



Terrace Public Library Association 2020 Provincial Grant Report

Introduction:

The Terrace Public Library (TPL), located near the Skeena River, is on the traditional territory of the Tsimshian People. The Tsimshian people of British Columbia encompasses fifteen tribes, and we would like to acknowledge the people of Kitselas to the east, and Kitsumkalum to the west, both tribes of the Tsimshian nation.

The Terrace Public Library provides public library services to the residents of The City of Terrace; portions of the Regional District of Kitimat-Stikine; and, the First Nations communities of Nisga'a, Kitselas and Kitsumkalum. The library serves a population of just over 20,000, spread throughout several communities. We seek to offer programs and services for patrons of all ages that: entertain and inspires; celebrate our diverse cultures, communities and people; and, support lifelong learning, reading and enjoyment.

The City of Terrace is the retail, service, educational and medical hub for Northwestern British Columbia. Terrace provides year-round recreational activities and has a vibrant arts community. Our two largest employers in the area are School District 82 and Northern Health. LNG Canada/JFJV also employees many from Terrace, though their facility is located in Kitimat.

Our strategic plan was due to be updated in 2020. Due to a new Library Director and COVID-19, the decision was made to keep our strategic plan in its current state, and to update it in 2021.

We have four main goals in our strategic plan:

1. Partnerships and collaborations: which aligns with the provincial strategies of building capacity and advancing citizen engagement
To meet this goal, we will build new partnerships and strengthen existing partnerships.
Promote and recognize our partners and increase our community engagement.
2. Technology: which aligns with the provincial strategies of improving access for British Columbians, enhancing governance
For this goal, we will ensure that staff receive the necessary training to be knowledgeable with the technology we have, as well as create a technology plan for the library.
3. Advocacy: which aligns with the provincial strategy of enhancing governance
This goal sees us creating an advocacy plan, identifying and attracting community influencers and creating a stronger presence in our community
4. Marketing and promotion: which aligns with the provincial strategy of enhancing governance, and enhancing citizen engagement
With this goal, we want to see an increase in number of library cardholders, see the number of library users increase, and review our service model.

Provincial Priorities:

Priority 1 – Improving Access for British Columbians

Following our decision to suspend in person services due to COVID-19, Terrace Public Library immediately moved to ensure our community could still access the library digitally. One of the first steps we took, was to move our library card application online. We needed to ensure that our community had a way to get library cards so they could access our digital resources. Between the beginning of March to the end of July we helped 72 people acquire library cards and gain access to our digital resources.



We then started to highlight the many eResources that were available. To do this we use social media, library website, and staff informed patrons about eResources when they called the library. During this time, we noticed an increase of 72.43% in usage, as compared to the same time in 2019. The increase in eResource usage continued, even after we reopened for in-person services. While COVID-19 might have been the encouragement people needed to try our eResources, they have continued to use and enjoy this way of accessing library materials.

We suspended in person services in March, right at the start of our Spring Break in Terrace. This is typically a time where we offer multiple programs for our families to enjoy. Even though we were not able to run traditional programs out of the library, we still wanted a way for our families to enjoy library programs during this time. We were able to offer 10 programs for Spring Break, which encouraged COVID-19 safe activities for the entire family.

Following Spring Break programming, we continued to offer digital programs throughout the rest of the year. Some of our favourite online programs include our “Step into Someone Else’s Shoes” programs, where we partnered with local business and individuals to create fun programs where families could learn about our local apiary, meet a music teacher, a local farmer, and meet some baby chickens. We shared this program with our local schools, homeschool families, and made it available for anyone to view from our website.



Another one of our favourite digital programs was our annual Christmas puppet show. Families look forward to our annual puppet show, and this year we didn’t disappoint. Our Children’s Librarian and our Programmer used zoom and equipment purchased from the technology grant to put on and record our annual puppet show. This puppet show was enjoyed by over 100 children and their families.

