2022 PROVINCIAL PUBLIC LIBRARY GRANT REPORT (PLGR)

LIBRARY NAME

Vancouver Island Regional 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.).

With great respect, Vancouver Island Regional Library (VIRL) acknowledges that the Coast Salish, Haida, Heiltsuk, Kwakwaka'wakw, Nuu Chah Nulth, and Nuxalk people have been the stewards of the lands within our service area since time immemorial. We are privileged and grateful to work within these territories, and in relationship with Inuit, Métis, and all other First Nations in the region. We are honoured by the teachings of knowledge keepers, who reinforce for us that Land is the first teacher and that we must proceed on our journey with Quum quum uy'kskuluwun (good heart, good mind).

VIRL is a Regional Library District — a public library serving some of the fastest growing urban areas and some of the most rural and remote communities in Canada. We provide library services to 38 member jurisdictions, across more than 42,000 km2 of islands, inlets, forests, and coastal areas, through 39 branch libraries, our eLibrary, and a Books-by-Mail service. Our 39 locations are important gathering places in our communities. VIRL provides library services on the territories of over 55 Indigenous Nations.

Our Collective Services — our physical collections and digital content, events, classes, workshops, spaces, and specialized services — are used by a third of the region's population. These services contribute significantly to livability, and we draw on economies of scale and administrative efficiency to maximize their value.

Our communities are in transition. Reconciliation is one of the region's greatest opportunities. Economic diversification, climate change, toxic drug and opioid crises, housing, and affordability challenges are among the greatest challenges, along with low literacy levels — 45% of British Columbians aged 16 – 65 have difficulty in accomplishing some daily living tasks due in part to limited literacy skills.

Within these contexts, VIRL continues to strive to provide information, vital resources for residents, families and newcomers, and safe ways to stay connected both in-person and virtually. While navigating these challenging conditions, VIRL has continued to find success: we opened our state-of-the-art new library in Sooke, hosted a hip hop workshop tailored to Indigenous youth with Snotty Nose Rez Kids, agreed to a new contract with our BCGEU librarians, partnered with Nanaimo Ladysmith Public Schools and UBC Press on an Indigenous speaker series called Learning with Syeyutsus, developed another wildly successful Summer Reading Club, and so much more.

The Provincial Public Libraries Grant continues to facilitate our ability to develop and roll out a wide variety of services across our region.

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.

Project/Program Name
Public Computing & Infrastructure Improvements

Provide a brief description. Please include details such as any partnerships or resources leveraged to accomplish this project/program.
In 2022, VIRL undertook work to improve and update our public computing services. Phase 1 saw 51 chromeboxes acquired and installed in branches as an interim offering, and during phase 2, staff have identified permanent public computing solution and are working to procure 206 new computers. Each branch will receive upgraded and standardized hardware and software. In addition to these efforts, in March our team completed a major network remediation project, and have continued to invest in the health of our network through regular upgrades.

How does this project/program support the library's strategic goals?
Public computing is one of our core services, enabling in-library access to our extensive collection of digital content, and providing internet access and computing tools to community members who do not have their own devices or home connectivity. Universal access is a key component of the library's mission.

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
Upgrades to VIRL's public computing tie directly to goal 1 Improving Access.

What are the key outcomes of this project/program?
Our network is more stable as a result of the recent hardware upgrades and updates to our firewall rules, resulting in a more secure environment for both staff and the public, as well as better in-branch connectivity. New public computers will provide a better experience to the public, with modernized hardware and standard software offerings, while providing staff with better administrative controls to handle updates and troubleshooting.

Did provincial grants enable this project/program? If so, how?
Yes – the COVID-19 Relief & Recovery Grant supported our work on public computing.

Project/Program Name
Permanent elimination of late fees

Provide a brief description. Please include details such as any partnerships or resources leveraged to accomplish this project/program.
At the September 2022 Board of Trustees meeting, Trustees approved a budget which included the permanent removal of late fines. This decision followed the elimination of children's late fees in 2019, and a 3-year suspension of all late fines during COVID. The Board removed teen late fees in January 2022, and have confirmed the elimination of adult fees in 2023. All updates required to support this decision were in place by the end of 2022.

How does this project/program support the library's strategic goals?
This ties directly to our mission to provide universal access to knowledge, lifelong learning and literacy. While late fines may be a minor inconvenience, for others they represented a real barrier. Often, these are people who need the library the most, many times because they are experiencing poverty, lack of stable housing, or rising household costs. An unpaid fine meant that they could no longer borrow materials, which limits access to information, the opportunity to build literacy skills, and prevented people from using this publicly funded service.

