

PUBLIC LIBRARY SERVICE GRANT PROGRAM GUIDELINES

2011 - 2012



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(On the cover – Alice B. Donahue Library and Archives - Athabasca)

GRANT PROGRAM HIGHLIGHTS

Changes for 2011-2012

Libraries are a key component of Alberta's strong communities and the provincial government is committed to a strong province-wide public library system. Our vision is to create seamless access to information resources and library services for all Albertans by building on traditional library services through collaboration, innovation and technology.

Budget 2011 continues to support Alberta libraries by maintaining the operating grant program for communities with populations less than 3,000. Operating grants for communities with populations greater than 3,000 have been adjusted to reflect 2010 population figures. This results in a \$300,000 increase in grant funding for communities with growing populations.

Based on the [2010 Population](#) figures, the maximum per resident provincial grants is outlined below:

- Municipal and intermunicipal library boards will be \$5.40 per resident, **based on a minimum municipal appropriation of at least \$3.43 per resident**; and
- Library system boards will be \$4.55 per resident, **based on a combined local appropriation from municipalities of at least \$2.16 per resident**.

Base level grant categories continue for library boards serving populations from 0-600 people, 601-1,200 people and 1,201-3,000 people.

To see the maximum operating grants for municipal library boards and the regional library system boards click [here](#) to visit our website. The enhancements to library grants are a response to a government-accepted recommendation made by the MLA Committee report *Framework for the Future: Positioning Alberta Libraries for the 21st Century*.

AVAILABLE GRANTS

Operating Grants

All municipal and intermunicipal library boards, library system boards and community library boards can apply for an operating grant. Operating grants are paid annually.

Eligibility Requirements:

Public library boards established under the *Libraries Act* are eligible for an operating grant if they are in compliance with the *Libraries Act* and Libraries Regulation and the Municipal Affairs Grants Regulation.

Use of Operating Grants:

Operating grants assist library boards with the library operations or the provision of public library service. This often includes staffing, utilities, acquisition of resources and delivery of services.

Library Services Grants

Library service grants function in lieu of a municipal operating grant for residents of communities too small to sustain a municipal library board such as improvement districts, special areas and summer villages. They are paid to eligible municipal or library system boards.

Establishment Grants

The Minister may make an establishment grant, provided funding is available, on a one-time basis to library system boards, upon the Minister's approval of the membership of a new municipality, improvement district or Métis Settlement on a library system board. The grant is to assist with costs associated with bringing new member municipalities into the systems.

General Grants

The Minister may make a general grant, provided funding is available, to assist library boards with the following activities:

- to complete, amalgamate or restructure library systems;
- to assist with restructuring due to municipal reorganization;
- to research, develop and promote programs dealing with public library services; and
- to assist in resource-sharing through the development of information sharing networks in Alberta.

The Minister may also make a grant under this category to Alberta organizations and Canadian corporations for research, development and promotion of programs dealing with public library services.

Applicants for these grants will be required to complete a grant agreement with Alberta Municipal Affairs.

GRANTS AVAILABLE TO MUNICIPAL AND INTERMUNICIPAL LIBRARY BOARDS

Operating Grants

A municipal or intermunicipal library board must receive an appropriation from its council(s) of at least \$2.00 per resident to be eligible for an operating grant and must be in compliance with the *Libraries Act* and *Libraries Regulation*.

Operating grants for municipal and intermunicipal library boards fall into two categories:

1. Grants to municipal or intermunicipal library boards serving more than 3,000 persons

These grants are based on the [2010 Official Population List](#) from Alberta Municipal Affairs and multiplied by a maximum rate of \$5.40.

To receive the maximum grant, the board must receive a local appropriation from its municipality of at least \$3.43* per person for the operation of the library or the provision of public library service. If the board receives a lower appropriation, the provincial grant will be prorated at a lower level using a formula of 1:1575.

The Minister may make adjustments in this grant from time to time.

**minus any amounts returned to the municipality for rent payments or amounts transferred from other government grants excluding Municipal Sustainability Initiative (MSI) funding.¹*

Calculating the grant

Local Appropriation	Formula	Provincial Grant per Resident
\$2.00	Multiply by 1.575	\$3.15 (minimum grant)
\$3.00	Multiply by 1.575	\$4.73
\$3.43 or more	Multiply by 1.575	\$5.40 (maximum grant) ⁺

⁺ May be increased to ensure all qualifying library boards continue to receive a minimum \$3,000 increase over the operating grant they received in 2008-2009.

2. Grants to municipal or intermunicipal library boards serving 3,000 or fewer persons

Library boards serving a population of 3,000 or fewer persons are eligible for the following operating grants.

Population	Provincial Grant
0 - 600	\$6,480
601 - 1,200	\$8,250
1,201 - 3,000	\$16,200

¹ MSI funding is not considered a grant for library purposes. MSI funding will not be deducted from local appropriation in provincial library operating grant calculations. This interpretation is retroactive to the beginning of the MSI program.

Library Services Grants

Municipal and intermunicipal library boards are eligible for library services grants if they received financial assistance from an improvement district, special area or summer village in 2010.

The maximum is 1.575 times the financial assistance received in the previous year (2010) to a maximum of \$5.40 per resident.

