2022 PROVINCIAL PUBLIC LIBRARY GRANT REPORT (PLGR)

LIBRARY NAME

ELKFORD 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. CHALLENGES
- ☐ 4. COVID-19 RELIEF & RECOVERY – 2022 PROGRESS REPORT
- ☐ 5. BOARD APPROVAL

INTRODUCTION - LIBRARY AND COMMUNITY PROFILE

Provide a brief description of the community and library, focusing on what has changed in the past year. If provincial funding is primarily used to support your library's core operations, please include a general describe where it is applied (staffing, utilities, collections, etc.).

Elkford, B.C. was founded in 1971 as a home for miners working at Fording Coal operations (now Teck Coal). Elkford is located near the Alberta/B.C. boundary in the East Kootenay. According to 2021 census data, Elkford has approximately 2750 permanent residents. Over 50% of employment in the Elkford community is in resource-based industry, with Teck Coal as the leading employer.

The Elkford Public Library is located at the heart of town along with other services such as our swimming pool, grocery store, bank, and skating rink. We are open five days a week. Beyond basic library service, we offer programs and activities for all ages, a monthly community newspaper, free high-speed internet, public computers, office services such as printing, scanning, and faxing, as well as help for jobseekers, legal information, government resources, and one-on-one help with technology. We help Elkford residents with a variety of inquiries and are the only location in town to offer access to many of these services.

The Elkford Public Library receives three main operating grants each year. Our grant from the District of Elkford is used to cover most of our payroll expenses, while provincial funding, along with an operational grant from the Regional District of East Kootenay (RDEK), is used to

cover all other operational library expenses, e.g., collections, program materials, equipment leases, insurance, interlibrary loan expenses, utilities, etc.

In the past year, the Elkford Public Library has focused on COVID-19 recovery. We have employed personnel to help us catch up with organizational and maintenance tasks which have been deferred due to the COVID-19 pandemic, have upgraded some of our network hardware, and we are in the process of updating and/or creating documentation for operating procedures, library policies, and an emergency plan. We are in the process of rebuilding our in-person program repertoire based on community feedback. We also developed our 2023-2027 strategic plan, which commenced in January. The strategic objectives under our new strategic plan are *Technology & Connectivity, Building Capacity, Community Engagement,* and *Ensuring Sustainability.*

2. FEATURED PROJECTS/PROGRAMS

Please describe any featured 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. You do not need to report on every project/program, only highlights/notable examples.

Project/Program Name
Board Professional Development & New Strategic Plan
Provide a brief description. Please include details such as any partnerships or resources leveraged to accomplish this project/program.
In 2022, we unexpectedly lost our Board chair and were confronted with gaps in our Board's knowledge, training, and succession practices. We changed our recruiting practices, engaged in training/professional development, revised our policy to include Board operations, and developed our 2023-2027 strategic plan. Our new strategic plan includes future goals for further action to ensure that our Board practices responsible succession planning and regularly reviews its performance. The British Columbia Library Trustees Association (BCLTA) provided invaluable resources and training during this process.
How does this project/program support the library's strategic goals?
This project supports the library's strategic goals *sustaining our success* (2018-2022) and *ensuring sustainability* (2023-2027). The changes that we have implemented for our Board's recruitment and operation will help to ensure the smooth and informed operation of the Board as well as widen the reach of Trustee recruitment. We have revised and updated several of our library's documented values and goals to be in line with current practice and to address changes in our community. Our 2023-2027 strategic plan also includes several goals and practices that are new to our library, including the development of a five-year financial plan to help ensure that fiscal targets are consistently met and the development of a marketing plan. These new practices will be rolled out over the next five years.

How does this project/program support the B.C.'s strategic goal(s) for public library service from the strategic plan, which include:

1. Improving Access
2. Building Capacity
3. Advancing Citizen Engagement
4. Enhancing Governance

This project supports the provincial strategic goal *enhancing governance*. Through new recruitment strategies, training, improved documentation, and future changes to professional development and succession practices outlined in our new strategic plan, we are endeavoring to ensure the sustainability of our library long-term, maintain Board engagement, and provide effective governance to the library.

What are the key outcomes of this project/program?

