

Board Agenda: June 5, 2024, 2:00 pm MDT

Sparwood Public Library Association

Meeting held by Microsoft Teams

1. Approve Agenda
Be it resolved that the agenda for June 5 2024 is approved.
2. Approve minutes
 - a. May 23, 2024
 - b. May 27, 2024*Be it resolved that the minutes of May 23 2024 and May 27 2024 are approved.*
3. Review and Approval of [Section D: Operations Policies](#)
Be it resolved that Section D: Operations Policies is approved and will come into effect on June 12, 2024
4. Final consultants report – Anne O’Shea
Be it resolved that the June 5 consultants report is received.
5. Annual statistics 2022 and 2023 (for information, no approval needed)
Be it resolved that the 2022 and 2023 annual statistics are received.
6. 2023 Annual grant report (discussion and approval required)
Be it resolved that the 2023 Grant Report is Approved and should be signed and submitted by the Chair.
7. Approval of 2024 collections spending
Be it resolved that the Sparwood Public Library direct United Library Services to purchase \$4000/month of new materials meeting the criteria developed by the consultant and interim supervisor between June and November 2024.
8. Approval of the Revised Statement of Financial Information
Be it resolved that the updated Statement of Financial Information is approved.
9. Hiring committee update – Rose
10. Quorum for AGM – Lois
11. Adjournment

SPL BOARD MEETING AGENDA

Location: Online
Date: 22/05/2024
Time: 7.15pm
Facilitator: Suzanne Georgiou-Morey

Attendees:

Suzanne Georgiou-Morey, Rose Sharma, Lois Halko,
Regrets: Harold Baytaluk, Sam Atwal,
Guests: Anne O'Shea, Laurie Klassen, Andrea Scarlett

1. Call to order

Chair starts meeting at 6:18

2. Roll call

3. Approve agenda (Lois/Suzanne)

Motion by Lois Halko, seconded by Rose Sharma. *Be it resolved that the agenda for May 22 2024 is approved. Carried.*

4. Approval of Minutes

Motion by Lois Halko, seconded by Rose Sharma. *Be it resolved that the minutes of the May 13 2024 meeting are approved. Passed.*

The Board noted that no minutes were taken at the April 15 meeting. Upon review of the agenda, they passed motions to clarify the intent of the April 15 decisions.

Motion by Lois Halko, seconded by Suzanne. *Be it resolved that Section E of the policy manual is adopted as reviewed at April 15 2024 meeting. Passed.*

5. Open issues

a. Operations policies

The approval of Section D – Operations was deferred to the June 5th meeting.

b. Ministry feedback on District funding agreement

Suzanne called and spoke to Mari Martin. The PLB staff would like to meet with Rose and Suzanne regarding the District funding, and have Anne and

Andrea join if possible. It is up to the Board to communicate desired changes with the District – the Ministry can't take that on but they will support the conversation.

The Board reviewed the March 4th 2024 meeting minutes, and noted that no vote was held to approve the District funding agreement. Rose will get back to the Ministry to confirm that she and Suzanne are available to meet on Monday, and Anne can join. Following this meeting Rose will follow up with the District regarding concerns with the limitations in the District funding agreement.

c. 2024 wages budget

The Board discussed the budget for 2024. Andrea confirmed that the budget for 2024 will be sufficient, in part because some costs related to the reopening and leadership transition are being paid by the 2023-2025 enhancement grant.

d. Jim's Tea update

Budget previously approved for \$500. Planning is underway and a new date will be shared shortly.

e. AGM

The AGM is confirmed for June 10, 2024. The time will be advertised. At Rose's request a board member recruitment package has been drafted by the SPL staff, and Anne will make requested updates and post it to the website along with a form to nominate or self-nominate.

Motion by Suzanne, seconded by Lois: *Be it resolved that the five board members will act as the nominations committee for the AGM.* Carried.

The Board discussed finding a community member who could help manage the process of elections and votes at the AGM. Rose will reach out to two people to see if they are willing.

An AGM planning meeting is set for Monday afternoon.

f. Board training

The Board is exploring options for training for the full board following the AGM. It's important that the new Board members and continuing Board members have a solid foundation as they move forward. Rose will confirm whether the enhancement grant can support these costs.

g. RDEK report

The District of Sparwood has received the financial statements, and Rose will send the financials to the Regional District.

h. Correspondence

Motion by Suzanne, seconded by Lois: *Be it resolved that all correspondence included in the May 13 meeting package is accepted.* Carried.

i. KLF Spring Board in person meeting – Rose 5 mins

There is a May 25 meeting. Rose would like to attend.

Motion by Lois, seconded by Suzanne: *Be it resolved that Rose attend the KLF spring meeting. Carried.*

j. Consultant report & extension

Anne has extended the end date of her contract to June 6, 2024. All hours must be used by that date.

k. SOFI update

The SOFI was submitted to the Ministry on May 16, but it contained an error. The accountants are correcting the error and it must be voted on again to approve the updated version. The Ministry will be in touch with any further questions.

6. Adjournment

The meeting was adjourned at 9:15pm

Board Minutes: Regular Meeting May 27, 2024

Sparwood Public Library Association

Present:

Rose Sharma (Chair)
Suzanne Georgiou-Morey (Vice Chair)
Harold Baytaluke
Lois Halko

Regrets:

Sam Atwal

Guests:

Anne O'Shea (consultant)

Regular Agenda

1. Call to Order

The meeting was called to order at 3:02 pm MDT.

2. Approve Agenda

Motion by Lois Halko, seconded by Suzane Georgiou-Morey: *Be it resolved that the agenda for May 27, 2024 is approved. CARRIED*

3. Approval of Minutes

Motion by Suzanne Georgiou-Morey, seconded by Lois Halko: *Be it resolved that the minutes of the May 13, 2024 Sparwood Board of Trustees meeting be updated for clarity and approved. CARRIED*

The minutes of the May 22, 2024 meeting will be approved at the next regular meeting.

4. Annual General Meeting Planning

Trustees discussed the upcoming Annual General Meeting and reviewed the Ministry planning guide.

The AGM will be held on June 10, 2024 at 6pm at the Library.

Notice: The AGM has been advertised through the library website, facebook, a newspaper ad, and the Board would like to email the membership with the details.

Motion by Suzanne Georgiou-Morey, seconded by Lois Halko: *Be it resolved that the Sparwood Public Library Association email all members notice of the upcoming AGM. CARRIED*

Rose will email the District, Regional District and Ministry to notify them of the date, time and location of the AGM.

There is a need to establish a quorum for the AGM. The Board governance policies do not specify a quorum. Past AGMs have attracted between 10 and 25 members.

