

## 2022 PROVINCIAL PUBLIC LIBRARY GRANT REPORT (PLGR)

### LIBRARY NAME

Taylor 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.).

The District of Taylor, located at Mile 36 of the historic Alaska Highway has approximately 1317 residents. There are several industries that reside within the District's boundaries including: Enbridge, Coastal GasLink, NorthRiver Midstream, Cameron River Enterprises, Pembina, and Nels Ostero Ltd. The Canfor Pulp Mill ceased operations in 2022.

Within our community are these great features:

- The Lone Wolf Golf Club (an 18-hole course with a walking trail around its perimeter),
- The District Ice Center (which includes a hockey sized arena and a "leisure pad" for skaters who dropped by while a hockey or ice event was taking up the main arena),
- A curling rink (with four sheets – the swimming pool did not run in 2022, due to lack of lifeguards),
- The Community Hall,
- The Taylor Elementary School,
- Peace Island Park and Campground
- The Big Bam Ski Hill
- Rogers Gym (which is open 24 hours using a card pass),
- The Redwood Esso gas station and convenience store

- The Church of the Good Shepherd and the Taylor Community Church
- Various parks, playgrounds, and baseball diamonds
- And the Taylor Public Library

2022 continued to be a trying time for the Taylor Public Library. Our operational hours were still within the COVID protocols safety plan and the library's budget was still impacted by the aftereffects of COVID. We had a lower-than-normal-operational amount. The upside was the staff were able to gain back their proper working hours, even though there were still some restrictions on some of the budget items.

A blessing for us came through the COVID Relief and Recovery Grant which was received during 2022 and was greatly appreciated. The library was able to provide more programs with this extra monies and even update some library office furnishings during the latter half of the year.

Other grant funding included the Equity and Literacy Grant, BC OneCard Grant, and the PRRD (Peace River Regional District) operational grant. These are meant to be supportive for the various local and provincial programming initiatives.

## 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>
Monthly "Take-home" Crafts
<b>Provide a brief description. Please include details such as any partnerships or resources leveraged to accomplish this project/program.</b>
Staff prepared monthly "take-home" crafts for the community. This was in lieu of being able to provide in-house programming due to the continued safety restrictions of COVID protocols this library was under. The program was an expansion from 2021's Spring Break Craft Kits program which was well received at that time.
The COVID Relief & Recovery grant provided much needed financial support to grow this program into what it was. It increased our ability to create multiple types of kits for all age groups for each month and we were able to purchase a Christmas themed kit at the end of the year as a final project for 2022.
<b>How does this project/program support the library's strategic goals?</b>

Our library's goals were met by providing this program. 1. Connecting with the community: providing access to information and resources, 2. Connecting with current and future students through supports for education growth, 3. Proving value through good governance & accountability, and finally 4. Building partnerships.

Through this improved program we were re-building community support and trust while providing worthwhile activities and educational materials throughout the year.

We developed crafts and activities that would suit a range of ages and interests. We even had community members providing some of the materials for some of these kits.

Providing "something to do" had enormous value within our community as there was still some safety restrictions for programs. Our library was very conscious of how the community needs shifted to a safer form of activity.

Parents were appreciative of being able to give their kids something to do.

**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

1. Improving Access = In 2022, we were still under some of the COVID pandemic protocols. The library used the shared databases and staff from other libraries as research for this program, providing what would work best for this library's patrons.
2. Building Capacity = With our crafts & activities, staff had to research viable options that would envelop all age groups and provide our community members with a good experience while enhancing their creative side. Having other libraries, mentors, and databases as learning tools was very useful for this program.
3. Advancing Citizen Engagement = We were able to invite the community back to the library even if it was a small amount of time to pick up their craft kits. Take-home craft kits re-energized patron acquaintance and familiarity of this library. Besides the craft kits, some patrons also checked out books and other items. Promotion of this program follows both our library and the provincial's strategic plans of supporting education and literacy and improving community engagement.
4. Enhancing Governance = Structuring guidance and/or goals benefits the library board to determine what is important for advancing library services and programs. Showing that literacy can take many forms and has optimal opportunities for the library to tout its services and value.

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

We created one or more crafts per month making sure there was a minimum of 10 kits available. This variety of kits allowed us to incorporate as many of the age groups as possible (including parents). We gaged some of the kits on the numbers from last year. In that respect we did add more for those specific kits.

We had many compliments on the variety of kits and a few suggestions for other kits. Overall, we feel that this program was a success. The kits entertained and engaged participants at the same time.

Craft kit	Created	Left over
Bear Sweater	3 (three)	1 (one)
Bookmarks	25 (twenty-five)	14 (fourteen)
Chicken in a plastic cup	6 (six)	3 (three)
Coaster	5 (five)	4 (four)
Coaster made with cardboard	2 (two)	0 (zero)
Create-a-book	2 (two)	2 (two)
Crepe Paper Flowers & Butterflies	8 (eight)	0 (zero)
Date Night with a Book	19 (nineteen)	13 (thirteen)
Happy Easter Pkg grd 3-5	5 (five)	2 (two)
Happy Easter Pkg grd K-2	5 (five)	1 (one)
Harmonica	3 (three)	1 (one)
Halloween Lanterns	10 (ten)	5 (five)
Kids Garden Kits	30 (twenty)	1 (one)
Lady Bug Paper Craft	15 (fifteen)	3 (three)
Leaf Bowl	10 (ten)	2 (two)
Maracas	6 (six)	1 (one)
Mother's Day Cup of Flowers	11 (eleven)	6 (six)
Paper Hyacinth	8 (eight)	3 (three)
Postcards	9 (nine)	6 (six)
Seed Starter Greenhouse kits	30 (thirty)	8 (eight)
Skittles Rainbow Plate	12 (twelve)	0 (zero)
Sponge Boat	15 (fifteen)	1 (one)
Straw Weaving	6 (six)	2 (two)
Straw Weaving pre-threaded	3 (three)	0 (zero)
Paper Plate Fans (Large size)	5 (five)	0 (zero)
Paper Plate Fans (Small size)	5 (five)	0 (zero)
Paper Plate BB8 (Star Wars droid)	10 (ten)	0 (zero)
Popsicle Stick Flower Bookmark	10 (ten)	2 (two)
Advent-ture craft kits	10 (nine)	1 (one)
Bead Making Kit	10 (ten)	7 (seven)
Bead Christmas ornament	6 (six)	3 (three)
Foam Christmas ornament	11 (eleven)	7 (seven)
Icicle Christmas ornament	2 (two)	0 (zero)
Poinsettia Christmas ornament	3 (three)	0 (zero)
Snow Crystal Christmas ornament	2 (two)	1 (one)
Toy Soldier Christmas ornament	8 (eight)	7 (seven)

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

In 2021, we had bought 10 (ten) "Advent-ture" Christmas kits using the library's own budget monies. All but one was taken. At that time, we had requests for us to purchase more in 2022. The COVID Relief & Recovery grant (CRRG) was crucial in buying the 2022 "Advent-ture" craft kits, as these pre-made kits through a vendor in Victoria cost \$32.00 each. Again, all but one was taken.