Our 2023-2027 strategic plan was developed over the course of 2022 and was implemented in January of 2023. Library policy has been updated with information and guidance for Board operation. The Board of Trustees engaged in governance-related training and information sessions in 2022. Recruitment practices have been revised to broaden their reach as well as to keep our community and our local government informed with respect to our library's needs.

Note that changes to Board practices were implemented in part to address difficulties recruiting and retaining Board members. While we have had some new interest from individuals in the community with respect to Board operations, we are still struggling to recruit for Board positions requiring more responsibility (i.e., Chair, Vice-Chair, Treasurer).

Did provincial grants enable this project/program? If so, how?

N/A

[Copy and insert additional tables below for each additional project/program as needed]

Project/Program Name
Collection Maintenance - Weeding

Provide a brief description. Please include details such as any partnerships or resources leveraged to accomplish this project/program.

Collection maintenance has largely been deferred for the last three years due to the impact of the COVID-19 pandemic on library resources. In 2022, we began the lengthy and overdue process of weeding our entire collection. Over the last three months of 2022 we weeded the fiction sections in the library. Weeding continues into 2023 for remaining sections of the library.

How does this project/program support the library's strategic goals?

This project supports our 2018-2022 strategic goal *working together* and our 2023-2017 strategic goal *ensuring sustainability*. The overall goal of weeding is to increase engagement with the collection as weeding makes the collection more visually appealing and makes it easier to find in-demand titles. Weeding also ensures that the collection stays relevant to our community's needs, as through weeding inaccurate, irrelevant, and out of date information is removed. Finally, weeding contributes to efficient use of physical space in the library and helps address our long-term need for storage space.

How does this project/program support the B.C.'s strategic goal(s) for public library service from the strategic plan, which include:
1. Improving Access
2. Building Capacity
3. Advancing Citizen Engagement
4. Enhancing Governance

This project supports the provincial strategic objective a*dvancing citizen engagement* by making our collection more relevant to local needs, making information easier to find, and making sure out of date information is removed.

What are the key outcomes of this project/program?

1,059 titles were weeded from our collection in fall of 2022. These include outdated titles that no longer circulate as well as damaged materials. Some in-demand damaged materials were replaced with new copies. Overcrowding of books on shelves has been reduced in all weeded sections and sections have been organized and tidied. Our collection is more easily accessible as titles are easier to find on-shelf. Many weeded books have been added to our ongoing book sale which we use for fundraising for programs at the library. Weeding continues in 2023.

Did provincial grants enable this project/program? If so, how?

Funding from the COVID Relief & Recovery grant was used to support this project for 2022 and 2023 by enabling us to temporarily hire an additional staff member.

Project/Program Name

Emergency Preparedness Week

Provide a brief description. Please include details such as any partnerships or resources leveraged to accomplish this project/program.

The Elkford Public Library partnered with the Regional District of East Kootenay (RDEK) on an Emergency Preparedness Week display and giveaway. This project was fully funded by the RDEK through the East Kootenay Emergency Management Program (EKEMP). The library received approximately $500 of emergency preparedness books, as well as booklets and worksheets on a variety of emergency preparedness topics. The RDEK also donated a 72 hour emergency kit which was awarded to a library patron through a random draw. The full set of materials were on display from May 1st to May 7th, followed by most materials being available in our display case for another month following. The emergency preparedness books are now catalogued as part of our collection.

How does this project/program support the library's strategic goals?
This project supports our strategic goal *building capacity*. The availability of emergency preparedness materials at the library helps to address a growing community need for information on preparing for disasters, including climate change and extreme weather events. This is particularly important in a rural area with limited resources, where many services are available temporarily or are volunteer run.
How does this project/program support the <u>B.C.'s strategic goal(s) for public library service</u> **from the strategic plan, which include:**   1. Improving Access   2. Building Capacity   3. Advancing Citizen Engagement   4. Enhancing Governance
This program supports the provincial strategic objectives *building capacity* and *advancing citizen engagement*. The addition of emergency preparedness materials to our collection addresses a collection gap and ensures that up-to-date information on disaster preparedness is available to Elkford residents. Information and guidelines from the Province of BC, e.g., instructional materials by PreparedBC, were made available to Elkford residents through this project.
What are the key outcomes of this project/program?
Emergency preparedness materials are now available at the library. Books were added to the collection that cover a range of topics including climate change, disaster management, international and regional disaster relief, outdoor survival, canning and storing food, sheltering in place, and developing an emergency plan. Free disaster preparedness guides from PreparedBC are now available to Elkford residents to take home and keep. These guides cover how to develop an emergency plan for various living situations and common local weather events and hazards. These situations include living in a home or an apartment/condo, living with kids or pets, guidance for small businesses, and disaster-specific advice for weather events such as wildfires, floods, and landslides.
Did provincial grants enable this project/program? If so, how?
N/A

