

2022 PROVINCIAL PUBLIC LIBRARY GRANT REPORT (PLGR)

LIBRARY NAME

Port Moody Public Library

CHECKLIST

- 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.).

The Port Moody Public Library is located on the traditional territory of the the Kwikwetlem (Coquitlam), qiqéyt (Qayqayt), xʷməθkʷəyəm (Musqueam), sḵwxwú7mesh (Squamish), sel̓ilwítulh (Tsleil Waututh), q̓ícəy̓ (Katzie), q’wə:n’ ǰ’an’ (Kwantlen), and Stó:lō (Sto:lo) Peoples.

The Port Moody Public Library serves a population of 33,535 through a single branch facility that is prominently located in the Civic Centre Complex. The surrounding neighbourhood has changed dramatically over the 25 years the library has been at this location, and library use has grown accordingly. Three high density residential/commercial developments (Newport Village, Suter Brook Village and Klahanie) are within a short walking distance of the library. The library’s location, the range of programs and services offered, and our focus on being responsive to community/customer needs make us a natural hub for our community.

There was minimal growth in Port Moody’s population during the 2011 to 2016 census period (1.6% increase or 540 people), and a slight reduction in the last census period of 2017 to 2021 of 16 people. Median age of the population is 41.6 years. In the 2021 Census, immigrants represented 33% of the population; 5.4% of immigrants have lived in Canada for less than 5 years. The top four countries for immigrants remain South Korea, China/Hong Kong, the United Kingdom and Iran. Chinese, Korean and Persian are the top three non-official languages spoken regularly at home.

In 2016, the Evergreen Line arrived in Port Moody; a Skytrain station is now located just three blocks from the library. Development related to the arrival of the Evergreen Line was expected to boom. However, population growth has remained flat.

A five-year strategic plan was developed for the Port Moody Public Library in 2019. The plan has three strategic directions:

1. Raise the profile of the Library in the Community
2. Revitalize how the Library does business to prepare for a future of growth and change
3. Provide robust and relevant programming that addresses 21st century literacy needs

The City of Port Moody released an *Economic Profile 2016* document that provides the most recent economic information of the area including a business profile and demographics. The three largest employers are in the public sector: Eagle Ridge Hospital, the City of Port Moody and School District 43. The largest private sector employers are Pacific Coast Terminals, Suncor and Imperial Oil. BC Hydro's Burrard Thermal Power Plant had been one of the largest private sector employers in Port Moody until 2016, when the plant was shut down.

One of the key challenges that the library and community face is the development and replacement of infrastructure. The library board is concerned about the current library facility (1,161 sq. m.) which is too small for our community's needs and population. According to a functional programming report completed by Resource Planning Group in 2017, the library is only 43% the size required to meet current population needs. The library was renovated in 2017 and 2018 to meet immediate needs. The City is aware of the library's need for a larger facility and is looking at various funding options.

2. FEATURED PROJECTS/PROGRAMS

2.1 Project/Program Name

Improve Accessibility for All

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

This initiative was prompted by the new Accessible BC Act. Library staff took an expansive view of what "accessibility" means. On the one hand, the library is to improve access to services for both patrons and staff. On the other hand, the library is to meet the needs of those with physical, sensory and cognitive abilities, as well as those who are experiencing social and economic challenges. Staff pursued four initiatives aimed at improving accessibility:

1. Conduct an Accessibility Audit
2. Purchase more storage cabinets to declutter work spaces
3. Develop a Fine Free Strategy
4. Purchase a "dyslexic friendly" children's collection

A variety of resources were used for the four projects that made up this initiative including staff time, and hiring a consultant.

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

The four projects that make up this initiative collectively support all three of the library's strategic directions:

- 1) Raise the profile of the library in the community
- 2) Revitalize how the library does business to prepare for a future of growth and change.
- 3) Provide robust and relevant programming that addresses 21st Century literacy needs

These projects support a number of the library's specific goals:

- 1) Increased awareness of library services and the benefits the library offers
- 2) Improved communication with the public
- 3) Staff and board having a greater understanding of community needs
- 4) Services that anticipate community needs
- 5) More opportunities for residents to gain needed skills and competencies

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 initiative supports B.C.'s strategic goals of 1) improving access and 2) building capacity. The accessibility audit provided insight into a variety of deficiencies of which we were not previously aware. For example, we were not aware that a cluttered workplace impeded accessibility for any current or future employee who experienced mobility challenges. Additional storage was needed to address this problem, and we discovered that it also built organizational capacity for the rest of staff by allowing for a more efficient use of workspace. The fine free strategy was prompted by the desire to increase accessibility for those experiencing socio-economic challenges. The dyslexic friendly children's collection specifically targeted the accessibility needs of young children with reading challenges.