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 decision by the Board of Trustees support's BC's strategic goal of Improving Access for British Columbians.

What are the key outcomes of this project/program?
This decision followed a 3-year suspension of all late fines during COVID, a period in which we've had the opportunity to observe that our borrowers are very responsible. In fact, only 2% of items are charged back to our members, and that number also includes items which are damaged – so the actual number of items which are borrowed but never returned is even smaller.

Did provincial grants enable this project/program? If so, how?
Our annual operating grant helps offset the lost revenue from late fines.

Project/Program Name
Summer Reading Club

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

Each year, Vancouver Island Regional Library takes part in Summer Reading Club (SRC), a province-wide initiative sponsored by the British Columbia Library Association (BCLA) and local public libraries. The program encourages children to connect with the library to help build and maintain their reading skills during the summer months.

At Vancouver Island Regional Library, SRC is a system-wide program, and all children ages 0 – 12 years are encouraged to join in.

The theme this year is "Time Travel". The goal is to keep kids reading, engaging with the library and having fun all summer so that they maintain or improve their literacy skills. SRC programming took place across the system with a combination of both virtual and in-branch programs. Programs included a kick off event with First Nation Storyteller Kung Jaadee, drawing workshops with SRC artists, Elaine Chen, Drag Extravaganza and magic shows featuring Leif David. VIRL also created SRC Take and Make kits and scavenger hunts to encourage children to explore their communities and local library.

In 2023, SRC participants were encouraged to register online for the VIRL SRC Challenge using the BCLA registration. Customers registered themselves online using an email address or staff helped them with registration in-branch. Those who do not wish to engage with the online registration system registered onsite. VIRL distributed 5281 registration packages and 1037 medals were awarded.

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

These initiatives succeeded in fulfilling VIRL mission "to enrich lives and communities through universal access to knowledge, lifelong learning and literacy place to connect, discover and imagine'' by providing library programming in support of the strategic goals of Community. Collect. Connect. Collaborate. Create in the communities we serve.

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

VIRL Summer Reading Club supports B.C.'s strategic goal of Improving Access and Building Capacity by engaging school-aged children, ages 5-14, with their local library and reading throughout the summer. VIRL served to connect children and caregivers with a variety of engaging programming, and library resources that supports literacy and literate citizenship. VIRL also offered accessible hybrid registration model that offered registration onsite, as well as online registration that provided 24-7 access to SRC program.

What are the key outcomes of this project/program?
Outcomes were to engage children in fun, free summer programming that supports literacy and literate citizenship, and connect children with their local library and with a range of library resources best suited to their needs and interests.

Did provincial grants enable this project/program? If so, how?
The BC Summer Reading Club is funded by the Province of British Columbia, and VIRL's operating budget supports associated local programming.

Project/Program Name
Staff Summit

Provide a brief description. Please include details such as any partnerships or resources leveraged to accomplish this project/program.
Our Staff Summit was an opportunity for VIRL librarians to come together with leadership and GLAM sector partners for two days of in-person workshops, presentations, and opportunities to reconnect with colleagues, many of whom had not been in the same space since the onset of the pandemic. Attendees participated in a Strategic Planning workshop and heard presentations on Trauma Informed Practices and from the Office of the BC Human Rights Commission. 50 attendees from across our service area and the GLAM sector participated in workshops, watched presentations, and build connections. We were able to use some of the COVID Relief funding to hold a *Trauma Informed Practices* (TIP) and *Best Practices in Violence Prevention and De-escalation in Community Spaces* workshop.

How does this project/program support the library's strategic goals?
This project relates to our values of Leadership & Innovation. Our branches are at the frontline of complex and corresponding challenges, including the opioid and toxic drug crisis, homelessness, mental health, and more. The Trauma Informed Practices workshop is part of our commitment to ensuring our staff have the tools, confidence, and resilience to effectively and safely support members of the public who are coming from places of trauma.

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
VIRL's staff summit helps build capacity internally, regionally, and with our valued partners.

What are the key outcomes of this project/program?
Participants came away with a better understanding of what Trauma Informed Practices are and how they relate to their interactions with members of the public. The understanding that every choice we make, every interaction we have, every policy we create all have the potential to be retraumatizing or healing for our patrons and each other. Reframing thinking from thinking "What's wrong with you?" when we encounter a "difficult" patron or even, a difficult co-worker, to "What do you need?" or "what happened?"

Did provincial grants enable this project/program? If so, how?
Yes – the COVID-19 Relief & Recovery Grant supported this training.