3. 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 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 2022. 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)	In 2022 we transitioned from a COVID-19 Safety Plan to a Communicable Disease Plan per provincial guidelines. This easing in COVID-19 protocol has enabled employees to focus on delivering library services and catch up on tasks deferred due to the pandemic. Using provincial funding from the COVID Relief & Recovery grant we purchased new plexiglass barriers to open our remaining computer workstation and we purchased personal protective equipment for employees. As with previous years, library employees continue to support the public by being a source of information and by printing COVID-19 proof of vaccination documents. Program attendance, which fell during the COVID-19 pandemic, has remained low through 2022. Changes in local organizations and resources over the last three years have changed the role that the library plays in our community with respect to programs and activities. We are currently reaching out to the public to determine how we can help fulfill Elkford's program needs in 2023 and going forward.
Emergency response (e.g., fires, floods, extreme weather)	Weather trends in Elkford and surrounding areas have highlighted the need for emergency planning at the library. Funding from the COVID-19 Relief & Recovery grant has been allocated to developing an emergency plan, which will be drafted in 2023. Extreme weather such as wildfires has limited our outdoor activity planning in the summer and fall. Smoke from wildfires has also been a health issue for some of our employees. We are offering summer and fall programs in climate-controlled, indoor environments. Rental costs for indoor spaces have been covered by regular operational funding. With respect to community-wide emergency response, note that the District of Elkford is responsible for emergency planning and response for Elkford; library employees are not activated during an emergency. Our facility passively provides shelter for patrons during regular open hours; we are not filling this role in any official capacity.
Financial pressure (e.g., rising costs, reduced revenues)	Due to changes in our Wage Policy (see *Staffing* below), the rising costs of products and services, and stagnant funding, we are not able to cover our 2023 expenses with our expected 2023 revenue. We are currently funding the deficit out of reserves. This deficit is expected

	to continue into 2024 and beyond unless we can secure additional operational funding. We have requested a 5% increase in our operating grant from the District of Elkford this year to help cover these expenses. Note that if granted, this 5% increase does not cover the total expected deficit.
Staffing (e.g., recruitment and retention, mental health, and wellness)	For the last several years our library has struggled to both recruit and retain personnel. We have identified some key issues that affect our ability to do so. We are recruiting from a relatively small population, our wages are not locally competitive, we do not offer benefits, and we offer only part-time work. Prior to 2022 we did not offer a living wage. Job duties at the library can be overwhelming as we do not have specialized roles due to our organization's small size and budgetary constraints. Employee hours may be burdensome at some times of year, e.g., during Summer Reading Club, as workload increases due to hosting time-consuming programs on top of regular library operation. The library has an unfortunate history of voluntarism on the part of our employees to meet job expectations. Wages In 2022 we reviewed and revised our Wage Policy, increasing the wage rates of our positions by almost 20% and including a 2% annual increase in our Policy. Our new wage rates were set based on several factors, including "living wage" rates for nearby communities, local wage rates for entry-level positions, and local wage rates for jobs with similar duties and descriptions. This increase in wages has made the library more competitive with local employers offering similar types of work. Note that it is unrealistic for us to compete with Teck Coal, the leading employer in our town. We have also increased our payroll budget to include programs and activities that have historically fell to employees to complete in their free time. Role Specialization The development of a five-year financial plan is included in our 2023-2027 Strategic Plan. As part of our five-year financial plan, we will explore options for a Programming & Outreach Coordinator to join our team. We will need to source ongoing, sustainable operational funding to support this position. For the impact these changes have had on our 2023 budget, see *Financial pressure* above.
Disappearing services in the community (e.g., government, banking, health)	Elkford residents often rely on the library to fill in for service gaps in our community. Many patrons have the expectation that our employees are able to do "everything."