Motion by Suzanne Georgiou-Morey, seconded by Lois Halko: *Be it resolved that the Sparwood Public Library Association establish a quorum for the AGM of 10 members in good standing.* CARRIED

Board recruitment and elections:

- Sam Atwal and Lois Halko are stepping down from the Board, and Hungry Baytaluke has reached the 8 year term limit.
- Rose and Suzanne intend to remain on the Board for the second year of their two-year terms.
- The Library Act states that the Library Board is to consist of not fewer than 5 or more than 9 members, elected by the members of the PLA. Therefore the Board is seeking 7 more Trustees to form a Board of 9 members.
- There is a form on the SPL website for nominations (link) which is open until June 5th. All nominations received by June 5th will have their profiles posted before the AGM. Further nominations can be made from the floor.
- Suzanne has heard from some people that they would like to run for the Board. She will ask them all to fill out the nomination form.
- Anne has recommended that the SPLA have a third party conduct the elections so the Board can focus on the meeting. Rose has two people she is planning to approach to see if they can help.
- The elections at the AGM are for the members of the Board of Trustees. At the first meeting following the AGM, the members of the Board elect a chair / vice chair / secretary / treasurer. These positions are not automatically continued from the previous year.
- The Board plans to hold a meeting directly after the AGM for this purpose.

Minutes of the May 2023 AGM: Suzanne, Lois and Rose are looking for the minutes. Rose will check the files she was provided when she became chair. Suzanne will email the former secretary of the Board and Anne will email Tina to see if there is a copy in the library.

Agenda for the AGM:

1. Approve Agenda
2. Establish Quorum
3. Approve the Minutes of the 2023 AGM)
4. Board Report (Rose - verbal)
5. Approval of the 2023 Financial statements
6. Election of new trustees (7)
7. New Business
 - a. None

8. Adjournment

Anne left the meeting at 4:05pm and Suzanne took over the minutes.

Scrutineer: the Board discussed having Hungry as scrutineer.

5. Plaque

Motion by Lois Halko, seconded by Suzanne Georgiou-Morey: *Be it resolved to have the plaque honoring Jim's 42 years of devoted service as chief librarian of the SPL. CARRIED*

6. Next meeting

The next meeting will be held on June 5th after 2pm MDT. At that meeting the Board will approve Section D (Operational Policies) and discuss HR matters.

Sparwood Public Library Association – Final Consultant’s Update

Date: June 5, 2024

To: Sparwood Public Library Board of Trustees

From: Anne O’Shea, consultant

Operational Matters

- An automated purchase plan to support the library until the new Director is hired has been set up. This will ensure that SPL receives a regular stream of new and popular material and expends its collections budget in 2024. A motion is included in the agenda for the Board to consider.
- Tina’s interim support runs until June 20th – I’ve inquired about an extension to August 20th or until a Library Director is hired, ideally with one week of crossover to assist their onboarding.
- Tina and I reviewed applications for the Casual Library Assistant role. I will not have capacity to interview with her and I recommend that you have her interview candidates and recommend hiring since it would not be appropriate for the Board to hire employees other than the Library Director.

Ministry

- Copies of the completed 2022 and 2023 annual surveys are included in this agenda package. There is no need to approve these.
- A draft copy of the 2023 Grant Report is included in this agenda package. I would like the Board to discuss the risks section of the report in the meeting and vote for approval so that Rose can sign it and submit to the Ministry, satisfying the last of the 2023 annual reporting responsibilities.
- Rose and Suzanne met with the Ministry staff on May 27 to discuss the next steps for developing a better funding agreement with the District of Sparwood. Key points:
 - The Board should develop a realistic budget for 2025 that reflects the real costs of operating the library and use this as the basis for its 2025 category 1 funding request, rather than requesting a standard 2% increase.
 - The days and hours of operation and the library services provided are decided by the Board of Trustees and not by the District and this should be reflected in the agreement.
 - Limiting SPL from using District funds for use on legal fees and severance puts an undue burden on the Library and on Ministry funding. This should be removed from future agreements.
 - To be binding, the funding agreement needs to be reviewed by the Board and voted on for approval. In future years the Board should not sign any agreement before this step occurs.
 - SPL must lead the conversation with the District about these changes, but the Ministry staff are available for information and guidance to both the Board and the District.

Library Director Hiring

- An interview is scheduled for June 6.
- A handover document to provide the new Director with key background information when they are hired has been created and will be completed by end of day June 6th.
- Since this document has a lot of operational detail which is not relevant to the Board I’d like to discuss the best way to handle the gap between my support and your future Library Director onboarding.

AGM

- The AGM details were updated to include the guidance provided by the Ministry staff.
- As of June 4th, only one Trustee nomination form has been received. At end of day June 5th I will circulate all forms received. Any further nominations will need to come from the floor at the AGM on June 10th
- Only Rose and Suzanne are continuing for another year. The Board must have a minimum of 5 Trustees, so 3 more members are needed to form a Board.

Website

- I’ve drafted a Library Policies page for SPL. Once the Operational Policies are approved, I will add these and the page will go live on June 6th.
- None of the SPL staff are able to update the website – I would like to discuss the plan for this when we meet.

Operational Policies

- I’ve drafted and provided Laurie with a Fines and Charges policy that reflects the fees currently charged by the Library, and incorporates Tina’s recommendation to charge a nominal fee for scanning.
- I’ve provided recommendations to incorporate video surveillance into the Confidentiality policy
- Access to video should be limited to the Library Director and never shared, except in connection with an RCMP investigation.
- Conducting a Privacy Impact Assessment on the use of video surveillance should be a high priority for the new Library Director. This review may lead to further recommended policy changes.

Contract Update

As of 6:30 pm June 4th, there are 4.75 hours remaining in my contract. I anticipate these will be fully used by end of day June 5th by the Board meeting, minutes, and interview. Since I still need to retrieve and post candidate nominations and complete the handover document, any hours beyond our contract will be added to your final invoice.

Total contract hours (new agreement)	100
Hours used previously	84.5
Hours used May 29-June 4, 2024	10.75
Hours remaining before June 6th	4.75

Annual Survey Input Form	2022	Locked Unlock Approve
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Sparwood Public Library

B.C. PUBLIC LIBRARIES STATISTICS

B.C. Public Libraries Statistics

Welcome to the Annual Survey Input Form. Please read the instructions in each section carefully, and contact Aidan.Fortier@gov.bc.ca with any questions or concerns. To see definitions of each question, click the Question Definitions button at the top of the form, or click any individual question number.

CORE PRE-FILLED DATA

Core Pre-Filled Data

This section contains pre-filled data provided by the Province. Please verify that the data is correct, and notify Aidan.Fortier@gov.bc.ca if any changes are required.

