The IslandLink Library Federation was founded in 2008 under the provincial Library Act and includes four member libraries: Alert Bay, Greater Victoria, Powell River and Salt Spring Island.

This report summarizes the IslandLink Library Federation’s goals and achievements in 2018, in response to the expectations outlined in:

- the Federation’s provincial funding letter dated June 22, 2018
- 2018 Library Federation Grants Report Instructions (received in January 2018)
- IslandLink Library Federation Strategic Plan, 2015-2018 (attached).

SECTION 1: Introduction:

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

Communities:

This IslandLink Library Federation has four member libraries:

- Alert Bay Public Library
- Greater Victoria Public Library
- Powell River Public Library
- Salt Spring Island Public Library

These communities differ from each other in many ways such as population size, industry, accessibility, and population composition. But they are united by their common aim to provide excellent library service to their communities and to collaborate with each other to accomplish this goal.

The combined population of the IslandLink communities is 353,853.

Greater Victoria Public Library is a large multi-branch system. GVPL serves a mostly urban area that includes the Provincial capital. This library serves the largest population within the IslandLink Library Federation.
Salt Spring Island Public Library is located on the largest and most populous of the southern gulf islands. The Salt Spring Island community is greatly influenced by the arts. The library has a strong volunteer tradition.

Powell River Public Library is the one IslandLink library that is actually on the ‘mainland’. Located on the upper Sunshine Coast it is accessible by ferry from Vancouver Island and has close ties to the Island communities.

Alert Bay is the most remote IslandLink community. The Alert Bay Public Library serves the residents of Cormorant Island. There is a large First Nations population as well as the residents of the Village of Alert Bay. Alert Bay is accessible by ferry from the North Island community of Port McNeill.

Challenges:

One of the main challenges for the IslandLink Library Federation is the distances between communities and the difficulty of having to rely on Ferry travel. Ferry fares add an extra cost, and the Ferry schedules dictate travel times. The sailing schedules are not always convenient and can require travel delays or even extra overnight stays. These extra costs arise when planning shared programming for the IslandLink communities, and when arranging for the annual in-person IslandLink Board meeting.

Strategic Plan:

The IslandLink Library Federation Strategic Plan, 2015-2018 was completed in the Fall of 2015 and was approved by the IslandLink Board on February 3, 2016. A copy of this Strategic Plan is attached.

IslandLink supports the ministry's strategic vision for BC Public Libraries by incorporating goals into our own plan that reflect the strategies and vision of the Libraries Branch. Some examples of these strategic goals from the IslandLink Library Federation Strategic Plan are:

- Promote the value of Library Federations to all levels of Government
- Develop a funding application process to support collaboration with community partners, other libraries and educational institutions
- Allocate funding for professional development to libraries
- Allocate funding for digital resources
- Research, identify, and/or develop a repository for shared program materials
- Develop a shared programming plan
- Facilitate a staff sharing and/or exchange program

At the January 2018 IslandLink Board meeting the Board and Library Directors reviewed the existing plan and a motion was passed to extend the current Strategic Plan to 2019.
The Board and Library Directors felt that, even though most strategic goals have been accomplished or are ongoing, there were some that still required work such as the goal to facilitate a staff sharing and/or exchange program.

A session to develop a new IslandLink Library Federation Strategic Plan will be held in conjunction with the 2019 Fall Board meeting.

2018 Initiatives

A full slate of shared programming was planned for 2018 and successfully accomplished.

Programs included:
- Author tour,
- Spring Break programming
- promotion of the Summer Reading Club
- Summer programming

IslandLink Library Federation has developed areas of funding support for member libraries. Support was provided to member libraries for:
- Collaborative Initiatives,
- Professional Development
- Digital Resources Support.

IslandLink financially supported the Vancouver Island Library Staff Conference. IslandLink sponsored a staff sharing initiative between Salt Spring Island Public Library and Powell River Public Library.

SECTION 2: Library Priorities, Discussion and Examples

Library Priority 1: Fostering equitable access to information and services

The IslandLink Library Federation supports this strategy with their goal to annually allocate funding for digital resources.

IslandLink assigned $15,000.00 from the annual budget to be distributed, according to a formula, to each member library. The formula is based on the one used to determine the initial Provincial Library Federation Grant funding.

Output: In 2018 all member libraries applied for and received their allotted Digital Resources funding to support the purchase of online resources.
**Outcome:** This program has been especially beneficial for the smaller member libraries. The funding has allowed them to license and offer a wider range of electronic resources to their communities.