	We frequently help jobseekers with all aspects of the job application process, e.g., resume writing and printing, online job applications, and accessing online employee training. We host Kootenay Employment Services once per month. There is no legal aid service in Elkford, making the library the local source of legal information. We endeavor to keep an up-to-date legal collection and access to legal resources online which employees are trained to use. Through the LawMatters grant we updated sixteen out-of-date or missing legal titles in 2022. Vulnerable community members use the library to apply for government benefits, and our employees are often needed to assist with the application process. In 2022 we had a volunteer tax expert available during tax season to answer questions about personal and small business income tax returns. We frequently help patrons use technology (computers, devices) to access resources or help patrons troubleshoot their devices on a one-on-one basis.
Connectivity (e.g., low bandwidth, lack of home internet in the community)	Residents of the District of Elkford and nearby areas may not have internet access. We endeavor to offer the best high-speed internet possible to our patrons and we upgrade our network hardware regularly. We also offer free Wi-Fi 24/7 through our outdoor Wi-Fi access point. That said, internet service in Elkford is limited. Harsh weather conditions reduce the accessibility of our outdoor Wi-Fi at some times of year.
Aging/damaged facilities (e.g., need for repairs, renovations, upgrades/expansions)	Our facility is in good condition. However, the library must manage a relatively small physical space. This space requires constant collection and inventory management. Recent bylaw changes mean we no longer have in-kind use of District of Elkford facilities such as meeting rooms for programs, further limiting the physical space available to us. Our 2023-2027 strategic plan includes objectives regarding inventory management and steps for improving the communication of our needs to the District of Elkford.
Community access to the library (e.g., geographic isolation, lack of local public transit, building accessibility)	Residents of the District of Elkford may not have means to travel to the library. Public transit is very limited in the Elk Valley and focuses on transporting students to school in a larger city during daytime hours. Private transit focuses on worker commutes to mine sites. There is no taxi service within Elkford. Residents without reliable transportation are dependent on friends and neighbours. Winter road conditions can be harsh and there is only one highway in/out of town. Accidents on the highway impede traffic into town during harsh weather in particular. To minimize the need to come in to the library, we offer many regular library services over the phone or through e-mail, as well as our online book collection through OverDrive. Our OverDrive Advantage collection was supplemented this year using the COVID-19 Relief &

	Recovery grant. Our library Board also voted to go fine-free indefinitely in 2022, allowing patrons to take less frequent trips to the library if transport is not feasible.
Vulnerable communities (e.g., people experiencing homelessness, addiction, mental health crisis)	Elkford Public Library employees are encouraged to participate in the *Librarian's Guide to Homelessness* training series by Ryan Dowd. Through partnership with the BC Association of Community Response Networks we offer public workshops on how to identify and help vulnerable people in our community.
Other (please specify)	

4. COVID-19 RELIEF & RECOVERY GRANT – 2022 PROGRESS REPORT
Summary and Overview

Please provide an executive summary (overview summary) on the library's use of the COVID-19 Relief and Recovery Grants. 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.

Summary and Overview
Our grant funds were spent primarily on COVID-19 Recovery. Funds were used to support COVID-robust programs which are popular in our town, replace aging computer equipment, supplement our electronic book collection to help meet demand, purchase COVID-19 supplies like plexiglass barriers and PPE, and temporarily hire an additional employee. The emergency preparedness section of the grant was used to purchase physical and digital storage for the library and will support the creation of emergency-related documentation for the library, including an emergency plan and library operating procedures.
Most projects that this grant funding was allocated to are now complete or will be complete by the end of 2023. Cloud storage for employee workstations is funded for five years, from 2023-2027.

	Grant budget	**Reallocated budget**
COVID-19 Relief & Recovery Grant Amount	$22,166.25	$22,707
Emergency Planning & Preparedness Grant Amount	$7,388.75	$6,848
Total Grant Amount	$29,555	$29,555

Project Progress Report

Please use this section for:

1. Report progress on projects included interim report **and/ or**
2. New projects developed since interim report (copy and paste tables as needed)