What are the key outcomes of this project/program?

The projects supporting this initiative led to a number of outcomes. The accessibility audit provided key insights into how our library facility and work practices are deficient. For example, the library's signage is deficient for those with visual challenges, and our workspaces were too cluttered for a person with mobility challenges. The addition of storage not only made the work areas more accessible, but it built and protected organizational capacity. Another key outcome was that it allowed us to continue to use a closet previously used for storage as a virtual programming space. If we were compelled to use the storage closet for storage again, we would have lost an important asset for virtual programming. The fine free strategy resulted in the first of a number of steps towards becoming fine free. The dyslexic collection resulted in the purchase of a number of items specifically written for children with dyslexia.

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

The COVID-19 Relief and Recovery grant paid for the accessibility audit, new storage, and the dyslexic friendly children's collection.

2.2 Project/Program Name**Upgrade Technical Infrastructure****Provide a brief description. Please include details such as any partnerships or resources leveraged to accomplish this project/program.**

One of the major initiatives of 2022 was an overall upgrade to the library's technical infrastructure. This involved:

1. Replacing work computers for staff
2. Replacing Internet computers for the public
3. Replacing the OPAC computers for the public
4. Upgrading all computers to Windows 10
5. Add SMS/Text notification system to replace phone "talking tech" system

This initiative involved a number of projects that required a partnership with the City of Port Moody's Information Services department. City staff were needed as library staff did not have the technical skills to implement these upgrades on their own. This initiative was needed for a couple of different reasons. First, the City's technical infrastructure had changed in recent years requiring the library to follow suit as it relies on City systems. This was particularly important as it relates to computer security needs. Second, the computers used by staff and public were near end of life.

The addition of the SMS/Text notification system was necessitated because the phone notification system needed to be replaced. Not only was the old technical infrastructure for notifications end of life, but patrons have been asking to be notified by text rather than by phone for their holds and other library notices.

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

The projects that made up this initiative support the library's strategic direction to, "Revitalize how the library does business to prepare for a future of growth and change."

These projects support the specific goals of:

- 1) Increased awareness of the services and benefits the library offers
- 2) Improved communication with the public
- 3) Staff and board having a greater understanding of community needs
- 4) Services that anticipate changing community needs
- 5) More opportunities for residents to gain needed skills and competencies
- 6) Staff feel supported and energized

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

The projects that made up this initiative support the strategic goals of 1) improving access, 2) building capacity, and 3) advancing citizen engagement. The replacement of Internet and OPAC computers for the public improved access and facilitated greater citizen engagement. The addition of the SMS notification system improved access and building capacity within the community.

What are the key outcomes of this project/program?

The key outcomes for this initiative were:

1. Functional computers for staff to perform their work
2. Up-to-date Internet computers for public use
3. OPAC computers for the public so they can better access the library's collection
4. Improved security for all computers because of the Windows 10 upgrade
5. The ability to receive SMS text notifications from the library rather than rely on an antiquated phone notification system

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

The COVID-19 Relief and Recovery Grant assisted the library with paying for the SMS text notification system. We would not have been able to upgrade to this new system without the province's assistance.

2.3 Project/Program Name**Improve Emergency Preparedness for the Library****Provide a brief description. Please include details such as any partnerships or resources leveraged to accomplish this project/program.**

The Port Moody Public Library needed a Business Continuity Plan (BCP) to record the critical information we would need to remain operational during an unplanned event such as a flood, fire or other critical incident. The BCP needs to state essential functions, identify which systems and processes must be sustained, and provide enough detail to maintain them.

One of the greatest benefits of the BCP is that it made explicit what has been implicit with respect to goals, objectives, priorities, and responsibilities. For example, one section was about what to do in the event of an active threat. Another section was specific about any future pandemic. These procedures are not detailed in the same way as, for example, a safe work procedure developed during the COVID-19 pandemic.

