



2023 LIBRARY FEDERATION OPERATING GRANT REPORT GUIDE

Library federations have a crucial role in the public library system of British Columbia. Their collaborative efforts ensure that libraries have access to quality resources and innovative services, while offering support to library boards and staff, including professional development and learning opportunities.

By strengthening the public library system and enhancing services, federations are an integral part of Government's commitment that puts people at the centre of everything. [B.C.'s Strategic Plan for Public Library Service](#) and its priorities are grounded in this commitment.

To facilitate the reporting process for the 2023 calendar year, we have provided a separate template for the Library Federation Operating Grant Report (LFGR). The deadline for submitting the 2023 Library Federation Grant Report is **March 1, 2024**.

The template is available here: <https://www2.gov.bc.ca/gov/content/sports-culture/arts-culture/public-libraries/tool-resources-library-administrators/reporting-accountability>

GUIDE TO REPORTING

The Public Libraries Branch - Ministry of Municipal Affairs is committed to assessing the impact of both annual funding and targeted grants on public library services. This includes evaluating the effects of the 2022 COVID-19 Relief & Recovery (CRR) and Emergency Planning & Preparedness (EPP) grants, as well as the 2023 Enhancement Grant.

In addition to federation-specific priorities outlined in each federations grant award letter, the shared priorities for all federations in 2023 encompass the following key areas:

- Improved regional and local shared services delivery.
- Improved access to professional learning opportunities.

- Development/Implementation of strategic plans and regional priorities.
- Service expansion beyond community borders.
- Enhanced communications and membership engagement.
- Streamlining financial, administrative, and shared services.

To facilitate the reporting process, a template has been provided, encompassing the following sections:

- a) Executive summary
- b) Budget Information
- c) Featured Initiatives
- d) Board Approval

Detailed instructions for each section are contained within the template document. Your cooperation in completing this report is crucial in enabling us to comprehensively understand and support the ongoing development of public library services.

PRIVACY CONSIDERATIONS

All grant reports will be published on the Government of B.C. website, so any information provided within these reports becomes public information.

Grant reports must comply with the [Freedom of Information and Protection of Privacy Act](#) requirements. If the report includes any personally identifiable photos, please ensure the photo subjects understand that the report will be published online and that they provide consent.

BOARD APPROVAL

The Federation board is responsible for meeting the conditions detailed in each grant award letter. Please ensure this report is approved by the board and signed by the chair before submitting it to the Public Libraries Branch.

HOW TO SUBMIT

Email your report to PUBLIB@gov.bc.ca by **March 1, 2024**. Please submit the report as a PDF file and include the name of your federation in the subject line.

CAN WE HELP?

If you have any questions about reporting, please contact the Public Libraries Branch team at 1-800-663-7051 or email PUBLIB@gov.bc.ca.

Previous Grant Reports can be reviewed online:

<https://www2.gov.bc.ca/gov/content/sports-culture/arts-culture/public-libraries/tool-resources-library-administrators/reporting-accountability>