

2022 PROVINCIAL PUBLIC LIBRARY GRANT REPORT (PLGR) GREATER VICTORIA PUBLIC LIBRARY

LIBRARY NAME

GREATER VICTORIA 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.).

Greater Victoria Public Library (GVPL) delivers library services through 12 branch locations and our virtual branch, gvpl.ca. GVPL builds community and supports literacy and lifelong learning by providing free access to information, space, tools and expertise. Our library branches are located on the traditional, ancestral and unceded lands of the Songhees, Esquimalt and WSÁNEĆ Peoples, whose historical relationships with the land continue to this day. GVPL's service area* includes a combined population of approximately 380,000 residents encompassing ten of the thirteen municipalities and five of the ten Indigenous communities in the Capital Regional District <https://www.crd.bc.ca/> As reported in the Victoria Foundation's [2022 Vital Signs Report](#), the top issues facing Greater Victoria in 2022 were housing and cost of living. 2022 was a municipal election year, resulting in significant changes to many of our member municipal councils, and ultimately to our library board membership. 2022 was also a key time in the recovery from the COVID-19 pandemic. GVPL was not alone in experiencing the recruitment challenges facing the region, as noted in the South Island Prosperity Partnership (SIPP) 2022 Business and Employers survey https://southislandprosperity.ca/wp-content/uploads/2022/04/South_Island_Business_Employers_Survey.pdf Consistent with the Victoria Foundation report findings, the SIPP survey reported that *"Inflation and Rising Costs"* and *"Workforce Recruitment"* were tied for the biggest issues facing employers and businesses, followed closely by *"Housing and Affordability"*.

In 2022 GVPL continued to make progress on the Board's [2021-2023 Strategic Bridging Plan](#) which was developed to establish a foundation for strengthening a culture of equity, diversity, inclusivity and accessibility, transforming our digital infrastructure and deepening our understanding of the needs of the communities we serve. We are proud of the achievements of the past year and are grateful for the provincial funding that has supported our efforts to move forward on delivering the plan's four goals:

- Digital Literacy and Access
- Focused Community Building
- Making a Difference, Showing our Impact
- Making Space for Everyone to be Safe, Respected, and Valued

*GVPL provides Library Services to:

- The District of Central Saanich
- The City of Colwood
- The Township of Esquimalt
- The Esquimalt Nation
- The District of the Highlands
- The City of Langford
- The District of Metchosin
- The District of Oak Bay
- The District of Saanich
- The Scia'new First Nation (Beecher Bay)
- The Songhees Nation
- The Tsartlip First Nation
- The Tsawout First Nation
- The City of Victoria
- The Town of View Royal

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.

1 Project/Program Name
New Esquimalt Branch
Provide a brief description. Please include details such as any partnerships or resources leveraged to accomplish this project/program.
<p>On March 31, 2022, the Greater Victoria Public Library opened the new Esquimalt Branch in Esquimalt Town Square. The 11,000 square foot facility replaced the previous branch which was located in Esquimalt’s Municipal Hall. A grand opening celebration took place on May 7 2022, to formally open the new location.</p> <p>An integral component of the Esquimalt Town Square development, the new purpose-built branch library is a true community living room with a modern design and decor. With large floor-to-ceiling windows, visitors are immediately struck by the dramatic design features of the space, including soaring ceilings, exposed natural wood beams, concrete floors, and a calming colour palette inspired by the surrounding landscape.</p> <p>The Greater Victoria Public Library has many strong partnerships in the community which contributed to the success of this project. The branch was designed by D'AMBROSIO architecture + urbanism and developed by Aragon Properties. The Digital Media Lab, which is a feature of the new branch, is partially funded by the Victoria Foundation and the Friends of the Library. GVPL is grateful for the support of our partners on this project:</p>

- The Township of Esquimalt
- Aragon Properties
- D'AMBROSIO architecture + urbanism
- The Victoria Foundation
- The Friends of the Library

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

The new Esquimalt Branch project supports all four of GVPL's strategic bridging goals. The Digital Media Lab at the new branch is a first for GVPL and meets the strategic goal to 'increase digital literacy and access'. The first phase of the Digital Media Lab space in 2022 was geared toward younger patrons, providing a range of discovery and STEM-based activities that encourage learning through play and technology.