Port Moody Fire and Rescue contributed in-kind staff time to identify a suitable consultant. City of Port Moody staff also contributed in-kind staff time to ensure the consultant had the necessary information to create the plan.

The Business Continuity Plan (BCP) had been prepared and submitted by Stonebarn Consulting which has worked with the City of Port Moody in previous years.

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

This project supported the library's strategic goal of, "Revitalize how the library does business to prepare for a future of growth and change."

PMPL has had a range of different emergency procedures but never a comprehensive business continuity plan. This project was a unique opportunity to address a variety of risks to the organization such as steps to be taken after a fire, flood, or pandemic.

This project supported two goals in particular, of having policies and procedures that enable staff efficiency and member satisfaction, as well as the goal of staff feel supported.

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 priority of Building Capacity because library staff are now better equipped to respond in the event of a crisis. It also contributed to the goal of Enhanced Governance because the library's priorities and procedures during a crisis are more transparent to the library board.

What are the key outcomes of this project/program?

The key outcome was the creation of a Business Continuity Plan that identified guidelines which would aid in the continuing operation of some or all the library's functions should a major emergency occur. This plan is to be used to coordinate the library's operational capacity and planned business recovery in the event of an emergency or disruption of library operations. Ultimately, the Business Continuity Plan is to help:

- Prioritize the health and safety of responders, staff and the public
- Reduce suffering
- Protect infrastructure
- Protect property
- Protect the environment
- Enable continued operations
- Reduce economic and social losses

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

The COVID-19 Relief and Recovery Grant made this project possible.

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 are 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)	COVID-19 had an ongoing impact on library services and staffing in 2022. Staff expressed concern about their safety as protocols were gradually eased. There were several times when many staff were ill from COVID-19 making it difficult for the library to open with minimal staffing. The library responded by trying to be supportive to staff while continuing to increase access to library services. This was particularly important in March 2022 when PHO guidance on the use of facemasks had shifted. The library needed to postpone this transition for a couple of weeks to allow time for staff to adjust. Staff who choose to continue masking are fully supported.
Emergency response (e.g., fires, floods, extreme weather)	<p>1) The library had to close early twice due to extreme weather (i.e. snow and ice conditions).</p> <p>2) The library served as a cooling center for the public during several periods of extreme heat during the summer.</p>
Financial pressure (e.g., rising costs, reduced revenues)	Financial pressures continued to increase in 2022 for several reasons. Budgeting in particular was difficult because both revenue and expenses were unpredictable. For example, supply chain problems made it difficult to fully expend the budget we were allocated.
Staffing (e.g., recruitment and retention, mental health, and wellness)	Staffing was a big challenge in 2022. There were several retirements of long-standing employees resulting in a long string of postings and interviews as one position filled meant another vacancy was created. There were also two maternity leaves for key positions, and the resignation of the Deputy Director of Library Services for the second time in two years. Recruitment was difficult because many library workers prefer working in large library systems.
Disappearing services in the community (e.g., government, banking, health)	N/A
Connectivity (e.g., low bandwidth, lack of home internet in the community)	N/A
Aging/damaged facilities (e.g., need for repairs, renovations, upgrades/expansions)	The Port Moody Public Library continues to have a significant need for larger facilities. PMPL only has approximately 43% of the space needed to meet current demand for library services. The facility itself is in good condition, but it is too small and does not allow us to provide all the services our residents want.

Community access to the library (e.g., geographic isolation, lack of local public transit, building accessibility)	N/A
Vulnerable communities (e.g., people experiencing homelessness, addiction, mental health crisis)	The library is not accessible for many people experiencing homelessness. Most of the services for this population are concentrated in Coquitlam and Port Coquitlam, and this makes PMPL too far a walk for many.
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.

