

2024 Library Federation Grant Report (LFGR)

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Overview

Federation Name

Kootenay Library Federation

Federation Profile

The federation serves twenty member libraries in the east, central and boundary regions of the Kootenays. To ensure balanced representation from the member libraries, the Executive Committee includes at least one Board member from each size library (small, medium, large), and each geographic region (east, west, boundary). The KLF employs a full-time director.

Executive Summary

Please provide an executive summary on the library federation's activities this past year. This should cover key operations supported by annual provincial funding, as well as planning and use of one-time/targeted grants, including the 2022 Grants for COVID-19 Relief & Recovery Grant (CRR), Emergency Planning & Preparedness (EPP) and the 2023 Enhancement Grant. The purpose of this section is not to duplicate the individual projects details, instead provide a short analysis and summary of your overall approach and progress. Please limit to 2 paragraphs and feel free to use bullet points.

Throughout 2024, the KLF focused on supporting member libraries with emerging issues such as:

- Compliance with the Accessible BC Act. This has been achieved through the completion of a shared accessibility plan created by the Kootenay Libraries Accessibility Committee, quarterly meetings, and the development of an accessible facility checklist created by a Nelson-based architect with the Rick Hansen Foundation Accessibility certification.*
- Providing free access to a Kootenays-based Certified Professional in Human Resources (CPHR).*
- Streamlining the renewal process of consortium electronic resources.*
- Emergency preparedness and business continuity. The KLF has created template plans and works with interested library directors to customize the plans based on their library and community.*
- Promotion of the NNELS services with their outreach coordinator.*
- Privacy Impact Assessments. The KLF has engaged a Kootenays-based records management consultant to work with one member library to create a case study and supporting resources for guidance in completing privacy impact assessments.*
- Board governance coaching services.*

Additionally, we collaborated and coordinated with the other library federations, sector organizations and the Public Libraries Branch to:

- Advance the BC Public Library Professional Development Coalition, aimed to streamline and maximize access to professional learning and development*
- With BCLTA, develop, organize and deliver a series of eight online governance workshops to support BC library trustees and library directors' learning and development.*
- Supported, promoted and participated in the BCLTA and ABCPLD's Succession Planning workshops aimed at library director succession planning.*

Continuing from 2023, the CRR & EPP and Enhancement grants have allowed the KLF to plan and deliver sustainable services and programs requested by the member libraries. More details are available in the major themes & featured initiatives section of this report.

Towards the end of the 2024, the KLF contracted with a consultant to begin a strategic planning process for our 2025-2028 strategic framework.

The KLF strives to be as responsive as possible, based on the requests and needs of member libraries.

Budget Information

Please outline the current status of your grant spending. This should include: Amounts received under each grant (annual operating, CRR & EPP, Enhancement) for 2022-2024 Amounts of each grant spent to date Operating budget for 2024 Amounts earmarked for upcoming projects Amounts remaining to be allocated

Operating budget for 2024

- Received \$116,100
- Spent to date \$96,824
- Earmarked for upcoming projects \$0
- Remaining \$19,276 for federation spring meeting and operating costs until June 2025 (when operating grants typically received).

COVID Relief & Recovery Grant (2022)

- Received \$55,000
- Spent to date \$39,410
- o Core Skills Library training in collaboration with other BC library federations. Budgeted \$32,500.
- o Virtual Programming/BC Libraries Present and Kootenay Libraries Programming. Budgeted \$17,000.
 - Kootenay Libraries Programming hosted 14 online events between 2022-2024, and 2 in-person author tours visiting at total of 15 libraries
 - BC Libraries Present
 - 2023: 3 province wide online events
 - 2024: 3 province wide online events
 - 2025: in planning
 - o KLF Governance, Communications and Engagement. Budgeted \$5,500.
 - Remaining \$15,590 is allocated for 2025 and 2026: continuing the Core Skills Library training, BC Libraries Present and supporting KLF governance, communications and engagement.

Emergency Preparedness & Planning (2022)

- Received \$19,000
- Spent to date \$19,000
- o Tuition for ED's enrollment in the UVIC Emergency Management for Organizational Continuity program.
- o Applied remaining CRRG funds towards ED hours for time spent on course work (2022-2024), writing a template emergency preparedness plan (2024) and meeting with library directors to support them completing their EPP.
- Earmarked for upcoming projects \$0
- Remaining to be allocated \$0

Enhancement Grant (2023)

- Received \$205,000
- Spent to date \$28,042.00
- Earmarked for upcoming projects \$64,000.00 (expanded Spring 2025 meetings, strategic planning, and Accessibility resources)
- Remaining to be allocated \$112,958.00 Accessibility resources (2026-2029) and the 2025-2028 KLF strategic plan priorities will determine how the remaining Enhancement grant funds will be allocated.

Major themes

Use the checkboxes below to indicate which areas your federation primarily focused on this year. These themes should be reflected in the Featured Initiatives section starting on the next page, and/or in the Executive Summary above. We recommend choosing only the top 3 most relevant themes.

Shared service delivery (e.g. consortium licensing, resource sharing)

Professional learning (e.g. training opportunities, conference planning)

Service expansion beyond community borders

Featured Initiatives

Use this section to provide detail on up to four significant initiatives the federation has undertaken in the past year. Use one page per initiative. To add more pages, select Yes for "I have more initiatives to report" at the bottom of this page.

