

2023 LIBRARY FEDERATION OPERATING GRANT REPORT

FEDERATION NAME:

IslandLink Library Federation

CHECKLIST

For the Library Federation Grant Report to be considered complete, please ensure you have provided information for each of the following sections. Text boxes will expand as you type. Click on a title in the list below to jump to that section of the document.

- [1. EXECUTIVE SUMMARY](#)
- [2. BUDGET INFORMATION](#)
- [3. FEATURED INITIATIVES](#)
- [4. BOARD APPROVAL](#)

1. EXECUTIVE SUMMARY

The IslandLink Library Federation is based in the south-west coastal area of the province. The IslandLink member libraries are:

- Alert Bay Public Library
- Greater Victoria Public Library
- Powell River Public Library
- Salt Spring Island Public Library
- Pender Island Public Library – as of September 1, 2023

2023 was a remarkable year for IslandLink as the receipt of the Enhancement Grant made possible the expansion of the Federation's membership to include Pender Island Public Library and the addition of much needed administration support with the hiring of a bookkeeper.

In 2023 IslandLink continued to offer to member libraries support for:

- Shared programming organized and provided by IslandLink such as Comic Camps, performers' tours, author events. Using the COVID-19 Relief & Recovery Grant; IslandLink, in collaboration with the other BC Library Federations, finances The BC Libraries Presents project which offers virtual programs to all BC Libraries.

- Collaborative initiatives - this funding is available to member libraries for projects that they undertake in partnership with another agency within their community.
- Professional development – Using the COVID-19 Relief & Recovery Grant; IslandLink, funding for ProD directly to member libraries. IslandLink also works in collaboration with the other BC Library Federation to make available online courses and training opportunities for BC library staff.
- Digital Resources support – IslandLink provides funding annually to member libraries to help support them in offering digital resources to their communities. In 2023 additional funding was made available for this support from the Enhancement Grant

The IslandLink Manager also coordinates for the whole province the Books for Babies project and negotiates consortium pricing agreements for library processing materials and books by mail bags.

2. BUDGET INFORMATION

Grant Type	Total Grant Amount	Amount Spent to Date	Earmarked for Upcoming Projects/ Operations	Remaining to be Allocated
2022 CRR & EPP Grant¹	\$68,000.00	\$3352.68	\$64,547.32	
2023 Enhancement Grant	\$110,000.00	\$7780.00	102220.00	
Annual Funding (Total 2023-2025)	\$291,300.00	97,100.00	194,200.00	
Portion of Annual Funding Budgeted for 2023¹	97,100.00	97,100.00		

¹ If Amount Spent to Date does not equal Total Grant Amount, report the remainder as earmarked or to be allocated for the coming year, and briefly explain the variance in the box below.

Variance
<p>The remaining CRR & EPP grant is earmarked for:</p> <ul style="list-style-type: none"> Professional Development. Core course training offered to member library staff and trustees in collaboration with all the BC Library Federations. Also included in this funding is Professional Development opportunities identified by IslandLink, member libraries or trustees. \$25,000.00 has been allocated to this initiative. Emergency preparedness initiatives. \$18,000.00 has been allocated to this initiative. Province-wide virtual programming initiative offered in collaboration with all the BC Library Federations. \$25,000.00 has been allocated to this initiative. <p>The remaining Enhancement Grant is earmarked for:</p> <ul style="list-style-type: none"> Funding to include Pender Island Public Library into the IslandLink Library Federation. \$22,000.00 per year has been allocated to this initiative. Total of \$66,000.00 from this grant. Wages for bookkeeper and increase to bookkeeping software costs. Total of \$20,180.00 has been allocated to this initiative. Increase to the e-resource funding available to all member libraries. Total of \$20,000.00 has been allocated to this initiative.

- Strategic planning. Total of \$3820.00 has been allocated to this initiative.

The Annual Funding received for 2023-2025 will be split evenly over the three years. \$97,100.00 will be allocated to 2023, 2024, and 2025

3. FEATURED INITIATIVES

Please use this section for:

1. Highlighting key federation operations **OR**
2. Reporting progress on ongoing initiatives included in the Interim Report **OR**
3. New initiatives developed since the Interim Report.