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**Library Priority 2: Developing skills and knowledge**

The IslandLink Library Federation has three goals that support this priority.

a) **IslandLink Goal: Allocate funding for professional development**

IslandLink assigned $7000.00 from the annual budget to support the professional development of staff and Trustees. Member libraries must apply for the funding, detailing the professional development opportunity they plan to attend or develop.

**Output:** Alert Bay Public Library: $1498.94 for ABPL staff member to take an online course on archival practice and preservation. IslandLink helped pay for registration fees, support materials, and staff replacement.

**Outcome:** The staff member at ABPL is now better prepared to assist with the archival practice and preservation of the library’s special collections.

**Output:** Greater Victoria Public Library: $1500.00 to help fund the GVPL Staff Development Day “Sharing our Stories: Diversity, Collaboration, Engagement”

**Outcome:** Approximately 200 GVPL staff members attended the All Staff Development Day. GVPL reported that the event met the objectives to provide time for staff to be together to:

- Share staff knowledge, value staff contributions and build the GVPL team
- Learn something new that can be applied on the job
- Continue to build camaraderie, understand, and to have fun
- Gain knowledge of the social climate and impact of the work done by GVPL in the community
- Create alignment between employees and leaders.

**Output:** Powell River Public Library: $1500.00 to help fund an on-site Arete Training course: Service to safety for PRPL staff.

**Outcome:** PRPL staff are better equipped with the knowledge of techniques to prevent violence within the workplace.

**Output:** Salt Spring Island Public Library: $1500.00 to help cover costs for library staff to attend the BCLA conference.

**Outcome:** SSIPL staff were able to connect, communicate and share ideas with librarians and other professionals from across BC. Attendance at this conference allowed staff to remain connected with developments in BC libraries, meet vendors and
view the newest library products and technologies, and attend workshops with knowledgeable speakers featuring current initiatives in libraries today.

b) IslandLink Goal: Identify opportunities for ILLF supported knowledge sharing

IslandLink has identified the annual Vancouver Island Library Staff Conference IslandLink as an opportunity for knowledge sharing and as an event that is available for the staff of IslandLink member libraries.

**Output:** IslandLink financially supports this Conference with a $1000.00 donation.

**Outcome:** Library staff are able to exchange knowledge and best practices as well as network with their colleagues.

c) Facilitate a staff sharing and/or exchange program

IslandLink identified this goal as underserved when the Board reviewed the Strategic Plan in January 2018. Member libraries were encouraged to look for opportunities for staff sharing. SSIPL and PRPL proposed a project to exchange knowledge and practices in the areas of Teen Programing and Integrated Library System software.

**Output:** IslandLink provided $207.27 to cover costs for a PRPL staff member to spend an extra day with PRPL staff leading up to the Fall ILLF Board meeting held in Powell River.

**Outcome:** Both staff from PRPL and SSIPL felt the experience was valuable as they did have information to share with each other that was appreciated and should prove to be useful. Staff from both libraries strengthened their relationship and laid a foundation for future communication. Both staffs made concrete suggestions for future staff sharing initiatives. This ‘pilot’ has provided several suggestions and ideas that will be useful for moving this ILLF initiative forward in 2019. The recommendations coming out of this ‘pilot’ are:

- Set clear goals, timeline and budgets
- Share more information in advance, such as specific questions or issues to allow for a more productive visit.
- Develop a schedule in advance
- Pursue staff sharing and mentorship by phone and email as well as in person visits

*Library Priority 3: Working together*
The IslandLink Library Federation is always mindful of the need to watch for, and take advantage of, resource sharing opportunities. IslandLink accomplishes this by communicating with our member libraries, other federations, other libraries, and the ministry.

The IslandLink Library Federation has three goals that support this strategy.

a) Develop a funding application process to support collaboration with community partners, other libraries and educational institutions

IslandLink has assigned $5000.00 from the annual budget to support member libraries with collaborative initiatives. Member libraries must apply for the funding, detailing the project and the partners involved in this collaboration.

**Output:** Greater Victoria Public Library: $515.00 to help fund two presentations for children and one for adults by poet, Tiffany Stone. GVPL collaborated with the Victoria Children’s Literature Roundtable. Approximately 130 people attended.

**Outcome:** Increased appreciation and awareness of poetry amongst children and a better understanding of the creative process for adults.

**Output:** Greater Victoria Public Library: $375.00 to help fund the Victoria Festival of Authors and the Victoria Book Prizes Event. GVPL collaborated with the City of Victoria. The Festival offered several events over a 5-day period. 253 people participated.

