



2023 PROVINCIAL PUBLIC LIBRARY GRANT REPORT GUIDE

The Ministry of Municipal Affairs strategically directs provincial funding to enhance access to information and services across public libraries in the province, empowering each library to effectively address the diverse needs of its communities. The ministry seeks to understand the impact of both annual funding and targeted grants, including the 2022 COVID-19 Relief & Recovery (CRR) and Emergency Planning & Preparedness (EPP), as well as the 2023 Enhancement Grant, on public library services.

The Public Library Grant Report (PLGR) template aims to showcase the library and its community, highlighting noteworthy developments and achievements throughout 2023. It provides libraries with the opportunity to provide concrete examples of tangible outcomes and impacts of provincial funding by focusing on specific initiatives.

Below, you'll find information for completing and submitting the PLGR for the 2023 calendar year, due on **March 1, 2024**.

The Ministry of Municipal Affairs, Public Libraries Branch, views the PLGR, along with the Annual Survey and Statement of Financial Information, as essential sources of public information. The reports' provided information helps guide evidence-based policymaking in the province and informs decisions that impact B.C.'s public libraries.

GUIDE TO REPORTING

Please use the 2023 template provided on the public libraries [reporting and accountability page](#). The template provides detailed instructions about what type of information for each section. Use of this template is **mandatory**.

What is new this year

This year, we are shifting away from 'business as usual' reports and are particularly interested in highlighting the impact of provincial grants. We've made a few changes to facilitate this focus:

Introduction: Divided into two parts, the first segment allows libraries to provide information about both the library and its communities. The second part offers an opportunity to summarize the year's activities in an executive summary style.

Featured Initiatives: This section is tailored for libraries to elaborate on notable initiatives undertaken in 2023. Special emphasis should be placed on initiatives facilitated by the COVID-19 Relief & Recovery (CRR), Emergency Planning & Preparedness (EPP), or Enhancement Grants.

Challenges: This section has been modified to include a few new challenges, a scale/rating, and a section for libraries to describe their response to each response (as applicable).

PRIVACY CONSIDERATIONS

The PLGRs will be published on the BC Government website, so any information provided within these reports becomes public information.

PLGRs must comply with the [Freedom of Information and Protection of Privacy](#) requirements. If the PLGR 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

As the official recipient of provincial grant funds, it is critical board members understand the expectations attached to funding for the library. These expectations are outlined in the annual grant award letter distributed at the time of funding. It is imperative to ensure that the PLGR is thoroughly reviewed and approved by the board before submitting it to the Public Libraries Branch. The template also incorporates a designated section for the board chair's signature.

HOW TO SUBMIT

Submit the completed PLGR to the Public Libraries Branch via e-mail (PUBLIB@gov.bc.ca) by March 1, 2024. Please submit a PDF version of your PLGR and the subject line includes the name of the library (e.g., PLGR – Library Name – 2023).

CAN WE HELP?

Please contact the Public Libraries Branch team with any questions at 1-800-663-7051 or email PUBLIB@gov.bc.ca. We are happy to assist or discuss strategy in compiling this information. If the deadline is of a concern, please also contact us.

Previous PLGRs can be reviewed [online](#)