We are excited by the response we have received from our digital programming, and plan to include digital programs into our regular program schedule. Our library serves a large area with people living a couple of hours a way from the library. When we held programs in house, they were well attended but typically attended by people who lived in the City of Terrace, and not those who lived in surrounding communities. Providing digital programs has given us the opportunity to reach out to families who due to distance or lack of transportation may not have been able to attend programs in the past. Our Christmas puppet show is a great example of how our digital programming has been able to reach more children than we could reach with our traditional programming. In years past, we could have 70 children attend a puppet show, this year we had over 100 children attend our puppet show.

Our Children's Librarian and Programmer enjoy visiting our local schools. This year, we needed to come up with a COVID-19 safe way to continue these visits. Using zoom we have been able to create zoom class visit programs. In the fall we were able to visit three classrooms at once and were able to continue to provide library visits for our local schools. We are working on plans to provide zoom class visits to schools in our service area, that are too far away to visit the library.

After seeing the positive response to digital programming, we intend to add digital programs to our traditional in-house programs. With digital programming we can reach families and individuals who might not be able to attend a traditional physical program. Offering digital programs, has improved library access for our families who live outside of the City of Terrace, and for those who live within city limits but who may have difficulty access the library.

Priority 2 – Building Capacity

This year has been a challenging year to provide programs and our traditional services to our community. Library staff have embraced the challenge and have all learned new skills this year. While our programs and services may look a bit different than usual, we have learned how to adapt our current situation and have been able to provide library services and programs to our community.

This year our Children's Librarian, Programmer, and IT staff member have learned a lot about creating digital programs, editing videos, and making these programs available to our community. Our programming staff have been able to meet with other programming staff in the North West Library Federation (NWLF). These meeting have been a good opportunity to learn from each other. Through these meetings the NWLF has arranged for training on using zoom in programming for spring 2021.

We have had library staff attend online session on COVID-19 safety and staff mental health. This has allowed staff to work together to help create our COVID-19 safety guidelines as well as our new procedures needed to be open in person services.

We are thankful to the NWLF and the North East Library Federation for arranging for TPL staff to take Ryan Dowd's "Librarian Guide to Homelessness" training. This training has been well received by staff and has led to many conversations by staff on what they have learned during the training. Having the federations cover the cost of the training, has allowed us to continue with professional development during a time when we have seen our budget reduced due to COVID-19.

Priority 3 – Enhancing Citizen Engagement

In January and February of this year, we ran a couple of intergenerational programs at Terraceview Lodge. In January we ran one of our babytime sessions, and in February we did a joint senior/teens valentines day card making session.

The connections that were formed during these joint programs were invaluable. It was special to see the elders of our community interacting with some of the youngest members of our community. This was the first time that some of our teenagers had been to Terraceview Lodge and had the opportunity to interact with seniors in this way.

For our Valentines Day program, teens and seniors joined together to make cards and talk about lost love, new love, friendship and all things relating to Valentines Day. One of our teens commented after the program. “I don’t know how much [the seniors] needed our help, but they sure enjoyed talking to us.” Unfortunately, Covid-19, put a stop to any more in-person intergenerational programming for now.

This connection has been invaluable and has led to the creation of additional programming. Due to our work in the first part of the year Northern Health sponsored our Children’s Librarian and Programmer to attend a workshop on dementiability, which has led to the creation of our ‘Vitality Kits.’ COVID-19 has made our seniors, especially those with dementia become more isolated. In Terrace all of the day programs have shut down, placing a burden of care on family members. The Vitality Kits are designed to assist family members with interacting with their loved ones who have dementia. The kits contain instructions for use and have many activities that encourage appropriate discussion and fun activities. These kits are a direct result of our partnership with Northern Health and Terraceview lodge, that started with intergenerational programming. We are excited to see where this partnership will lead, in the months and years to come.