Copy and paste additional tables as needed.

Initiative Title	
Inclusion of Pender Island Public Library into IslandLink Library Federation	
What is the nature of this initiative? (both may apply)	
<input checked="" type="checkbox"/> New/Targeted	<input type="checkbox"/> Supporting/Enhancing existing operations
Area of Operations (select as many as apply)	
<input checked="" type="checkbox"/> Shared service delivery <input type="checkbox"/> Consortium licensing <input checked="" type="checkbox"/> Resource sharing	<input type="checkbox"/> Professional learning <input type="checkbox"/> Training opportunities <input type="checkbox"/> Conference planning
<input checked="" type="checkbox"/> Service expansion beyond community borders	<input checked="" type="checkbox"/> Governance, strategic planning, and regional priorities, membership expansion
<input checked="" type="checkbox"/> Communications and membership engagement	<input type="checkbox"/> Streamlining financial, administrative, legal support, human resources, shared services
<input type="checkbox"/> Other (please specify):	
What is the status of this initiative?	
<input type="checkbox"/> Planning/research stage	<input type="checkbox"/> Implementation in progress
<input type="checkbox"/> Complete	<input checked="" type="checkbox"/> Ongoing as part of operations
Is this a multi-year initiative?	
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Summary – Provide a brief description of the activities undertaken this year. Please include details such as any partnerships or resources leveraged to accomplish this initiative.	
In the Grant Award letter from Public Libraries Branch, dated March 31, 2023, IslandLink was directed to explore a strengthened relationship with Pender Island Public Library, including at the IslandLink’s governance level, and possible inclusion in the federation’s strategic planning.	

IslandLink had been building a closer relationship with PIPL and was aware that PIPL was agreeable to formalizing a relationship with IslandLink. But without additional funding, full membership of PIPL in IslandLink was not considered possible. With the receipt of additional funding in 2023, the IslandLink Board pass a motion on June 5, 2023, to offer Pender Island Public Library membership in IslandLink, to be reassessed at the IslandLink Board Annual General Meeting in 2025, subject to a funding review.

PIPL accepted the offer at their Board meeting on June 28, 2023. The IslandLink Board passed an amendment to the IslandLink Library Federation agreement and PIPL was welcomed as an IslandLink member library as of September 1, 2023.

Rationale – Why was this initiative prioritized? Comment on how this supports core operational functions, specified strategic goals, priorities identified in your grant award letter, and/or emerging member library needs.

The inclusion of PIPL into the IslandLink Library Federation was a direction given in IslandLink’s grant award letter.

The IslandLink’s strategic plan has the action to “Explore the viability of a new membership category such as Associate Member for neighbouring library systems.” This action was created with PIPL specifically in mind as the funding to include PIPL as a full member was not available at the time the Strategic Plan was created. However, the receipt of the Enhancement Grant made the inclusion of PIPL possible until 2026, when the funds from this grant will be depleted. Continued membership of PIPL in the IslandLink Library Federation will be reassessed at the IslandLink Board Annual General Meeting in 2025, subject to a funding review.

Progress Report – If you have reported on this initiative previously (e.g. in the interim report), what has changed since then? What progress has been made, or what obstacles have you encountered?

On September 1, 2023 PIPL assumed a full role as a member library of IslandLink. PIPL has benefited from IslandLink funding, shared programming projects and will be involved all IslandLink projects in 2024.

What impacts does/will this initiative have on the federation, member libraries, and/or communities? Please include any applicable metrics or quantitative data to demonstrate impact.

The inclusion of Pender Island Public Library into IslandLink has had the following results:

- Improving access for British Columbians. The inclusion of PIPL increases the IslandLink library network and brings PIPL into the province wide programs and services offered by the BC Library Federations.
- Building Capacity. PIPL staff and board members now have access to training opportunities and funding provided by IslandLink.
- Enhancing governance. IslandLink now has an additional board member who will increase voices and opinions at the governing level.