Project/Program Name
Reconciliation

Provide a brief description. Please include details such as any partnerships or resources leveraged to accomplish this project/program.
In our continuing efforts at reconciliation, and within the context of DRIPA, VIRL undertook two initiatives this year. First, we engaged Toro Marketing, an Indigenous-led consultancy, to help us develop a path forward. VIRL operates within the territories of 55 First Nations, and we know that our work must be grounded in relationships and connectedness. Through Toro we have established an approach that links key staff to family groups to begin building and repairing relationships on a community level. Second, we were honoured to be invited as a partner in Syeyutsus - an established collaboration between Nanaimo Ladysmith School District and UBC Press in support of Truth & Reconciliation Call to Action #57, which calls on public institutions to provide education to public servants on the history of Indigenous peoples, including the history and legacy of residential schools the United Nations Declaration on the Rights of Indigenous Peoples, Treaties and Aboriginal rights, Indigenous law, and Aboriginal–Crown relations. This bi-weekly Indigenous learning speaker series features Canadian authors and thought leaders, and runs from January through June, and. VIRL is supporting the work by providing print and digital copies of all the works, hosting live viewing parties in our branches, and promoting the series to our members through our newsletters and social media accounts. More information on the series can be found here: https://trc57speakerseries.ca/

How does this project/program support the library's strategic goals?
This work aligns with our value of Collaboration & Partnership - We foster collaboration and partnerships in our communities to promote lifelong learning and universal access.

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 partnership aligns with goal 3 – Advancing Citizen Engagement - by engaging public sector employees and the public to build their knowledge of Indigenous history, the impacts of colonization, and Indigenous rights and law.
What are the key outcomes of this project/program?
VIRL's audience has a broader understanding of Indigenous rights, the legacy of colonization and residential schools, and greater awareness of Indigenous authors, scholars and thought leaders. 7 weeks into the series, the books have been borrowed more 268 times, and an additional 40 holds have been placed on these titles.
Did provincial grants enable this project/program? If so, how?
Core operating grants support services to Indigenous communities.

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)	VIRL has continued to maintain and reinforce its COVID-19 Safety Plans and associated Biohazard Exposure Control Plan (ECP). During this time VIRL opened a newly constructed branch which required additional resources to install workplace barriers, develop cleaning protocols and train brand new staff in existing health & safety processes. Within community, libraries were witnessing increased patron frustration from continued public health restrictions and limited access to community services. Security occurrence reports increased in frequency, however, severity remained low. VIRL developed a Communicable Disease Prevention Plan (CDPP), communication and training plans were in place and implemented April 8, 2022 when public health restrictions were eventually lifted. After restrictions were lifted VIRL expanded its community efforts and engaged the Red Cross to provide communities with free KN95 masks and COVID test kits. Workplace barriers were also reduced, and mask usage became voluntary.
Emergency response (e.g., fires, floods, extreme weather)	VIRL entered into agreements with the Sooke and Sidney local governments to be official cooling centres during extreme heat incidents. Through active social media campaigns, VIRL promoted branches as sanctuaries from the extreme temperatures of summer heat and winter cold. During periods of cold weather and heavy snowfall in our service area, and when we were able to safely open, VIRL branches were a refuge from the elements for community members.
Financial pressure (e.g., rising costs, reduced revenues)	VIRL was challenged by rising costs of inflation in 2022, with unprecedented increases in operating expense especially in the areas of delivery costs, physical and electronic security, and repairs & maintenance. VIRL's approved increase in levy funding was 3.84% including operating and capital, which was not sufficient to address these increases where inflation was in the 6-8% range. VIRL also stopped collecting fines for late fees on all borrowed materials, an initiate that was supported by the VIRL Board who approved additional funding to offset the reduced revenue. Additional revenue