Library System

1 Legal Name of Library System	Sparwood Public Library	
2 Short Name of Library System	Sparwood Public Library	
101 Library Symbol	BSPA	
3 Type of Library System	Public Library Association	
104 Library ILS	Evergreen Sitka	
102 Library Federation	Kootenay LF	
4 Estimated Service Population	5,146	5,096
41 Population Estimate Year	2022 Estimate	2021 Estimate
5 Grant Population	4,756	4,756
52 Grant Population Year	2016 Census	2016 Census
840 Full Service points	1	

Interlibrary Loan - Lending

631 Items Lent - Outlook Online	418	321
632 Items Lent - ILL Exceptions (Within Canada)		3
633 Items Lent - ILL Exceptions (Out of Canada)		
665 Items Lent - Sitka DPR	1,349	1,348
650 Items Lent - Total	1,767	1,672
640 Interlibrary loan requests received from other libraries	1,955	1,820
655 Interlibrary loan lending fill rate for requests received	90.4%	91.9%
656 Items Lent - Provincial Resource Sharing Grant	1,767	1,672

Interlibrary Loan - Borrowing

636 Items Borrowed - Outlook Online	111	104
637 Items Borrowed - ILL Exceptions (Within Canada)		
639 Items Borrowed - ILL Exceptions (Out of Canada)		
660 Items Borrowed - Sitka DPR	944	1,116
635 Items Borrowed - Total	1,055	1,220
630 Interlibrary loan requests made to other libraries	1,084	1,283
638 Interlibrary loan borrowing fill rate for loan requests made to other libraries	97.3%	95.1%

CORE BRANCH DATA

Core Branch Data

This section contains required branch-level data, used to calculate totals in the Core Input Data section below. For optional branch-level indicators, scroll down to the Supplemental Branch Data section. If your library has only a single branch, ignore this section. Some branch-level data has been pre-filled for indicators that are unlikely to change from year to year. If updates are required, please delete the pre-filled data and input the updated value.

CORE INPUT DATA

Core Input Data

This section contains key metrics required by the Province. Some fields are pre-filled with values from the BC Libraries Cooperative, or from previous years where applicable. If changes to pre-filled data in this section are required, please add a note regarding the discrepancy by clicking the Add Notes button (pen & paper icon) next to the data field.

White fields in this section are required, and data in these fields will be published in the Annual Statistics dataset. Grey fields in this section are auto-calculated from branch-level data or core data subtotals. If auto-calculated totals are not updating correctly, click the Recalculate button in the top-left corner of the form. If the issue persists, use the Add Notes button (pen & paper icon) next to the data field to explain the discrepancy.

Core System & Facilities

Grey fields in this section are auto-calculated from the Core Branch Data section above. If your library has multiple branches, confirm that calculated branch totals are correct by copying the value into the corresponding white field, or write in the correct value and use the Add Notes button to explain the discrepancy. If your library has only a single branch, ignore the Branch Total rows and enter values directly in the white fields.

106 Strategic (Service) Plan	No	
802 Facility Owner	Library	
860x Branch total: space/size, sq metres	0.00	0.00
860 Total space/size, sq metres (all service points)	433.00	
865x Branch total: space for public use, sq metres	0.00	
865 Total space for public use, sq metres (all service points)	300.00	
864x Branch total: visitor/meeting room capacity	0	

864 Total visitor/meeting room capacity (all service points)	22	25
862x Branch total: public seating	0	
862 Total public seating (all service points)	20	50
920x Branch total: Days open per year	0	0
920 Total days open per year (all service points)	261	280
890x Branch total: Hours open per year	0	0
890 Total hours open per year (all service points)	1,721	2,200
970x Branch total: number of service points with wireless internet access	0	
970 Number of service points with wireless internet	1	
960x Branch Total: Number of public access computers	0	8
960 Total computers available for public use in library system	8	8
975x Branch total: Number of photocopiers	0	0
975 Total number of photocopiers in library system	1	1

Core Registrations

535 Total new registrations	172	136
540 Total active cardholders at year-end	627	1,053

eResource Data

Enter any electronic resource collections not managed through the BC Libraries Cooperative Consortium. Select n/a where no data is available or the question is not applicable to the collection. As best suits your library data needs, you may either enter multiple collections of the same category (e.g. same collection type, resource type, or access model) per row, or enter additional rows to record an itemized list of collections.

8	8	8		46,030	90,385	0	2,116				
497 Collection Name(s)	498 Consortium?	499 Resource Type(s)	500 Subscriptions/licenses	501 Collection size (titles)	502 Collection size (volumes)	504 Session Count	505 Usage count				
Overdrive eBooks	Yes	eBooks eAudiobooks	3	27,849	47,488	62,165	90,575	20	1,041	2,478	
Overdrive eAudiob	Yes	eBooks eAudiobooks	3	13,760	47,488	28,220	90,575	20	812	2,478	
Overdrive Magazir	Yes	eBooks eAudiobooks eMagazines/ePeriodicals Streaming Video	3	4,421	47,488		90,575	20	259	2,478	
Academic Search	Yes	Databases eLearning Platforms Other	3	0	47,488	0	90,575	0	20	1	2,478
Consumer Health	Yes	Databases eLearning Platforms Other	3	0	47,488	0	90,575	0	20	3	2,478
Consumer Health	Yes	Databases eLearning Platforms Other	3	0	47,488		90,575	0	20	0	2,478
NoveList	Yes	Databases eLearning Platforms Other	3	0	47,488	0	90,575	0	20	0	2,478
Novelist Plus	Yes	Databases eLearning Platforms Other	3	0	47,488	0	90,575	0	20	0	2,478

Core Collections

300 Total print volumes held	21,190	24,500
450 Total audio-visual volumes held	861	895
460 Total physical materials, volumes held	22,051	25,395
470 Total electronic volumes held		90,575
490 Total materials, volumes held	902	25,395
510 Total electronic materials, titles held		47,488

Core Circulation

556 Total circulation of print and other physical materials	18,585	20,386
579 Total circulation and/or usage count of electronic materials ¹		2,478
560 Circulation of all materials	18,585	20,386
735 Total Sessions, all electronic collections ²		20
593 In library use of materials. Value to be published in Annual Statistics.	1,728	450
594 Total circulation, including in-house use	20,313	20,836

Core Visits

Branch-level data for this section can optionally be entered in the Supplemental Branch Data section below. Alternatively, enter totals directly in the white fields here.

775x Branch total: In-person visits ³	0	0
772 In-person visits. Annual equivalent based on Typical Week.	10,150	15,350
775 In-person visits. Value to be published in annual statistics. ⁴	n.d.	5,500
766 Library virtual visits (website & catalogue).	5,947	6,334
769 Total library visits (in-person & virtual)	5,947	11,834
743 Public access workstation sessions (estimate from Typical Week)	1,100	555
748 Public access workstation sessions. Value to be published in annual statistics.	n.d.	555
972 Number of times wireless Internet was used	n.d.	n.d.
610x Branch total: Reference transactions	0	0

608 Total reference transactions (estimate from Typical Week)	300	50
610 Total reference transactions. Value to be published in Annual Statistics.	n.d.	150

Core Programming

New virtual and in-person programming data can be optionally entered in the Supplemental System Data section below. Alternatively, enter totals directly here.