A municipal or intermunicipal library board is not eligible for a library services grant if the improvement district, special area or summer village is a member of a library system and the library system board is receiving the library services grant.

General Grants

A municipal or intermunicipal board is able to apply for a general grant to assist with the activities that are supported under this grant category. All applications for general grants will be considered as funding allows and subject to a grant agreement. (See page 4)

GRANTS AVAILABLE TO LIBRARY SYSTEM BOARDS

Operating Grants

To be eligible for an operating grant, a library system board must receive a combined municipal appropriation of at least \$1.00 per resident. In order to receive the maximum operating grant, the library system board must obtain local appropriation from its municipalities of at least \$2.16 per resident.

Operating grants for library system boards are formulated using the combined municipal membership as determined by the [2010 Official Population List](#). This is multiplied by a maximum rate of \$4.55. If the board obtains a combined local appropriation of less than \$2.16 per resident, then the grant will be prorated at a lower level using a formula of 2.1:1. For example, an appropriation of \$2.00 per resident would generate a grant of \$4.20 ($2 \times 2.1 = \4.20) per resident rather than the maximum grant per resident of \$4.55.

Library system board operating grants are based on the total combined population of the participating member municipalities, improvement districts and Métis settlements. A rural municipality may become a party to a library system agreement on behalf of part of its municipality and the number of residents is determined in a manner satisfactory to the Minister using the [2010 Official Population List](#).

Library Services Grants

To be eligible for this grant the library system board must receive a minimum local appropriation of \$3.00 per resident of the member municipalities, improvement districts or Métis Settlements.

Library system boards are eligible for a library services grant on behalf of residents of member municipalities that do not have a municipal or intermunicipal library board, or when the municipal or intermunicipal library board does not apply for a grant.

This grant is calculated on a per capita basis based on the 2010 population of the municipality, improvement district or Métis Settlement to a maximum of \$5.40 per person. There is no separate application process and the grant will be calculated and included with the operating grant.

Establishment Grants

A library system board may apply for an establishment grant if the Minister approves the membership of a new municipality, improvement district or Métis Settlement. The grant may be paid in stages. Establishment grants are calculated using the [2010 Official Population List](#).

General Grants

A library system board may apply for a general grant to assist with the activities that are supported under this grant category. All applications for general grants will be considered as funding allows and subject to a grant agreement. (see page 4)

GRANTS AVAILABLE TO COMMUNITY LIBRARY BOARDS

Operating Grants

Operating grants for community library boards are based on the board's 2010 expenditures minus any grants provided by the Government of Canada or the Government of Alberta for the operation of the library or any funding provided by an improvement district or municipal library board.

If the board's expenditures are greater than its revenues from grant sources, the Minister may make a grant the greater of:

- a. \$1,000, or
- b. 1.5 times the expenditure, up to a maximum of \$3 per resident.

Library Services Grants

A community library board is eligible for this grant if it receives financial assistance from an improvement district, special area or summer village in the previous year.

GRANTS AVAILABLE TO FEDERATION BOARDS

Operating Grants

The Minister may make a grant to a federation board, with the amount of grant determined by the Minister.

GRANT PROGRAM FORMS

All required grant program forms have been distributed to library boards for the 2011-12 year. Click [here](#) to view the forms on our website or by contacting the Public Library Services Branch (on back page).

The required forms must be submitted to the Public Library Services Branch before the grant deadline.

1. Application for Financial Assistance

This form must be completed by a board member or a staff member authorized by the board and witnessed by a Commissioner for Oaths.

2. Statement of Receipts and Disbursements for 2010

This form is recommended for use by all library boards serving fewer than 10,000 persons as a financial report for the 2010 financial year. It must be completed by a person or firm approved by municipal council.

Boards serving 10,000 or more persons may submit either this original form completed by a person or firm approved by municipal council, or a financial report, completed by a person or firm approved by municipal council.

These reports will be reviewed to ensure the board received the 2010 operating grant and to confirm the local appropriation.

2011 Budget Form

The 2011 Budget is required to evaluate the status of the application and to ensure that the local appropriation is sufficient for the board to receive the 2011 grant.

2011 Public Library Survey and 2010 Annual Report of Public Libraries in Alberta

2011 Public Library Survey

The 2010 Public Library Survey gathers public library identification information along with information about board members, meeting dates, service points, library hours and plan of service. This information is used to compile a provincial directory of public libraries, to produce mailing lists and to determine compliance with provincial library legislation and regulations. The survey and annual report are to be completed online following instructions from the Branch.

2010 Annual Report of Public Libraries in Alberta

The 2010 Annual Report of Public Libraries captures information about public library activity *during 2010*. This report documents the service activity of public library boards in Alberta and provides information on performance. Data on specific performance measures is collected to produce 2010 Public Library Statistics for the Province of Alberta.

The deadline for submission of completed **2011 Application for Financial Assistance, 2010 Statement of Receipts and Disbursements** and the **2011 Budget** forms is **June 15, 2011**.

The **2010 Annual Report of Public Libraries in Alberta** and the **2011 Public Library Survey** is to be sent to the Public Library Services Branch by **March 31, 2011**.

CONTACT INFORMATION

For information on the Public Library Service Grants Program contact:

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