Project/Program/Activity	Computer & Electronic Storage Upgrades
Rationale	Replacement required for aging computer hardware. Easy-to-use digital file storage/backup needed for employee workstations.
Area of Need	COVID-19 Recovery, Emergency Planning & Preparedness
Action/Output/Deliverable	New desktop computers for employees at the Elkford Public Library. Cloud storage for employee files.
Outcome/Impact	Three desktop computers were purchased to replace aging laptop computers for Elkford Public Library employees. These computers are used by employees for daily functions at the library. Cloud storage allows for automatic remote backup of files and easy file access both at work and while working from home. Transitioning to cloud storage has eliminated the need for creating manual file backups.
Metrics	Three new computers installed at employee workstations. Cloud storage purchased.
Collaborative Links (if applicable)	N/A
Expenditure	Computers: $5,663 Cloud storage (5 years): $1,134 **Total: $6,797**
Detailed status update since the interim report (e.g., complete, in progress, pending, deferred, etc.).	This project is complete.
Comments (optional)	Product price increase since the interim report was submitted for cloud storage.

Project/Program/Activity	Programming Alternatives During COVID-19 – Story Walks and "Take 'n' Make" Craft Kits
Rationale	The objective of this project was to offer popular programs which would meet safety guidelines, as COVID-19 orders were expected to change throughout 2022. Story walks and craft kits were offered in 2021 in partnership with CBAL, Elkford Early Years, and AFRoS Fernie, who helped cover the high cost of this program. In 2022 and 2023, funds from the COVID Relief & Recovery grant were used to cover program costs.
Area of Need	COVID-19 Recovery
Action/Output/Deliverable	This project spans two calendar years, 2022 and 2023. In 2022, we delivered 9 story walks and 182 craft kits. In 2023 we are planning to deliver 9 story walks and at least 150 craft kits.
Outcome/Impact	Two popular programs at our library were continued in 2022 and 2023. These programs focus on multiliteracy learning for kids. Stories are aimed at ages 3-5 but are often read by families with kids of a range of ages. The story walk program also promotes physical health and wellness. 182 craft kits were distributed in 2022. Self-reported story walk attendance was 53 kids (see comments below). Community awareness of the library and its programs increased due to the placement of the story walk in a frequented outdoor location. Feedback on this program was very positive.
Metrics	Nine story walks and 150 craft kits per year, total 18 story walks and 300 craft kits.
Collaborative Links (if applicable)	N/A
Expenditure	Supplies (2022): $890 Employee wages (2022): $677 Supplies (2023): $975 Employee wages (2023): $796 **Total: $3,338**
Detailed status update since the interim report (e.g., complete, in progress, pending, deferred, etc.).	2022 story walks and craft kits are complete. This project will terminate at the end of summer 2023.

Comments (optional)	It is difficult to collect statistical data for story walk attendance. Self-reported attendance was low, but kids and families far exceeding those numbers were seen attending the story walk. We received a lot of positive verbal feedback as well as higher-than-normal interaction with social media posts. The story walks were easily our most popular program in 2022. Wage increases have increased the cost for this program versus initial estimates. Supplies such as coroplast signs needed to be replaced in 2023 due to weather damage.

Project/Program/Activity	Temporary Library Clerk Job Position
Rationale	Extra staff needed to assist with organizational duties in library (e.g., weeding, inventory maintenance) which were deferred due to COVID-19. An additional employee was also needed to cover significant staff absences due to illness.
Area of Need	COVID-19 Relief
Action/Output/Deliverable	A part-time employee was hired in September of 2022 on a three-month fixed term contract.
Outcome/Impact	Library employees were able to begin or complete tasks which have been deferred due to COVID-19. These tasks include but are not limited to collection maintenance, inventory maintenance, and general organization of the library. See the *Collection Maintenance – Weeding* project description above. Outdated materials and inventory items no longer used or in disrepair were removed from the library. The library's physical storage space was reorganized and cleaned. Note that having an additional employee meant the library stayed open for all regular hours in fall 2022 despite significant employee absence due to illness.
Metrics	A part-time employee was hired in September of 2022 on a three-month fixed term contract.
Collaborative Links (if applicable)	N/A
Expenditure	**Total: $5,838**
Detailed status update since the interim report (e.g., complete, in progress, pending, deferred, etc.).	This position commenced late September 2022 and ended in December of 2022.
Comments (optional)	Fewer hours used than originally allocated.