Initiative Title	
Streamlining Administrative Processes	
What is the nature of this initiative? (both may apply)	
<input checked="" type="checkbox"/> New/Targeted	<input type="checkbox"/> Supporting/Enhancing existing operations
Area of Operations (select as many as apply)	
<input type="checkbox"/> Shared service delivery <input type="checkbox"/> Consortium licensing <input type="checkbox"/> Resource sharing	<input type="checkbox"/> Professional learning <input type="checkbox"/> Training opportunities <input type="checkbox"/> Conference planning
<input type="checkbox"/> Service expansion beyond community borders	<input type="checkbox"/> Governance, strategic planning, and regional priorities, membership expansion
<input type="checkbox"/> Communications and membership engagement	<input checked="" type="checkbox"/> Streamlining financial, administrative, legal support, human resources, shared services
<input type="checkbox"/> Other (please specify):	
What is the status of this initiative?	
<input type="checkbox"/> Planning/research stage	<input type="checkbox"/> Implementation in progress
<input type="checkbox"/> Complete	<input checked="" type="checkbox"/> Ongoing as part of operations
Is this a multi-year initiative?	
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Summary – Provide a brief description of the activities undertaken this year. Please include details such as any partnerships or resources leveraged to accomplish this initiative.	

The receipt of the Enhancement Grant made possible the hiring of a bookkeeper to assist the Federation Manager with financial administration. Previously the IslandLink Manager handled all bookkeeping duties.

Rationale – Why was this initiative prioritized? Comment on how this supports core operational functions, specified strategic goals, priorities identified in your grant award letter, and/or emerging member library needs.

The Federation Manager was not formally training in accounting procedures. The hiring of a bookkeeper has brought accounting expertise to IslandLink and will improve financial management. This initiative fits with the Libraries Branch priority, Streamlining financial, administrative and shared services

Progress Report – If you have reported on this initiative previously (e.g. in the interim report), what has changed since then? What progress has been made, or what obstacles have you encountered?

This initiative is proceeding smoothly. The hired bookkeeper is familiar with library federation and required very little orientation time.

What impacts does/will this initiative have on the federation, member libraries, and/or communities? Please include any applicable metrics or quantitative data to demonstrate impact.

The IslandLink Manager has more time to focus on IslandLink initiatives, explore new opportunities, and to participate in cooperative project with other Federation Managers and other organizations.

Initiative Title	
IslandLink Shared Programming	
What is the nature of this initiative? (both may apply)	
<input type="checkbox"/> New/Targeted	<input checked="" type="checkbox"/> Supporting/Enhancing existing operations
Area of Operations (select as many as apply)	
<input checked="" type="checkbox"/> Shared service delivery <input type="checkbox"/> Consortium licensing <input type="checkbox"/> Resource sharing	<input type="checkbox"/> Professional learning <input type="checkbox"/> Training opportunities <input type="checkbox"/> Conference planning
<input type="checkbox"/> Service expansion beyond community borders	<input type="checkbox"/> Governance, strategic planning, and regional priorities, membership expansion

<input type="checkbox"/> Communications and membership engagement	<input type="checkbox"/> Streamlining financial, administrative, legal support, human resources, shared services
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Other (please specify):

What is the status of this initiative?

<input type="checkbox"/> Planning/research stage	<input type="checkbox"/> Implementation in progress
<input type="checkbox"/> Complete	<input checked="" type="checkbox"/> Ongoing as part of operations

Is this a multi-year initiative?

<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
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Summary – Provide a brief description of the activities undertaken this year. Please include details such as any partnerships or resources leveraged to accomplish this initiative.

IslandLink undertakes every year a slate of programs provided to all member libraries. These are mostly programs aimed at a youth audience and are organized and financed by IslandLink. In 2023 the following programs were offered:

- Karima Essa - Bollywood dancer Karima Essa presented programs for ABPL and PRPL in April.
- Leif David - Magician, Leif David, performed live shows for all IslandLink libraries.
- Comic Camp - This week long program was presented in-person at PRPL during Spring Break and at SSIPL in July. GVPL offered the program virtually in July.
- Myrtle Sisters - The Myrtle Sisters are a trio of performers who presented a treater show for PRPL, GVPL and SSIPL in July.
- Author Programs
 - IslandLink programmers from PRPL, SSIPL and GVPL worked together to offer a system wide virtual author event featuring Susan Juby. This event was made available to all IslandLink libraries and to libraries in the Kootenay Library Federation. Costs for this event were shared by both federations.
 - Susan Juby was also hosted at PRPL, SSIPL and GVPL also collaborated to arrange for Susan Juby to do an in-person author tour for their libraries. PRPL, SSIPL and GVPL were able to claim funding to support this in-person project.