749 Number of unique programs	8	1
750 Number of program sessions	71	
721 Active program participation	312	
723 Passive virtual program views	n.d.	
730 Children registered in Kids' Summer Reading Club	n.d.	45

Core Staffing

800 Full-time employees	1	1
810 Part-time employees	2	5
815 Total employees	3	6
783 Professional Librarians ✓	0	n/a
784 Library Technicians ✓	0	n/a
830 Volunteers	n.d.	3
831 Volunteer necessity	No	

Revenue

10 Municipal support	\$ \$214,391	\$200,821
20 Regional district support	\$ \$24,462	\$23,982
30 Total local government support	\$ \$238,853	\$224,803
50 Provincial operating grant	\$ \$15,782	\$15,782
51 Resource sharing grant	\$ \$3,138	\$3,138
56 Literacy (Equity) grant	\$ \$6,430	\$6,430
58 OneCard grant	\$ \$7,400	\$7,400
60 Other PLB grants	\$ \$31,139	\$10,632
65 Total PLB grants	\$ \$63,889	\$32,750
135 Total Other Revenue	\$ \$16,523	\$21,889
140 Total revenue	\$ \$319,265	\$279,442
150 Transfers from reserve funds	\$	n.d.

Expenditure

Expenditure - Electronic Resources

Detailed expenditure line on types of electronic resources. Libraries who have contractual obligations to not disclose specific prices paid for specific services may report a general sum under question 169 (Electronic Resources Expenditure - Other Electronic Resources)

165 Electronic Resources Expenditure - eBooks and eAudioBooks	\$2,026.09	\$0.00
166 Electronic Resources Expenditure - Databases (FullText)	\$2,249.82	\$4,002.00
167 Electronic Resources Expenditure - eLearning Platforms		\$0.00
168 Electronic Resources Expenditure - Streaming Services		\$0.00
169 Electronic Resources Expenditure - Other Electronic Resources		\$0.00

Expenditure Subtotals

155 Salaries and benefits	\$146,923	\$126,208
160 Physical library materials	\$32,612	\$32,968
170 Electronic library materials	\$4,276	\$4,002
180 Total library materials (physical and electronic) expenditure	\$36,888	\$36,970
200 Computer systems and telecommunications	\$16,244	\$6,415
210 Library facilities	\$37,378	\$63,823
220 Capital expenditure	\$9,471	\$0
240 Other expenditure	\$40,594	\$30,626
250 Total expenditure	\$287,498	\$169,593
275 Transfers to reserve funds	\$10,000	\$10,000
245 Amortization of tangible assets	\$12,237	\$13,727

SUPPLEMENTAL BRANCH DATA

Supplemental Branch Data

This section is optional - you may answer the questions at your discretion, as best suits your library's data needs. Data entered in this section is used to auto-calculate totals in the Supplemental System Data and Core Data Input sections. If the totals are not updating correctly, click the Recalculate button in the top-left corner of the form. Some fields in this section are pre-filled with values from the BC Libraries Coop, or from previous years where applicable. If changes to pre-filled data are required, please add a note regarding the discrepancy by clicking the Add Notes button (pen & paper icon) next to the data field.

SUPPLEMENTAL SYSTEM DATA

Supplemental System Data

This section is optional - you may answer the questions at your discretion, as best suits your library's data needs. Some fields in this section are auto-calculated from the Supplemental Branch Data section. If the totals are not updating correctly, click the Recalculate button in the top-left corner of the form. Some fields in this section are pre-filled with values from the BC Libraries Coop, or from previous years where applicable. If

changes to auto-calculated or pre-filled data are required, please add a note regarding the discrepancy by clicking the Add Notes button (pen & paper icon) next to the data field.

Supplemental System & Facilities

841 Stationary full-service points ✓	1
842 Mobile full-service points ✓	0
843 Limited service points ✓	2
850 Other occupied facilities	0
851 Remote materials access	Yes
854 Do you have any Shared Space facilities?	No
852 Do you have any LEED certified library buildings?	No
1410 Number of active social media accounts	1
921x Branch total: days of curbside-only service per year	0
921 Days of curbside-only service per year - all service points	0
891x Branch total: hours of curbside-only service per year	0
891 Hours of curbside-only service per year - all service points	0

Supplemental Registrations

532 Active resident cardholders at year-end ✓	837	732
534 Active non-resident cardholders at year-end ✓	5	5
538 Active BC OneCard cardholders at year-end ✓		316
545 Number of registered children and youths with active cards. ✓	247	202

Supplemental Collections

280 Catalogued print volumes held ✓	20,635	21,016
290 Uncatalogued print volumes held ✓	1,860	2,500
340 Print periodicals, subscriptions held	41	50
355 Print materials in non-official languages, volumes held ✓	0	0
455 Audio-visual materials in non-official languages, volumes held ✓	0	0
456 Total physical materials in non-official languages, volumes held	0	0
360 Restricted circulation talking books, volumes held ✓	19	19
325 Total print titles held	19,884	20,581
454 Audio-visual materials, titles held	921	910
350 Print periodicals, titles held	39	50
464 Total physical materials, titles held	20,844	21,541
494 Total materials, titles held	20,805	21,541

Supplemental Circulation

551 Circulation of print and other physical materials to resident cardholders ✓	11,758	10,807
552 Circulation of print and other physical materials to non-resident cardholders ✓	15	84
555 Total circulation of print and other physical materials to BC OneCard cardholders ✓	7,962	9,495
565 Circulation of children's materials ✓	6,885	9,483
567 Circulation of restricted circulation audio materials (e.g. DAISY) ✓	0	1
981 Equipment lending, items lent		3

Supplemental Programming

746 In-person program sessions	3
753 In-person program attendance	31
747 Virtual program sessions	25
754 Live virtual program attendance	15
725 Total recorded virtual program views	33
755 Take-home program kits prepared	800
756 Take-home program kits delivered	700
713 Total child and youth program sessions	2
718 Total child and youth program attendance	64
674 Total Newcomer / ELL program sessions	0
672 Attendance at Newcomer / ELL programs	0
734 Young adults registered in Teen Reading Club	75

Supplemental Staffing

740 Professional Librarians, hours worked	0
741 Professional librarians, FTE	0.0
742 Library Technicians, hours worked	0
751 Library technicians, FTE	0.0
752 Community Librarians, hours worked	2,300
761 Community librarians, FTE	1.3
770 Other Staff, hours worked	3,000
771 Other staff, FTE	1.6
780 Total Employees, hours worked	5,300

781 Total employees, FTE	2.9
820 Volunteers, hours worked	100
821 Volunteers FTE	0.1

SURVEY FEEDBACK

Survey Feedback

This section is optional - if you have any feedback to help us improve the Annual Survey, please provide it here. Consider commenting on:

- Survey format and ease of use
- Problematic questions in need of revision
- New questions (e.g. new COVID metrics) to add to the Supplemental section
- Existing system-level questions to add at the branch level
- Supplemental questions to move to the Core section to ensure consistent reporting from all libraries
- Retired questions to return to the Supplemental section
- Obsolete/irrelevant questions to consider retiring

1301 How would you rate this survey in terms of your library data needs?	
1305 General feedback	

Provincial Grants

- ¹, 579 No data (0-2024-05-24)
- ², 735 No data (0-2024-05-24)
- ³, 775x In person visits were not measured in 2022 (0-2024-05-24)
- ⁴, 775 In person visits were not measured in 2022 (0-2024-05-28)

Annual Survey Input Form	2023	Locked Unlock Approve
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Sparwood Public Library

B.C. PUBLIC LIBRARIES STATISTICS

B.C. Public Libraries Statistics

Welcome to the Annual Survey Input Form. Please read the instructions in each section carefully, and contact Aidan.Fortier@gov.bc.ca with any questions or concerns. To see definitions of each question, click the Question Definitions button at the top of the form, or click any individual question number.