Project/Program/Activity	Secure Filing Cabinets
Rationale	Filing cabinets needed for sensitive documents, e.g., financial documents.
Area of Need	Emergency Planning & Preparedness
Action/Output/Deliverable	Three filing cabinets were purchased and installed in the library. Documents sorted and filed in cabinets.
Outcome/Impact	Library documents, particularly those containing employee personal information, have been securely filed and are now protected from theft. The filing cabinets offer some resistance against environmental damage. Library documents are organized and more easily accessible.
Metrics	Three filing cabinets were purchased and installed in the library. Documents sorted and filed in cabinets.
Collaborative Links (if applicable)	N/A
Expenditure	**Total: $2,065**
Detailed status update since the interim report (e.g., complete, in progress, pending, deferred, etc.).	This project is complete.
Comments (optional)	

Project/Program/Activity	COVID-19 Supplies & Consumables
Rationale	Personal protective equipment (PPE) and barriers required for safe operation of library during the COVID-19 pandemic.
Area of Need	COVID-19 Relief
Action/Output/Deliverable	Plexiglass barriers installed in the library. PPE purchased for 2022 and 2023.
Outcome/Impact	All computer workstations are now open to the public. Improved barriers at circulation desk promote positive interactions with patrons and make circulation tasks easier. Employees provided PPE for 2022 and 2023.
Metrics	Four plexiglass barriers purchased and installed. PPE purchased.
Collaborative Links (if applicable)	N/A
Expenditure	Barriers: $1,234 PPE: $750 **Total: $1,984**

Detailed status update since the interim report (e.g., complete, in progress, pending, deferred, etc.).	Barriers purchased and installed. PPE for 2022 purchased and used. This project will conclude at the end of 2023.
Comments (optional)	

Project/Program/Activity	Electronic Collection Additions
Rationale	OverDrive Advantage titles purchased to help meet local demand for electronic titles.
Area of Need	COVID-19 Recovery
Action/Output/Deliverable	Electronic books and audiobooks added to our local OverDrive Advantage collection. 90 titles were purchased between September 2022 and February 2023. Titles were chosen based on demand and in consideration of lending model. Where possible, preference was given to the OC/OU lending model to support the longevity of the collection. Where necessary, metred access (MA) titles were purchased.
Outcome/Impact	Larger local selection of electronic books and audiobooks available to Elkford Public Library patrons. Reduction in wait times for electronic holds.
Metrics	90 titles were added to our OverDrive Advantage collection. As of the end of January 2023 these 90 titles have a collected total of 149 circulations.
Collaborative Links (if applicable)	N/A
Expenditure	**Total: $5,884**
Detailed status update since the interim report (e.g., complete, in progress, pending, deferred, etc.).	This project is complete.
Comments (optional)	

Project/Program/Activity	Business Continuity Plan & Operations Documentation
Rationale	Ensure the long-term sustainability of library operations by creating a business continuity/emergency plan and having physical documentation of library operating procedures.
Area of Need	Emergency Planning & Preparedness
Action/Output/Deliverable	Elkford Public Library emergency plan and operating procedures documented.
Outcome/Impact	Having a business continuity/emergency plan and practicing emergency procedures will better equip library employees during a disaster or emergency and help to ensure that library operations continue uninterrupted or with as little disruption as possible.

Having operating procedures in written form helps ensure operational sustainability in the event of staff turnover, staff absence, and emergencies. |
| **Metrics** | Elkford Public Library emergency plan and operating procedures created and disseminated to employees and the Board. |
| **Collaborative Links (if applicable)** | N/A |
| **Expenditure** | Employee wages: $3,649

Total: $3,649 |
| **Detailed status update since the interim report (e.g., complete, in progress, pending, deferred, etc.).** | The Elkford Public Library director is currently attending a Business Continuity Management course offered by JIBC to acquire knowledge and guidance for the creation of a business continuity plan. Drafts of library operating procedures are in progress. The estimated timeline of this project is the end of 2023. |
| **Comments (optional)** | Completing this project is expected to take longer than the number of staff hours covered by the remaining portion of the COVID-19 Relief & Recovery Grant. The remainder will be funded out of regular operational funding. |

5. BOARD APPROVAL

Electronic signatures are acceptable where physical signatures are not feasible.

Library Director Signature: _~~(signature)~~_   Date: _March 1, 2023_

Board Chair Signature: _Paul Lemieux_   Date: _March. 1. 2023_