Priority 4 – Enhancing Governance

This year, the board has worked to ensure that proper governance has taken place in year that has seen many changes. The board has risen to the challenge and worked to provide a smooth transition between new library directors in the spring. Our board chair has participated in online training that has been provided to assist boards with their role during COVID-19 and our NWLF rep has been attending federation meetings. The online training and meetings that have been provided by BCLTA and NWLF has provided support to our board members during a challenging year.

Using statistics as well as qualitative feed back we gather from our community partners we regularly evaluate our programs, services and needs of the community. We solicit feedback from our program participants, community partners, and through a suggestion box available in the library, as well as monitoring social media comments and interactions.

We work to include our representative from the City of Terrace and the representative from Regional District of Kitimat Stikine. We have space for both representatives to speak to the library board at each meeting. This can be a time for them to ask questions, let the library board know of directives from the City of Terrace or the Regional District, or to inform us of initiatives that are taking place. The Library Director works to ensure that both representatives have the information needed to speak about the library during council meetings.

This year, we quickly transitioned to holding our board meetings and committee meetings over zoom. We have worked to ensure that these meetings take place as scheduled and that all members feel comfortable participating in this format.

Technology Grant – Final Report

Terrace Public Library is grateful to the Province for receiving the Technology Grant. We had a bit of a late start with our Technology Grant, as we needed to change our direction at the last minute. We had originally planned on creating an inhouse recording studio, but upon learning we would not receive our Capital Grant from the City of Terrace in 2021, we needed to change our direction. This last minute change, means that we were not able to purchase items for the Technology Grant until the end of 2020 and the start of 2021.

Digital Programming: We put portion of the Technology grant into supporting our digital programming. The grant money went towards purchasing items that would allow us to record videos, and included lighting, green screens, cameras and microphones, and iPads for staff. The items have been put to good use, and our Children's Librarian and Programmer are both enjoying the equipment. With the equipment we have been able to run the following programs:

- Zoom class visits
- Recorded puppet show for Christmas (this video had over 100 views)
- Baby time, (with 36 families signed up to receive the video)
- Preschool storytime.



Library Programmer Carolyn, Zoom Class Visit

We have reached out to the communities in the Nisga'a valley, and are encouraging families to attend our digital programming. We received very positive feed back from this outreach and are working with local schools to advertise our programming. This is especially important, as these communities have been locked down during COVID-19, and do not have easy access to the library at the moment. We

have used our digital programming as an initial form of outreach and are now working with members of the community to highlight and provide other programs and services.

We are excited about the opportunities that come with providing recordings of our baby time and preschool storytime programs. We are able to reach more families with our recordings, than we would have been able to reach with an in-person program. We also see a benefit to parents and children being able to watch the videos when they want, and for as many times as they want. Repetition is a good way for parents and children to learn the many different rhymes and songs they hear during the program. We are excited about the future possibilities that this recording equipment provides us with.

Portable Recording Studio: We are working on putting our two portable recording studios together. One studio will become a part of our Library of Things collection and can be borrowed for two weeks at a time. The second studio will contain a laptop computer that includes recording software. This kit will be able to be used inhouse and will be loaned out to community organizations to be used with their clients. These kits are taking somewhat longer to put together than anticipated as we are still waiting for components of the kits to arrive. We are currently working on making sure the laptop as the relevant software, and creating instructions for using the kits. We hope to have these available by this summer.

Mounted Projector: As we are unable to hold programs or staff meetings in the lounge this item has not been a high priority. Due to COVID-19 guidelines we are storing all of our furniture in our lounge. We will not be able to instal the projector, until we move the furniture back to the main floor of the library.

Loanable Devices/Playaway Launchpad: At the moment we are having a hard time accessing the Playaway Launchpad. We have needed to use some of the money that was going towards the Launchpads, for additional items for our digital programs. Once we know we have purchased everything needed for our digital recording, we will renew our search for the launchpads. If we are unable to acquire the Launchpads, we will purchase another type of loanable device that is similar in nature.