This grant also purchased other crafting supplies to the amount of \$346.34 which allowed us to provide other workshops and programs for our patrons, including the Summer Reading Club, the Taylor Seed Catalogue, a last minute, well-attended macrame workshop, and items for STEAM/STEM kits.

Our library budget for programs was set at \$3,500 in 2022. Our final expenditures for 2022 including CRR grant monies was \$10 747.35. We are very grateful for this monies.

**Project/Program Name**

Taylor Seed Catalogue

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

The Taylor Seed catalogue began in 2008 amidst discussions in the community regarding eating within a "200-to-500-mile radius" and food sustainability. We heard of other libraries providing this program and thought this would be a great opportunity to aid our community which had/has financially constrained families. The seed packets are free. We only ask that if someone in the community has extra seeds, to share these with the seed catalogue. Some community members have developed a trading system as well. Sometimes with a neighbour and sometimes through the seed catalogue.

We also share seeds with the local Community Garden. The Community Garden will harvest in the fall and provide extra food to families in need. Where preservation of food is needed, we have purchased extra jars to give to this organization as we know they have food hampers created through the Taylor Community Church which are delivered to those in need at Christmas time.

Any extra grant monies we receive, alleviate some of the costs associated with this program.

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

The goals that the library's goals met through this program: 1. Connecting with the community: providing access to information and resources, 2. Connecting with current and future students through supports for education growth, 3. Proving value through good governance & accountability, and finally 4. Building partnerships.

This seed catalogue encompasses the discussions that created it: food sustainability, security, and eating within the 200-to-500-mile radius. What cannot be grown in the winter is preserved in the fall when harvested. We offer the full food cycle. Seeds to grow, equipment to preserve, and information/resources to accomplish those tasks.

We impart knowledge to the novice gardener as well to the "green thumbs". Trading gardening tips and gathering growing information essentially supports everyone who use the seed catalogue.

Our kids seed kits are the start of a child's knowledge into the world of gardening and how to successfully be food empowered. Cost of the packages are free for the patrons, so there is no monetary barrier. Learning is fun, especially when the seeds start to grow realizing your efforts are being rewarded.

The Library Board supports and advocates for this program, as they are part of the community and see some of the challenges our community has. Encouraging programs such as the seed library are a valuable way to inspire people to learn how to "help themselves".

We have built partnerships with various gardeners and groups who support food sustainability and food security for those in need. From the Community Gardens to the Lone Wolf Golf Club who created the community greenhouse and garden plots to the Taylor Community Church who provides food hampers during the winter holiday season. Even with some of our neighbourhood gardeners who feel the need to share the bountiful vegetables they harvest in their own gardens.

**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

1. Improving Access = Reference books we don't have are available through the interlibrary loan program which has no age barriers and is a province-wide initiative.
2. Building Capacity = Not only do the patrons learn about gardening, but the staff also learns through conversations with local gardeners and the various see sites: Farm Folk/City Folk, West Coast Seeds, Veseys', McKenzie Seeds, Stokes, etc. The more staff can learn, the more useful information they can provide to the gardening community.
3. Advancing Citizen Engagement = This program really is a community effort. Shared knowledge and love of gardening is essential for this program to work effectively. Knowing that if one neighbour has more than enough, they can also share with those less fortunate.
4. Enhancing Governance = Recognizing the unique needs that each community has and allowing grant usage to be determined by those needs allows each library board to support their community, thus advocating that libraries are more than just books for knowledge and educational purposes. They are a valuable resource for many reasons.

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

In 2022, we had a small workshop (under safety protocols) which 5 (five) patrons (three adults and two children) were able to learn about "soil blocking". This is a "greener" method using blocks of soil instead of the preformed plastic molds which hold soil within which your seeds are planted. The result is less plastic waste.

As listed with craft and activity kits we also gave away greenhouse and garden starter kits.

Seed Starter Greenhouse kits	30 (thirty)	8 (eight)
Kids Garden Kits	30 (twenty)	1 (one)

The various aspects of the seed catalogue teaches families how to support their own food needs and with the cost of groceries outpacing most incomes, it is a worthwhile educational venture.

We did not buy as many jars in 2022, but we still provided four cases of twelve jars to the Taylor Community Garden to preserve herbs, jams, jellies, and other food items. These jars were then given to the Taylor Community Church group who looks after the Christmas hampers. The Christmas hampers were given to those families who still had financial constraints and hardships post pandemic.

In the spirit of the Taylor seed catalogue, what there was extra of, it was shared with others. Another aspect we are appreciating is that our community will get to know their neighbours and create a supportive atmosphere.

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



Absolutely, grant monies played a big factor in this program and still does. We purchased a lot of seeds, canning supplies, and seed saving envelopes to entice patrons to share what they could. Monies spent came partly from the library's budget, but mostly from the CRR grant (\$1,396.58.) Our programming grant was slated at \$3500 and had to be shared between the programs we have, including the Summer Reading Club.

**Project/Program Name**

Summer Reading Club 2022

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

The theme for the 2022 Summer Reading Club was "All Together Now".

Each week of the program had a different theme that tied in with the main theme. As in previous years, we followed the SRC manually loosely and created some of our own programming, rewards, activities, and crafts. The main goal for our Summer Reading Club program was to keep kids reading and engage them in (STEAM) activities and not fall into the dreaded summer slump.

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

The goals that the library's goals met through this program: 1. Connecting with the community: providing access to information and resources, 2. Connecting with current and future students through supports for education growth, 3. Proving value through good governance & accountability, and finally 4. Building partnerships.

This program was an outreach type program where kids had activities to do in the community. We provided most of the resources needed to finish the tasks.

There were twenty-one kids that signed up in 2022. About seven of these participants had never been part of our program before. This is the largest number of SRC participants we have had thus far.

We endeavour to keep kids fascinated and the program appealing to all age groups. This creates "talk" amongst the kids and gives way to a keen interest to become part of the program. Sometimes this means late signups, but we always try to supply these new attendees with program resources to promote attendance benefits for the next year.

Our library board provides goals and strategies to staff regarding inclusivity and has flexibility for expenditures on this program. It is considered one of the main programs.

We created a partnership with thee of the local vendors within our community: the Caffeination Station, Trading Post, and Nevaeh's Pizza. This new income supports their business, while giving the kids some great treats. It also promotes the library with these vendors as an advocate for their business. Something they may not have considered before.

**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

1. Improving Access = staff was part of the shared BC Summer Reading Club and promoted the online registrations for those who were travelling or preferred the online activity content for this program.
2. Building Capacity = staff take part in the online SRC program and are a part of the network of Children’s programmers, learning from others what can be done better, sharing ideas, and giving feedback for future programming.
3. Advancing Citizen Engagement = Through our partnerships with local vendors and organizations, word of mouth and advertising raised awareness of this program. We also promoted community support by purchasing locally and made parents aware of the different vendors in the community.
4. Enhancing Governance = through grant support, our library was able to run a much better program. Supporting community literacy over the summer months can be a daunting task so enriching this program with the extra gift card benefits was a very tactful decision for the library board. As community members themselves, they see and hear what is needed in the community.