Initiative Title #1
Enter a brief, descriptive title for your initiative.

Shared Service Delivery

Summary
Provide a brief description of the activities undertaken this year. Please include details such as any partnerships or resources leveraged to accomplish this initiative.

The KLF organizes and funds a variety of programming opportunities for member libraries. In 2024, the following programs were offered:

- 1. In February, the KLF coordinated two Telus Wise online workshops which were attended by over 54 people. The workshops were Supporting Youth in a Digital World and Empowering You to Stay Safe in our Digital World. Staff from member libraries were host/facilitators for the two sessions.*
- 2. In March, the KLF coordinated Prince George author Elisha Rose with her debut book, Addiction is a Medical Condition NOT a Choice. Staff from a member library was the host/facilitator for the evening.*
- 3. In May, 6 libraries hosted in-person author-illustrator events. Anne de Grace (author) and Nathan Wilkinson (illustrator) launched their graphic novel We Were Found in the Fires.*
- 4. As part of the summer reading club, 12 member libraries hosted magician Leif David.*
- 5. With the six BC library federations, the KLF financially supports the BC Libraries Present virtual programming initiative.*

Timeline and Progress Report
What is the expected timeline for this initiative? What is the current status (e.g. planning, implementation, complete, ongoing). If you have reported on this initiative previously, what has changed since then? What progress has been made, or what obstacles have you encountered?

Shared service delivery is part of the KLF's regular operations.

Rationale
Why was this initiative prioritized? Comment on how this supports core operational functions, specified strategic goals, priorities identified in your grant award letter, and/or emerging member library needs.

A consortium approach to library program planning aligns with Public Libraries Branch priority of improving regional and local shared service delivery, as well as addresses the detrimental effects of inflation on small, rural libraries.

What impacts does/will this initiative have on the federation, member libraries, and/or communities?
Please include any applicable metrics or quantitative data to demonstrate impact.

Member libraries already offer varied programming in their communities. The additional programs coordinated by the KLF expand the scope of library programming.

I have more initiatives to report

Yes

Featured Initiatives

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Initiative Title #2

Enter a brief, descriptive title for your initiative.

Professional Learning

Summary

Provide a brief description of the activities undertaken this year. Please include details such as any partnerships or resources leveraged to accomplish this initiative.

There are three streams of professional learning the KLF supports financially.

- 1. At each KLF twice a year in-person meetings, we bring in paid guest speakers based on suggestions and feedback from our member libraries.*
- 2. The KLF provides annual funding for Core Skills Training workshops and seminars, suitable and free for both board members and library staff.*
- 3. We also collaborate with the other BC library federations to offer additional professional learning opportunities.*

Timeline and Progress Report

What is the expected timeline for this initiative? What is the current status (e.g. planning, implementation, complete, ongoing). If you have reported on this initiative previously, what has changed since then? What progress has been made, or what obstacles have you encountered?

The Core Skills Training have become an aspect of regular onboarding for new board members and staff at KLF member libraries, and funding will determine the expected timeline. Overall, obstacles for professional learning include lack of board member and staff time to take the training. Progress has been made with regular promotion of the Core Skills Training and having the information permanently available on the KLF website.

Rationale

Why was this initiative prioritized? Comment on how this supports core operational functions, specified strategic goals, priorities identified in your grant award letter, and/or emerging member library needs.

This initiative has been prioritized based on input from member libraries and the potential for efficiencies. Having the KLF organize and administer the desired training saves each library director time. This priority meets the ongoing goals of both the KLF and PLB of building capacity through training and professional development opportunities.

What impacts does/will this initiative have on the federation, member libraries, and/or communities?

Please include any applicable metrics or quantitative data to demonstrate impact.

Through professional development opportunities, board members and library staff can expand capacity to meet new and complex demands, adapt and lead libraries in evolving digital, society and community landscapes.

I have more initiatives to report

Yes

Featured Initiatives

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Initiative Title #3
Enter a brief, descriptive title for your initiative.

Service Expansion beyond Community Borders/Governance

Summary
Provide a brief description of the activities undertaken this year. Please include details such as any partnerships or resources leveraged to accomplish this initiative.

The KLF collaborated with BCLTA in 2024 to offer a series of online governance workshops to support BC library trustees and library directors' learning and development.

Timeline and Progress Report
What is the expected timeline for this initiative? What is the current status (e.g. planning, implementation, complete, ongoing). If you have reported on this initiative previously, what has changed since then? What progress has been made, or what obstacles have you encountered?

Between April and November, we hosted workshops on the following topics: Boards as Employers, Effective Meeting Facilitation, Developing Policies, Financial Best Practices, Board Succession & Recruitment, and Financial Processes.

Rationale
Why was this initiative prioritized? Comment on how this supports core operational functions, specified strategic goals, priorities identified in your grant award letter, and/or emerging member library needs.

This initiative was prioritized as a way of ensuring frequently requested governance workshop topics were offered, while demonstrating the ability of two library sector organizations to collaborate.

What impacts does/will this initiative have on the federation, member libraries, and/or communities?
Please include any applicable metrics or quantitative data to demonstrate impact.

Of the 259 people who attended the workshops, 183 were trustees and 76 were library directors. Each workshop included resources (PowerPoint slides, workbooks and templates) that can be requested by emailing BCLTA.

I have more initiatives to report

No

Board Approval

Download the board approval signature form from the Public Libraries Branch website here: <LINK>

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