

## 2022 PROVINCIAL PUBLIC LIBRARY GRANT REPORT (PLGR)

### LIBRARY NAME

Prince Rupert 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](#)
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- [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 Prince Rupert Library is grateful for the financial support it receives from the Province of British Columbia. The annual grants of \$85,000 plus 2022's ~\$38800 CRRG grant represent 13.6% of our 2022 revenue and allow us to strengthen our collections and services, increase our outreach capacities and improve our relations with community partners.

The Public Library is an important community hub for the residents of Prince Rupert and surrounding area. People of all ages gather here to access information for varied purposes such as pursuing employment, continuing education, and recreation. Public internet access (work stations and Wi-Fi), printing and fax services, children's programming, author readings and our public meeting area are all well-used.

Prince Rupert is a diverse community, comprised of families from various cultural and socio-economic backgrounds. Many are First Nations: 38% overall, and 46.9% of those aged 14 and under (Statistics Canada). We also have four smaller First Nation communities in our area that we are building partnerships with. We have the highest First Nations population of any

municipality in Canada with a population of 5,000 or more. We also have many Asian and South Asian community members.

The latest statistics for our community (2019/2022) from the Human Early Learning Partnership at UBC (<http://earlinglearning.ubc.ca>) show that 51.9% of the kindergarten students at that time were deemed vulnerable in at least one of the five scales of measurement. This is the second highest rate in the province, whose overall rate is 32.9 %. The difference between our community and the province's overall rate has jumped from 9.6% during the previous wave to 19%.

## 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.

<b>Project/Program Name</b>
<b>Provide a brief description. Please include details such as any partnerships or resources leveraged to accomplish this project/program.</b>
CBC-PRL partnership: Ga amhaw wil 'nat'ata Ts'mysen: Sharing North Coast Indigenous Stories  This almost completed project, was done through joint work and space sharing between CBC Radio 1, Daybreak North staff and PRL staff. The point was to gather original, personal stories from various local Tsimshian/Tsm'syen individuals and make podcasts for distribution throughout the CBC network. The Library was one of the locations wherein the interviews took place and recorded. The Library will also host the original complete recordings for posterity and for patron access.
<b>How does this project/program support the library's strategic goals?</b>

This project meets two of the of PRL's Strategic Plan's goals (note: PRL's Strategic Plan was officially passed in March of 2023):

- Establish more community partnerships
- Provide inclusive space and a place for all

The first by working with CBC on deeper level than formerly and forming good working relationships with a greater number of CBC staff. Also, it was a good promotional event for the Library.

Secondly, this project helped us communicate to many local First Nation individuals that they are part of the Library family. That there are beneficial reasons for Tsm'syen people to come to the Library and see what resources are available for their own development.

**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 actually met 3 of the Province's strategic goals: 1, 2 and 3.

Goal one was met through introducing FN individuals to the Library in a proactive, friendly and supportive activity which emphasized the importance of FN personal stories and will demonstrate the importance of story preservation through PRL providing access to the original recordings.

Goal two was met through the purchase of professional sound equipment that was used during this project and will continue to be used in future Library events.

Finally, goal three was met by this project providing the opportunity for FN individuals to share their stories with more people than hitherto done.

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

The key outcomes were:

- better relationships between PRL, CBC Radio and several FN individuals
- recorded stories (through podcasts and video recordings) previously not shared widely to a much wider area than Prince Rupert.
- The repository of full stories will be a valuable resource for decades to come

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

Yes, in the purchase of the Library's sound equipment and a future yes for the future purchase of new computer hardware which will host the Our Stories full recordings.

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

<b>Project/Program Name</b>
Prince Rupert Public Library Centennial
<b>Provide a brief description. Please include details such as any partnerships or resources leveraged to accomplish this project/program.</b>
The Prince Rupert Public Library Centennial was a several month's long celebration of the formation of the Public Library here in Prince Rupert in 1922. We had several events which promoted the Library, increased awareness of our resources and included the cessation of overdue fines for adults. Note that PRL eliminated overdue fines on children's materials over the COVID years (2020-2021).
<b>How does this project/program support the library's strategic goals?</b>
PRL's goals of: <ul style="list-style-type: none"><li>• Provide inclusive space and a place for all</li><li>• Strengthen our outreach and increase communications</li></ul> were the two goals this celebration supported. As most of us in Public Libraries know delinquent debts often prevented many patrons from accessing Libraries for years. We want to help as many individuals use their library as possible and the loss of potential (but unlikely) income was worth the benefit of having patrons to using the Library. The second goal was met through the almost year-long process of promoting our centennial through a anniversary party with everyone invited, through social media notices and in-house signage and book displays.
<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>5. Improving Access</li><li>6. Building Capacity</li><li>7. Advancing Citizen Engagement</li><li>8. Enhancing Governance</li></ol>

The Centennial celebration primarily improved access to library resources and made more people aware of our resources.