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

Along with our usual Coles/Chapters gift card we give the kids at the end of the program, we added a gift card from three different local vendors to go with weekly packages for the first month. The exception being the first week where recipients got a set of three gift cards to start off the program. The vendors we purchased from were: The Caffeination Station, Nevaeh’s Pizza, and the Trading Post.

We requested 45 (forty-five) gift cards from each vendor. One vendor, Nevaeh’s Pizza, created the gift cards with a (flexible) expiry date with the stipulation that he would keep track of how many came through his business and the library would only have to pay for what was used. A very thoughtful act!

Otherwise, we purchased 45 (forty-five) gift cards from the other two vendors: Caffeination Station and Trading Post. Each card was a \$10 value.

All gift cards were handed out. The Trading Post gift card was for ice cream – we are pretty sure that was a special treat for the hot summer days. The Caffeination Station offered many cool drinks, sandwiches, cookies, etc., plus these gift cards had no expiry so could be used at any time. Nevaeh’s Pizza only had 30 (thirty) gift cards returned – which is great because that is all the library had to pay for! An eight-inch, three topping pizza with a can of pop at a value of \$10 makes a very good meal.

The Summer Reading Club kept the kids involved and learning all summer. As some of the activities were outdoor, it also encouraged some physical exercise. By the end of summer kids should be easily able to slide back into the school process.

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

The COVID Relief & Recovery grant was pinnacle for the purchase of these extra vendor gift cards (\$1,199.25). The library would not have otherwise purchased them. The initial thought was to have one gift card per week for three weeks. Having the extra monies allowed the library to “get extravagant” and doing so entice new readers.

**Project/Program Name**

BC Interlibrary Connect and Interlibrary Loans

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

This is a provincial program that is supported by the provincial Equity and Literacy grant. Patrons can access books or items from across BC, if the local library does not have it in their own collection. There are two methods for this program: the internal SITKA Interlibrary Connect or the external database provided by ILLUME as some libraries are not working with the SITKA interlibrary system.

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

The goals that the library’s goals met through this program: 1. Connecting with the community: providing access to information and resources, 2. Connecting with current and future students through supports for education growth, 3. Proving value through good governance & accountability, and finally 4. Building partnerships.

Interlibrary Connect or Interlibrary Loan allows patrons to access items/books from across the province at not cost to themselves, in most cases. (The only exceptions would be some of the higher education organizations who may have lending fees.) This program expands our library into a multi-library system.

ILC and ILL do not restrict to any age group. We have many homeschoolers in our community and this program becomes open access to many materials, granted through their library card. Our library becomes their open door to improve their education.

Community needs are a priority for this library. We are a small community and are very aware of the needs that some members require. A free service such as ILL/ILC opens their world to a whole new learning experience. Cost is not prohibitive. Responding appropriately to the needs of our community shows awareness and empathy.

Promoting this program creates support for literacy and education.

Partnerships are gained through other library systems willing to share their collection and vice versa.

**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

- 1. Improving Access = Users are introduced to placing holds for their own items, increasing their knowledge of the library collections across BC. If patrons do not

have access to internet at home, the library offers internet or Wifi for free. Shared collections play a vital role for this program to work effectively.

2. Building Capacity = This program is ongoing, as such new developments through either system has an educational webinar or training session accompanying these developments. Staff is granted access to these webinars in real-time or after the fact through webinar links. Input/feedback from staff on "bugs" is appreciated which supports fixes and generates a better system.
3. Advancing Citizen Engagement = Interlibrary loans open a patron's world to the ever-growing knowledge base and multi-library collections for free or at a reasonable fee (in the case of some universities or colleges).
4. Enhancing Governance = Interlibrary loans has been increasing over the past three years. Financial planning has become increasingly inhibiting as costs rise. Gaining feedback through surveys and statistics is extremely important to understand the financial needs that this program entails for each library.

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

We have seen an increase in ILL/ILC usage since 2020 (COVID-19).

In 2021, we loaned approximately 1223 items to other libraries and borrowed approximately 264 items. The cost at that time to send an item (at a weight of 1 kg) to another library was between \$1.31 to \$1.38 . Return shipping was part of the initial cost. At that time our Resource Sharing Grant was \$3049. Other resources that may be covered under this grant are mailing bags or bubble envelopes, and tape.

In 2022, we loaned to other libraries approximately 1242 items and borrowed approximately 110 items. The postage cost to loan an item was between \$1.38 to \$1.45 for an item under 1kg. Return shipping was part of the initial cost. Our Resource Sharing Grant was \$3049.

Other resources that may be covered under this grant are mailing bags or bubble envelopes, and tape.

We are still noticing people who are a little wary to integrate with the public more than necessary. Browsing for books in the local library takes a bit of time. It is much easier to "order" online, drop in to pick up the items, and be out quickly with minimal interactions.

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

Our Interlibrary loans have grown over the past several years since COVID. Along with the library's budget, the Resource Sharing Grant supports this initiative. Having grant support eases the financial costs of this shared BC literacy initiative. Factors that may not be included in the grant are staff time and wages.

### **Project/Program Name**

STEAM/STEM Kits

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

This program was a vision for the library board starting in 2021. Items were purchased using grant monies from the provincial government. This is the next step in creating educational activities that can be enjoyed at home with family or individually. These kits promote: science, technology, engineering, arts, and math.

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

The goals that the library's goals met through this program: 1. Connecting with the community: providing access to information and resources, 2. Connecting with current and future students through supports for education growth, 3. Proving value through good governance & accountability, and finally 4. Building partnerships.

Our STEM/STEAM kits are available with a patron's free library card for those living in our community. Upmost in the decision planning process was to have a variety of kits that encompass the science, technology, engineering, arts, and math aspects. A good foundation to begin with.

These kits activate the creative juices and problem-solving techniques in all age groups. They foster working together, as well as working alone on any project. Families can play and learn together while forming parent-child communication skills.

Most of the decision making in what kind of kits to purchase were done with our community in mind. As our strategic goals promote literacy, education, and community, we fit into the provincial goals for equity and literacy planning, as well.

Partnerships come from the parents who are encouraging their children to use these kits. Feedback from the users are important as it is through this communication we know what other kits can/should be future considerations. Our library grows stronger with community engagement.

**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

1. Improving Access = The library provides the equipment needed, including an iPad or laptop where necessary, for students to interact with these kits. Apps/programs are loaded onto the iPads or laptops to make accessibility faster. If there is no internet at home, the library offers free access to internet and Wifi.
2. Building Capacity = Staff researched, explored, and became educated about these kits before they could be loaned for patron usage. This was done in advance, so staff would be able to advise patrons where or when needed.
3. Advancing Citizen Engagement = STEAM/STEM kits are developed for all age groups and ethnic inclusivity. The kits foster all creative and curious minds.
4. Enhancing Governance = Creating the funding supports for all libraries, has been the most rewarding initiative. Extra monies move libraries forward with projects and programs that would not normally be available to them. Our library board took advantage of the extra funding to purchase these kits that were beyond our own budget allotments which in turn provided interactive skills for science, technology, engineering, arts, and math.

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

Our library did not have STEAM/STEM kits before this project. We purchased eleven different kits and catalogued them from September to early November of 2022. Over that three-month period, with no advertising being done, five kits had been loaned out for patron usage. Two were used in-house. A few of these kits also require our library to loan an iPad with them.

