

## 2022 PROVINCIAL PUBLIC LIBRARY GRANT REPORT (PLGR)

### LIBRARY NAME

Kitimat 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.).

Kitimat is a boom and bust industry town with a population of roughly 8,300 people. Right now, we have an abundance of industry going on from the LNG project, which boosts the population and families in Kitimat. Once that industry slows down, the population of Kitimat will level out.

Thankfully, the money that is granted to us by the District of Kitimat keeps the staffing levels and building expenses paid for. However, this would leave our library as a bare bones' library. The Provincial funding we receive helps us do everything else. This can be as simple as buying books for our collection, participating in the ILL service, offering free programs to kids, families and ESL members of the community and gaining important partnerships. The Library is seen as a community hub and we would like to keep it that way.

We have also been able to change our library hours to reflect the needs of the community. We are now open 7 days a week and offer Winter and Spring hours. In the Winter, we close a little earlier in the evenings (5:30pm), but offer late nights (7:00pm) in the Spring. We have found that patrons value us being open on the weekends, as well as some late night hours in the Summer.

There have been many businesses that poach employees away with better offers, but because of our funding and union standpoint, we are able to retain our staff by offering them a competitive wage and benefits.

We do fundraise on the side for extra projects or items that the library may need that cannot be fit within our yearly budget. With the help of all the money we receive, the Kitimat Library has been able to be a strong community hub for our town.

## 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.

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| <b>Project/Program Name</b>  |
| Community Partnerships   |
| <b>Provide a brief description. Please include details such as any partnerships or resources leveraged to accomplish this project/program.</b>   |
| <p>The Library has opened its doors and embraced many different forms of partnership in the community. Some of our partners are the RCMP, Shames Mountain, AFFNO, the Métis Association, Northern Health, Courthouse Libraries BC, Kitimat Literacy, Northwest Libraries Federation and many smaller groups.</p> <p>We offer the use of program room and a space to partner for a workshop, storytime or show. We also offer many free programs so many people can get a chance to participate in the events.</p>  |
| <b>How does this project/program support the library's strategic goals?</b>  |
| <p>This project supports the library's strategic goal of building community. We want to connect more people to each other and create community partnerships. This will increase the usage of the library as a space for people to congregate and feel safe.</p> <p>We also give space for some of our partners to leave informational booklets, packages or posters for everyone to see. We believe that a great community partnership makes all the difference.</p> <p>There are many more partnerships we are looking to create in the future, including a partnership with the Haisla Nation, Mount Elizabeth Middle Secondary School and the Coast Mountain College.</p> |

**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 Improving Access, Building Capacity and Advancing Citizen Engagement parts of the strategic plan. All three areas are touched upon as we bring more workshops/programs to the library to allow access for everyone.

Once we create a community space, the citizen engagement will increase. Our hope is for the community to know that there is always something happening at the library and want to check it out.

**What are the key outcomes of this project/program?**

- Gain partnerships with other organization
- Create a community centre
- Allow access to library for all people
- Create a well-known safe space
- Create more workshops, geared to all different kinds of interests

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

Yes, the provincial grants helped this project by allowing us to create posters for the events, supply items for the workshops and even small prizes for the events.

**Project/Program Name**

Electronic Resources

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

This project was to upgrade our electronic resources around the library. This includes all the patron computers and staff workstations. We have a total of 9 computers in our library that we were able to upgrade. We also added some program technology like a button creator and slideshow television for all our posters and programs. We also increased our wifi range to allow access outside, even when the library is closed for the night. This helped to reduce our paper waste. We have also looked at revamping our digital collection so that more choices are made available for our patrons. We are looking at upgrading our telephone system, but it will be pushed over to 2023.

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

This project supports the library's strategic goal of lifelong learning. We believe that everyone should have access to technology, but this isn't the case for everyone. So, the Library will step in as a resource to help bridge that gap. With some technological updates, we can ensure that online courses and workshops can run smoothly. This project also increases our digital collection and allows us to increase our digital literacy plan.

**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 Improving Access and Advancing Citizen Engagement parts of the strategic plan. This project allows access to online services to everyone. This includes members and non-members alike as there is no stipulation that you must be a library member to access our internet.

**What are the key outcomes of this project/program?**

- Increase technology within the library
- Allow for faster systems to run online courses and workshops
- Increase our digital literacy footprint
- Allow access to internet services
- Reduce our paper waste

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

Provincial grants allowed us to increase our digital collection by giving us the budget to work with and split how our collection development is distributed. The COVID grant gave us the boost needed to increase the computer terminals and monitors to a higher standard. The COVID grant also gave us the funds to purchase a high definition TV for behind the front counter to act as a slideshow screen to help promote all our library activities.

**Project/Program Name**

Policy Update

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

This project was issued because of the terminology and language change that we have seen over the last decade. Our policies have not been updated since 2011. While some policies have been updated, the whole manual was due for an overhaul.

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

This project supports the library's strategic goal of building community. This project allows for the policy manual to be more inclusive in its language. By allowing the library to represent all types of people. The project helps to remove barriers that some patrons may perceive the library of having. One barrier removed from previous adaptations was the removal of library fines to make the library more welcoming to everyone, even those with outstanding fines.