The second goal of the Board's Strategic Bridging Plan is 'Focused Community Building'. The new Esquimalt Branch is an integral component of the Township's Esquimalt Town Square plan, with the library supporting the Township's goal to establish a centre for community gathering for all. 'Making a Difference, Showing our Impact', is the third goal of GVPL's strategic bridging plan. The new Esquimalt Branch boasts several sustainability enhancements to help ensure its operations minimize environmental impacts, including a geo-thermal heating and cooling system.

The new branch also fulfils the plan's fourth goal, which is 'Making Space for Everyone to be Safe, Respected, and Valued'. The new branch is a flexible and inclusive space that has been thoughtfully designed to meet the needs of all. For example, the children's area was designed to encourage discovery and safe play of children who are crawling, learning to walk, and interacting with the space. The space is anchored by an interactive learning play structure that was purchased with funds from the Friends of the Library. The Play and Learn Pod allows children aged 5 years and younger to develop and practice early literacy skills through play.

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

<p>1. Improving Access for British Columbians (e.g., connectivity, digital collections, shared services)</p>	<p>The new branch provides spaces and services that are accessible to all: the Digital Media Lab, dedicated areas for children and teens, comfortable reading areas, public computers with printing, bookable study rooms, flexible program space, and Wi-Fi throughout the branch. The open floor plan and barrier-free access, flexible spaces for programming and events, individual and group study spaces, complement a collection that features resources that are system-wide staples, including an Indigenous Reads collection.</p>
<p>2. Building Capacity for library staff and directors (e.g., training and professional development)</p>	<p>Community meeting spaces at the Esquimalt Branch are substantive and inviting, adding capacity for the system to host training and professional development activities. On May 7, 2022, GVPL hosted the IslandLink Federation's spring board</p>

	meeting in the new branch's community meeting space and also utilized this space to partner with the Federation in a staff professional training and development program on May 6, to follow the Vancouver Island Library Staff Conference event which took place in Victoria on May 5, thus expanding the return on investment for travel of Federation member staff visiting Victoria for the VILSC event.
3. Advancing Citizen Engagement (e.g., helping people access government services/resources, fostering community knowledge-sharing, and supporting reconciliation)	The grand opening event on May 7, provided an opportunity for the Township and the library to communicate their mutual commitment to advance meaningful Reconciliation with the Songhees and Esquimalt Nations.
4. Enhancing Governance of the library system (e.g., board/trustee training, developing best practices, strategic planning)	
What are the key outcomes of this project/program?	
The opening of this new Esquimalt library branch was not only a tremendous gift to the Esquimalt community, but to the entire GVPL system and our member municipalities. The new branch is truly a 'palace for the people', a destination space that reinforces the role of the public library as the community's living room.	
Did provincial grants enable this project/program? If so, how?	
No.	

2 Project/Program Name
Community-Inspired Library Service: Delivering Patron-Centred Customer Service
Provide a brief description. Please include details such as any partnerships or resources leveraged to accomplish this project/program.
GVPL's Community-Inspired Library Service: Delivering Patron-Centred Customer Service framework was developed in 2022 to be launched in January 2023. GVPL staff were invited to present on the framework at the 2023 Ontario Library Association's (OLA) Super Conference: Walking in Two Worlds. Along with defining a set of commitments that guide everyday work at GVPL the 'Delivering Patron-Centred Customer Service' framework includes the following philosophy statement. <i>"We proudly provide reliable, responsive, and patron-centred customer service. Our deep knowledge of library services, paired with our patron-centred approach, creates value and enriches each patron's experience of the library"</i>

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

This project was guided by GVPL's vision, mission and values as set out in our [2021-2023 Strategic Bridging Plan](#) and aligns with Goal 2: Focused Community Building, and Goal 4: Making Space for Everyone to be Safe, Respected, and Valued.