Now that we have a basic assortment of STEAM/STEM kits, more research is needed to establish what new kits would be best for our community. We will base part of our research on items that have already been loaned and areas of STEAM/STEM we need to bolster.

Advertising and promotion of these kits are a goal for 2023.

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

We were seeing other libraries incorporate kits into their collection and felt that grant monies created this opportunity to embark on a new project.

Technology grant monies were used to fully purchase the STEM/STEAM kits, as well as the two iPads. Our budget monies were not part of these purchases.

**3. CHALLENGES**

The following topics have been identified as recurring themes in previous years' PLGRs. The intent of this section is to collect detailed information in a structured, consistent format.

Please select the most significant challenges that the library has faced in the past year that you wish to comment on. Leave any other listed topics blank. Use the 'Other' row to include any ongoing or past challenges that not included in this list. If you have more than one 'Other' item to add, please insert additional rows into the table.

Challenge	Briefly describe how this challenge has impacted the library/community, and what steps the library took to address it in 2022. Please specify if any provincial funding was used, e.g., annual library funding, the technology grant, other non-PLB provincial grants (up to 250 words per topic).
COVID-19 (e.g., safety protocols, proof of vaccination)	When COVID erupted, Installation of plexi-glass at the reception desk, various cleaning materials, gloves, masks, and hand-sanitizers were part of this library's expense. Only new minor expenses were covered by a small part of another Provincial grant. Currently safety supplies are adequate for the needs of this library.
Emergency response (e.g., fires, floods, extreme weather)	
Financial pressure (e.g., rising costs, reduced revenues)	<p>-Most programs are expensive to run if you want the best outcome. We lacked the necessary budget dollars to run SRC to its fullest potential using our own District applied budget dollars.</p> <p>This is where the COVID Relief and Recovery grant was a boon. We could increase usage by offering more "benefits" to the participants.</p> <p>-Increased ILL/ILC activity has created some expenditure issues. Our lending of items has gone up, but the library budget and supportive Resource Sharing grant has not. Even if we could get more District funding for the library, I don't think this extra District funding should have to cover interlibrary loans going to other libraries, as this service is not necessarily benefitting the citizens of Taylor. It is beneficial for the Taylor patrons that borrow interlibrary loans from the other libraries, as those costs are covered by other libraries. Which in turn could be a financial hardship for those libraries.</p> <p>Again, the COVID Relief and Recovery grant was used to support the ILL/ILC initiative.</p>
Staffing (e.g., recruitment and retention, mental health, and wellness)	
Disappearing services in the community (e.g., government, banking, health)	-The local Medical Clinic has closed. This building is situated next to the library. Patrons of the Medical Clinic would visit the library while waiting for their appointment.



Connectivity (e.g., low bandwidth, lack of home internet in the community)	<p>-We have many rural residents who still do not have access to internet. Very slow to get different providers with the community.</p> <p>The library's internet is free and Wifi is open with a password posted to the door for after hours usage.</p>
Aging/damaged facilities (e.g., need for repairs, renovations, upgrades/expansions)	<p>-Our library is in a refurbished house (since 2007). We have outgrown its walls. Limited space makes it hard to provide substantial programming.</p> <p>Having partnerships with the District of Taylor's community services and possibility of using other District buildings could be used as "satellite" locations for the library's programs and activities. We are also exploring other partnerships as we move forward.</p>
Community access to the library (e.g., geographic isolation, lack of local public transit, building accessibility)	<p>-Our community does not have public transit. Winter weather can be overwhelming for anyone who has children and no transportation.</p> <p>If staff is at the library and someone arrives "outside" of our operational hours, we make sure that that we allow them access to the building if weather or safety for this person is a concern. Even if it is a child who wishes to use the bathroom.</p>
Vulnerable communities (e.g., people experiencing homelessness, addiction, mental health crisis)	
Other (please specify)	<p>Shared initiatives like the BC interlibrary loans and Summer Reading Club can cause financial and time allocation hardships for our library. Interlibrary loans and can take up a substantial amount of staff time throughout the week while Summer Reading Club add more staff hours during the summer months. We are a two-member team and have other duties to fulfil. Our library budget does not have the extended ability to cover general duties, increased wages due to the need of extra staff hours for programs, and the programs/initiatives themselves. Decisions are made to make sure our library has the best services and programs for our community within the budget parameters we have been given.</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.

<b>Summary and Overview</b>	
<p>The library budget was still very tight for 2022. COVID R&amp;R grant expenditures for the following programs were:</p> <p>Author Tour - \$62.79                      Annual Bingo event - \$125.90                      Standing Desk - \$247.50                      Summer Reading Club - \$1,599.76                      Kids Crafts - \$800.50                      Seed Catalogue - \$2,166.21                      Computer Equipment - \$430.86                      Graphics Software - \$340.02                      Databases/eResources - \$1600                      Macrame Workshop - \$3,930</p> <p>The graphics software package was purposed for patron usage, as the Adobe graphics package for home use is expensive. We tempted those interested in the visual arts to come in and try the software before making a costly purchase for themselves. The library may not have purchased this package without the support of the CRRG.</p> <p>The macrame workshop was our end of year “post-covid” event 39 out of 40 people were in attendance. With a small cost recovery of \$25 per person, the grant monies paid for about two thirds of the macrame materials. A feat that would not have happened without the CRRG. The goal was to advocate for the library while engaging the community in an educational and entertaining way. We partnered with the District of Taylor who provided the hall, food, and beverages at no cost to the library.</p>	

	<b>Grant budget</b>	<b>Reallocated budget</b>
<b>COVID-19 Relief &amp; Recovery Grant Amount</b>	\$20,491.96	\$10,515.89 (2022) \$14,311.11 (2023/24)
<b>Emergency Planning &amp; Preparedness Grant Amount</b>	\$6830.65	\$2495.61
<b>Total Grant Amount</b>	\$27,322.61	\$27,322.61

## 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>	Author Tour – Mary Lambert 2022
<b>Rationale</b>	Limited annual offer, as this was a touring author. It is a way for children to participate in a “story time” outside of typical library programming and to enjoy interacting with an actual author.
<b>Area of Need</b>	To advocate for the library and the programs/services it can offer.
<b>Action/Output/Deliverable</b>	This event was free to attend. Promoted literacy through song and story. Also, encouraged physical literacy through song actions.
<b>Outcome/Impact</b>	Approximately 21 (twenty-one) people attended the performance in Taylor. Songs/dance/actions included adults, as well as the children. A fun outing for all who came.
<b>Metrics</b>	Measured by the number in attendance and how the audience reacted to the author, which was favourable. Some members of the audience purchased CD’s and/or books before the session was done. Feedback from audience was appreciated for future tour considerations.
<b>Collaborative Links (if applicable)</b>	
<b>Expenditure</b>	Refreshments were purchased for performer and attendees. Touring expenses were shared between North East and North Coast Library Federations and individual libraries. \$62.79 for the author tour was covered by the COVID Relief & Recovery grant.
<b>Detailed status update since the interim report (e.g., complete, in progress, pending, deferred, etc.).</b>	Tour completed. North East Library Federation is currently booking another engagement for the NELF libraries to offer to their communities.
<b>Comments (optional)</b>	These tours are important as they add a variety of authors or entertainers that would otherwise not be available to some libraries due to the individual’s travel costs. Shared collaboration and tour expenses between the library and North East Library Services and the District of Taylor (Community Hall) who offered the hall space for free.