The policy manual also had some outdated policies that do not seem to be relevant to the times we are in. The digital era has made many changes and the policies should reflect those changes. One example is removing the wording of him/her and replacing with them/they.

**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 Enhancing Governance part of the strategic plan. By updating our policies, we can be aligned with other libraries around the province. We want to excel in our policies and ensure that there is no prejudice or judgement to anyone who walks through our doors.

**What are the key outcomes of this project/program?**

- Update the policies
- Use inclusive wording
- Remove outdated policies that have no relevance anymore
- Make it more user friendly/readable for the public

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

No, this project was done between the Library Director and the Board.

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| <b>Project/Program Name</b>  |
| Staff Development  |
| <b>Provide a brief description. Please include details such as any partnerships or resources leveraged to accomplish this project/program.</b>   |
| With COVID subsiding, there have been more workshops available for our staff to attend. We have made it a priority to ensure that our staff members go to at least 1 conference per year or help them pay for library courses. Of course, there are some exceptions, if the conference is very expensive, then maybe 1 every couple years instead.   |
| <b>How does this project/program support the library's strategic goals?</b>  |
| This project supports the library's strategic goal of Lifelong Learning and Welcoming Spaces. It is always great for our staff to have new information available to them. These conferences, meet-ups and courses allow our staff the chance to continue learning and create more programs for the public. These programs and training also allow diversity and make the patrons feel more welcome in our space. |
| <b>How does this project/program support the <a href="#">B.C.'s strategic goal(s) for public library service</a> from the strategic plan, which include:</b>   |
| <ol style="list-style-type: none"> <li>1. Improving Access</li> <li>2. Building Capacity</li> <li>3. Advancing Citizen Engagement</li> <li>4. Enhancing Governance</li> </ol>  |
| This project supports the Improving Access and Building Capacity of the strategic plan. Improving access allows us to create more diverse programming for the patrons and community. Building Capacity ensures that our staff are happy and continue learning in their careers. Stagnation is one of the key factors that people usually look for another job, so we want to ensure that we retain our staff.    |
| <b>What are the key outcomes of this project/program?</b>  |
| <ul style="list-style-type: none"> <li>- Staff Development</li> <li>- Training</li> <li>- New programs / Diverse programs</li> <li>- Lifelong learning</li> </ul>  |
| <b>Did provincial grants enable this project/program? If so, how?</b>  |
| Yes, the provincial grants have allowed us to put a little bit of the budget towards training and development. Without this funding, we would not have the additional funds to travel and make connections with other libraries. Sometimes a face to face conversation is more beneficial than a video conference.   |

### 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.

| <b>Challenge</b>   | <b>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).</b> |
|--|---|
| COVID-19 (e.g., safety protocols, proof of vaccination)                    |   |
| Emergency response (e.g., fires, floods, extreme weather)                  | We have no cooling unit in our library. It is extremely hot in the summers. We have talked to our District to push the Library to be an Emergency Cooling Centre which would help allocate funds to upgrade our system.   |
| Financial pressure (e.g., rising costs, reduced revenues)                  | Inflation is making all our costs higher. We have asked for extra money from the District to cover the costs of living and inflation, but they must split that between many. We use all our funding and could use more. We don't have the freedom to do more since we lack funds to do so.                |
| Staffing (e.g., recruitment and retention, mental health, and wellness)    |   |
| Disappearing services in the community (e.g., government, banking, health) | We have seen many businesses and services shut down due to lack of employees, so many of the services are now in the next town. We were able to update our technology due to the COVID grant to ensure our computers are fast enough to run courses and programs that our community may need.             |
| Connectivity (e.g., low bandwidth, lack of home internet in the community) | Many people cannot afford home internet in our community. The COVID grant allowed us to revisit our wifi range and allow us to have wifi available outside the library and after hours. We had to purchase an additional wifi extender unit to allow this range.  |

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| <p>Aging/damaged facilities (e.g., need for repairs, renovations, upgrades/expansions)</p>                                | <p>Our building is almost 30 years old, so the building is showing its age. We have petitioned the District to fix some of these issues, but we find we are pushed to the back burner due to priority. We fundraise and try to use a little of the funding available to fix smaller issues that we can take care of.</p> |
| <p>Community access to the library (e.g., geographic isolation, lack of local public transit, building accessibility)</p> |  |
| <p>Vulnerable communities (e.g., people experiencing homelessness, addiction, mental health crisis)</p>                   |  |
| <p>Other (please specify)</p>   | <p>Online database access has always been a challenge. These databases are starting to become more expensive. Many of our patrons love the online reading platforms, but our budget does not allow for more than a couple options. More funding would open the door for many more opportunities and access.</p>          |



