

2023 LIBRARY FEDERATION OPERATING GRANT REPORT

FEDERATION NAME:

North Central 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](#)

EXECUTIVE SUMMARY

The North Central Library Federation (NCLF) developed and approved its 2024-2026 Strategic Plan in 2023. In the context of pandemic recovery, it was a timely opportunity to review and refocus the Federation's priorities, and to apply the COVID Relief and Recovery Grant and the Enhancement Grant towards goals that acknowledge a range of key challenges faced by NCLF's member libraries:

- Post-COVID restart
- Greater demand on libraries for both traditional and non-traditional services (materials borrowing; public computers; warming centres)
- Inflation and labour costs
- Rapidly evolving operating environments and technological change
- Climate change and increased awareness of emergency planning
- Static annual operating grant funding

The Federation leveraged its partnerships with other federations and various service providers to accomplish its strategic priorities through a variety of activities:

- Building capacity (planned, coordinated and/or delivered a wide range of staff and trustee training; launched a new peer to peer project amongst library directors; subsidized library director attendance at the *Beyond Hope* library conference)

- Sharing resources and expanding access (expanded the OverDrive Advantage collection budget and established a library staff-based selection committee; coordinated trials for new databases; contracted a high profile summer performer to tour all libraries; continued to build on the cognitive care kits initiative)
- Strengthening relationships (launched joint monthly roundtables with North East Library Federation, and hosted a pan-northern BC roundtable on interlibrary loans; reinstated annual in-person board and library director meetings; increased collaboration with other library federations on shared programs and professional development)
- Governance, leadership and accountability (began planning for operational and policy reviews in 2024 to ensure the Federation is maximizing its organizational resources; promoted training opportunities to trustees; provided orientations and consultation for all new NCLF trustees)

These priorities, supported by essential grant and operational funding, position NCLF as a catalyst for strengthening public library services in northern BC for the next three years.

2. BUDGET INFORMATION

Grant Type	Total Grant Amount	Amount Spent to Date	Earmarked for Upcoming Projects/ Operations	Remaining to be Allocated
2022 CRR & EPP Grant ¹	\$62,000	\$7,634.98	\$17,000	\$37,365.02
2023 Enhancement Grant	\$135,000	\$0.00	\$53,000	\$82,000
Annual Funding (Total 2022-2023)	\$268,170	\$89,390	\$178,780	
Portion of Annual Funding Budgeted for 2023 ¹	\$89,390	\$89,390	\$89,390	

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.

<p>Variance</p> <p>CRR Grant earmarked for 2024 projects:</p> <ul style="list-style-type: none"> • \$2,000 – NCLF communications, including website updating • \$10,000 – professional development (core library skills; specialized training) • \$5,000 – emergency preparedness initiatives (facilitated training) <p>Enhancement Grant – earmarked for 2024 projects:</p> <ul style="list-style-type: none"> • \$6,000 – access to professional legal and/or HR consultant (year 1 of 3) • \$10,000 – summer touring performer (year 1 of 3) • \$12,000 – staff mental wellness training • \$8,000 – regional staff conference (year 1 of 2) • \$5,000 – ongoing professional development and training (year 1 of 3) • \$10,000 – library director Peer2Peer project (year 1 of 3) • \$2,000 – trustee and board development (year 1 of 3)
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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	
Business Continuity Training	
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 checked="" type="checkbox"/> Professional learning <input checked="" type="checkbox"/> Training opportunities <input type="checkbox"/> Conference planning
<input type="checkbox"/> Service expansion beyond community borders	<input checked="" 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 type="checkbox"/> Implementation in progress
<input checked="" type="checkbox"/> Complete	<input type="checkbox"/> Ongoing as part of operations
Is this a multi-year initiative?	
<input type="checkbox"/> Yes	<input checked="" 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.	
<p>Greater awareness of climate-related impacts and other external threats to library operations led NCLF to identify business continuity training as an important emergency preparedness initiative. NCLF researched various training options and selected the Justice Institute of British Columbia (JIBC) as an online provider. Originally aimed at NCLF and NELF libraries, the opportunity was later extended to BC public libraries through NCLF's collaboration with the other four federations. NCLF liaised with the JIBC, handled all registrations, and covered the cost for its own members including the registration fee and wage replacement to allow library directors time to focus on the 4-week course. NCLF also conducted a follow-up survey and prepared a final report for the other federations.</p>	

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 COVID grant supported the strategic goal of planning, delivering, and evaluating ongoing professional development, and specifically addressed the emergency planning part of the interim report. The initiative was prioritized due to the increasing threat of service disruption ranging from fires and floods to cyber attacks.

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 training was delivered online in 2023. The response from NCLF libraries was much lower than anticipated. Library directors reported anecdotally that the biggest barrier was too many other initiatives happening concurrently (updated privacy guidelines, accessibility compliance, ongoing COVID recovery). Other barriers included lack of staff available to cover for the library directors to work on the course, and a lack of awareness of the importance of business continuity for their organizations.

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.

Out of 24 seats negotiated with the JIBC, 22 learners across BC successfully completed the course (only 1 from NCLF). Due to the low turnout from NCLF, an in-person, facilitated session on emergency planning and business continuity is being planned for all NCLF library directors in 2024.

