



2024 LIBRARY FEDERATION OPERATING GRANT REPORT GUIDE

Library federations play a pivotal role in British Columbia's public library system, serving as collaborative hubs that connect libraries, enhance resource sharing, and provide essential support to library boards and staff. Through their efforts, federations strengthen the public library network, enabling member libraries to deliver high-quality, innovative services tailored to their communities' needs.

The Library Federation Operating Grant Report (LFGR) provides an opportunity for federations to summarize the progress made on federation goals and significant initiatives using one-time enhancement funding. Please also include information on one-time projects funded as indicated by specific grant award letters you have received. The focus of the reports should both highlight and showcase changes over time. It is helpful to report on both ongoing operations and new initiatives for 2024.

The Ministry relies on the LFGR, alongside other accountability measures, as critical sources of public accountability and evidence-based policy development. Insights from these reports inform decisions that shape the future of public library services in British Columbia.

GUIDE TO REPORTING

What's New in 2024?

The 2024 LFGR will be submitted via an online survey. A survey link will be emailed directly to Federation Directors. Use of the online form is mandatory.

The survey includes instructions for each section and enforces character limits, encouraging responses that are both concise and descriptive. Please note that the survey software does not support the upload of photos or graphics.

Getting Started

Unique Link: All federations will initially receive a generic link to begin their LFGR submission. To create a personalized link for your report, click the 'Save and continue later' button at the bottom of the survey page. This unique link will allow you to return to your in-progress LFGR at any time, or share it with others within your organization to complete the submission collaboratively.

Section Overview

Overview: This section has four parts: a federation profile (providing context about the federation and its member libraries), an executive summary (brief overview of the federation's activities in the past year), a budget information section (outlining how funds were allocated), and a major themes section (indicating which areas the federation focused on this past year).

Featured Initiatives: Federations can highlight notable initiatives from 2024, particularly those supported Enhancement Grants, but also targeted grants from previous years. You may report on up to four initiatives.

PRIVACY CONSIDERATIONS

The LFGRs will be published on the BC Government website, making all information included in these reports publicly accessible.

LFGRs must comply with the [Freedom of Information and Protection of Privacy Act](#) requirements.

BOARD APPROVAL

As the official recipient of provincial grant funds, it is critical that board members understand the expectations attached to federation funding. These expectations are outlined in the annual grant award letter provided at the time of funding.

The LFGR must be thoroughly reviewed and approved by the board before submission. A signature form is available on the [Reporting and Accountability](#) webpage. Federations will not be able to submit the report without the completed signature form.

CAN WE HELP?

Please contact your consultant in 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 strategies for compiling this information. If meeting the deadline poses a concern, please don't hesitate to reach out to us.

A workshop will be held **January 30, 2025 @ 10 am, via Teams**. We encourage all federation directors to attend.

Previous LFGRs can be reviewed on the [Reporting and Accountability](#) webpage.