GVPL's 2021-2023 Strategic Bridging Plan identifies customer service as a strategic priority. The Community-Inspired Library Service: Delivering Patron-Centred Customer Service project supports identified priorities of removing barriers in library services and addressing new and evolving needs with community inspired services. The project aligns with GVPL's strategic priority: *"advancing our community-inspired services for community renewal, individuals' growth and public outcomes; and ready our capabilities to arrive in 2023 as champions, closing the digital divide and opening the magic of learning, literacies, equity, accessibility and respect for all"*.

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

- Improving Access
- Building Capacity
- Advancing Citizen Engagement
- Enhancing Governance

1. Improving Access for British Columbians (e.g., connectivity, digital collections, shared services)	This project developed and implemented a framework of how we welcome people to the library, with a focus on improving access by replacing barriers with bridges and actively living our values of equity, diversity, and inclusiveness in our patron-centred customer service approach.
2. Building Capacity for library staff and directors (e.g., training and professional development)	This project and framework is internal facing, and supports building capacity for our staff in providing reliable, responsive, and patron-centred customer service, creating value and enriching each patron's experience of the library.
3. Advancing Citizen Engagement (e.g., helping people access government services/resources, fostering community knowledge-sharing, and supporting reconciliation)	This project advances citizen engagement by implementing a framework that directly supports increased opportunities for people to access the information and resources they need to thrive as engaged individuals, workers and lifelong learners.
4. Enhancing Governance of the library system (e.g., board/trustee training, developing best practices, strategic planning)	A staff presentation was scheduled to be delivered to the library board in early 2023 as part of a series of staff presentations designed to familiarize trustees on operational initiatives that support strategic goals.

What are the key outcomes of this project/program?

This project built upon the foundation of GVPL’s community inspired model to provide staff with a framework and foundation for applying GVPL’s values to the everyday work of staff. Its purpose is to support our staff in the delivery of excellent customer service in our community. Excellent customer service means consistently treating every patron with dignity and respect and providing timely solutions through our actions, words and accountability.

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

3 Project/Program Name

“Hello Again”: 2022 Staff Professional Development Day

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

On November 2, 2022, GVPL presented its first staff professional development day since 2019. An annual event that was introduced in 2011, GVPL’s tradition of annual Staff Days was interrupted as a result of COVID-19. GVPL Staff Days provide cost-effective training opportunity for staff and serve as an effective and meaningful vehicle for team building and engagement. This year, the one-day offsite staff day was designed to both discuss the results of the BC Stats 2021 Work Environment Survey (WES) and to provide an equity, diversity, and inclusion (EDI) workshop facilitated by an external keynote speaker.

GVPL’s 2022 Staff Day addressed two organizational priorities:

1. Increasing staff engagement through ‘unpacking’ the results of the organization’s WES results
2. Strengthen a culture of equity, diversity, inclusivity and accessibility through an interactive session facilitated by an external subject matter expert in EDI to expand staff knowledge and awareness.

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

The day’s activities focused on 2021-2023 GVPL Strategic Bridging Plan Goal 4: Making Space for everyone to be safe, respected and valued.

1. The WES survey provided baseline key performance indicators of employee engagement which was directly tied to Goal 3 b) Track more meaningful key performance indicators. The unpacking session identified participant’s priorities for building an engaged work environment. Follow-up work with the senior leadership team led to the development of an Action Plan and a commitment to resurvey in the next year to continue tracking from these baseline measures.
2. The EDI session with Alden E. Habacon increased participants’ understanding of what it means to feel included and psychologically safe and was tied to Goal 4 b) Create a culture of equity, diversity, inclusivity, and accessibility.