<b>Project/Program/Activity</b>	Standing Desk Converter (Staff Health/Wellness) – 2022
<b>Rationale</b>	Protect staff from possible body, back, and/or knee injury.
<b>Area of Need</b>	Staff would lean/double over the check out area or kneel upon the floor to manage the keyboard.
<b>Action/Output/Deliverable</b>	Purchase of a standing desk converter which allowed staff to adjust their working level to a comfortable, non-straining position saving possible back, shoulder, and knee injuries.
<b>Outcome/Impact</b>	Staff no longer “stoops” over the keyboard. This adjustable desk was also a faster method of interacting on the checkout station, as staff did not have to find a chair, kneel, or straighten periodically to do the tasks involved.
<b>Metrics</b>	Staff is more comfortable using the station. As such it is used more often. The adjustable height satisfies the different statures of all staff (and sometimes young volunteer children who like to check out their own books).
<b>Collaborative Links (if applicable)</b>	
<b>Expenditure</b>	\$247.50 was fully covered by the COVID Relief & Recovery grant.
<b>Detailed status update since the interim report (e.g., complete, in progress, pending, deferred, etc.).</b>	This one-time purchase is complete and in use.
<b>Comments (optional)</b>	As the purchase of this desk was for the health and wellness of staff and easing the possibility of physical injury, it was deemed an appropriate measure to take.

<b>Project/Program/Activity</b>	Summer Reading Club 2022
<b>Rationale</b>	Summer Reading Club is one of our biggest programs. Our attendance numbers have fluctuated in previous years, but when COVID hit in 2020, we decided to do something bigger that kids could do safely in their own home. Since that time, we have continued to create a more interactive program which invites kids to explore their creative side and even some outdoor activities.
<b>Area of Need</b>	The program is for children maintains a child's brain activity level through the summer months. In this way, the child will be able to ease back into 'school life' when school begins in the fall. To create this bigger/better program more funding was required.
<b>Action/Output/Deliverable</b>	<p>Staff used the provincial BC summer reading club manual as a platform to plan our program by taking some of the activities and challenges listed with their program and morphing some to create a local appeal. Each week had a subtheme that staff created activities for, some with a local flavour, thus promoting our own community. With the CRRG we purchased local vendor gift cards at a value of \$10 each. The vendors (Caffeination Station, the Trading Post, and Neveah's Pizza) provided a meal or treat depending on what they offered. For example, the Trading Post offered ice cream. Rewards were given during the first month. The final week reward was a Coles/Chapters gift card.</p> <p>Older kids who would rather partake of the online program were given the web site and links necessary to fulfil their own summer reading schedule.</p>
<b>Outcome/Impact</b>	In 2022, our program had 21 (twenty-one) participants. This is the most we have had within this program so far. This number signifies an improved interest in our SRC program. Staff created locally themed activities within the BC SRC theme of "All Together Now" which also promoted what our community has to offer. Packages were handed out weekly to keep the kids visiting the library and sharing their stories and pictures of how the previous week's adventures went.

<b>Metrics</b>	Continued interest and an increase in attendance for 2022. Staff sent pre-packaged weekly kits for the kids to do so as to not miss those few weeks while they were on their own summer vacation. The extra incentive of vendor gift cards brought a few late registrations, mostly due to friends and family who were already signed up and encouraging others to register.
<b>Collaborative Links (if applicable)</b>	
<b>Expenditure</b>	\$1,599.76 (mostly on the vendor gift cards) was the expenditures covered by the COVID Relief & Recovery grant. The remainder, approximately \$572 and a few incidentals was covered by the library's budget.
<b>Detailed status update since the interim report (e.g., complete, in progress, pending, deferred, etc.).</b>	Program completed for 2022. Memorandum to Library Board detailing how the program went. Decision of future purchase of vendor gift coupons will be determined and may be less in number as the expense may not be covered under normal budget circumstances.
<b>Comments (optional)</b>	We took full advantage of the extra CRRG grant monies to find ways to inspire participation and increased attendance. Future thoughts surround other grant or reward opportunities.

<b>Project/Program/Activity</b>	Summer Reading Club 2023 / 2024
<b>Rationale</b>	We will follow the same rationale as our previous Summer Reading Programs. This is an important program to keep the kids reading and active all summer until school in the fall.
<b>Area of Need</b>	Children of all ages who are part of a summer reading program have an easier time to slip into school life in the fall. Keeping brains active for any age groups maintains or increases knowledge and skills throughout the summer months.
<b>Action/Output/Deliverable</b>	Staff will continue to use the province's BC Summer Reading Club as a base to provide interactive activities and challenges for summer reading kids while promoting community where possible.
<b>Outcome/Impact</b>	Children will be enter school in the fall almost seamlessly.
<b>Metrics</b>	Participation and completion of the full summer program.
<b>Collaborative Links (if applicable)</b>	

<b>Expenditure</b>	Expenditure for each of the next two years is planned at \$1300. Decreased from interim report \$1600 as we may not be purchasing as many vendor gift cards.
<b>Detailed status update since the interim report (e.g., complete, in progress, pending, deferred, etc.).</b>	Staff planning for summer of 2023. Waiting upon the newest BC SRC program to get underway.
<b>Comments (optional)</b>	

<b>Project/Program/Activity</b>	Kids Crafting – Monthly projects 2022
<b>Rationale</b>	Mid to post COVID inspiration to advocate for the library and acquaint families once again to what the library has to offer. This program would also keep kids busy if they have to stay at home for any reason.
<b>Area of Need</b>	With COVID, our attendance at the library dropped. We needed to inspire the community to once again come out and visit the library. Offering this program enabled families to spend time together through fun while guaranteeing foot traffic at the library.
<b>Action/Output/Deliverable</b>	Craft and activity packages were created each month. We offered a variety of projects to cover the various age groups and interests.
<b>Outcome/Impact</b>	The number of crafts taken over the course of the program showed us this program was a great choice to enhance library visits while creating family entertainment at home. Some families took more than one type of craft during each visit and sometimes would check out items during each visit. The nine Christmas Advent-ture kits were taken within a couple of days of introduction - we had requests for more.

**Metrics**

Staff kept track of number of crafts made, what type of craft, and how many were taken.