CORE PRE-FILLED DATA

Core Pre-Filled Data

This section contains pre-filled data provided by the Province. Please verify that the data is correct, and notify Aidan.Fortier@gov.bc.ca if any changes are required.

Library System

1 Legal Name of Library System	Sparwood Public Library	
2 Short Name of Library System	Sparwood Public Library	
101 Library Symbol	BSPA	
3 Type of Library System	Public Library Association	
104 Library ILS	Evergreen Sitka	
102 Library Federation	Kootenay LF	
4 Estimated Service Population	5,289	5,146
41 Population Estimate Year	2023 Estimate	2022 Estimate
5 Grant Population	5,086	4,756
52 Grant Population Year	2021 Census	2016 Census
840 Full Service points	1	

Interlibrary Loan - Lending

631 Items Lent - Outlook Online	355	418
632 Items Lent - ILL Exceptions (Within Canada)		
633 Items Lent - ILL Exceptions (Out of Canada)		
665 Items Lent - Sitka DPR	1,141	1,349
650 Items Lent - Total	1,496	1,767
640 Interlibrary loan requests received from other libraries	1,748	1,955
655 Interlibrary loan lending fill rate for requests received	85.6%	90.4%
656 Items Lent - Provincial Resource Sharing Grant	1,496	1,767

Interlibrary Loan - Borrowing

636 Items Borrowed - Outlook Online	95	111
637 Items Borrowed - ILL Exceptions (Within Canada)	0	
639 Items Borrowed - ILL Exceptions (Out of Canada)		
660 Items Borrowed - Sitka DPR	653	944
635 Items Borrowed - Total	748	1,055
630 Interlibrary loan requests made to other libraries	826	1,084
638 Interlibrary loan borrowing fill rate for loan requests made to other libraries	90.6%	97.3%

CORE BRANCH DATA

Core Branch Data

This section contains required branch-level data, used to calculate totals in the Core Input Data section below. For optional branch-level indicators, scroll down to the Supplemental Branch Data section. If your library has only a single branch, ignore this section. Some branch-level data has been pre-filled for indicators that are unlikely to change from year to year. If updates are required, please delete the pre-filled data and input the updated value.

CORE INPUT DATA

Core Input Data

This section contains key metrics required by the Province. Some fields are pre-filled with values from the BC Libraries Cooperative, or from previous years where applicable. If changes to pre-filled data in this section are required, please add a note regarding the discrepancy by clicking the Add Notes button (pen & paper icon) next to the data field.

White fields in this section are required, and data in these fields will be published in the Annual Statistics dataset. Grey fields in this section are auto-calculated from branch-level data or core data subtotals. If auto-calculated totals are not updating correctly, click the Recalculate button in the top-left corner of the form. If the issue persists, use the Add Notes button (pen & paper icon) next to the data field to explain the discrepancy.

Core System & Facilities

Grey fields in this section are auto-calculated from the Core Branch Data section above. If your library has multiple branches, confirm that calculated branch totals are correct by copying the value into the corresponding white field, or write in the correct value and use the Add Notes button to explain the discrepancy. If your library has only a single branch, ignore the Branch Total rows and enter values directly in the white fields.

106 Strategic (Service) Plan	No	
802 Facility Owner	Library	
860x Branch total: space/size, sq metres	0.00	0.00
860 Total space/size, sq metres (all service points)	433.00	
865x Branch total: space for public use, sq metres	0.00	0.00
865 Total space for public use, sq metres (all service points)	300.00	

864x Branch total: visitor/meeting room capacity	0	0
864 Total visitor/meeting room capacity (all service points)	22	22
862x Branch total: public seating	0	0
862 Total public seating (all service points)	20	20
920x Branch total: Days open per year	0	0
920 Total days open per year (all service points) ¹	166	261
890x Branch total: Hours open per year	0	0
890 Total hours open per year (all service points) ²	1,079	1,721
970x Branch total: number of service points with wireless internet access	0	0
970 Number of service points with wireless internet	1	
960x Branch Total: Number of public access computers	0	0
960 Total computers available for public use in library system	8	8
975x Branch total: Number of photocopiers	0	0
975 Total number of photocopiers in library system	1	1

Core Registrations

535 Total new registrations	165	172
540 Total active cardholders at year-end	633	627

eResource Data

Enter any electronic resource collections not managed through the BC Libraries Cooperative Consortium. Select n/a where no data is available or the question is not applicable to the collection. As best suits your library data needs, you may either enter multiple collections of the same category (e.g. same collection type, resource type, or access model) per row, or enter additional rows to record an itemized list of collections.

15	15	15	15	46,851	94,255	0	2,705
497 Collection Name(s)	498 Consortium?	499 Resource Type(s)	500 Subscriptions/licenses	501 Collection size (titles)	502 Collection size (volumes)	504 Session Count	505 Usage count
Academic Search	Yes	Databases eLearning Platforms Other	1 8	0 46,030	0 90,385	0	2 2,116
Associated Press	Yes	Databases eLearning Platforms Other	1 8	0 46,030	0 90,385	0	0 2,116
Business Source F	Yes	Databases eLearning Platforms Other	1 8	0 46,030	0 90,385	0	1 2,116
Consumer Health	Yes	Databases eLearning Platforms Other	1 8	0 46,030	0 90,385	0	4 2,116
Consumer Health	Yes	Databases eLearning Platforms Other	1 8	0 46,030	0 90,385	0	0 2,116
Image Collection (I	Yes	Databases eLearning Platforms Other	1 8	0 46,030	0 90,385	0	0 2,116
MarketLine Comp	Yes	Databases eLearning Platforms Other	1 8	0 46,030	0 90,385	0	0 2,116
MasterFILE Premi	Yes	Databases eLearning Platforms Other	1 8	0 46,030	0 90,385	0	0 2,116
NoveList (EBSCO)	Yes	Databases eLearning Platforms Other	1 8	0 46,030	0 90,385	0	0 2,116
Primary Search (E	Yes	Databases eLearning Platforms Other	1 8	0 46,030	0 90,385	0	0 2,116
Regional Business	Yes	Databases eLearning Platforms Other	1 8	0 46,030	0 90,385	0	0 2,116
eBook Collection (Yes	Databases eLearning Platforms Other	1 8	0 46,030	0 90,385	0	0 2,116
OverDrive Magazi	Yes	eAudiobooks eMagazines/ePeriodicals Streaming Video	1 8	4,755 46,030	90,385	0	540 2,116
OverDrive eBooks	Yes	eBooks eAudiobooks	1 8	27,764 46,030	64,265 90,385	0	1,004 2,116
OverDrive eAudiot	Yes	eBooks eAudiobooks	1 8	14,332 46,030	29,990 90,385	0	1,154 2,116
		eBooks eAudiobooks	8 8	0 46,030	0 90,385	0	0 2,116
		eBooks eAudiobooks	8 8	0 46,030	0 90,385	0	0 2,116