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

Many people who had not come to the Library for several to many years did come back and several told us that this was a good idea.

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

This did not spend much on this project except that some of the staff time (wages) in the creation of promotional materials were paid partially through provincial grants.

### 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)	While we were not operating under our previous COVID Safety plan, the lingering fears prevented our full dismantling of precautions, eg. plexiglass barriers which still hinders communication. As well, we did have 2 vaccinated staff members catch COVID and their sicknesses were relatively brief, other viral sicknesses were common throughout the year and overall made plan fulfillment slow and difficult.
Emergency response (e.g., fires, floods, extreme weather)	Unrepaired drainpipe breakage limited our book display for over 11 months in 2022, and prevented access to some parts of our fiction area. City was able to repair the damage and none of the PLB funding was used for this.
Financial pressure (e.g., rising costs, reduced revenues)	Increased book pricing was significant in 2022 and we did used approx. \$2000 from PLB funding.
Staffing (e.g., recruitment and retention, mental health, and wellness)	Staffing, especially technical staffing was VERY difficult both in 2022 and even now in 2023. It's hard to get technical employees because a)low wage makes us less attractive than larger private sector employers (eg. Port of Prince Rupert b)lack of local technical talent c)increased rents and house prices in town.
Disappearing services in the community (e.g., government, banking, health)	This was more of a direct problem with Federal public services, especially prior to COVID. Not a big increase during COVID pandemic.
Connectivity (e.g., low bandwidth, lack of home internet in the community)	This is not a problem for us at the Library. Our local telecommunications company, CityWest is very supportive of the Library.
Aging/damaged facilities (e.g., need for repairs, renovations, upgrades/expansions)	City is not keeping up with maintenance, needed renovations and conversion to new technology (eg. boiler, lighting not being done) and insufficient heating during cold snaps in winter. We did have to close for 2 days in December 2022.
Community access to the library (e.g., geographic isolation, lack of local public transit, building accessibility)	This is not a problem for us.
Vulnerable	This has been an issue for several years. We started

communities (e.g., people experiencing homelessness, addiction, mental health crisis)	exploring what we could do re: mental health issues and began talking with SD 52 about hosting a mental health nurse in the Library. Discussions continue into 2023.
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

The COVID-19 Relief & Recovery Grant has been a significant help in 2022 and continues into 2023. In 2022 we spent approx. 49% of the funds in the ways we planned (see below for details). The other ~50% will hopefully be spent in 2023, probably before November 2023. This spending was significant especially for our technical projects, and also for some extra staffing. There is still a few big projects planned for this year including a reconciliation work of art. Hopefully that will go well.

	Grant budget	Reallocated budget
<b>COVID-19 Relief &amp; Recovery Grant Amount</b>	\$29088.50	
<b>Emergency Planning &amp; Preparedness Grant Amount</b>	\$9696.17	
<b>Total Grant Amount</b>	\$38784.67	

## 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)

<b>Project/Program/Activity</b>	New public computing/Internet hardware, licensing and new monitors
<b>Rationale</b>	Computer/internet access is vital for residents
<b>Area of Need</b>	COVID-19 REcovery
<b>Action/Output/Deliverable</b>	Quicker new computer workstations, updated software, new support agreement
<b>Outcome/Impact</b>	Patrons will have quicker, more effective, enjoyable internet/computer experience
<b>Metrics</b>	More individuals will use the new workstations
<b>Collaborative Links (if applicable)</b>	
<b>Expenditure</b>	\$8000
<b>Detailed status update since the interim report (e.g., complete, in progress, pending, deferred, etc.).</b>	This project completed in late November 2022.
<b>Comments (optional)</b>	The workstations work well and support company is attentive.