#### 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   |
|--|
| <p>We want to upgrade our facilities to offer the most recent and relevant technology that we can afford. Since COVID, we have noticed that we are lacking in our technology department to keep our patrons connected. By upgrading, we can offer our patrons faster and more efficient ways of allowing the library to be their place for information. Our second upgrade includes the furniture. We have bulky furniture which does not allow some patrons easy access. We also lack storage room, so the purchase of tables that fold will allow us maneuverability and configuration to meet our patron needs. The final upgrade has to do with the juvenile and youth audiences. Since COVID, we noticed that we lack in the selection required to keep these audiences engaged. Upgrading our collection and computers will allow them to feel more connected.</p> |

|   | Grant budget | Reallocated budget |
|---|--------------|--------------------|
| <b>COVID-19 Relief &amp; Recovery Grant Amount</b>        | \$25,741.04  | \$34,321.39        |
| <b>Emergency Planning &amp; Preparedness Grant Amount</b> | \$8,580.35   | \$0.00             |
| <b>Total Grant Amount</b>                                 | \$34,321.39  | \$34,321.39        |

## 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)

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|--|---|
| <b>Project/Program/Activity</b>  | Investing in computer upgrades  |
| <b>Rationale</b>   | COVID-19 Recovery   |
| <b>Area of Need</b>  | Faster and up to date work stations to allow for public access to all websites, including government and work applications.   |
| <b>Action/Output/Deliverable</b>   | The library is the only place in our town that offers free computer usage to the public. By upgrading our current computers, we allow patrons to keep up to date with communication, technology and social needs.             |
| <b>Outcome/Impact</b>  | Purchasing of new computer towers and equipment   |
| <b>Metrics</b>   | 4 new computer workstations for staff and 5 new computer workstations for patrons   |
| <b>Collaborative Links (if applicable)</b>   | Looking at multiple websites and providers to ensure that we get the best deal.   |
| <b>Expenditure</b>   | \$22,000 for new equipment, components and staff time.  |
| <b>Detailed status update since the interim report (e.g., complete, in progress, pending, deferred, etc.).</b> | Purchase of equipment by October 2022.<br>Installation and usage by March 2023<br>Computers have been purchased. Staff computers have been upgraded and installed. The last of the patron computers are being down.           |
| <b>Comments (optional)</b>   | Many of our computers are older models and are unable to run certain programs or web browsers for work or school related projects. This upgrade will allow all community members access to the Internet and accessible medias |

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| <b>Project/Program/Activity</b>            | New Tables  |
| <b>Rationale</b>                           | COVID-19 Recovery   |
| <b>Area of Need</b>                        | Moveable furniture for future spaces  |
| <b>Action/Output/Deliverable</b>           | The old furniture was bulky and heavy. These new tables will roll with ease and fold for convenient storage. This allows easy access for people with disabilities and allows us to configure the work spaces to accommodate single patrons or group projects. |
| <b>Outcome/Impact</b>                      | Purchase of 14 new tables.  |
| <b>Metrics</b>                             | 6 tables (4 long and 2 short) for the conference/program room and 8 tables (short) for the central library area.  |
| <b>Collaborative Links (if applicable)</b> | Bought from Global Industries as they are a Canadian website, had a great shipping time and were reasonably priced.   |

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| <b>Expenditure</b>   | \$8,000 for all tables and shipping costs and staff assembly time.  |
| <b>Detailed status update since the interim report (e.g., complete, in progress, pending, deferred, etc.).</b> | Ordered June 2022. Arrived and installed July 2022. The tables have been purchased and installed.   |
| <b>Comments (optional)</b>   | Our old tables were unable to move and we were not able to utilize the space for any other activities. Since we are also limited on storage space, these tables fold and stack together nicely. The old tables were donated to the High School. |

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| <b>Project/Program/Activity</b>  | Upgrade of Youth and Juvenile Collection  |
| <b>Rationale</b>   | COVID-19 Relief   |
| <b>Area of Need</b>  | New graphic novels and books for the Youth and Juvenile collections   |
| <b>Action/Output/Deliverable</b>   | We are hoping to entice more youth and juvenile readers to come into the library and read. We have noticed a lack in our collection for these age groups and plan to buy more relevant books.   |
| <b>Outcome/Impact</b>  | Purchase new graphic novels, mangas, and fiction books.   |
| <b>Metrics</b>   | Work with a couple book distributors to find out what books are trending and younger audiences are reading. Talking to patrons to see what they would like to see more of. Conducting research on the internet to see the top books and graphic novels. Gathering staff input is always a priority as well. |
| <b>Collaborative Links (if applicable)</b>   | Book distributors include: ULS, Variant Comics, Amazon, and Chapters.   |
| <b>Expenditure</b>   | \$4,500.00.   |
| <b>Detailed status update since the interim report (e.g., complete, in progress, pending, deferred, etc.).</b> | Throughout the year 2022. Creating small purchases throughout the year to sustain the new collection. Purchases will also be made at patron recommendations and as newer material becomes available.  |
| <b>Comments (optional)</b>   | Since we have already started adding books to our collection, we are finding that during the summer more of the graphic novels are going out and the younger audience is more excited to read.  |

## 5. BOARD APPROVAL

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

Library Director Signature: 

Date: Feb 26 2023

Board Chair Signature: 

Date: Feb 26, 2023