**Outcome:** Raised awareness and appreciation of local authors.

**Output:** Powell River Public Library: $1250.00 to help fund Spring Break Comic Camp with Gareth Gaudin. PRPL collaborated with the Powell River Literacy Office. 23 children aged 7 – 14 attended.

**Outcome:** Kids at the camp were able to develop their creativity and benefit from the advice and encouragement of a published author.

**Output:** Salt Spring Island Public Library: $250.00 to help fund Art Jam: Artist from the Fringe exhibit and reception. SSIPL partnered with Salt Spring United Church, Salt Spring Painters’ Guild, Salt Spring Island Foundation, Windsor Lumber. 75 people attended the reception.

**Outcome:** Increased appreciation and understanding of the talents of artists on the fringes of Salt Spring society. Art Jam promotes the building of self-esteem of the ‘fringe’ artists though the acknowledging of their creative endeavors. Public exhibitions reinforce the value of their work. The Art Jam program has begun to break down barriers and stereotypes in the community by bringing together people who might not otherwise meet. Art Jam also provides an occasional income through the sales of some of the art work. Some of the Fringe artists have been encouraged by Art Jam to continue to sell their works on the street and on line.
Output: Salt Spring Island Public Library: $500.00 to help fund the development of a Visiting Library Service. This new out-reach program is an initiative to provide library service to seniors at long term care facilities and to those home-bound in their own residences. SSIPL partnered with New Horizons for this project.
Outcome: Seniors’ lives are enriched by the delivery of library materials to their place of residence.

Output: Salt Spring Island Public Library: $250.00 to help fund ‘Reconciliation Project’; a series of reading/discussion circles using Bev Sellar’s book; They Call Me Number One. 20 people attended 6 sessions. SSIPL partnered with the Xwaaqw’um Project and the Salt Spring United Church for this project.
Outcome: This project forwards the education and involvement of the Salt Spring Island public in the Truth and Reconciliation process.

Output: Salt Spring Island Public Library: $250.00 to help fund the Ruckles & Neighbours Historic Fine Arts & Crafts Display and Program Presentation. The SSIPL partnered with the Salt Spring Island Historical Society & Archives; the Salt Spring Island Arts Council; and Friends of Ruckle Park Heritage. 67 people attended the presentation on the exhibition, hundreds viewed the display during its month-long exhibit.
Outcome: The Salt Spring Island community were educated about the art of early SSI residents and developed an appreciation of their heritage and the lives of early settlers of their island.

b) Help libraries coordinate programs by holding two program planning meetings per year

Output: IslandLink held two program planning teleconference meetings. Adult Services meeting was held on February 27; Youth service meeting was held on March 1. Staff involved in these areas of programming, from each member library, attended to discuss IslandLink program planning and share programming ideas.
Outcome: IslandLink program planning is focused on what is needed by the member libraries. Library staff can exchange ideas and learn from each other.

c) Develop a shared programming plan annually

Output: A slate of programs to be presented at all IslandLink member library locations is developed each year.
Outcome: Member libraries can offer programming in their communities that they might otherwise not be able to make available
**Library Federations**
IslandLink also supports the provincial strategy Working Together by working with the other BC Library Federations to benefit all our member libraries.

IslandLink and the other Library Federations have established preferred pricing agreements for library supplies with Dynamic Imaging Solutions and Barmy Tech. The IslandLink Manager has taken on the role of liaison for this project.  
**Output:** Pricing agreements are made available to BC libraries for items such as: barcode labels, label protectors, EM security strips and overlays, and borrow cards, interlibrary loan mailbags.  
**Outcome:** Libraries benefit consortium negotiated prices.

IslandLink and the other Library Federations work together to fund and make available Book Club sets.  
**Output:** IslandLink provided $1500.00 for the purchase, processing and maintenance of Book club Sets for the BC Federations Libraries  
**Outcome:** All IslandLink member Libraries have access to Book Club sets for their communities.

IslandLink and the other BC Library Federations work together to provide Books for Babies materials.  
**Output:** The Federations negotiate a bulk purchase price for the Books for Babies materials and IslandLink coordinates the purchase of these materials for the member libraries.  
**Outcome:** All IslandLink member Libraries can offer this service to their communities.