Core Collections

300 Total print volumes held	22,066	21,190
450 Total audio-visual volumes held	876	861
460 Total physical materials, volumes held	22,942	22,051
470 Total electronic volumes held	94,255	90,575
490 Total materials, volumes held	95,131	902
510 Total electronic materials, titles held	46,851	47,488

Core Circulation

556 Total circulation of print and other physical materials	14,491	18,585
579 Total circulation and/or usage count of electronic materials	2,705	2,478
560 Circulation of all materials	17,196	18,585
735 Total Sessions, all electronic collections	28	20
593 In library use of materials. Value to be published in Annual Statistics.	1,300	1,728
594 Total circulation, including in-house use	18,496	20,313

Core Visits

Branch-level data for this section can optionally be entered in the Supplemental Branch Data section below. Alternatively, enter totals directly in the white fields here.

775x Branch total: In-person visits	0	0
772 In-person visits. Annual equivalent based on Typical Week.	0	10,150
775 In-person visits. Value to be published in annual statistics. ³	6,026	n.d.
766 Library virtual visits (website & catalogue).	7,999	5,947
769 Total library visits (in-person & virtual)	14,025	5,947
743 Public access workstation sessions (estimate from Typical Week)	0	1,100
748 Public access workstation sessions. Value to be published in annual statistics.	n.d.	n.d.
972 Number of times wireless Internet was used	n.d.	n.d.
610x Branch total: Reference transactions	0	0
608 Total reference transactions (estimate from Typical Week)	0	300
610 Total reference transactions. Value to be published in Annual Statistics.	n.d.	n.d.

Core Programming

New virtual and in-person programming data can be optionally entered in the Supplemental System Data section below. Alternatively, enter totals directly here.

749 Number of unique programs	8	8
750 Number of program sessions	90	71
721 Active program participation	521	312
723 Passive virtual program views	n.d.	n.d.
730 Children registered in Kids' Summer Reading Club ⁴	n.a.	n.d.

Core Staffing

800 Full-time employees	1	1
810 Part-time employees ⁵	2	2
815 Total employees	3	3
783 Professional Librarians ✓	0	0
784 Library Technicians ✓	0	0
830 Volunteers	n.d.	n.d.
831 Volunteer necessity	n.d.	n.d.

Revenue

10 Municipal support	\$ \$218,685	\$214,391
20 Regional district support	\$ \$24,951	\$24,462
30 Total local government support	\$ \$243,636	\$238,853
50 Provincial operating grant	\$ \$16,275	\$15,782
51 Resource sharing grant	\$ \$3,958	\$3,138
56 Literacy (Equity) grant	\$ \$6,500	\$6,430
58 OneCard grant	\$ \$7,400	\$7,400
60 Other PLB grants	\$ \$171,294	\$31,139
65 Total PLB grants	\$ \$205,427	\$63,889
135 Total Other Revenue	\$ \$18,358	\$16,523
140 Total revenue	\$ \$467,421	\$319,265
150 Transfers from reserve funds	\$ n.a.	n.d.

Expenditure**Expenditure - Electronic Resources**

Detailed expenditure line on types of electronic resources. Libraries who have contractual obligations to not disclose specific prices paid for specific services may report a general sum under question 169 (Electronic Resources Expenditure - Other Electronic Resources)

165 Electronic Resources Expenditure - eBooks and eAudioBooks	\$2,112.00	\$2,026.09
166 Electronic Resources Expenditure - Databases (FullText)	\$3,763.35	\$2,249.82
167 Electronic Resources Expenditure - eLearning Platforms		\$0.00
168 Electronic Resources Expenditure - Streaming Services		\$0.00
169 Electronic Resources Expenditure - Other Electronic Resources		\$0.00

Expenditure Subtotals

155 Salaries and benefits	\$164,998	\$146,923
160 Physical library materials	\$23,214	\$32,612

170 Electronic library materials	\$5,875	\$4,276
180 Total library materials (physical and electronic) expenditure	\$29,089	\$36,888
200 Computer systems and telecommunications	\$18,407	\$16,244
210 Library facilities	\$50,689	\$37,378
220 Capital expenditure	\$641	\$9,471
240 Other expenditure	\$32,696	\$40,594
250 Total expenditure	\$296,520	\$287,498
275 Transfers to reserve funds	\$16,000	\$10,000
245 Amortization of tangible assets	\$11,595	\$12,237

SUPPLEMENTAL BRANCH DATA

Supplemental Branch Data

This section is optional - you may answer the questions at your discretion, as best suits your library's data needs. Data entered in this section is used to auto-calculate totals in the Supplemental System Data and Core Data Input sections. If the totals are not updating correctly, click the Recalculate button in the top-left corner of the form. Some fields in this section are pre-filled with values from the BC Libraries Coop, or from previous years where applicable. If changes to pre-filled data are required, please add a note regarding the discrepancy by clicking the Add Notes button (pen & paper icon) next to the data field.

SUPPLEMENTAL SYSTEM DATA

Supplemental System Data

This section is optional - you may answer the questions at your discretion, as best suits your library's data needs. Some fields in this section are auto-calculated from the Supplemental Branch Data section. If the totals are not updating correctly, click the Recalculate button in the top-left corner of the form. Some fields in this section are pre-filled with values from the BC Libraries Coop, or from previous years where applicable. If changes to auto-calculated or pre-filled data are required, please add a note regarding the discrepancy by clicking the Add Notes button (pen & paper icon) next to the data field.