<b>Project/Program/Activity</b>	Upgrade Library Document Services
<b>Rationale</b>	Document services demand has increased significantly during COVID pandemic
<b>Area of Need</b>	COVID-19 Recovery
<b>Action/Output/Deliverable</b>	We purchased a new Xerox document service machine and service contract.
<b>Outcome/Impact</b>	This is needed a) our former machine was end of life and problematic and b)larger number needing documentation printed from phones. New machine produces better quality product and with fewer problems.
<b>Metrics</b>	Service demand with doc. services increased ~50% each year since 2020.
<b>Collaborative Links (if applicable)</b>	
<b>Expenditure</b>	\$5200
<b>Detailed status update since the interim report (e.g., complete, in progress, pending,</b>	System installed, training done and specific configuration complete by end of September.



deferred, etc.).	
Comments (optional)	

<b>Project/Program/Activity</b>	Temporary 'Self-Cleaning' Library
<b>Rationale</b>	The Library won't clean itself
<b>Area of Need</b>	Emergency Preparedness
<b>Action/Output/Deliverable</b>	Our Library staff have been cleaning the library since the sudden retirement of our contracted janitor and the difficulty of finding affordable replacement.
<b>Outcome/Impact</b>	Maintain a safe and healthy library for the public.
<b>Metrics</b>	Being able to maintain cleanliness without patron complaints.
<b>Collaborative Links (if applicable)</b>	
<b>Expenditure</b>	~\$2000 (for both extra labour and supplies)
<b>Detailed status update since the interim report (e.g., complete, in progress, pending, deferred, etc.).</b>	Fortunately, we were able to find a new company and established contract before end of August 2023.
<b>Comments (optional)</b>	

<b>Project/Program/Activity</b>	Preservation of unique microfilms
<b>Rationale</b>	This meets our mandate about creating free, accessible digital collections.
<b>Area of Need</b>	Emergency Preparedness
<b>Action/Output/Deliverable</b>	We'll preserve and protect the original microfilm master reels of 99 years of the <i>The Prince Rupert Daily News</i> . We purchased a humidity controlled microfilm preservation unit in 2022.
<b>Outcome/Impact</b>	The original masters will continue to exist for future researchers long after we're gone.
<b>Metrics</b>	99years, 100s of thousands of irreplaceable images preserved for the future.
<b>Collaborative Links (if applicable)</b>	
<b>Expenditure</b>	\$2300
<b>Detailed status update since the interim report (e.g., complete, in progress, pending, deferred, etc.).</b>	Cabinet installed, working and microfilms moved into cabinet in early 2023.
<b>Comments (optional)</b>	

<b>Project/Program/Activity</b>	Staff First Aid Training
<b>Rationale</b>	All staff with previous training had lapsed.
<b>Area of Need</b>	Emergency Preparedness
<b>Action/Output/Deliverable</b>	We'll have staff more prepared and confident to help people needing help because they have this training. So, we'll get First Aid training for 3 staff-members.
<b>Outcome/Impact</b>	If someone falls ill, we will be in better control to provide first aid.
<b>Metrics</b>	
<b>Collaborative Links (if applicable)</b>	
<b>Expenditure</b>	\$1050 (for 3 staff ) Standard 1st Aid with CPR-C/AED
<b>Detailed status update since the interim report (e.g., complete, in progress, pending, deferred, etc.).</b>	This course was postponed by provider until Jan 2023. Then all 3 staff-members successfully completed this training.
<b>Comments (optional)</b>	

<b>Project/Program/Activity</b>	Purchase of Ts'mysen original art
<b>Rationale</b>	A way of working towards reconciliation with local First Nations (Ts'msyen FN) people.
<b>Area of Need</b>	COVID-19 Recovery
<b>Action/Output/Deliverable</b>	We will purchase an original, Ts'msyen work of art. a carving. A local professional, well-known carver has been commissioned by the Library to carve an art piece for permanent display in the Library
<b>Outcome/Impact</b>	We're hoping that many FN individuals will feel more at home and respected in the Library.
<b>Metrics</b>	We hope that this will prompt more comments from all people that the Library better reflects our community's make-up.
<b>Collaborative Links (if applicable)</b>	As well as Prov. COVID funds, \$10,000 of patron donations will be used for this project.
<b>Expenditure</b>	\$6000 (not yet paid)
<b>Detailed status update since the interim report (e.g., complete, in progress, pending, deferred, etc.).</b>	The artist has encountered difficulties in finding a new carving shed and project has been delayed.
<b>Comments (optional)</b>	

