



2024 PROVINCIAL PUBLIC LIBRARY GRANT REPORT GUIDE

The Public Libraries Branch within the Ministry of Housing and Municipal Affairs (Ministry) strategically allocates provincial funding to strengthen public libraries' capacity to deliver diverse, community-focused services. This funding enables libraries to enhance access to information and resources that meet the unique needs of their communities under the direction of the *Library Act* and the Strategic Plan for Public Library Services.

In 2024, libraries benefitted from both annual funding and targeted grants and continue to use funds allocated in previously. These investments continue to support local library service enhancements, including helping address shifting demands on services, collections, programs, and spaces. Funds are also to be used to participate in province wide and regional programs that improve access for everyone.

The Public Library Grant Report (PLGR) provides an opportunity for libraries to showcase notable achievements and initiatives from 2024 using provincial funds. It highlights the tangible outcomes of provincial funding, offering concrete examples of how these investments have directly impacted communities.

The Ministry relies on the PLGR, alongside the Annual Survey and Statement of Financial Information, as critical sources of public accountability and evidence-based policy development. Insights from these reports inform decisions that shape the future of public library service in British Columbia.

Below, you'll find details on completing and submitting the PLGR for 2024, due by **March 1, 2025**.

GUIDE TO REPORTING

What's New in 2024?

The 2024 PLGR will be submitted via an online survey (called Simple Survey). The use of this online form is mandatory.

The online form includes clear 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

All libraries will initially receive a generic link to begin their PLGR 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 PLGR at any

time or share it with others within your organization to complete the submission collaboratively.

Section Overview:

1. **Overview:** This section has two parts. The first gathers key information about the library and its communities, while the second allows for an executive summary of the year's activities.
2. **Featured Initiatives:** Libraries can highlight notable initiatives from 2023, particularly those supported by the CRR, EPP, or Enhancement Grants.
3. **Challenges:** The list of challenges remains unchanged from 2023. However, the online form now includes a text box for any challenge rated as Low, Moderate, or High, allowing libraries to describe their responses to specific challenges.

PRIVACY CONSIDERATIONS

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

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

BOARD APPROVAL

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

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

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

A PLGR workshop will be held **January 30, 2025 @ 10 am, via Teams**. We encourage library directors, or any staff involved with drafting the PLGRs to attend.

Previous PLGRs can be reviewed on the Ministry's [website](#).