We are not as far along with our technology grant as we would like to be. This is partly due to the last-minute changes that we needed to make. As we were unable to order most of our items until the end of 2020 or the start of 2021, we are still waiting for some components to arrive. COVID-19 has also impacted our ability to get some of the projects up and running. We have decided to prioritize the projects based on our need, and at the moment our need is for digital programming. We are working on completing our other projects and making them available to the community.

COVID-19 and Public Libraries

Covid-19 has created several challenges and new opportunities for TPL. Throughout this time, the library board and staff have been committed to following the guidelines from the Province and WorksafeBC

On March 16th, we choose to put the safety of our community and staff first and made the difficult decision to suspend in-person services. As we told our community during this time, we haven't closed, we have changed how we are providing library services. This holds true, as we were able to keep staff

employed during this time, and we immediately started to promote our eResources, provided online access to create library cards, and provided digital programming.

March 16th, was the first day of Spring break in Terrace, a time when we typically provide two weeks of family programming. Staff met this challenge heads on, and were quickly able to create 10 programs that families could do easily recreate with items they had at home.

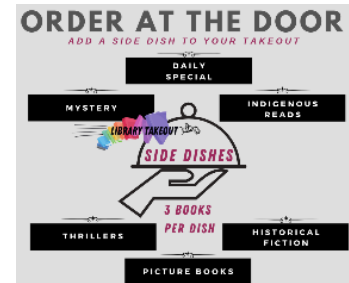
Between March and May, TPL underwent several significant changes. Starting March 16th, we needed to change our service model to meet COVID-19 guidelines, while at the same time we were preparing for a change in Library Directors. The outgoing Director, as well as the incoming Director worked closely together as well as with the Acting Director and the board to make this transition as smooth as possible. By the time the incoming Director started in May, TPL had just moved to offering curbside service, or 'Library Takeout' as we called it. This would have been a difficult transition, without the incredible amount of work done by both the outgoing Library Director and the Acting Library Director as well as the support of the board.

TPL, provided Library Takeout, from May to the end of July. During this time the need for internet and computer access by members of our community became very clear. Many people in our community rely on the library for computer and internet access. While people were able to access our WIFI network outside, we were asked by the City of Terrace Bylaw to not expand our Wifi into the park. At one point, the City of Terrace Bylaw asked if we could turn off our wifi completely, so that there was no access from outside of the library. It is the belief of Bylaw that people are congregating around the library to use wifi, and engaging in unwanted activities.

At TPL we want to ensure that we have a safe space both within and outside of our building while at the same time ensuring that library services are available to those who need them. After discussing the issue with Bylaw, we have agreed to leave our WIFI on during the day, and turn it off over night between 12:00am and 8:00 am. The pandemic has highlighted that we are the place in town where people can access internet for free. And while we couldn't have people in our building during the summer, we wanted to make sure that people could still have a way to access our wifi network.

Following the BC's Restart Plan, we opened for contactless holds pickup, or as we called it "Library Takeout" on May 19th. This service became popular very quickly with all appointment spots filling up quickly. To use this service, patrons would place items on hold. Staff would then gather the requested items and call the patron to set up an appointment to pick up holds. To help with physical distancing we decided that it was best to have people come at set times. We do not have a large open area by our front door, and we were concerned about crowds forming while people were waiting for their items.

If patrons were unsure about what they wanted to read, they could contact library staff and we would select items based on their reading interest. To go along with our “Take out” theme, staff also put together side dishes. There were sets of 3 books based on a particular genre. Patrons were then encouraged to add a ‘side-dish’ to their library takeout. Side-dishes quickly became a popular item, particularly for our children’s books.