**Library Priority 4: Enhancing governance**

The IslandLink goal that supports this strategy is:  
- Increase ILLF communication by adding two meetings of Directors and ILLF Manager per year  

**Output:** The following meetings were held:  
- January 10, 2018 IslandLink Board meeting by teleconference  
- September 22, 2018 IslandLink Board meeting, in person in Powell River  
**Outcome:** The Board meetings satisfy the requirement for 2 meetings a year as specified in the IslandLink Library Federation agreement. The Board reviews the ongoing work of the Federation and plans for the future to ensure that IslandLink continues to be a successful, well managed Federation. The Board meetings also
provide an opportunity for Board members and Library Directors to network, exchange ideas and built relationships.

**Output:** The following meetings were held:
- August 16, 2018 IslandLink Library Directors Advisory Group meeting by teleconference
- October 4, 2018 IslandLink Library Directors Advisory Group meeting by teleconference

**Outcome:** These meetings allowed the IslandLink Manager to receive direct feedback from the Directors of the member libraries. This feedback is imperative for budget planning, shared program planning and strategic planning.

IslandLink also recognizes the importance of maintaining a Strategic Plan. IslandLink is working to ensure that all goals of the current strategic plan are fulfilled and has plans to create a new Strategic Plan document in 2019.

**Output:** The Strategic Plan is an agenda topic at the IslandLink Board meetings

**Outcomes:** The Board reviews the current plan and determines future steps to accomplish the plan and works towards the creation of the new Strategic Plan.
SECTION 3: Summary

2018 has been an exciting and successful year for the IslandLink Library Federation.

A successful slate of shared programming was made available to all member libraries. A highlight was the tour of well know Canadian author, Peter Robinson.

Member libraries took advantage of the IslandLink project funding: Digital Support funds, Professional Development funds, and funding for Collaborative Initiatives.

There were two meeting of the IslandLink Board of Trustees. A teleconference meeting on January 10, and an in-person meeting in Powell River on the weekend of September 21-22. There were also two teleconference meetings of the Library Directors Advisory Group and two teleconference meetings with programming staff.

IslandLink was able to fulfill one of the remaining goals of the 2015-2018 Strategic Plan: Facilitate a staff sharing and/or exchange program. IslandLink looks forward to building on this program in the future.

However, the IslandLink Library Federation does face challenges. Our member libraries are distant from each other and most require ferry travel. This adds costs to shared programming tours and to the in-person board meetings. There is not only the cost of the mileage and the ferry travel, but also travel is dictated by the ferry schedules which often restricts the ability to travel so requiring an overnight stay that could otherwise be avoided.

The IslandLink Library Federation is grateful to the Libraries Branch for our continued funding. IslandLink has exciting plans for a successful 2019, including the creation of a new Strategic Plan. A full slate of programming, projects and initiatives are also planned for the year.

Please contact the IslandLink Library Federation for additional information.
IslandLink Library Federation Strategic Plan 2015-2018

Vision Statement
Libraries linking to lead, learn and collaborate to benefit our communities.

Mission Statement
To strengthen local libraries to provide services, resources and opportunities.

Strategic Priorities

Communications
We believe that strong communication links between ourselves and with our communities can provide collaboration opportunities.

Advocacy
We believe that speaking with a strong united focused voice can enhance our collective ability to be successful.

Training and Professional Development
We believe that combining training resources can enhance learning and knowledge transfer across the federation.

Resource Sharing
We believe that economies of scale and savings can be achieved by sharing resources.

Strategic Goals

Increase ILLF communication by adding two meetings of Directors and ILLF Manager per year; one in-person, one virtual.

Promote value of our libraries during BC Libraries Month through print and online media by Oct. 31, 2015.

Request support for continuous funding for summer literacy programs by Oct. 30, 2016.

Allocate funding for professional development to libraries annually by Jan. 15.

Conduct a needs assessment to determine future training priorities by Oct. 2016.

Identify opportunities for ILLF-supported knowledge sharing by June. 2016.

Allocate funding for digital resources annually by Jan. 15.

Research, Identify, and/or develop a repository for shared program materials by June 30, 2016.

Develop a shared programming plan annually by Nov. 15.

Facilitate a staff sharing and/or exchange program by June 30, 2018.

Help libraries coordinate programs by holding two program planning meetings per year.

Promote the value of Library Federations to all levels of government by March 2017.

Identify opportunities for ILLF-supported knowledge sharing by June. 2016.

Allocate funding for digital resources annually by Jan. 15.

Research, Identify, and/or develop a repository for shared program materials by June 30, 2016.

Develop a shared programming plan annually by Nov. 15.

Facilitate a staff sharing and/or exchange program by June 30, 2018.

Develop a funding application process to support collaboration with community partners, other libraries and educational institutions by Dec. 2015.