	sources that usually account for approximately 2% of VIRL's revenue were also lower than anticipated, due to the unpredictability of customer behaviour which impacted revenues for room rental, photocopying, book sales, and other ancillary revenues. To manage these rising costs, VIRL worked with vendors where possible to manage costs through negotiated increases, and some initiatives were reduced in scope or delayed. VIRL continues to receive 92% of its funding through member levies, so the primary area to address the rising costs was through member levy funding. The annual Ministry operating grant was used to offset some of these increased costs.
Staffing (e.g., recruitment and retention, mental health, and wellness)	Like other public institutions, VIRL has faced challenges hiring and retaining staff over the past year. These challenges have been particularly acute in our Information Technology, Human Resources and casual employee pools. VIRL is taking steps to support the well-being of our staff through enhanced health and safety training, which has been supported through the Emergency Planning & Preparedness Grant.
Connectivity (e.g., low bandwidth, lack of home internet in the community)	Within VIRL's service area, 50% of rural, remote and First Nations experience internet speeds below the minimum standard set by the Canadian Radio-Television and Telecommunications Commission (CRTC). With the Connected Coast fibre initiative underway, we anticipate large-scale improvements in connectivity over the coming years, which will provide new opportunities for our services, especially for our more remote residents who do not have easy access to a physical branch. VIRL is supporting the Connected Coast initiative by offering our branches as potential access points on the network and we anticipate providing increased digital skills training in newly connected communities as the project moves forward.
Aging/damaged facilities (e.g., need for repairs, renovations, upgrades/expansions)	VIRL has made significant inroads over the past 10 years in addressing aging and or damaged facilities. However, many current branches within our system are in need of upgrades. The Masset branch, for example, located on Haida Gwaii, has recently had to close several times due to a leaking roof. Work is underway, in consultation with the Village of Masset, the Old Masset Council and other stakeholders, to replace the current facility with a new facility. VIRL is applying for granting programs aligned with this project as a next step.

Community access to the library (e.g., geographic isolation, lack of local public transit, building accessibility)	Our service area comprises more than 42,000 square kilometres of coastline, inlets and forest. 80% of our communities are considered rural or remote. While VIRL does offer branch level services in many of these communities and books-by-mail and eLibrary services for people without a physical branch, we know we can do more to better support those living in areas without access to library services. From partnerships to promotion, deepening our relationships with Indigenous communities to assessing how and what services we provide, we are committed to improving access for people living in rural and remote communities.
Vulnerable communities (e.g., people experiencing homelessness, addiction, mental health crisis)	The toxic drug and opioid crises, housing, and affordability challenges are among the greatest challenges we face, along with low literacy levels — 45% of British Columbians aged 16 – 65 have difficulty in accomplishing some daily living tasks due in part to limited literacy skills. As previously mentioned, VIRL is committed to providing our staff with the tools and resources, many of which are being funded through one-the provincial government grants, to assist and work with people experiencing these and other challenges. As expanded below in Section 4, we are leveraging the COVID-19 Relief and Recovery Grant to build internal capacity through train-the-trainer workshops, Crisis Trauma Research Institute (CTRI) Online Violence De-escalation Webinars, Mental Health and Wellness Workshops, and a Public Computer refresh — the latter will help some of our most vulnerable patrons access important health resources, maintain connections, find entertainment, and more.
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 combined impacts of COVID-19 and the housing, toxic drug, and opioid crises have exacerbated front line service provision challenges across our service area.   In the face of these complex challenges, VIRL sought opportunities to expend our grant in the following ways: • Supporting staff with a blend of hands-on and virtual high -impact workshops   • Meeting growing public need for computing resources and replacing aging machines   • Improving our organizational safety management environment and our compliance with the changing regulatory environment   As you will see below, VIRL has put the funding to good use in supporting these priorities.

	Grant budget	Reallocated budget
COVID-19 Relief & Recovery Grant Amount	$135,146.84	
Emergency Planning & Preparedness Grant Amount	$45,048.95	
Total Grant Amount	$180,195.79	

Project Progress Report

Please use this section for:

1. Report progress on projects included interim report **and/ or**
2. New projects developed since interim report (copy and paste tables as needed)

Project/Program/Activity	Develop Internal Train-The-Trainer Workshops
Rationale	Provide staff the necessary knowledge and skill sets to use a person-centred approach when de-escalating aggressive behavior.
Area of Need	Emergency Planning & Preparedness
Action/Output/Deliverable	To create sustainable and effective peer-to-peer training in non-violent crisis intervention with a trauma informed lens.
Outcome/Impact	Staff are better equipped with the skills and resilience to address issues around aggressive behaviour and violence de-escalation.
Metrics	Two staff have become VIRL internal CPI certified instructors and 30 staff have been registered for Verbal De-escalation certification in Q1. Courses are being scheduled throughout 2023, prioritizing high-risk branches for initial implementation.
Collaborative Links (if applicable)	Future course delivery can be customized to accommodate partnerships.
Expenditure	$20,000
Detailed status update since the interim report (e.g., complete, in progress, pending, deferred, etc.).	Select staff were certified to instruct the Crisis Prevention Institute (CPI)'s Non-violent Crisis Intervention certification course with additional credentials in Trauma Informed Practice (TIP). Broader staff training commenced February 2023 and will continue year-over-year.
Comments (optional)	With the initial training complete, this initiative is sustainable and will be delivered for initial staff certification and on-going skillset development. Instructors will require re-certification on two-year cycles.