“I’ve been meaning to thank you for the side dish service. I’m not organized enough to put a hold request in for books. By the end of a long day caring for my toddler and working in the evening, I am tired and have screen fatigue. Being able to just wander over from the park and leave with books for my daughter was such a treat. We all missed it more than we knew until we had some new books in our hands. Thank you so much!” – Message from library patron on our Facebook page

As both staff and library patrons became more comfortable with our Library Takeout procedures, we decided to move to drop-in sessions, where people could stop by at anytime between set hours and pick up their holds. We wanted to accommodate those patrons who wanted a set appointment to pick up their holds, and those who found it difficult to keep to an appointment. We found that setting half the day for appointments and half the day for drop-in worked well for our patrons and staff.

During this time, we had several requests to print, scan and fax documents. Hearing these requests, we decided that we needed to come up with a safe way to provide this service. We quickly came up with our Remote Printing, which was and still is being used by patrons. To use this service, patrons need to email the document or link to the document to us. Staff will then print or fax the requested items and contact the patron to pick up the documents. Patrons are also able to drop off documents that they need copied, faxed, or scanned. Staff will complete the request and return the original documents to the patron. While this was created to assist patrons when in person services were suspended, we still have a few patrons who appreciate the convenience and safety of this service.

During the summer, we ran a modified version of our Summer Reading Club. Our program included 6 weeks of programs, each week consisted of programs that required registration and family programs that did not require registration. Our programs that required registration, included a makers kit, so children could complete the activity at home, as well as a selection of books based on the interests and reading level of each child. Both types of activities were extremely popular, and we received positive feed back from our families who participated. Family programs were updated weekly on our website, and included activities based on the SRC theme of the week.



After a lot of careful planning, we reopened back up for browsing and computer usage on August 4th. We were initially open for browsing 17 hours a week, and open for contactless pick up 18 hours a week.

We observed how people were using the library and adjusted our hours, as necessary. As people decreased their usage of contactless pick-up, and started coming into the library to browse, we started to increase browsing hours. The first hour of the day on Wednesdays and Fridays are dedicated to seniors and those who are vulnerable. This time is appreciated, as we have patrons who will only use the library during this time. At the end of the year, we were open 37 hours a week for browsing/computer use and 6 hours a week for contactless pick-up, for a total of 43 hours a week. This is a reduction in open hours as compared to 2019, when we were open 63 hours a week.

In preparation for reopening in person services, we made several changes to the layout of the library. We are grateful to the City of Terrace maintenance department who provided assistance during this time.

Following COVID-19 guidelines we have made the following changes:

- Installed Plexiglas at the circulation desk
- Removed all furniture, as it is not possible to have physically distanced seating
- Reduced the number of public access computers
- Moved or removed shelving to allow for physical distancing when browsing the collection.
- Reduced occupancy to 20 individuals

COVID-19 has come with many challenges, some larger than others:

Internet Access: COVID-19 has shown that importance of libraries providing a place for people to access internet. During the summer, when we were providing contactless services only, we ran through several options to provide people with internet. Unfortunately, we were not able to make any of them work, due to various reasons. We were adamant that when we opened in August for browsing, we would open for computer use at the same time.

Access to Cleaning Supplies and PPE: One of the challenges we have faced and continue to face is access to sufficient PPE and cleaning supplies. We consider ourselves extremely fortunate that the City of Terrace supplied us with Plexiglas for our circulation desk. Accessing other supplies have not been as easy. We needed to ensure that we were using proper cleaning materials, that were effective against COVID-19, and yet safe for electronics and our staff to use. Our janitors are contracted position and clean at night. This means that staff are responsible for the extra cleaning that is now necessary. So far we have been able to access what we need, but we have had long wait times for products to arrive and the extra expense has and will continue to impact our budget.

Providing Seating/Study Space at the Library: As with all libraries TPL likes to provide seating and study space for our community. This space is often used by those experiencing homelessness, those who are precariously housed, youths who need a safe space to gather, those needing a study space, and a place space for families with young children. Due to COVID-19 physical distancing guidelines, we have removed all seating and are asking people to keep their visits to 30 minutes. We do not have the space to place seating and keep it physically distanced. To help manage our occupancy level, and not have people waiting to access the library we have decided to stay with a 30-minute time limit.