<p>Summary and Overview</p> <p>The Port Moody Public Library is spending the COVID-19 Relief and Recovery Grant to address all three areas: 1) relief, 2) recovery, and 3) emergency planning and preparedness. While researching for this grant, staff determined there was a need to allocate more funds to emergency planning and preparedness because of an Accessibility Audit which was conducted early in the process. The audit revealed, on the one hand, that the library needs to prioritize changes to how space is now being used to improve accessibility. On the other hand, the library needs to replace equipment patrons use to access materials such as talking books. These needs, as well as other accessibility priorities, prompted us to reallocate \$3,381.67 to the Emergency Planning & Preparedness portion of the grant.</p> <p>A couple of key drivers for this grant planning are 1) the need to provide a virtual programming space, and 2) the need to increase patron access to downloadable audiobooks. The need to create a virtual programming space actually created an accessibility issue for our library because it took away a storage room. This grant allowed us to address this issue.</p> <p>Note that we have bundled most of the “accessibility” initiatives together under one initiative heading as they are interrelated.</p>

	Grant budget	Reallocated budget
COVID-19 Relief & Recovery Grant Amount	\$36,556.00	\$33,174.33
Emergency Planning & Preparedness Grant Amount	\$12,185.33	\$15,567.00
Total Grant Amount	\$48,741.33	\$48,741.33

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	Improve emergency preparedness for the library
Rationale	The COVID-19 pandemic and the heat dome in 2021 demonstrated the library was not prepared to respond in the event of different crises. There are an increasing number of risks library staff need to prepare for to ensure continuity of service to residents of Port Moody.
Area of Need	Emergency Planning & Preparedness
Action/Output/Deliverable	<ul style="list-style-type: none"> • A written report/plan - "A Business Continuity Plan" • A modest supply of masks in the event of an emergency
Outcome/Impact	Staff and patrons are better prepared in case of an emergency
Metrics	The creation of a business continuity plan
Collaborative Links (if applicable)	Port Moody Fire and Rescue contributed in-kind staff time to identify a suitable consultant. City of Port Moody staff also contributed in-kind staff time to ensure the consultant had the necessary information to create the plan.
Expenditure	Business Continuity Plan - \$3,500.00 Supply of masks in the event of an emergency - \$21.35
Detailed status update since the interim report (e.g., complete, in progress, pending, deferred, etc.).	Complete
Comments (optional)	PMPL has had a range of different emergency procedures but never a comprehensive business continuity plan. This project was a unique opportunity to address a variety of risks to the organization such as steps to be taken after a fire, flood, pandemic, etc.

Project/Program/Activity	Make services, spaces, programs and collections more inclusive and accessible
Rationale	This program (collection of projects) began with the intent to make the library compliant with the new Accessible BC legislation. It started with an "Accessibility Audit" which identified a number of areas where improvements could be made.
Area of Need	Emergency Preparedness and Accessibility
Action/Output/Deliverable	<ul style="list-style-type: none"> • Create an "accessibility audit" • 5 talking book Victor readers for people experiencing visual impairments • Collection for patrons experiencing dyslexia • Make physical spaces safe and accessible
Outcome/Impact	<ul style="list-style-type: none"> • Understand what needs to be addressed in terms of accessibility for both patrons and staff • Improved accessibility for library services, spaces, programs and collections • Increased awareness of accessibility needs
Metrics	<ul style="list-style-type: none"> • Greater staff and Board understanding of all aspects of accessibility as it relates to a public library • 5 Victor Readers, cables, and other equipment • 4 storage cabinets and 10 storage carts and 1 puppet tree • A moveable table for children's area • Library spaces are 20% more accessible because displaced supplies no longer clutter offices
Collaborative Links (if applicable)	N/A
Expenditure	<ul style="list-style-type: none"> • Accessibility audit \$984.00 • MP3 Player for Talking Books \$139.35 • Talking book hardware (Victor Readers) \$3,883.00 • Dyslexic collection \$193.36 • Storage cabinets \$8,591.20 • Accessible tables for children's area \$1,000
Detailed status update since the interim report (e.g., complete, in progress, pending, deferred, etc.).	<ul style="list-style-type: none"> • Accessibility audit \$984.00 - Complete • MP3 Player for Talking Books \$139.35 - Complete • Talking book hardware (Victor Readers) \$3,883.00 - Complete • Dyslexic collection \$193.36 - Complete • Storage cabinets \$8,591.20 - Complete • Accessible tables for children's area \$1,000 -

	Deferred to 2023
Comments (optional)	The Accessibility Audit identified a number of needs for staff and patrons. The audit was surprisingly useful because it raised awareness about the critical need to improve storage so that workspaces would be accessible for employees experiencing mobility issues.

