

2023 LIBRARY FEDERATION OPERATING GRANT REPORT

North East 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](#)
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1. EXECUTIVE SUMMARY

The North East Library Federation (NELF) 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 NELF'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:

- Build and Sustain 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)

- Share Resources and Strengthen 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)
- Strengthen Relationships (welcomed Dawson Creek Municipal Public Library into the Federation; launched joint monthly roundtables with North Central Library Federation, and participated in 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 NELF trustees)

These priorities, supported by essential grant and operational funding, position NELF 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	\$35,000	\$2,622	\$17,000	\$15,378
2023 Enhancement Grant	\$120,000	\$0.00	\$52,000	\$68,000
Annual Funding (Total 2023-2025)	\$149,490	\$49,830	\$99,660	
Portion of Annual Funding Budgeted for 2023 ¹	\$49,830	\$49,830	\$49,830	

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>CRR Grant earmarked for 2024 projects:</p> <ul style="list-style-type: none"> • \$2,000 – NELF 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"> • \$5000 – supporting membership for Dawson Creek Municipal Public Library (year 1 of 3) • \$6,000 – access to professional legal and/or HR consultant (year 1 of 3) • \$8,000 – summer touring performer (year 1 of 3) • \$10,000 – staff mental wellness training • \$8,000 – regional staff conference (year 1 of 2) • \$5,000 – ongoing professional development and training (year 1 of 3) • \$8,000 – library director Peer2Peer project (year 1 of 3) • \$2,000 – trustee and board development (year 1 of 3)

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 NELF (with NCLF) to identify business continuity training as an important emergency preparedness initiative. NELF researched various vendor options and selected the Justice Institute of British Columbia (JIBC) as an online provider. Originally aimed at NELF and NCLF libraries, the opportunity was later extended to BC public libraries through NELF's collaboration with the other four federations. NELF-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. NELF 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 NELF libraries was 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 (3 from NELF). Due to the low turnout from NELF, an in-person, facilitated session on emergency planning and business continuity is being planned for all NELF library directors in 2024.

Initiative Title

Library Dementia Services Webinar

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 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

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.	
Following on the NELF's successful Cognitive Care Kits initiative, additional training on library services to those with dementia was identified as a need. NELF (with NCLF) 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.	
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 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.	
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 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.	
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 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.	

Initiative Title
Extending Membership to Dawson Creek Municipal Public Library

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 checked="" 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
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<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 checked="" type="checkbox"/> Implementation in progress
<input type="checkbox"/> Complete	<input 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 NELF director reached out to Dawson Creek Municipal Public Library's (DCFMPL) library director through an in-person meeting and online orientation to encourage interest in joining the Federation. DCMPL subsequently requested membership, and the NELF board approved the request in November 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 initiative was prioritized as DCMPL was one of the last un-federated libraries in BC. Their membership brings mutual benefit to their organization and the Federation by increasing the size of the service area, bringing new ideas to the Federation, and strengthening relationships throughout the region.	
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?	

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.

Through DCMPL, NELF services and programs are extended to nearly 20,000 residents in the Dawson Creek area. NELF's Library Directors Advisory Group is strengthened through new ideas and the sharing of knowledge, while the board draws on new members. DCMPL staff and trustees benefit from greater access to various subsidies, as well as free professional development coordinated through a collaboration of the library federation directors.

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
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<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 since the height of 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 creates a new and innovative program that highlights the value of libraries particularly in challenging times.

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 parallel 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"/> 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 type="checkbox"/> Service expansion beyond community borders	<input checked="" type="checkbox"/> Governance, strategic planning, and regional priorities, membership expansion
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<input type="checkbox"/> Other (please specify):	
What is the status of this initiative?	
<input checked="" 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.	
<p>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 NELF conducted a training needs assessment with its library directors to inform topics.</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 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.</p> <p>The NELF Strategic Plan 2024-2026 includes the goal of ongoing professional development under its priority <i>Building Capacity</i>. These courses are viewed as supporting new staff onboarding and ongoing training needs in response to current service trends. Courses currently offered include:</p> <ul style="list-style-type: none"> • 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.

NELF libraries have easy and free access to quality professional development opportunities to support onboarding and refresher training. A significant amount of the training is on-demand and self-guided, allowing for greater flexibility for busy staff.

4 BOARD APPROVAL

Electronic signatures are acceptable where physical signatures are not feasible.

Federation Director Signature:  Date: Feb 22/24

Board Chair Signature: Flora P. Clark Date: Feb 22/24