Project/Program/Activity	Crisis Trauma Research Institute (CTRI) Online Violence De-escalation / Justice Institute of BC (JIBC) Trauma Informed Practice (TIP) sessions
Rationale	Provide staff additional knowledge and growth in de-escalating aggressive behaviour.
Area of Need	Emergency Planning & Preparedness
Action/Output/Deliverable	Provide additional training opportunities in violence de-escalation and TIP as requested.
Outcome/Impact	Staff are better equipped with the skills and resilience to address issues around trauma, aggressive behaviour and violence de-escalation.
Metrics	Numbers of staff completing requested training.
Collaborative Links (if applicable)	N/A
Expenditure	$1600
Detailed status update since the interim report (e.g., complete, in progress, pending, deferred, etc.).	Eight staff have requested additional knowledge through online learning with CTRI and the JIBC.
Comments (optional)	N/A

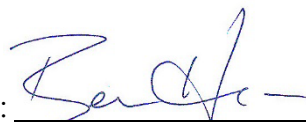|	
Project/Program/Activity	Mental Health and Wellness Workshops
Rationale	Develop staff resilience and confidence in responding to and recovering from emergencies
Area of Need	COVID-19 Recovery
Action/Output/Deliverable	Staff are trained in how to properly defuse and debrief critical incidents. Additional training in Occupational First Aid level 1 (OFA1) was offered for staff who want to voluntarily administer naloxone during a patron opioid poisoning.
Outcome/Impact	Staff have more confidence and abilities to address compounding challenges of mental health and opioid poisonings.
Metrics	Certified Critical Incident Stress Management (CISM) personnel. Number of attendees at OFA1 courses.
Collaborative Links (if applicable)	St. John Ambulance – naloxone administration, Internal Critical Incident Stress Foundation (ICISF) membership
Expenditure	$11000
Detailed status update since the interim report (e.g., complete, in progress, pending, deferred, etc.).	15 staff registered to complete CISM certification Feb 27, 28 and March 1. 22 staff were trained in OFA1

Comments (optional)	N/A

Project/Program/Activity	Public Computer Refresh
Rationale	New software and hardware will provide immense benefits to the public and staff's ability to support the public's diverse computing needs.
Area of Need	COVID-19 Recovery
Action/Output/Deliverable	Replace all public computers in two phases.
Outcome/Impact	By the end of this project, the public will have access to fully functional public computing solutions affording the same opportunities as people who have ready access through their homes or jobs. As of early 2023, all branches have improved access, which will be increased during phase 2.
Metrics	52 computers have been replaced. An additional 202 are being acquired through public procurement processes.
Collaborative Links (if applicable)	N/A
Expenditure	$131,095.79
Detailed status update since the interim report (e.g., complete, in progress, pending, deferred, etc.).	VIRL purchased a fleet of Chromebox computers as an interim solution. These computers provide access to the library's digital tools, and when replaced in phase 2, will be redeployed as a cost-effective hardware solution to replace aging catalogue terminals.

Phase 2, now underway, is to acquire over 200 units of a standardized computing solution which will be deployed to VIRL's 39 branches over the coming months. Detailed requirements have been developed and procurement is underway. |
| Comments (optional) | N/A |

Project/Program/Activity	Incident Command System (ICS) Enhancements
Rationale	Improve internal capacity to respond to all hazard events using consistent practices.
Area of Need	Emergency Planning & Preparedness
Action/Output/Deliverable	An enhanced ICS will lead to improved communications and the effectiveness of organizational emergency response activities
Outcome/Impact	VIRL staff and branches are better prepared to properly issues around emergency and incident preparedness, relief, and real time operations.
Metrics	Inventory of adequate communication tools, incident command materials and emergency first aid supplies as required. Staff attendance at Incident Command System (ICS) and Emergency Operation Centre (EOC) training. Participation in practice and drills. Development of safe operating guidelines (SOGs) and evacuation protocols.
Collaborative Links (if applicable)	N/A
Expenditure	$16500
Detailed status update since the interim report (e.g., complete, in progress, pending, deferred, etc.).	We have procured ICS vests and ICS structure boards for EOC activities, as well as branch two-way radios to assist in emergency communications. Administration staff participated in a combined branch / administration evacuation drill. We procured 3 emergency AEDs to replace discontinued models.
Comments (optional)	N/A

5. BOARD APPROVAL

Electronic signatures are acceptable where physical signatures are not feasible.

Library Director Signature: _____   Date: March 6, 2023

Board Chair Signature: _____   Date: March 6, 2023