This has its challenges, when community members want to come into the library to escape the elements and warm up. In the past, these individuals would be welcomed into the library and would be able to

spend the entire day if they wanted to. It is hard for library staff to turn away, those who are in need and yet with our COVID-19 guidelines in place we sometimes need to do this. We will let people know that even though we do not have seating, they are welcome to come in and use a computer or browse our collection while they warm up. We have information about which shelters are open, and we have called on the emergency response team to provide assistance on a couple of occasions. COVID-19 has shown that agencies that provide shelter and programs for those experiencing homelessness are in need of support, especially during this time.

Along with the challenges there have been opportunities. We are excited about the opportunities we have seen in programming. This year we have moved to digital programming and maker kits. While there has been a steep learning curve for staff, they have embraced this challenge and have gone on to becoming amazingly comfortable making digital programs. The Technology Grant, we received from the Province has also enabled us to be successful with our digital programming, as it allowed us to purchase the necessary equipment.

One of the biggest opportunities we have seen with this type of programming, is our ability to provide greater access to families, especially those who do not live in close proximity to the library. With digital programming, we are reaching out to communities in the Nisga'a Valley, Thornhill and those living on the South Side, who due to distance and transportation barriers, may find it difficult to attend in-person library programs.

This was very noticeable during our Christmas programming. We like to run weekly programs at Christmas but are restricted by the size of our program room to about ten children per program. This year we ran four weekly maker programs and were able to have up to 30 families 'attend' each program.

Staff are excited about the new opportunities we see in programming, and plan to use digital programming, maker kits, as well as traditional in-person programming in the future.



Herb the Library Monster, demonstrating how to do the crafts for our Christmas Maker Kits.

Summary

Terrace Public Library continues to see out various opportunities and partnerships to ensure its relevancy while meeting the needs of the community. We have met the challenges that have come with COVID-19, and at the same time embrace the opportunities that have also come. We have strengthened partnerships this year and are excited about our new partnership with Northern Health. We will continue to work with our community, to provide the services and resource that are needed.

2020 Library Technology Grant – Terrace Public Library

Terrace Public Library has identified projects that help to improve access to technology as well as to help people connect with each other.

Projects like digital programming, recording kit in a bag and a wall mounted projector provide our community with access to technology while helping them connect with each other. Digital programming will be provided for all ages. Library staff will partner with School District 82 and local seniors groups to offer unique programs for their students, teachers and clients. We will also offer library programming digitally, such as storytimes, book clubs, writing groups and more. Digital library programs will help people in our community connect in a safe way during covid, and will continue to be offered in some formats long-term. For example, we have plan to offer our writing group as an online program only, we have received positive feed back from seniors and young adults who are now able to attend this program in a virtual format as they are no longer reliant on others for transportation to the library. With our Recording Studio in a Bag, we plan on working with local First Nations groups as well as Skeena Diversity and encourage the use of our equipment so people can record their own stories to be shared with our community. The Recording Kit in a Bag will also be available to the general public to use for their own recording projects as well.

As a northern community in British Columbia, we know we have families who struggle with connectivity whether due to their physical location or economic situation. Providing loanable devices like Launchpads which are not dependent on internet gives all children in our community the opportunity to use these devices. Filled with learning apps and games, launchpads are fun educational tables that focus on literacy and STEAM skills.

Ensuring that staff have the tools needed to work in an increasing virtual world is also important. Using a portion of this grant, to buy equipment that will allow all staff to participate in virtual meetings and training is necessary. We have had staff working from home so they can participate in zoom calls or virtual training, while this is a nice option it should not be the only way for staff to complete this type of work.

In conclusion, we have chosen to spend the Library Technology Grant on projects that focus on inclusion. Projects that allow people to connect in a virtual environment, and projects that put technology into the hands of people that may not have the opportunity to access this technology on their own.

