and requires extensive renovations in order to make it a functional space. Through grants and fundraising, we aim to have the building ready for operations in the Fall of 2022.
Staffing (e.g., recruitment and retention, mental health and wellness)	
Disappearing services in the community (e.g., government, banking, health)	
Connectivity (e.g., low bandwidth, lack of home internet in the community)	
Aging/damaged facilities (e.g., need for repairs, renovations, upgrades/expansions)	Our library had the unfortunate circumstance of extreme structural instability, resulting in the library needing to move out of the building immediately due to safety concerns. Upon inspection, it was not realistic to fix the problem and the decision was made to completely move out of the library. This was extremely stressful on the staff and board as we figured out the next steps and began the large task of moving. With help from our local Municipality as well as community members, we were able to find a place to store our library items and collection as well as set up a pop-up library to continue to serve the community.
Community access to the library (e.g., geographic isolation, lack of local public transit, building accessibility)	The community no longer had access to the library building from July 16 <sup>th</sup> to September 8 <sup>th</sup> as a result of the structural concerns. Although our collection was being packed up, we continued to offer our patrons books and materials through the interlibrary loan/interlibrary connect service. We partnered with the District of Stewart and other community organizations to use their facilities to continue our services & programs during this transition.

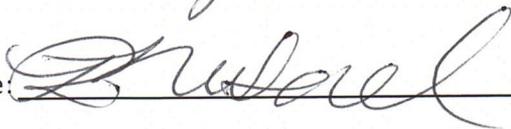
Vulnerable communities (e.g., people experiencing homelessness, addiction, mental health crisis)	
Other (please specify)	

#### 4. SUBMISSION AND APPROVAL

*Electronic signatures are acceptable where physical signatures are not feasible.*

Library Director Signature: 

Date: March 16/22

Board Chair Signature: 

Date: March 16/22