2025 Provincial Library Grant Report – Instructions

The Provincial Library Grant Report (PLGR) is an accountability tool used to demonstrate how provincial funding strengthens public library services and benefits communities across British Columbia. Information collected through the PLGR supports ministry assessment of the impact of provincial investments, informs policy and funding decisions, and facilitates clear communication about the value of public library services.

The 2025 reporting cycle marks the final year of the current three-year cycle of Enhancement Grants. This report provides an opportunity for libraries to document initiatives and accomplishments that had a meaningful impact in 2025, with particular attention to how provincial funding addressed local needs, improved access, and supported responsive and innovative library service.

The PLGR also supports transparency and compliance with provincial requirements under the *Library Act*. Completed reports are published on the BC Government website and serve as a resource for interested parties and the public.

Deadline

Reports must be submitted by March 1, 2026, using the online reporting link issued by the Public Libraries Branch.

The link will be emailed directly to Library Directors and may be shared internally with staff assisting in the preparation of the report but must not be distributed outside the library.

How to Prepare Your Report

The 2025 PLGR Template may be used as a planning tool when gathering information and drafting content in advance of the online submission.

Content prepared in the template can then be transferred into the online reporting system once the report is ready for submission.

Library and Community Profile

Provide a brief description of the library and the communities (library service areas) it serves, with emphasis on significant changes or developments in the past year (e.g., demographics, local economy, governmental relations, current issues).

Executive Summary

Provide a concise, high-level narrative summarizing major achievements during the reporting year. Outline how provincial funding—annual and onetime/targeted—supported library services or special initiatives designed to meet community needs. Additional detail should be provided in the *Featured Initiatives* section.

Major Themes

Select the top 3–5 themes that best represent your library's focus for the year (e.g., staffing, technology, programming, accessibility, reconciliation). These themes should be reflected in the Featured Initiatives section (below), and/or in the Executive Summary section above.

Featured Initiatives

Highlight up to four significant initiatives, especially those supported by Enhancement Grants. Each initiative must include:

- Title and Summary: Describe activities, partnerships, and total budget.

- Timeline and Progress: Indicate status and changes since previous reports.
- Funding Sources: Check all applicable sources and estimate the proportion funded by Enhancement Grants.
- Rationale: Explain why the initiative was prioritized.

Challenges

Review the list of common challenges and select the level of concern for each. For any challenge rated Low, Moderate, or High, provide a brief description of its impact and actions taken.

The categories are unchanged from last year.

Board Approval

Download the Board Approval Signature Form and upload the signed form. The software will not allow completion without the board approval form.

Privacy

Reports are published on the BC Government website. All information submitted must comply with provincial privacy requirements under the *Freedom of Information and Protection of Privacy Act*.

Need Help?

For guidance related to report content, contact a library consultant at Public Libraries Branch team at publib@gov.bc.ca.

All technical questions should be directed to Aidan Fortier, aidan.fortier@gov.bc.ca