Project/Program/Activity	Expand digital resources and services
Rationale	COVID-19 has resulted in increased pressure on the library's downloadable audiobook collection. The Library2Go consortium has not been able to keep up with demand, so PMPL sees the need to augment this collection with "Advantage" titles which are intended for Port Moody library cardholders.
Area of Need	COVID-19 Relief and Recovery
Action/Output/Deliverable	Increased the number of downloadable audiobooks
Outcome/Impact	<ul style="list-style-type: none"> • Increased circulation of audiobooks • Reduce the number of holds for audiobooks
Metrics	Increase audiobook circulation by 5%
Collaborative Links (if applicable)	Purchase of digital resources hosted as part of the BC Libraries Cooperative Library2Go platform.
Expenditure	\$10,119.92
Detailed status update since the interim report (e.g., complete, in progress, pending, deferred, etc.).	Complete
Comments (optional)	This is an area which may merit further funds from the grant if other areas are underspent.


Project/Program/Activity	Expand and Support Library Programming
Rationale	<p>Library programming has been challenged since the beginning of the pandemic. Staff have had to constantly adapt program offerings based on ever changing concerns about in-person meetings. This initiative is both about "Recovery" and "Relief" because, on the one hand, the library has shifted back to using its financial resources to pay for in-person programming while, on the other hand, needing to keep financial support for virtual programming. This funding will make it possible to meet a broader range of programming needs than would otherwise be possible. This funding also permits us to address the issue with the video and sound system in the ParkLANE Room which is not meeting the needs of in-person programming.</p>
Area of Need	COVID-19 Relief and Recovery
Action/Output/Deliverable	<ul style="list-style-type: none"> • Purchase programming supplies and other things in support of in-person programming • Ensuring that the virtual programming space we created does not become repurposed to storage space (this is overlap with the accessibility initiative) • Purchase of equipment to support virtual programs • Purchase of video and sound equipment for the ParkLANE Room to support in-person programming.
Outcome/Impact	<ul style="list-style-type: none"> • Increase the amount of programming supplies • Increase the number of author readings • Increase the overall number of library programs • Library programs are accessible to people who are not able to visit the library in-person. • Deeper and more varied community connections with program participants. • Staff continue to deliver virtual programming in a space that is appropriate for sound and video recording. • An alternative storage solution for the materials removed from the storage closet now used for virtual programming. • Upgraded/improved video and sound system in the ParkLANE Room to be used for programming purposes.

Metrics	<ul style="list-style-type: none"> • The maintenance of a virtual programming space • Virtual programming is sustained over the next few years increasing overall programming activity by another 20%
Collaborative Links (if applicable)	N/A
Expenditure	<ul style="list-style-type: none"> • Camera \$1,066.30 • Camera case \$60.18 • Sound System for outdoor programs \$1,805.23 • Honorariums for speakers \$1,837.50 • Programming supplies \$271.32 spent of \$700 budgeted • Prizes for programs \$278.87 • Costs related to the storage cabinet reported above under accessibility projects. • ParkLANE room video and sound system \$5,000.00
Detailed status update since the interim report (e.g., complete, in progress, pending, deferred, etc.).	<ul style="list-style-type: none"> • Camera \$1,066.30 - Complete • Camera case \$60.18 - Complete • Sound System for outdoor programs \$1,805.23 - Complete • Honorariums for speakers \$1,837.50 - Complete • Programming supplies \$271.32 spent of \$700 budgeted • Prizes for programs \$278.87 - Complete • Costs related to the storage cabinet reported above under accessibility projects. • ParkLANE room video and sound system \$5,000.00 – Deferred to 2023
Comments (optional)	

Project/Program/Activity	Replace the photocopier's payment system
Rationale	The current payment system for the photocopier often involves close contact between staff and patrons. COVID-19 has made it difficult for patrons to make payments in a way that is independent and safe. The constant involvement of staff in executing print jobs also takes away from a quality customer service experience.
Area of Need	COVID-19 Recovery
Action/Output/Deliverable	Replace the photocopier's coin operating system with something that allows for greater patron autonomy.
Outcome/Impact	Improve the library's technical infrastructure
Metrics	<ul style="list-style-type: none"> • Reduce negative interactions with the public • Increase patron autonomy and sense of safety to no longer rely on close contact with staff • Increase the amount of photocopier revenue by 15%
Collaborative Links (if applicable)	N/A
Expenditure	\$5,000.00
Detailed status update since the interim report (e.g., complete, in progress, pending, deferred, etc.).	This project has been deferred to 2023 because of difficulties in finding a qualified vendor.
Comments (optional)	