IslandLink has also obtained a movie license from Audio Cine to allow IslandLink member libraries to show movies in their communities.

Rationale – Why was this initiative prioritized? Comment on how this supports core operational functions, specified strategic goals, priorities identified in your grant award letter, and/or emerging member library needs.

To develop a shared programming plan annually is an ongoing action from the IslandLink Strategic Plan.

This initiative also fits with the Libraries Branch priority of Improved regional and local shared services delivery

Progress Report – If you have reported on this initiative previously (e.g. in the interim report), what has changed since then? What progress has been made, or what obstacles have you encountered?

The shared program plan is offered every year and are planned with input from member libraries.

What impacts does/will this initiative have on the federation, member libraries, and/or communities? Please include any applicable metrics or quantitative data to demonstrate impact.

The success of this action is that member libraries can offer programs to their communities that they might not otherwise be able to offer.

Karima Essa:

- Powell River – both performances were in local schools. Audiences were estimated to be approximately 350 and 240
- Alert Bay – first performances was in the local elementary school, audience, approx. 33 people. The second performance was at the local senior’s multilevel care facility.

Leif David: Leif delivered a total of 8 performances; 2 performances in each community. All performances were in local schools. Numbers varied but, in most cases, it was the majority of the student body.

Comic Camp: Each library (PRPL, SSIPL & GVPL) offered 2 camps; one for teens and one for a younger age group. Registration was set at 15 for each camp.

Myrtle Sisters: a total of 120 people attended the events held by PRPL, GVPL and SSIPL.

Susan Juby: a total of 94 people attended the in-person events held by GVPL, SSIPL & PRPL.

Virtual event: 34 attended

In 2023 38 movies were shown by ABPL, PIPL, PRPL and SSIPL

Initiative Title

BC Libraries Present / Collaborative Virtual Programming

What is the nature of this initiative? (both may apply)

- | | |
|---------------------------------------|--|
| <input type="checkbox"/> New/Targeted | <input checked="" type="checkbox"/> Supporting/Enhancing existing operations |
|---------------------------------------|--|

Area of Operations (select as many as apply)

- | | |
|---|---|
| <input checked="" type="checkbox"/> Shared service delivery | <input type="checkbox"/> Professional learning |
| <input type="checkbox"/> Consortium licensing | <input type="checkbox"/> Training opportunities |

<input type="checkbox"/> Resource sharing	<input type="checkbox"/> Conference planning
<input checked="" type="checkbox"/> Service expansion beyond community borders	<input type="checkbox"/> Governance, strategic planning, and regional priorities, membership expansion
<input type="checkbox"/> Communications and membership engagement	<input type="checkbox"/> Streamlining financial, administrative, legal support, human resources, shared services
<input type="checkbox"/> Other (please specify):	
What is the status of this initiative?	
<input type="checkbox"/> Planning/research stage	<input checked="" type="checkbox"/> Implementation in progress
<input type="checkbox"/> Complete	<input checked="" type="checkbox"/> Ongoing as part of operations
Is this a multi-year initiative?	
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Summary – Provide a brief description of the activities undertaken this year. Please include details such as any partnerships or resources leveraged to accomplish this initiative.	
IslandLink, in collaboration with the other Library Federations, established and supports a province-wide virtual programming consortium. This project works to provide high quality virtual programming to all public libraries in BC. This program is made available with funds from the COVID-19 Relief and Recovery Grant.	
Rationale – Why was this initiative prioritized? Comment on how this supports core operational functions, specified strategic goals, priorities identified in your grant award letter, and/or emerging member library needs.	
This initiative was developed to enable all public libraries in BC to offer high quality programming to their communities. This initiative meets the provincial key areas of <ul style="list-style-type: none"> • Improved regional and local shared services delivery • Service expansion beyond community borders • Enhanced communications and membership engagement It also meets the IslandLink Strategic Priority of Program expansion through partnerships	
Progress Report – If you have reported on this initiative previously (e.g. in the interim report), what has changed since then? What progress has been made, or what obstacles have you encountered?	
A committee of library staff from several BC Public Libraries has been formed to select presenters/topics and make the programs available. In 2023 the following programs were offered by BC Libraries Presents <ul style="list-style-type: none"> • Kim Stanley Robinson : Imagining a Better Climate Future – Oct. 3 • John Vaillant: Our New Fire Weather – Nov. 8 • Brandi Morin: On the Frontlines of Indigenous Land Defense – Dec. 8 	