Supplemental System & Facilities

841 Stationary full-service points ✓	1	
842 Mobile full-service points ✓	0	
843 Limited service points ✓	2	
850 Other occupied facilities	0	
851 Remote materials access	Yes	
854 Do you have any Shared Space facilities?	No	
852 Do you have any LEED certified library buildings?	No	
1410 Number of active social media accounts	1	
921x Branch total: days of curbside-only service per year	0	0
921 Days of curbside-only service per year - all service points		0
891x Branch total: hours of curbside-only service per year	0	0
891 Hours of curbside-only service per year - all service points		0

Supplemental Registrations

532 Active resident cardholders at year-end ✓	633	837
534 Active non-resident cardholders at year-end ✓	11	5
538 Active BC OneCard cardholders at year-end ✓	255	316
545 Number of registered children and youths with active cards. ✓	131	247

Supplemental Collections

280 Catalogued print volumes held ✓	22,066	20,635
290 Uncatalogued print volumes held ✓	1,860	1,860
340 Print periodicals, subscriptions held	41	41
355 Print materials in non-official languages, volumes held ✓	0	0
455 Audio-visual materials in non-official languages, volumes held ✓	0	0
456 Total physical materials in non-official languages, volumes held	0	0
360 Restricted circulation talking books, volumes held ✓	19	19
325 Total print titles held	21,431	19,884
454 Audio-visual materials, titles held	891	921
350 Print periodicals, titles held	170	39
464 Total physical materials, titles held	22,492	20,844
494 Total materials, titles held	69,173	20,805

Supplemental Circulation

551 Circulation of print and other physical materials to resident cardholders ✓	8,109	11,758
552 Circulation of print and other physical materials to non-resident cardholders ✓	415	15
555 Total circulation of print and other physical materials to BC OneCard cardholders ✓	5,967	7,962
565 Circulation of children's materials ✓	7,394	6,885
567 Circulation of restricted circulation audio materials (e.g. DAISY) ✓	0	0
981 Equipment lending, items lent		3

Supplemental Programming

746 In-person program sessions	3
753 In-person program attendance	31

747 Virtual program sessions	25
754 Live virtual program attendance	15
725 Total recorded virtual program views	33
755 Take-home program kits prepared	800
756 Take-home program kits delivered	700
713 Total child and youth program sessions	2
718 Total child and youth program attendance	64
674 Total Newcomer / ELL program sessions	0
672 Attendance at Newcomer / ELL programs	0
734 Young adults registered in Teen Reading Club	75

Supplemental Staffing

740 Professional Librarians, hours worked	0
741 Professional librarians, FTE	0.0 0.0
742 Library Technicians, hours worked	0
751 Library technicians, FTE	0.0 0.0
752 Community Librarians, hours worked	2,300
761 Community librarians, FTE	0.0 1.3
770 Other Staff, hours worked	3,000
771 Other staff, FTE	0.0 1.6
780 Total Employees, hours worked	0 5,300
781 Total employees, FTE	0.0 2.9
820 Volunteers, hours worked	100
821 Volunteers FTE	0.0 0.1

SURVEY FEEDBACK

Survey Feedback

This section is optional - if you have any feedback to help us improve the Annual Survey, please provide it here. Consider commenting on:

- Survey format and ease of use
- Problematic questions in need of revision
- New questions (e.g. new COVID metrics) to add to the Supplemental section
- Existing system-level questions to add at the branch level
- Supplemental questions to move to the Core section to ensure consistent reporting from all libraries
- Retired questions to return to the Supplemental section
- Obsolete/irrelevant questions to consider retiring

1301 How would you rate this survey in terms of your library data needs?	
1305 General feedback	

Provincial Grants

- ¹, 920 Library was closed from late October through year end. (0-2024-05-02)
- ², 890 Library was closed from late October through year end. (0-2024-05-02)
- ³, 775 In-person visits were only recorded from March to September 2023 (0-2024-05-24)
- ⁴, 730 SPL did not participate in the 2023 Summer Reading Club. (0-2024-05-02)
- ⁵, 810 SPL also employed several casual employees. (0-2024-05-24)

2023 PROVINCIAL PUBLIC LIBRARY GRANT REPORT (PLGR)

LIBRARY NAME:

Sparwood Public Library Association

CHECKLIST

For the PLGR 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. INTRODUCTION](#)
- [2. FEATURED INITIATIVES](#)
- [3. CHALLENGES](#)
- [4. BOARD APPROVAL](#)

1. INTRODUCTION

Library and Community Profile – provide a brief description of your library and the community it serves (e.g., demographics, local economy, governmental relations, historical context, current issues, etc.).

Sparwood is a community of 4200 people in the East Kootenays. The Sparwood Public Library Association was established in 1974, and has grown from a small informal library in a church basement to a freestanding community library providing full day service 4 days a week.

2023 Year in Review – Highlight activities and accomplishments that the library has focused on this year. Briefly outline how library funding (local, provincial, annual, one-time/targeted) has been used or earmarked for library services and/or special initiatives to meet community needs.

Although 2023 had its challenges, SPL offered 90 programs to over 500 people and participated in the annual Canadian Volunteer Income Tax Program.

SPL began recording in-person visits in March 2023 and between March and September saw an average of 861 visitors per month.

Funding from the District of Sparwood, Regional District of East Kootenay, and the Public Library Branch's 2023 funding (Per capita operating grant, resource sharing grant, and BC

OneCard) supported our core operations including staffing, collections and programming until the closure in October 2023.

From late 2023 to March 4 2024, the library was closed and unable to offer services due to staffing shortages.

The Enhancement grant is intended to spend over 3 years and will be used to restore and build stable operations to improve community access. In 2023, SPL expended \$11,896.91 of the grant, primarily on external support to build a reopening plan, on library director recruitment, and on minor interior improvements for the library facility. In 2024 the bulk of these expenses will be reported in SPL's 2024 grant report.

2. FEATURED INITIATIVES

Please describe any significant initiatives the library has undertaken in the past year, focusing particularly on use of the 2022 COVID-19 Relief & Recovery (CRR) and Emergency Planning & Preparedness (EPP) Grants, and plans to use the 2023 Enhancement Grant. To report on multiple initiatives, "copy" the blank table below and insert additional tables as needed using the "paste" function. Use one table per initiative.

