ALBERTA MUNICIPAL AFFAIRS

PUBLIC LIBRARY SERVICES BRANCH

PUBLIC LIBRARY GRANT PROGRAM GUIDELINES

2016 – 2017

Due date for Applications:
June 15, 2016

Alberta
Municipal Affairs

PUBLIC LIBRARY GRANT PROGRAM GUIDELINES

TABLE OF CONTENTS

PROGRAM HIGHLIGHTS..... 3

AVAILABLE GRANTS..... 3
Operating Grants..... 3
Library Service Grants..... 3
Establishment Grants..... 3
General Grants..... 3

GRANTS FOR MUNICIPAL AND INTERMUNICIPAL LIBRARY BOARDS..... 4
Operating Grants for boards serving more than 3000 people..... 4
Operating Grants for boards serving fewer than 3000 people..... 4
Library Service Grants..... 4
General Grants..... 4

GRANTS FOR LIBRARY SYSTEM BOARDS..... 5
Operating Grants..... 5
Library Service Grants..... 5
Establishment Grants..... 5
General Grants..... 5

GRANTS FOR COMMUNITY LIBRARY BOARDS..... 6
Operating Grants..... 6
Library Service Grants..... 6

GRANTS FOR FEDERATION BOARDS..... 6
Operating Grants 6

GRANT FORMS..... 7
2016 Application for Financial Assistance..... 7
2015 Statement of Receipts and Disbursements..... 7
2016 Budget..... 7
2016 Public Library Survey and 2015 Annual Report of Alberta Public Libraries..... 7

CONTACT INFORMATION..... 8

PROGRAM HIGHLIGHTS

Public libraries are a key component of Alberta's vibrant municipalities and the provincial government is committed to maintaining a strong province-wide public library system. Our vision is to create seamless access to library resources and services for all Albertans by facilitating local access and building a province-wide networked service based on collaboration, innovation and technology.

Budget 2016 continues to support this vision by maintaining an operating grant program for municipal, intermunicipal, community and library system boards and by providing project grants that encourage development of provincial public library service and equitable access to public library service for all Albertans.

In 2016-17, the provincial library grant budget has been increased by over $600,000. Operating grants to library boards have been adjusted to reflect the 2015 municipal population base. This increase supports the growth in the provincial population.

AVAILABLE GRANTS

Operating Grants
All municipal and intermunicipal library boards, library system boards and community library boards established under the *Libraries Act* can apply for an operating grant. Operating grants are paid annually. Operating grants assist library boards with library operation and the provision of public library service including staffing, utilities, acquisition of resources and delivery of services.

Library Services Grants
Library services grants are available to municipal or intermunicipal library boards function in lieu of a municipal operating grant if a board serves residents of jurisdictions too small to sustain a municipal library board such as improvement districts, special areas and summer villages. They may be paid to eligible municipal or intermunicipal library boards to assist with costs of serving residents of these municipalities if the municipality has contributed funding to the board in the previous year. They may also be provided to a library system board if a municipality is party to a library system agreement but does not have its own municipal library board or the municipal library board does not apply for an operating grant.

Establishment Grants
The Minister may make an establishment grant to a library system board, on approving membership of a new municipality, improvement district or Métis Settlement on that board. This one-time funding may be paid pending availability. The grant is to assist with costs associated with bringing new member municipalities into library 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 FOR MUNICIPAL AND INTERMUNICIPAL LIBRARY BOARDS

Operating Grants

Eligibility:
A municipal or intermunicipal library board is eligible for this grant if it is in compliance with the *Libraries Act*, *Libraries Regulation* and *Municipal Affairs Grants Regulation*. It must receive an appropriation from its council(s) of at least $2.00* per resident based on the 2015 Official Population List.

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

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

   This grant is based on the 2015 Official Population List from Alberta Municipal Affairs multiplied by a maximum rate of $5.55. If the 2010 or 2014 population is greater than the 2015 population, the minister may choose to use the greater population when calculating the grant.

   To receive the maximum grant, the board must receive a local appropriation from its municipality of **at least $3.52*** per person based on the 2015 Official Population List 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 1:1.575.