Craft kit	Created	Left over
Bear Sweater	3 (three)	1 (one)
Bookmarks	25 (twenty-five)	14 (fourteen)
Chicken in a plastic cup	6 (six)	3 (three)
Coaster	5 (five)	4 (four)
Coaster made with cardboard	2 (two)	0 (zero)
Create-a-book	2 (two)	2 (two)
Crepe Paper Flowers & Butterflies	8 (eight)	0 (zero)
Date Night with a Book	19 (nineteen)	13 (thirteen)
Happy Easter Pkg grd 3-5	5 (five)	2 (two)
Happy Easter Pkg grd K-2	5 (five)	1 (one)
Harmonica	3 (three)	1 (one)
Halloween Lanterns	10 (ten)	5 (five)
Kids Garden Kits	30 (twenty)	1 (one)
Lady Bug Paper Craft	15 (fifteen)	3 (three)
Leaf Bowl	10 (ten)	2 (two)
Maracas	6 (six)	1 (one)
Mother's Day Cup of Flowers	11 (eleven)	6 (six)
Paper Hyacinth	8 (eight)	3 (three)
Postcards	9 (nine)	6 (six)
Seed Starter Greenhouse kits	30 (thirty)	8 (eight)
Skittles Rainbow Plate	12 (twelve)	0 (zero)
Sponge Boat	15 (fifteen)	1 (one)
Straw Weaving	6 (six)	2 (two)
Straw Weaving pre-threaded	3 (three)	0 (zero)
Paper Plate Fans (Large size)	5 (five)	0 (zero)
Paper Plate Fans (Small size)	5 (five)	0 (zero)
Paper Plate BB8 (Star Wars droid)	10 (ten)	0 (zero)
Popsicle Stick Flower Bookmark	10 (ten)	2 (two)
Advent-ture craft kits	10 (nine)	1 (one)



	Bead Making Kit	10 (ten)	7 (seven)
	Bead Christmas ornament	6 (six)	3 (three)
	Foam Christmas ornament	11 (eleven)	7 (seven)
	Icicle Christmas ornament	2 (two)	0 (zero)
	Poinsettia Christmas ornament	3 (three)	0 (zero)
	Snow Crystal Christmas ornament	2 (two)	1 (one)
	Toy Soldier Christmas ornament	8 (eight)	7 (seven)
<b>Collaborative Links (if applicable)</b>			
<b>Expenditure</b>	We used \$798.89 of the CRR grant to cover some of these crafts. Most being spent on the ten Christmas Advent-ture kits at a cost of \$35 each. The COVID grant covered this program allowing the library Budget to be realigned with other programs.		
<b>Detailed status update since the interim report (e.g., complete, in progress, pending, deferred, etc.).</b>	This program will continue as it has been popular. Adjustments will be made as need arises. Supplies are stocked well enough that extensive costs should be limited for the following year.		
<b>Comments (optional)</b>			

<b>Project/Program/Activity</b>	Kids Crafting – Monthly projects 2023 / 2024
<b>Rationale</b>	The 2022 program was quite successful. It created a point of return for families to come back to visit the library.
<b>Area of Need</b>	Continuation of library advocacy and family interaction. Support for home-schooled families has been noted.
<b>Action/Output/Deliverable</b>	Continue creating monthly projects that can be done in the library or at home. Program adjustments will be done on an as needed basis. Possibly to a monthly in-house activity or both.
<b>Outcome/Impact</b>	Allows kids and parents to work together to finish projects and also fosters creativity. We have home-schooled families in our community and this program helps to fill some of the inventive or arty type projects.
<b>Metrics</b>	Kept through spreadsheet showing number of crafts made, variety of crafts, and how many were taken. Changes to this program would be determined these statistics and participant feedback.
<b>Collaborative Links (if applicable)</b>	
<b>Expenditure</b>	CRRG expenditures planned for each of the next two years is \$800 and supplemented with library budget and other possible grant monies.
<b>Detailed status update since the interim report (e.g., complete, in progress, pending, deferred, etc.).</b>	Program continuing for 2023 and planned to continue in 2024. Preparing for adjustments if needed.
<b>Comments (optional)</b>	

<b>Project/Program/Activity</b>	Taylor Seed Catalogue – 2022 (“Take some, leave some for others”)
<b>Rationale</b>	This program promotes food sustainability and food security. We have seen a lot of families going back to the gardens for their food as costs have risen since COVID in 2020 and availability of some produce is sometimes an issue.
<b>Area of Need</b>	Families were financially impacted by COVID 19. The need for less expensive food continues as the ripple effect of COVID is still occurring.
<b>Action/Output/Deliverable</b>	The seed catalogue offers free seed, garlic for fall planting, seed potatoes, canning jars, and canning supplies. The library offers resources and equipment for loan such as dehydrators, juicers, soil blocking kits, and canning/preserving instruction books.
<b>Outcome/Impact</b>	Families are becoming self-reliant as they learn how to grow and preserve their own foods. Learning how to save seeds from one harvest to be planted the next year provides food security and decreases the expenses associated with food purchases through grocery outlets. Home grown food is foreseeably healthier with little to no chemical use. Gardening can be a family experience.
<b>Metrics</b>	Based on the number of participants and usage of our seed catalogue, equipment and resources. 2022 saw a large group of about eight to ten people at the beginning of the year which depleted our canning jar supply.
<b>Collaborative Links (if applicable)</b>	
<b>Expenditure</b>	The CRRG covered \$2,166.21 for this program. Total spent for this program was approximately \$3,246 in 2022.
<b>Detailed status update since the interim report (e.g., complete, in progress, pending, deferred, etc.).</b>	Ongoing.
<b>Comments (optional)</b>	

<b>Project/Program/Activity</b>	Taylor Seed Catalogue – 2023 / 2024 (“Take some, leave some for others”)
<b>Rationale</b>	This program promotes food sustainability and food security. Families have learned and are still learning how to support themselves instead of buying everything through the grocery store.
<b>Area of Need</b>	Encourage families to learn about food sustainability and food security. Also sharing of their extra garden items with those who have less or something different.
<b>Action/Output/Deliverable</b>	The seed catalogue offers free seed, garlic for fall planting, seed potatoes, canning jars, and canning supplies. The library offers resources and equipment for loan such as dehydrators, juicers, soil blocking kits, and canning/preserving books. Books are also available through the interlibrary loan program.
<b>Outcome/Impact</b>	Families become self-reliant as they learn how to grow and preserve their own foods. Even learning how to save seeds from one harvest to be planted the next year. This decreases the expenses associated with food purchases through grocery outlets.
<b>Metrics</b>	Based on the number of participants and usage of our seed catalogue, equipment and resources. 2022 saw a large group of about eight to ten people at the beginning of the year which depleted our canning jar supply.
<b>Collaborative Links (if applicable)</b>	
<b>Expenditure</b>	We are planning to spend \$1000 of the CRRG for each of the next two years which will supplement our library budget. other grant options will be sought.
<b>Detailed status update since the interim report (e.g., complete, in progress, pending, deferred, etc.).</b>	Ongoing. Seeking grants to help cover some of the expenses for this program.
<b>Comments (optional)</b>	We reduced the planned CRRG expenditure from \$2300 for each year. There was a decrease in canning jar purchases. The library will also seek out other grant or in-kind opportunities with local vendors.

