

Provincial Library Grant Report

Introduction

The **Provincial Library Grant Report** provides an opportunity for libraries to demonstrate how provincial funding supports the delivery of equitable, responsive, and community-focused public library service across British Columbia. Using this form, libraries should present their community profile, major initiatives, and emerging challenges from the past year, showing how they continue to adapt to evolving community needs while ensuring responsible stewardship of provincial investments. For guidance on completing each section, please refer to the PLGR instructions [online](#).

For technical support, please contact PLB: publib@gov.bc.ca.

Completed reports must be submitted by March 1, 2026.

Library Name

Library and Community Profile

Provide a brief description of your library and the communities (library service areas) it serves, focusing on significant changes in the community that have happened within the last year (e.g., demographics, local economy, governmental relations, historical context, current issues, etc.).

Executive Summary

Provide a concise, high-level narrative of the library's major achievements for the reporting year. Briefly outline how library funding (provincial, annual, one-time/targeted) has been used or earmarked for library services and/or special initiatives to meet community needs. Use the Featured Initiatives section starting on the next page to go into more detail on specific projects.

Major Themes

Use the checkboxes below to indicate which areas your library primarily focused on this year. These themes should be reflected in the Featured Initiatives section starting on the next page, and/or in the Executive Summary section above. We recommend choosing only the top 3-5 most relevant themes.

- Staffing
- Facilities
- Strategic planning and governance
- Collections
- Technology
- Programming
- Community outreach
- Emergency preparedness
- Accessibility and inclusion
- Environmental sustainability, climate action
- Mental health and wellness
- Reconciliation and Indigenous relations
- Other (please specify):

Featured Initiatives

Use this section to provide details on up to four significant initiatives the library has undertaken in the past year, focusing particularly on use of the Enhancement Grants. Use one page per initiative. To add more pages, select Yes for "I have more initiatives to report" at the bottom of this page.

Initiative Title #1

Summary

Provide a brief description of the activities undertaken this year. Please include details such as total project budget, and any partnerships or resources leveraged to accomplish this initiative.

Timeline and Progress Report

What is the expected timeline for this initiative? What is the current status (e.g. planning, implementation, complete, ongoing). 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?

Funding Sources

Select from the following checkboxes which funding source(s) made this initiative possible.

- Provincial annual grants
- Provincial Enhancement Grants
- Other government funding - please specify:
- Local government funding
- Other local community funding (e.g. donations, fundraising, service club) - please specify:
- Other source not listed above - please specify:

Approximately what proportion of this initiative was funded using Enhancement Grants?

Rationale

Why was this initiative prioritized? (e.g. fulfilling commitments under strategic plan, responding to emergent community need, availability of funding, etc.)

I have more initiatives to report

- Yes
- No

Challenges

The following topics have been identified as recurrent themes in prior years' PLGRs, along with challenges that have surfaced throughout the current year. Select the level of concern each challenge presents for your library.

Financial pressure

(e.g., rising costs, reduced revenues, forecasting uncertainty, local budget)

- High Concern
- Moderate Concern
- Low Concern
- Not a Concern

Describe how the challenge has affected your library in the past year, and what actions your library has taken to address it. If no action was taken, explain what the barriers are. If the issue is of low concern, you may leave this field blank.

Governance

(e.g., changes on the library board, relationship/conversations with local government)

- High Concern
- Moderate Concern
- Low Concern
- Not a Concern

Describe how the challenge has affected your library in the past year, and what actions your library has taken to address it. If no action was taken, explain what the barriers are. If the issue is of low/no concern, you may leave this field blank.

Emergency response

(e.g., fires, floods, extreme weather)

- High Concern
- Moderate Concern
- Low Concern
- Not a Concern

Describe how the challenge has affected your library in the past year, and what actions your library has taken to address it. If no action was taken, explain what the barriers are. If the issue is of low/no concern, you may leave this field blank.

Staffing

(e.g., recruitment and retention, mental health, and wellness)

- High Concern
- Moderate Concern
- Low Concern
- Not a Concern

Describe how the challenge has affected your library in the past year, and what actions your library has taken to address it. If no action was taken, explain what the barriers are. If the issue is of low/no concern, you may leave this field blank.

Connectivity

(e.g., low bandwidth, lack of home internet in the community)

- High Concern
- Moderate Concern
- Low Concern
- Not a Concern

Describe how the challenge has affected your library in the past year, and what actions your library has taken to address it. If no action was taken, explain what the barriers are. If the issue is of low/no concern, you may leave this field blank.

Infrastructure/facilities

(e.g., aging/damaged, renovations, new builds/upgrades/expansions)

- High Concern
- Moderate Concern
- Low Concern
- Not a Concern

Describe how the challenge has affected your library in the past year, and what actions your library has taken to address it. If no action was taken, explain what the barriers are. If the issue is of low/no concern, you may leave this field blank.

Community access to the library

(e.g., geographic isolation, lack of local public transit, building accessibility)

- High Concern
- Moderate Concern
- Low Concern
- Not a Concern

Describe how the challenge has affected your library in the past year, and what actions your library has taken to address it. If no action was taken, explain what the barriers are. If the issue is of low/no concern, you may leave this field blank.

Disappearing services in the community

(e.g., government, banking, health)

- High Concern
- Moderate Concern
- Low Concern
- Not a Concern

Describe how the challenge has affected your library in the past year, and what actions your library has taken to address it. If no action was taken, explain what the barriers are. If the issue is of low/no concern, you may leave this field blank.

Public health

(e.g., access to Telehealth, registering for vaccinations, COVID-19)

- High Concern
- Moderate Concern
- Low Concern
- Not a Concern

Describe how the challenge has affected your library in the past year, and what actions your library has taken to address it. If no action was taken, explain what the barriers are. If the issue is of low/no concern, you may leave this field blank.

Regulatory impacts

(e.g., accessibility, privacy, employment standards)

- High Concern
- Moderate Concern
- Low Concern
- Not a Concern

Describe how the challenge has affected your library in the past year, and what actions your library has taken to address it. If no action was taken, explain what the barriers are. If the issue is of low/no concern, you may leave this field blank.

Vulnerable communities

(e.g., people experiencing homelessness, substance use disorder, mental health crisis)

- High Concern
- Moderate Concern
- Low Concern
- Not a Concern

Describe how the challenge has affected your library in the past year, and what actions your library has taken to address it. If no action was taken, explain what the barriers are. If the issue is of low/no concern, you may leave this field blank.

Sociopolitical tensions

(e.g. intellectual freedom, protests, global events, racism, homophobia)

- High Concern
- Moderate Concern
- Low Concern
- Not a Concern

Describe how the challenge has affected your library in the past year, and what actions your library has taken to address it. If no action was taken, explain what the barriers are. If the issue is of low/no concern, you may leave this field blank.

Other (please specify)

- High Concern
- Moderate Concern
- Low Concern
- Not a Concern

Describe how the challenge has affected your library in the past year, and what actions your library has taken to address it. If no action was taken, explain what the barriers are. If the issue is of low/no concern, you may leave this field blank.

Board Approval

Download the board approval signature form from the Public Libraries Branch website here: https://www2.gov.bc.ca/assets/gov/residents/sports-and-recreation/arts-culture/public-libraries/public-library-sofi-files/2025_public_library_grant_report_approval_form.docx

Upload signed board approval form