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

<p>1. Improving Access for British Columbians (e.g., connectivity, digital collections, shared services)</p>	<p>Staff gleaned powerful insights regarding the essential role public libraries fill for British Columbians through the eloquent remarks and interactive presentation: “How equitable workplaces move inclusion from the Appendix to the Cover Page’ by keynote speaker, Alden E. Habacon from Inclusive Excellence Strategy Inc.</p>
<p>2. Building Capacity for library staff and directors (e.g., training and professional development)</p>	<p>Setting aside a dedicated staff day provided all employees the opportunity to learn about WES and the ways we all contribute to a healthy work environment. Working from a healthy work environment supports the delivery of quality programs and services as engaged employees are committed to the organizational values and goals.</p>
<p>3. Advancing Citizen Engagement (e.g., helping people access government services/resources, fostering community knowledge-sharing, and supporting reconciliation)</p>	<p>The component of the day’s program on equity, diversity, and inclusion ensured staff are better prepared to support community members of all demographics and economic backgrounds as well as supporting an inclusive and psychologically safe work environment.</p>
<p>4. Enhancing Governance of the library system (e.g., board/trustee training, developing best practices, strategic planning)</p>	<p>GVPL’s Board of Trustees were invited to attend and many participated in the afternoon session with keynote speaker Alden E. Habacon which was dedicated to equity, diversity, and inclusion. This informed trustees’ understanding of what is required to strengthen our culture of equity, diversity, inclusivity and accessibility from a governance perspective.</p>

What are the key outcomes of this project/program?

The objectives of the 2022 staff day were to:

- come together as one large extended GVPL family and celebrate being together again;
- unpack the Work Environment Survey and generate ideas on the ways we could be working to improve our work environment; and
- be inspired to be and sustain a workplace where diversity genuinely thrives.

GVPL’s ‘Hello Again’ Staff Day recognized and celebrated coming together in person after COVID-19. From the opening reflections by Elder Sky Bellefleur through to the concluding remarks of GVPL Board Chair, Andy MacKinnon, staff were inspired by the resounding message that libraries are places that inspire great things to happen.

Employee participation in the WES unpacking session provided the senior leadership team with a deeper understanding of the GVPL environmental strengths & challenges and has led to an organization action plan to address those areas of highest need.

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

Provincial grant funding via IslandLink Federation funds allocated to member libraries' professional development/staff training supported costs associated with the day's program.

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.	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, shifts in public health guidance to respond to the COVID-19 pandemic caused some confusion - there was resistance from the public in changing masking protocols and mandates which resulted in challenging customer/staff interactions.
Emergency response (e.g., fires, floods, extreme weather)	Informed by the previous year's experience with extreme temperatures of summer heat and winter cold, GVPL accelerated pro-active social media campaigns to promote GVPL branches as sanctuaries from the extreme temperatures of summer heat and winter cold. GVPL also increased access to hydration in cooling stations by expanding water bottle service.
Financial pressure (e.g., rising costs, reduced revenues)	Rising operational costs combined with the need to provide optimized digital services while balancing the increasing popularity of physical collections place has resulted in continued financial pressures as associated costs escalate.
Staffing (e.g., recruitment and retention, mental health, and wellness)	GVPL continues to grapple with staffing shortages as a result of recruitment and retention challenges. Staff vacancies and fluctuations have impacted not only our capacity to maintain open hours and deliver programs but to resource strategic planning initiatives. As summarized in the introduction of the SIPP report (referenced earlier): <i>"...(local)employers are reporting a very constrained labour market, with the most difficulty filling experienced non-management mid-range or mid-career personnel. 29% said it was a challenge to find candidates, and 21% said they can't find candidates or have had difficulty time and time again."</i>
Disappearing services in the community (e.g., government, banking, health)	The reductions, limitations and constraints of local community support services have increased the need for libraries to provide safe spaces for vulnerable populations and the provision of washrooms and running water.