Initiative Title	
Reopening Plan	
What is the nature of this initiative? (both may apply)	
<input checked="" type="checkbox"/> New targeted initiatives	<input checked="" type="checkbox"/> Supporting/enhancing existing operations
Area of Operations (select as many as apply)	
<input type="checkbox"/> Basic operations <input type="checkbox"/> Salaries & benefits <input type="checkbox"/> Lease & utilities <input type="checkbox"/> Collections	<input type="checkbox"/> Technology <input type="checkbox"/> In-house patron software/hardware <input type="checkbox"/> Loanable hardware <input type="checkbox"/> Staff software/hardware <input type="checkbox"/> Connectivity
<input type="checkbox"/> Facility upgrades	<input type="checkbox"/> Library programming
<input type="checkbox"/> Strategic planning and governance	<input type="checkbox"/> Staff development
<input type="checkbox"/> Emergency preparedness	<input type="checkbox"/> Community outreach
<input type="checkbox"/> Other (please specify): Preparing the library to reopen following a closure.	
Social Impact (select as many as apply)	
<input type="checkbox"/> Accessibility and inclusion	<input type="checkbox"/> Environmental sustainability, climate action
<input type="checkbox"/> Mental health and wellness	<input type="checkbox"/> Reconciliation and Indigenous relations
<input checked="" type="checkbox"/> Other (please specify): Core services	
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.	
Following a closure, the SPL Board sought the support of a library consultant who began work in December 2023 on a reopening plan. The plan covered all aspects of library operations including HR, Collections, Facility, and daily operations. While the library did not reopen until 2024, we are proud to share that the reopening plan and associated support has been successful in restoring library services to Sparwood and our service area.	
Progress Report – If you have reported on this initiative in a previous year's PLGR, what has changed since then? What progress has been made, or what obstacles have you encountered?	
This is a new initiative, no progress was previously reported. An update will be provided in 2024.	
Budgetary Information – please outline whether/how provincial funding (annual or one-time/targeted e.g., CRR, EPP, Enhancement Grants) contributes to the estimated cost of this initiative.	
The costs associated with reopening the library are shared among annual and one-time funding. Annual grant funding supports the wages of staff, collection development and other operating costs, which all needed to be restarted for reopening. The enhancement grant was used to engage a consultant to coordinate this work. This initiative will stretch into Q2 2024.	
Rationale – Why was this initiative prioritized? (e.g. fulfilling commitments under strategic plan, responding to emergent community need, availability of funding, etc.)	
Sparwood Public Library urgently needed to reopen to restore community services, and required operational expertise and support to do so.	
What impacts does/will this initiative have on the library and/or the community? Please include any applicable metrics or quantitative data to demonstrate impact.	
The closure in 2023 limited access to the library and had a detrimental impact on the community. In 2023, the library was open 95 fewer days than in 2022. Restoring access to core library services has a major impact on Sparwood residents, which includes a large number of home schooling families, heavy ILL users, and residents of all ages who rely on the library for information, recreation, computer, printing and scanning services, and much more.	

3. CHALLENGES

The following topics have been identified as recurrent themes in prior years' PLGRs, along with challenges that have surfaced throughout the current year. Use the 'Other' row at the bottom of the table to include any ongoing or past challenges that are not included in this list. If you have more than one 'Other' item to add, please "copy" the last row and use the "paste" function to insert additional rows as needed.

Please use the check boxes in the 'Rating' column to specify how severely your library has been impacted by each challenge in the past year. If a listed challenge does not affect your library, you may leave that row blank.

Use the 'Response' column to briefly describe how the challenge has affected your library in the past year, and what actions your library has taken to address it, referring to the Featured Initiatives section above where applicable. If no action was taken, explain what the barriers are.

Challenge	Rating	Response
Financial pressure (e.g., rising costs, reduced revenues, forecasting uncertainty, local budget)	<input checked="" type="checkbox"/> High concern <input type="checkbox"/> Moderate concern <input type="checkbox"/> Least concern	<p>Sparwood Public Library has relied on an annual 2% operational increase from the District of Sparwood. However, going forward, the cost of inflation on library materials and facilities costs, and increases to total compensation as a result of bargaining will require greater funding to maintain a consistent level of service. The Board plans to prepare a realistic budget request for 2025 funding and present it to Council.</p> <p>SPL is grateful for the Ministry's support with a 3 year enhancement grant which is being used to support our reopening and stabilization costs.</p>

<p>Governance (e.g., changes on the library board, relationship/conversations with local government)</p>	<p><input checked="" type="checkbox"/> High concern <input type="checkbox"/> Moderate concern <input type="checkbox"/> Least concern</p>	<p>SPLA struggled with governance practices in 2023 following the election of a new Board at the May AGM. With several new board members, the Board faced an immediate crisis, requiring outside support to help get back on track. For a period of several months (May – December) basic governance practices such as sharing agendas with reports and recording minutes were not practiced. This shifted in December 2023 when the Board began to formalize its practices.</p>
<p>Emergency response (e.g., fires, floods, extreme weather)</p>	<p><input checked="" type="checkbox"/> High concern <input type="checkbox"/> Moderate concern <input type="checkbox"/> Least concern</p>	
<p>Staffing (e.g., recruitment and retention, mental health, and wellness)</p>	<p><input checked="" type="checkbox"/> High concern <input type="checkbox"/> Moderate concern <input type="checkbox"/> Least concern</p>	<p>In 2023 SPL’s long time Director left the organization, and several staff resigned and went on leave, leading to a prolonged library closure. Library staff certified with CUPE in 2023 and bargaining will occur in 2024.</p>
<p>Connectivity (e.g., low bandwidth, lack of home internet in the community)</p>	<p><input type="checkbox"/> High concern <input checked="" type="checkbox"/> Moderate concern <input type="checkbox"/> Least concern</p>	<p>There are limited options for connectivity and computer support in Sparwood and the Library is a source of access for many.</p>
<p>Infrastructure/facilities (e.g., aging/damaged, renovations, new builds/upgrades/expansions)</p>	<p><input type="checkbox"/> High concern <input type="checkbox"/> Moderate concern <input checked="" type="checkbox"/> Least concern</p>	
<p>Community access to the library (e.g., geographic isolation, lack of local public transit, building accessibility)</p>	<p><input checked="" type="checkbox"/> High concern <input type="checkbox"/> Moderate concern <input type="checkbox"/> Least concern</p>	<p>Community access to the library was compromised by an extended closure, however the library has now reopened and is offering reliable service four days a week. Longer</p>

		term the board anticipates extending service to evenings and weekends.
Disappearing services in the community (e.g., government, banking, health)	<input type="checkbox"/> High concern <input type="checkbox"/> Moderate concern <input type="checkbox"/> Least concern	
Public health (e.g., COVID-19, vaccinations, access to Telehealth)	<input type="checkbox"/> High concern <input type="checkbox"/> Moderate concern <input checked="" type="checkbox"/> Least concern	
Regulatory impacts (e.g., accessibility, privacy, employment standards)	<input type="checkbox"/> High concern <input checked="" type="checkbox"/> Moderate concern <input type="checkbox"/> Least concern	SPL has work to undertake to come into compliance with the new accessibility regulations, and to undertake a privacy review to ensure compliance with FOIPPA.
Vulnerable communities (e.g., people experiencing homelessness, addiction, mental health crisis)	<input type="checkbox"/> High concern <input type="checkbox"/> Moderate concern <input type="checkbox"/> Least concern	
Sociopolitical tensions (e.g. intellectual freedom, protests, global events, racism, homophobia)	<input type="checkbox"/> High concern <input type="checkbox"/> Moderate concern <input type="checkbox"/> Least concern	
Other (please specify)	<input type="checkbox"/> High concern <input type="checkbox"/> Moderate concern <input type="checkbox"/> Least concern	

4. BOARD APPROVAL

Electronic signatures are acceptable where physical signatures are not feasible.

Library Director Signature: VACANT

Date: _____

Board Chair Signature: _____

Date: _____