<b>Project/Program/Activity</b>	Healthier ergonomic work spaces
<b>Rationale</b>	Healthier staff, happier staff
<b>Area of Need</b>	COVID-19 Recovery
<b>Action/Output/Deliverable</b>	Acquisition of six (6) new staff work chairs
<b>Outcome/Impact</b>	We have not updated our staff workstations since prior to COVID and our staff have noticed more discomfort after sitting in their chairs for prolonged periods.
<b>Metrics</b>	
<b>Collaborative Links (if applicable)</b>	
<b>Expenditure</b>	~\$3500
<b>Detailed status update since the interim report (e.g., complete, in progress, pending, deferred, etc.).</b>	First attempted purchase was cancelled due to back-ordered delays. We will attempt this again in mid -2023.
<b>Comments (optional)</b>	

<b>Project/Program/Activity</b>	Program Promotion and staffing support
<b>Rationale</b>	Program activity and patron attendance fell significantly during COVID, this promotion and program rejuvenation will help increase programs, patron awareness of programs and attendance.
<b>Area of Need</b>	COVID-19 Recovery
<b>Action/Output/Deliverable</b>	We will increase the number of shifts our casual staff have in order to relieve programming staff from non-program work.
<b>Outcome/Impact</b>	
<b>Metrics</b>	Hopefully, we'll see more programs and more attendees.
<b>Collaborative Links (if applicable)</b>	
<b>Expenditure</b>	\$6000
<b>Detailed status update since the interim report (e.g., complete, in progress, pending, deferred, etc.).</b>	In 2022, we spent approx. \$2000 in staffing for this project. Not as much as we hoped as we had a larger amount of staff sick time and had to use casuals to fill that. We will continue doing this throughout 2023.
<b>Comments (optional)</b>	

<b>Project/Program/Activity</b>	Digitization project rejuvenation
<b>Rationale</b>	COVID-19 Recovery
<b>Area of Need</b>	We need to digitize many more newspaper images for our <i>Turning the Pages</i> digital repository.
<b>Action/Output/Deliverable</b>	We will form a contractual relationship with MicroCom Systems to scan produce digital images with metadata, after initial pilot testing for hopefully 1000s of images
<b>Outcome/Impact</b>	This will provide greater amount of freely accessible newspaper images for researchers and students.
<b>Metrics</b>	The increased number of images and metadata will be measured.
<b>Collaborative Links (if applicable)</b>	
<b>Expenditure</b>	\$6000 and probably more
<b>Detailed status update since the interim report (e.g., complete, in progress, pending, deferred, etc.).</b>	We have established a contract for the initial pilot project. Scanning, duplication, image duplication and metadata in early 2023. The pilot project will cost \$2500 and will be complete in mid-2023.
<b>Comments (optional)</b>	

<b>Project/Program/Activity</b>	Contingency Plan-Lighting Efficiency transition
<b>Rationale</b>	We need, more efficient and more effective lighting which produces less GHG emissions as well as less maintenance.
<b>Area of Need</b>	COVID-19 Recovery
<b>Action/Output/Deliverable</b>	We will convert our T-12 Fluorescent lighting to LED lighting, through working with BC-Hydro
<b>Outcome/Impact</b>	Our electricity bill will be considerably lowered, less emissions from any gas-powered electrical facility and less maintenance. The fund saved will be directed towards Library collections and services.
<b>Metrics</b>	Hydro bills and electrical maintenance bills lessened.
<b>Collaborative Links (if applicable)</b>	This will only work of City works with us.
<b>Expenditure</b>	Our share could be as much as \$13000 or less depending upon City's answer.
<b>Detailed status update since the interim report (e.g., complete, in progress, pending, deferred, etc.).</b>	We have submitted our annual budget for operating and capital costs for 2023 to City. We are now waiting for City's response.
<b>Comments (optional)</b>	

5. BOARD APPROVAL

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

Library Director Signature: Joseph P. Zilva Date: March 17, 2023

Board Chair Signature: [Signature] Date: March 17/2023