What impacts does/will this initiative have on the federation, member libraries, and/or communities? Please include any applicable metrics or quantitative data to demonstrate impact.

- Virtual programming is available to every public library in BC.
- Consortium pricing will allow programs to be available to all libraries at an affordable price.
- This province wide initiative will create bonds and networks between BC public libraries.
- Virtual services are strengthened to meet the public expectation for more online services due to health concerns and convenience

Initiative Title

Professional Development

What is the nature of this initiative? (both may apply)

- New/Targeted Supporting/Enhancing existing operations

Area of Operations (select as many as apply)

- | | |
|---|--|
| <input type="checkbox"/> Shared service delivery | <input checked="" type="checkbox"/> Professional learning |
| <input type="checkbox"/> Consortium licensing | <input checked="" type="checkbox"/> Training opportunities |
| <input type="checkbox"/> Resource sharing | <input type="checkbox"/> Conference planning |
| <input type="checkbox"/> Service expansion beyond community borders | <input type="checkbox"/> Governance, strategic planning, and regional priorities, membership expansion |
| <input type="checkbox"/> Communications and membership engagement | <input type="checkbox"/> Streamlining financial, administrative, legal support, human resources, shared services |

Other (please specify):

What is the status of this initiative?

- | | |
|--|---|
| <input type="checkbox"/> Planning/research stage | <input type="checkbox"/> Implementation in progress |
| <input type="checkbox"/> Complete | <input checked="" type="checkbox"/> Ongoing as part of operations |

Is this a multi-year initiative?

- Yes No

Summary – Provide a brief description of the activities undertaken this year. Please include details such as any partnerships or resources leveraged to accomplish this initiative.

IslandLink works with the other BC Library Federations to make available professional development opportunities to the board trustees and library staff of all BC public libraries. These courses are made available with funding from the COVID-19 Relief & Recovery Grant.

IslandLink also makes available annual funding to member libraries for them to provide professional development opportunities to their board members and library staff that they identify as needed in their areas.

Rationale – Why was this initiative prioritized? Comment on how this supports core operational functions, specified strategic goals, priorities identified in your grant award letter, and/or emerging member library needs.

This initiative fits within IslandLink's Strategic Priority Area 2 is Professional Development

This also ties to the Public Libraries Branch strategy of building capacity through training opportunities.

Progress Report – If you have reported on this initiative previously (e.g. in the interim report), what has changed since then? What progress has been made, or what obstacles have you encountered?

Courses currently available for IslandLink library staff and trustees are:


- Safe Harbour Anti-Racism
- Customer Service
- Indigenous Awareness
- Indigenous Relations
- Ryan Dowd Homeless Webinars

What impacts does/will this initiative have on the federation, member libraries, and/or communities? Please include any applicable metrics or quantitative data to demonstrate impact.

Library staff and Board members will build capacity which will enhance their ability to govern and offer quality library service

4. BOARD APPROVAL

Electronic signatures are acceptable where physical signatures are not feasible.

Federation Director Signature:  Date: February 28, 2024

Board Chair Signature: *see attached email giving approval* Date: February 13, 2024

Laura Beswick

From: Selina Smith <selina557@gmail.com>
Sent: February 13, 2024 12:24 PM
To: Laura Beswick
Subject: Re: IslandLink Annual Grant Report

Thanks, Laura. This email signifies my approval.

Selina

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selina557@gmail.com

On Feb 12, 2024, at 9:07 AM, Laura Beswick <lbeswick@islandlink.ca> wrote:

<IslandLink Library Federation Operating Grant Report 2023.docx>