   Calculating the grant

Local Appropriation	Formula	Provincial Grant per Resident
$2.00 (minimum local appropriation)	Multiply by 1.575	$3.15 (minimum grant)
$3.00	Multiply by 1.575	$4.72
$3.52 or more	Multiply by 1.575	$5.55 (maximum grant)

***minus any amounts returned to the municipality for rent payments.*

2. **Grant 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 grant if they receive an appropriation of at least $2.00* per capita (based on the 2015 Official Population List) from the municipality. If the 2010 or 2014 population is greater than the 2015 population, the minister may choose to use the greater population when calculating the grant.

Population	Provincial Grant
0 - 600	$6,660
601 - 1,200	$8,503
1,201 - 3,000	$16,650

***minus any amounts returned to the municipality for rent payments.*

Library Services Grant

A municipal or intermunicipal library board is eligible for a library services grant if it received funding from an improvement district, special area or summer village in the previous year.
The maximum is 1.575 times the funding received in the previous year to a maximum of $5.55 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 may apply for a general grant to assist with activities that are supported under this grant category. Applications for general grants will be considered as funding allows and will be subject to a grant agreement.

GRANTS FOR LIBRARY SYSTEM BOARDS

Operating Grants

Eligibility:
A library system board is eligible for this grant if it receives a combined municipal appropriation of at least $1.00 per resident of the participating municipalities. In order to receive the maximum operating grant, a library system board must obtain a local appropriation from its municipalities of at least $2.23 per resident.

Operating grants for library system boards are calculated by multiplying the combined municipal membership (as determined by the 2015 Official Population List by the maximum rate of $4.70. If the board obtains a combined local appropriation of less than $2.24 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 x 2.1=$4.20) per resident rather than the maximum grant per resident of $4.70.

A library system board operating grant is based on the total population of participating member municipalities, Improvement Districts and Métis Settlements and other areas as approved by the Minister. 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 2015 Official Population List.

Library Services Grants

Eligibility:
A library system board is 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.** The library system board must receive a minimum local appropriation of $3.00 per resident of the member municipalities, Improvement Districts or Métis Settlements or other areas as approved by the Minister.

This grant is calculated by multiplying the eligible 2015 population to a maximum of $5.55 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 is eligible for an establishment grant if the Minister approves the membership of a new municipality, Improvement District or Métis Settlement or other area. The grant may be paid in stages. Establishment grants are calculated using the 2015 Official Population List at a rate of $10.27 per resident.

General Grants

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

GRANTS FOR COMMUNITY LIBRARY BOARDS

Operating Grants
Operating grants for community library boards are based on the board's previous year's expenditure 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 FOR FEDERATION BOARDS

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

GRANT FORMS

All grant application forms have been distributed to library boards for the 2016-17 year. These forms can also be accessed electronically here or by contacting the Public Library Services Branch (see Contacts).

These 3 forms must be submitted to the Public Library Services Branch by June 15, 2016.

1. **2016 Application for Financial Assistance**

   The 2016 Application Form must be completed by a board member or a staff member authorized by the board.

2. **2015 Statement of Receipts and Disbursements**

   The Statement of Receipts and Disbursements is recommended for all library boards serving fewer than 10,000 persons as a financial report for the 2015 financial year. It must be completed by a person or firm acceptable to municipal council.
   Boards serving 10,000 or more persons may submit either this form completed by a person or firm acceptable to municipal council, or a financial report, completed by a person or firm acceptable to municipal council in a form satisfactory to council.

   These reports are reviewed to ensure the board received the 2015 operating grant and to confirm the local appropriation. They **must be signed by the person or firm acceptable to council**.

3. **2016 Budget Form**

   The 2016 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 2015 grant. The completed Budget form should be signed and dated by the Board Chair.

2015 Public Library Survey and 2016 Annual Report of Public Libraries in Alberta

This report must be submitted to the Public Library Services Branch by February 28, 2016

2016 Public Library Survey
The 2016 Public Library Survey gathers current public library contact information along with information about board members, meeting dates, service points, library hours and plan of service. This information is for the 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 and submitted by the end of February each year.

2015 Annual Report of Public Libraries in Alberta
The 2015 Annual Report of Public Libraries captures information about public library activity *during 2015*. 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 2015 Public Library Statistics for the Province of Alberta. It is part of the Survey and Annual Report form and is also submitted by the end of February.

CONTACT INFORMATION

For information on the Public Library Service Grants Program contact:

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