Project/Program/Activity	Staff workshops and Training with emphasis on EDI
Rationale	<p>Staff have not been able to take advantage of many training opportunities since the onset of the pandemic. A number of opportunities presented themselves in 2022, but two in particular were promoted to all staff whether regular full-time, part-time or auxiliary. The first was an opportunity to participate in a Mission, Vision, Values workshop. The second opportunity was to participate in an Indigenous Awareness Training program. This funding was essential to pay for auxiliary staffing so that regular part-time and full-time staff could attend the workshop and other training activities. It also paid for auxiliary staff to attend the workshop and take the training for themselves.</p>
Area of Need	COVID-19 Relief and Recovery
Action/Output/Deliverable	<ul style="list-style-type: none"> • Attendance at the <i>Mission, Vision, Values</i> workshop for staff • Attendance at the <i>4 Seasons of Reconciliation Training</i> developed by Reconciliation Education and the First Nations University of Canada • Attendance at <i>Indigenous Awareness Training</i> developed by the Indigenous Relations Academy • Attendance at the <i>Bystander Intervention Training</i> • Attendance at a <i>Blanket Exercise</i> • Attendance at City sponsored <i>Diversity, Equity and Inclusion Online Sessions</i>

<p>Outcome/Impact</p>	<ul style="list-style-type: none"> • A better understanding by all staff of the <i>Mission, Vision, Values</i> of the library, as well as the opportunity to participate in their reformulation. • That the majority of staff attend the <i>4 Seasons of Reconciliation Training</i> • <i>Indigenous Awareness Training</i> (9 staff attended) • <i>Bystander Intervention Training</i> through ABCPLD in association with Inter-Cultural Association of Victoria • Specific outcomes of various Indigenous trainings: <ul style="list-style-type: none"> ○ Understanding how history impacts Indigenous Peoples ○ Understanding how current Indigenous issues impact Indigenous communities ○ Understanding Indigenous self-government ○ Understanding the constitutional, political and legal context of Indigenous issues ○ How Indigenous and western world views impact decision-making • Specific outcomes of EDI trainings: <ul style="list-style-type: none"> ○ Understand what diversity, equity, and inclusion means in the workplace ○ Understand the concepts of intersectionality and unconscious bias ○ Learn about the City's Anti-Racial Discrimination and Anti-Racism Policy, including responsibilities and the complaint process ○ Learn how to identify and respond to biases in the workplace ○ Have an increased awareness of organizational culture and practices that limit the participation of under-represented groups
<p>Metrics</p>	
<p>Collaborative Links (if applicable)</p>	<p>N/A</p>
<p>Expenditure</p>	<p>\$3,519.27</p>
<p>Detailed status update since the interim report (e.g., complete, in progress, pending, deferred, etc.).</p>	<p>Complete</p>
<p>Comments (optional)</p>	

Project/Program/Activity	Create a "Community Information" Board
Rationale	Staff became aware of changes in how library patrons were looking for community information even before the pandemic. Patrons wanted to find local information without having to search different websites. The COVID-19 pandemic brought into relief the need for patrons to feel connected with the local community, and staff wanted to ensure the library was doing all it can to be the community hub it is meant to be.
Area of Need	COVID-19 Recovery
Action/Output/Deliverable	The creation of a bulletin board in the library.
Outcome/Impact	
Metrics	Increase of people visiting the library by 5%
Collaborative Links (if applicable)	<ul style="list-style-type: none"> This project required a collaboration with the City of Port Moody as we relied on their staff to assemble and reconfigure previously existing shelving to accommodate the community bulletin board. There was also collaboration with community groups that asked for display space on the bulletin board.
Expenditure	\$594.10
Detailed status update since the interim report (e.g., complete, in progress, pending, deferred, etc.).	Complete
Comments (optional)	

5. BOARD APPROVAL

Electronic signatures are acceptable where physical signatures are not feasible.

Library Director Signature: 

Date: Feb 28, 2023

Board Chair Signature: 

Date: Feb 28, 2023