<b>Project/Program/Activity</b>	Community Event – Annual Bingo - 2023
<b>Rationale</b>	
<b>Area of Need</b>	Advocate for the library by hosting one of the District of Taylor’s community bingo events.
<b>Action/Output/Deliverable</b>	Create information flyers and purchase giveaway items with the library’s phone number. This creates a physical but useful “advertisement” for the library. Purchase of prize items are based on a book and a “mystery” content bookbag To ensure that community members are aware of the library and what the library has to offer
<b>Outcome/Impact</b>	Each time we have our bingo night, we also hand out flyers with library information on hours of operation, programs and services. Ten games were played. Attendance for this evening was sixty-four, three of which were babies plus 5 board members and one staff member who acted as hosts for the evening. During breaks between games, we announced Family Literacy Day which happens on January 27, as well as other community opportunities.
<b>Metrics</b>	Metrics are based on participant numbers and audience feedback.
<b>Collaborative Links (if applicable)</b>	
<b>Expenditure</b>	\$125.90 of the CRR grant was spent on part of the library advertisement and giveaway items. The library budget covered the food, refreshments, and previously purchased giveaway items.
<b>Detailed status update since the interim report (e.g., complete, in progress, pending, deferred, etc.).</b>	This event was completed in January 2023.
<b>Comments (optional)</b>	The library did not use all the planned expenditures. Monies not used will be applied to other programming opportunities.

<b>Project/Program/Activity</b>	Community Event – Annual Bingo - 2024
<b>Rationale</b>	Advocate for the library, it's programs and services.
<b>Area of Need</b>	To keep the community aware of our library's programs and services. Reminding the community of the value of literacy.
<b>Action/Output/Deliverable</b>	Share the value of literacy through creation of information flyers and advocate for the library by giving away items with the library's phone number. Items are a physical but beneficial "advertisement" for the library. Purchase of prize items are based on a book and a "mystery" content bookbag.
<b>Outcome/Impact</b>	Our flyers advertise library information on hours of operation, programs, and services. Announcements made during the evening are aimed at the value of literacy and reminds attendees of the Family Literacy Day which happens on January 27.
<b>Metrics</b>	Metrics are based on participant numbers and participant feedback.
<b>Collaborative Links (if applicable)</b>	
<b>Expenditure</b>	\$500 – support library budget to purchase prizes, food, and refreshments.
<b>Detailed status update since the interim report (e.g., complete, in progress, pending, deferred, etc.).</b>	Planning process and prize purchases will begin near the end of 2023.
<b>Comments (optional)</b>	

<b>Project/Program/Activity</b>	Community Event – Crib/Card Night – 2023/2024
<b>Rationale</b>	Add to the social aspects for our community while advocating for the library.
<b>Area of Need</b>	To remind the community of what services and programs this library has while offering a social event. Playing games is another source of literacy using numbers, shapes, and math.
<b>Action/Output/Deliverable</b>	To create the first crib/card night – hosted by the library. No cost attendance and offer of prizes and refreshments.
<b>Outcome/Impact</b>	Engaging with the community while offering a fun social event. Advocating for the library, it's programs and services.
<b>Metrics</b>	Based on attendance and participant feedback.
<b>Collaborative Links (if applicable)</b>	

<b>Expenditure</b>	\$400 – support library budget to purchase prizes, food, refreshments, and supplies. The expenditure was decreased as potential purchase of cribbage boards may not be needed.
<b>Detailed status update since the interim report (e.g., complete, in progress, pending, deferred, etc.).</b>	Preparation for this program is in the planning process.
<b>Comments (optional)</b>	We will plan this event with the help of the District of Taylor's Community Services Department. They provide the space and tables/chairs while we can host the event and provide refreshments.

<b>Project/Program/Activity</b>	Computer Equipment Upgrades - 2022
<b>Rationale</b>	Computer and technical equipment can outdate quickly with new operating systems. Updates/upgrades are required to keep equipment and programs working properly.
<b>Area of Need</b>	Monitors, patron internet desktops, OPAC computer, Windows software upgrades, iPads, laptops, printers – some items are anticipated for replacement due to age of computer/equipment systems.
<b>Action/Output/Deliverable</b>	Chose one or two items to be replaced, updated, or purchased which provided library patrons and staff with fast, reliable equipment. Some items will be for loan with STEM/STEAM kits
<b>Outcome/Impact</b>	Patrons and non-patrons enjoy high-speed internet and free or low-cost printing services. STEM/STEAM kits are available for patron use. New iPads were purchased to include with some of the STEM/STEAM kits. One monitor was also replaced by a newer one. Purchase of two iPad minis for use with STEAM/STEM kits and in-house use.
<b>Metrics</b>	Equipment usage statistics are kept. Staff is aware of program and app upgrades/updates.
<b>Collaborative Links (if applicable)</b>	
<b>Expenditure</b>	Proposed \$800 of the CRRG to support the library budget, but only used \$430.86 for a monitor and 2 mini-iPads protectors.
<b>Detailed status update since the interim report (e.g., complete, in progress, pending, deferred, etc.).</b>	Project is ongoing. Purchase of equipment for 2022 is complete. Replacement/upgrade of equipment for 2023 is in the planning stages. Unused proposed grant monies moved forward for next two years.
<b>Comments (optional)</b>	

<b>Project/Program/Activity</b>	Computer Equipment Upgrades – 2023/2024
<b>Rationale</b>	Computer and technical equipment can outdate quickly with new operating systems. Updates/upgrades are required to keep equipment and programs working properly.
<b>Area of Need</b>	
<b>Action/Output/Deliverable</b>	Chose one or two items to be replaced, updated, or purchased, which provides library patrons and staff with fast, reliable equipment.
<b>Outcome/Impact</b>	Patrons and non-patrons enjoy high-speed internet and free or low-cost printing services. STEM/STEAM kits are available for patron use. New iPads were purchased to include with some of the STEM/STEAM kits. One monitor was also replaced by a newer one.
<b>Metrics</b>	Equipment usage statistics are kept. Staff is aware of program and app upgrades/updates.
<b>Collaborative Links (if applicable)</b>	
<b>Expenditure</b>	\$800 of the CRRG for each of the next two years. Decreased from \$1000. Extra monies moved to programs.
<b>Detailed status update since the interim report (e.g., complete, in progress, pending, deferred, etc.).</b>	Project is ongoing.
<b>Comments (optional)</b>	Planning to purchase/replace Leapfrog tablet. Library checkout station is nearing end-of-life.



<b>Project/Program/Activity</b>	Graphics software package - 2022
<b>Rationale</b>	Having this software available for free to support graphic designer interests for those students looking at a career in graphic design or for those who use graphic design for other reasons.
<b>Area of Need</b>	Create a learning space for graphic design while shouldering the costs of the Adobe software applications.
<b>Action/Output/Deliverable</b>	The library is offering this graphics software at no charge to the patron. We want to entice all age groups to try creating graphics and graphic design without the worry of cost. This is to be a trial of one to two years for our patrons to use within the library. Software was purchased through Adobe and loaded onto one of the patron Internet stations. This package includes different elements of graphic and graphic design.
<b>Outcome/Impact</b>	Patrons learn graphics and graphic design without the expense associated with the software package.
<b>Metrics</b>	Statistics were kept and user feedback was appreciated.
<b>Collaborative Links (if applicable)</b>	
<b>Expenditure</b>	CRRG covered the entire purchase of this software package \$340.02.
<b>Detailed status update since the interim report (e.g., complete, in progress, pending, deferred, etc.).</b>	This is the first year of a two-year trial period. If graphics do not get well-used, the software may not be purchased after 2023.
<b>Comments (optional)</b>	CRRG was the only reason that this expensive graphics bundle was purchased. Would not have otherwise been a viable option under the library's own budget allotments.