Connectivity (e.g., low bandwidth, lack of home internet in the community)	The need for connectivity continues to increase, with usage of public access computers, Wi-Fi and laptop bars a growing need in all of our branch locations.
Aging/damaged facilities (e.g., need for repairs, renovations, upgrades/expansions)	GVPL is committed to well maintained spaces that enhance and improve patron experience. We continue to confront space constraints in our aging branches and are investing in flexible shelving and furnishings to expand and maximize the utility of our facilities through innovative space planning.
Community access to the library (e.g., geographic isolation, lack of local public transit, building accessibility)	
Vulnerable communities (e.g., people experiencing homelessness, addiction, mental health crisis)	Increased social isolation of vulnerable individuals due to reduced community support resources and the proliferation of misinformation has caused increased anxiety among those already at risk. There is increased need for staff supports and training in providing service to support the complex needs of vulnerable communities who depend on the library.
Other (please specify)	

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

Summary and Overview

<p>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.</p>		
<p>Summary and Overview</p> <p>The COVID-19 pandemic shone a spotlight on significant, pre-existing challenges related to disparities in digital access, both in terms of connectivity and the skills required to use technology. As well, the need to adjust our physical spaces for both public and staff to accommodate changing expectations of what it means to provide ‘safe spaces’ has required significant investment in resourcing the ‘new normal.</p> <p>The one-time COVID-19 Relief & Recovery, Emergency & Preparedness Grant funding supported GVPL’s efforts in the following areas in 2022:</p> <ol style="list-style-type: none"> 1. Supporting digital resources, collections, and virtual services 2. Improving / stabilizing core infrastructure 3. Making services / resources / collections space more inclusive and accessible 4. Staff training / learning 		
	Grant budget	Reallocated budget
COVID-19 Relief & Recovery Grant Amount	\$123,388.34	\$0.00
Emergency Planning & Preparedness Grant Amount	\$41,129.45	\$0.00
Total Grant Amount	\$164,517.79.00	\$0.00

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	Improved Digital Resource Access
Rationale	While COVID-19 restrictions continued to ease in 2021, the demand for online services did not decrease. The pressure for GVPL to accelerate our pace in providing new and emerging resources and technologies continues.
Area of Need	Expansion of online collections and access to online learning supports
Action/Output/Deliverable	<ul style="list-style-type: none"> • Continuation of Niche Academy platform • Expansion of GVPL's FastReads brand to eBooks
Outcome/Impact	<ul style="list-style-type: none"> • Niche Academy Annual License Renewal; Niche Academy provides staff with the ability to help patrons fully utilize our digital resources. • Expanding GVPL's FastReads to eBooks will provide new and popular material to patrons more quickly, shorten hold queues, and reduce spending on the digital Holds Purchase Alert as well as increased awareness and usage of eBooks
Metrics	Increased access to and usage of GVPL's digital resources
Collaborative Links (if applicable)	South Island prosperity Partnership (SIPP) -to promote community access to self-directed learning and skills development
Expenditure	Niche Academy license renewal: \$7,150.00
Detailed status update since the interim report (e.g., complete, in progress, pending, deferred, etc.).	Niche Academy license renewal complete Expansion of GVPL's FastReads brand to eBooks is in progress, with anticipated completion in April, 2023
Comments (optional)	

Project/Program/Activity	IT Hardware Replacement (New Equipment Standards)
Rationale	Enhancements and improvements are required to enable our staff to fully leverage new tools to support their changing work environment post COVID-19.
Area of Need	End of life hardware needing replacement
Action/Output/Deliverable	Upgraded technology for staff to enhance service delivery options.
Outcome/Impact	New equipment standards identified. Improved access to digital resources and tools for staff.
Metrics	Improved staff efficiencies
Collaborative Links (if applicable)	
Expenditure	\$5,000.00
Detailed status update since the interim report (e.g., complete, in progress, pending, deferred, etc.).	Initial roll-out of new hardware took place in 2022.