2020 LIBRARY TECHNOLOGY GRANT REPORTING FORM TERRACE PUBLIC LIBRARY

Total Technology Grant Amount: \$16,121

Area of Need	Outcome	Metrics	Strategic Links	Actions	Collaborative Links	Timeframe	Project Budget	In-Kind/Leveraged funds	Comments
Digital programming Recording and Audio Equipment for digital programming	Recording equipment will allow for staff to record, create and run digital programs for all ages	New digital programs are offered, digital programming is continued after COIVD	Improving Access	Purchase recording equipment for staff use.	Will partner with the below groups to run programs specific to their needs. School District 82 Local and Private schools Terrace Hospice Northern Health Terraceview Lodge Engaging with community experts as guest speakers in virtual programming	November: class visits with zoom January: new digital programming	\$1,920		
Patron hardware upgrades (public computers, printers, etc.) New ceiling mounted projector	A projector mounted in the ceiling our lounge area will allow for new programming for patrons, and new training opportunities for staff and board	Will be used for future staff meetings, allowing for a reduction in paper usage during meetings, as well as the opportunity to watch and discuss training videos. Program use may be challenging under current COVID guidelines	Improving Access Building Capacity	Purchase new ceiling mounted projector	School District 82 class visits Community Presentations	November/December instillation (dependent of City of Terrace Maintenance schedule)	\$2050	City of Terrace Maintenance personal will install projector	
Patron Loanable Devices Playaway Launchpads	Launchpads are a loanable digital device that do not use wifi making these devices accessible to low income families and families who	Monitor the number of checkouts, as well as elicit feed back from parents regarding the use of as well as benefits or negative aspects of their children	Improving Access	Purchase 7-10 launchpads with programming for children in preschool to grade 8		November: Purchase December/January: Advertise January: launchpads will be ready to circulate	\$2,181		

	live in areas of our community where internet access is minimal.	using the launchpads.							
Patron loanable devices Recording Studio in a Bag	Providing access to a free recording studio reduces barriers to digital inclusion and equity to those patrons who rely on the library for internet and those who are not able to afford their own home recording studio.	Based on the number of checkouts or uses in library. We also plan to encourage community members including elders to tell their story or stories of the area.	Improving Access Advocating Citizen Engagement	Purchase equipment to allow for video and audio recording. As well as a laptop and appropriate software to allow for editing.	Skeena Diversity First Nations Groups Senior Groups	January/February recording kits will be available for use.	\$6548		One kit will be for use in the library, while one kit will be available to be loaned out.
Patron hardware upgrades (public computers, printers, etc.) Vinyl Cutter	Providing access to a vinyl cutter is a welcome addition our makerspace and will help reduce barriers to local artists, entrepreneur, and community members who may not be able to afford this equipment	Based on use, as well as collecting stories from people using the vinyl cutter	Improving Access	Purchase vinyl cutter and add to our current creation station setup. Have staff become familiar with how to operate the vinyl cutter		January/February vinyl cutter will be available for use	\$600		
Patron loanable devices Drawing Tablet	Providing access to devices like the drawing tablet helps to reduce barriers due to connectivity, economic status.	Based on use, as well as collecting information from people about their use of the drawing tablet.	Improving Access	Purchase drawing tablet		January/February drawing table will be available for loaning to patrons	\$900		
Staff hardware upgrades Web camera and headsets to allow for zoom calls and	Covid has demonstrated the importance of being able to connect virtually with co-worker, library partners	Staff will be able to attend virtual training/conferences as well as virtual meetings as required.	Building Capacity	Purchase web cameras with attached microphones, as well as appropriate headsets for all employees.		Equipment will be available for staff starting in November	\$1872		

virtual training for staff	and community members. Providing all staff members with the proper tools to allow for virtual meetings and training will allow all staff the same opportunity.								
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