Initiative Title	
Library Dementia Services Webinar	
What is the nature of this initiative? (both may apply)	
<input checked="" type="checkbox"/> New/Targeted	<input checked="" 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 checked="" type="checkbox"/> Resource sharing	<input checked="" type="checkbox"/> Professional learning <input checked="" 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 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 checked="" type="checkbox"/> Complete	<input type="checkbox"/> Ongoing as part of operations
Is this a multi-year initiative?	
<input type="checkbox"/> Yes	<input checked="" 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.	
<p>Following on the NCLF's successful Cognitive Care Kits initiative, additional training on library services to those with dementia was identified as a need. NCLF (with NELF) contracted ALA-award winner and author of <i>Library Dementia Services</i>, Dr. Timothy Dickey, to provide a 90-minute webinar on tips for creating more dementia-friendly library environments and services.</p>	
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.	
<p>The initiative supports enhanced use of the cognitive care kits, prepares for the rising number of those living with cognitive decline in Canada (Alzheimer's Society of BC), and strengthens services to a special audience as part of the COVID recovery. With broader knowledge of dementia, libraries are better positioned to identify local needs and apply grant funds to new services, equipment, and collections.</p>	
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?	
<p>The training was delivered in October 2023, and was attended by approximately 45 library staff and trustees from across BC. The session was recorded and made available along with the presenter's slides to staff unable to attend the live event.</p>	
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.	
<p>The training creates greater awareness of dementia, the needs of those with dementia and caregivers, potential community partners, and strategies for developing library services including programming, collection development, and reference services, as well as physical environment improvements. The federation is exploring purchasing the presenter's book, <i>Library Dementia Services</i>, for each library to support their efforts.</p>	

Initiative Title

BC Libraries Present

What is the nature of this initiative? (both may apply)	
<input checked="" 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 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 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 checked="" 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.	
A collaboration of BC's Library Federations, the initiative provides all BC libraries access to high profile authors. The virtual speakers series is modelled on the <i>Illinois Libraries Presents</i> program. The federation directors met regularly to identify vision, goals, and ways to adapt the <i>ILP</i> initiative to a BC library landscape, to establish the working committees, and to determine the budget. Federations sought committee volunteers through their own member libraries to ensure regional representation.	
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 series was identified as a priority because of the growing prevalence of online programming stemming since the pandemic. It creates an equal programming opportunity for libraries regardless of size or budget, and as a virtual program it allows libraries to extend their reach to more rural areas and patrons. The initiative fostered collaboration on the steering and programming committees, and creating a new and innovative program that highlights the importance of libraries.	
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 first series took place in fall, 2023, and featured 3 well-known authors speaking on the theme of climate change. An extensive survey is being designed and distributed to identify program strengths and areas for improvement.

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.

For northern libraries, and particularly those in smaller communities, the initiative provides access to authors who would otherwise be cost-prohibitive. The program raises the profile of the library in the community, attracts new audiences, and allows each library to extend the experience through in-person programming in their respective libraries.

Initiative Title

Core Library Skills (Ongoing 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 checked="" type="checkbox"/> Shared service delivery	<input checked="" type="checkbox"/> Professional learning
<input checked="" type="checkbox"/> Consortium licensing	<input checked="" type="checkbox"/> Training opportunities
<input checked="" type="checkbox"/> Resource sharing	<input type="checkbox"/> Conference planning
<input type="checkbox"/> Service expansion beyond community borders	<input checked="" 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?

Planning/research stage Implementation in progress
 Complete 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.

The federation directors have been collaborating on building a suite of core skills courses available to library staff and trustees on an ongoing basis. Work has included developing administrative processes, researching vendors, and negotiating rates. The NCLF conducted a training needs assessment with its library directors to inform topics.

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 COVID grant supports the streamlining of professional development to encourage stronger participation by library staff. All registrations are covered by the grant, a registration portal has been set up on the Kootenay Library Federation website, and all administrative functions take place between InterLINK as the registrar and each federation.

The NCLF Strategic Plan 2024-2026 includes the goal of ongoing professional development under its priority *Building Capacity*. The courses are viewed as supporting new staff onboarding in libraries, addressing ongoing training needs in response to current service trends. Courses currently offered include:

- Indigenous Awareness and Indigenous Relations
- Safe Harbour Diversity and Inclusion
- Customer Service Training
- Privacy Guidelines Training
- Autism
- Ryan Dowd’s Homeless Training

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?

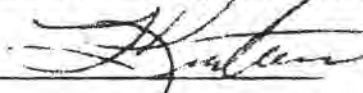
New courses and training content are continually added. The initiative will be part of province-wide discussions in 2024 on creating a professional development framework for BC public libraries.

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.

33 NCLF learners, including staff, library directors and trustees, took a variety of courses through this initiative. The Indigenous Awareness course was especially well-received by participants. These courses will continue to be promoted to NCLF libraries.

4. BOARD APPROVAL

Electronic signatures are acceptable where physical signatures are not feasible.

Federation Director Signature: 

Date: Feb 22/24

Board Chair Signature: 

Date: Feb 22, 2024