Comments (optional)	
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Project/Program/Activity	Staff Training & Support
Rationale	The changing nature of library work due to COVID-19 and its impacts on community supports has placed significant pressure on library staff, particularly those working in front-line service delivery. Employees require practical and immediately useful tools to manage patron behaviours.
Area of Need	Workplace Violence Prevention and De-escalation Training
Action/Output/Deliverable	Provide Arete customized patron violence prevention training (Workplace Violence Prevention and De-escalation Training) https://arete.ca/ to staff.
Outcome/Impact	Investment in professional development resources for staff to support the delivery of services
Metrics	Delivery of staff training; enhanced safety culture; improved staff morale; improved ability to direct patron inquiries.
Collaborative Links (if applicable)	Work Environment Survey (W.E.S.) results
Expenditure	\$18,884.00
Detailed status update since the interim report (e.g., complete, in progress, pending, deferred, etc.).	The remaining \$4,500.00 of the original \$23,388.24 allocated for Staff Training & Support will be used in support of GVPL's next Staff Development Day
Comments (optional)	

Project/Program/Activity	Accessible Spaces
Rationale	Significant adjustments to our physical spaces are required to ensure that all 12 GVPL branch locations are welcoming and safe spaces for all.
Area of Need	Improved conditions for patrons and staff visiting and working in GVPL branch locations.
Action/Output/Deliverable	Completion of prioritized staff work room adjustments; <ul style="list-style-type: none"> • Expansion of public meeting and study spaces. • Increased flexibility of spaces. • Updated signage and wayfinding.
Outcome/Impact	Improved conditions for patrons and staff visiting and working in GVPL branch locations.
Metrics	Completion of prioritized staff work room adjustments; Expansion of public meeting and study spaces Increased awareness of GVPL branches as welcoming and inclusive community spaces.
Collaborative Links (if applicable)	Worksafe B.C.; GVPL community partners
Expenditure	\$50,000.00
Detailed status update since the interim report (e.g., complete, in progress, pending, deferred, etc.).	Allocation of funds has offset one-time expenses incurred that resulted from the return to the workplace and COVID-19 health and safety requirements. The recovered funds were utilized to make improvements to public and staff spaces. The development of wayfinding and signage to promote GVPL as a welcoming and inclusive environment is in progress

Comments (optional)	Significant improvements to GVPL's public and staff spaces have been realized. Welcoming and inclusive signage and wayfinding is a priority for 2023.
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Project/Program/Activity	GVPL's Emergency Preparedness Plan
Rationale	As a result of lessons learned through our actions and reactions to the COVID-19 Pandemic, GVPL's Emergency Planning & Preparedness Plan requires updating.
Area of Need	Review & updating of GVPL's Emergency Preparedness Plan.
Action/Output/Deliverable	<ul style="list-style-type: none"> • Complete review updating of plan. • Staff Training – external training modules TBD. • Adapt physical spaces for increased safety and accessibility, including updated signage and wayfinding. • Communication plan for staff and patrons
Outcome/Impact	Release of updated plan
Metrics	Hazard and threat-specific emergency plan and procedures. Gap analysis of required infrastructure and training. Plan to drill/exercise written Emergency Preparedness Plan.
Collaborative Links (if applicable)	Capital Regional District (CRD); GVPL member municipalities
Expenditure	\$41,129.45
Detailed status update since the interim report (e.g., complete, in progress, pending, deferred, etc.).	Completion of the review and update of the Emergency Preparedness is scheduled for completion in 2023.
Comments (optional)	Unanticipated staff gaps delayed the launch of this project in 2022.

5. BOARD APPROVAL

Electronic signatures are acceptable where physical signatures are not feasible.

Library Director Signature:  Date: March 21, 2023

Board Chair Signature:  Date: March 21, 2023