<b>Project/Program/Activity</b>	Graphics software package - 2023
<b>Rationale</b>	Having this software available for free to support graphic designer interests for those students looking at a career in graphic design or for those who use graphic design for other reasons.
<b>Area of Need</b>	Create a learning space for graphic design while shouldering the costs of the Adobe software applications.
<b>Action/Output/Deliverable</b>	The library is offering this graphics software at no charge to the patron. We want to entice all age groups to try creating graphics and graphic design without the worry of cost. This is to be a trial of one to two years for our patrons to use within the library. Software was purchased through Adobe and loaded onto one of the patron Internet stations. This package includes different elements of graphic and graphic design.
<b>Outcome/Impact</b>	Patrons learn graphics and graphic design without the expense associated with the software package.
<b>Metrics</b>	Statistics are kept and user feedback is appreciated.
<b>Collaborative Links (if applicable)</b>	
<b>Expenditure</b>	Presumed CRRG expenditure to be around \$350.
<b>Detailed status update since the interim report (e.g., complete, in progress, pending, deferred, etc.).</b>	This is the final year of a two-year trial period. If graphics software does not get well-used, the software may not be purchased again after 2023.
<b>Comments (optional)</b>	This project will be reviewed when it comes time for renewal of graphics software package.

<b>Project/Program/Activity</b>	Databases / eResources - 2022
<b>Rationale</b>	The projects/programs are important for those patrons who travel or prefer a home-based library. Some patrons are still not willing to spend time within a public place due to the pandemic.
<b>Area of Need</b>	For those individuals who prefer to read/listen from home or on the go.
<b>Action/Output/Deliverable</b>	Purchasing more electronic resources and databases over the next few years will help those who are isolated at home dealing with different strains or even new diseases that seem to keep developing. There has been movement to work and/or learn from home. Databases and eResources make life easier when looking for non-paper answers. Purchase new and more electronic resources and databases over the next few years. Partnering with the BC Cooperative for Libraries and the North East Library Federation to make purchasing consortia.
<b>Outcome/Impact</b>	An increase in usage over the past few years (due to COVID) has increased the need to offer more varieties and titles of electronic databases and resources. We are supporting the importance of mental health and wellness by being prepared for possible isolation periods due to new COVID strains and/or other pandemic type diseases in the future.
<b>Metrics</b>	Statistics are kept of patron usage.
<b>Collaborative Links (if applicable)</b>	
<b>Expenditure</b>	Our Library budget was subsidized by CRRG expenditure of \$1600 for both resources.
<b>Detailed status update since the interim report (e.g., complete, in progress, pending, deferred, etc.).</b>	Program is ongoing. Our library is part of Consortia purchasing with North East Library Federation and the BC Libraries Cooperative.
<b>Comments (optional)</b>	

<b>Project/Program/Activity</b>	Databases / eResources – 2023 / 2024
<b>Rationale</b>	The projects/programs are important for those patrons who travel or prefer a home-based library. Some patrons are still not willing to spend time within a public place due to the pandemic.
<b>Area of Need</b>	For those individuals who prefer to read/listen from home or on the go.
<b>Action/Output/Deliverable</b>	Purchasing more electronic resources and databases over the next few years will help those who are isolated at home dealing with different strains or even new diseases that seem to keep developing. There has been movement to work and/or learn from home. Databases and eResources make life easier when looking for non-paper answers. Purchase new and more electronic resources and databases over the next few years. Partnering with the BC Cooperative for Libraries and the North East Library Federation to make purchasing consortia.
<b>Outcome/Impact</b>	An increase in usage over the past few years (due to COVID) has increased the need to offer more varieties and titles of electronic databases and resources. We are supporting the importance of mental health and wellness by being prepared for possible isolation periods due to new COVID strains and/or other pandemic type diseases in the future.
<b>Metrics</b>	Statistics are kept of patron usage.
<b>Collaborative Links (if applicable)</b>	
<b>Expenditure</b>	Our Library budget is planned to be subsidized by CRRG expenditure of \$1400 for both resources. Decreased from interim report amount of \$1600.
<b>Detailed status update since the interim report (e.g., complete, in progress, pending, deferred, etc.).</b>	Program is ongoing. Our library is part of Consortia purchasing with North East Library Federation and the BC Libraries Cooperative.
<b>Comments (optional)</b>	Any extra funds not used here will be applied to local library programming and initiatives.

<b>Project/Program/Activity</b>	Community Emergency Preparedness 2022-2024
<b>Rationale</b>	Preparation and preparedness for any community emergency.
<b>Area of Need</b>	To support the local Emergency Support Society (ESS).
<b>Action/Output/Deliverable</b>	The library can offer shelter and other resources to support the community if an emergency happens. Our plan is to be a partner or support service for the District of Taylor's Emergency Support Society.
<b>Outcome/Impact</b>	Additional resources and comfortable space add to what the ESS can offer. We can provide a building with air conditioning, safety, security, and free internet or Wifi.
<b>Metrics</b>	Based on usage and needs for support of ESS program.
<b>Collaborative Links (if applicable)</b>	
<b>Expenditure</b>	Up to \$2000 over the span of 2022 to 2024.
<b>Detailed status update since the interim report (e.g., complete, in progress, pending, deferred, etc.).</b>	On an as needed basis. Ongoing program.
<b>Comments (optional)</b>	Monies not spent on this initiative will be applied to other library programming or projects at the end of 2024.

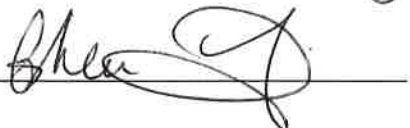
<b>Project/Program/Activity</b>	COVID Cleaning supplies 2022 - 2024
<b>Rationale</b>	Preparedness and preparation increase success of library 'surviving' through a pandemic. Cleaning supplies that are available decrease possible impulse buying or lack of product.
<b>Area of Need</b>	Sanitizers and personal health equipment for the safety of staff and community members who visit the library.
<b>Action/Output/Deliverable</b>	Extra funds enables the library to purchase large quantities of disposable masks and gloves, sanitizers, and/or equipment (including plexi-glass and sanitizing stations), thus ensuring the safety of staff and patrons.
<b>Outcome/Impact</b>	Having measures in place to minimize health and safety concerns enable patrons and staff to feel safe within the library.
<b>Metrics</b>	Measured by need and usage.
<b>Collaborative Links (if applicable)</b>	

<b>Expenditure</b>	Up to \$500 to be used as needed where the library budget is lacking.
<b>Detailed status update since the interim report (e.g., complete, in progress, pending, deferred, etc.).</b>	Ongoing for the period of 2022 to 2024.
<b>Comments (optional)</b>	Monies not spent here will be applied to other library programs/projects near the end of 2024.

## 5. BOARD APPROVAL

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

Library Director Signature:  Date: March 8/2023

Board Chair Signature:  Date: March 6/23