

# ALBERTA MUNICIPAL AFFAIRS

2009 - 2010

## PUBLIC LIBRARY SERVICE GRANT PROGRAM GUIDELINES



# PUBLIC LIBRARY SERVICE GRANT PROGRAM GUIDELINES

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# PUBLIC LIBRARY SERVICE GRANT PROGRAM GUIDELINES

## GRANT PROGRAM HIGHLIGHTS

### Changes for 2009-2010

- Increased funding for operating grants in the amount of \$7.3 million, bringing total operating grant funding to \$24.7 million.
- The 2008 Official Population List, issued by Alberta Municipal Affairs, will be used to calculate the grant amounts.
- Based on the 2008 official population figures, the maximum per resident provincial grant for:
  - Municipal and intermunicipal library boards will be \$5.40 per resident, **based on a minimum municipal appropriation of at least \$3.43 per resident.**
  - Library system boards will be \$4.55 per resident, **based on a combined local appropriation from its municipalities of at least \$2.16 per resident.**
- Creation of new base grant categories for library boards serving populations from 0 – 600 people, 601 - 1,200 people and 1,201 - 3,000 people.

## TYPES OF GRANTS AVAILABLE

### Operating Grants

All municipal and intermunicipal library boards, library system boards and community library boards can apply for an operating grant under this program. Operating grants are paid on an annual basis and no board will receive more than one operating grant per year. Grants may be paid at one time or through installments.

#### 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 and Housing Grants Regulation.

#### Use of Operating Grants:

Operating grants are intended to assist library boards with the operation of the library or the provision of public library service. They may be used for all aspects of operation of a library including staffing, utilities, acquisition of resources, delivery of services, or to support technology upgrades.

### Library Services Grants

These grants function in lieu of a municipal operating grant for residents of improvement districts and special areas as well as summer villages which may be too small to sustain a municipal library board.

### 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.

### General Grants

Under general grants, the Minister may make a 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.

Successful applicants for this grant will be required to complete a grant agreement with Alberta Municipal Affairs.

# PUBLIC LIBRARY SERVICE GRANT PROGRAM GUIDELINES

## GRANTS AVAILABLE TO MUNICIPAL AND INTERMUNICIPAL LIBRARY BOARDS

### Operating Grants

A municipal or intermunicipal library board must receive an appropriation from its council of at least \$2.00 per resident to be eligible for an operating grant under this section 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 a formula consisting of the 2008 municipal population as set out in the 2008 Official Population List from Alberta Municipal Affairs multiplied by a maximum rate of \$5.40.

In order for a board 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.

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 including the MSI program.*

#### 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 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 municipal 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

# **PUBLIC LIBRARY SERVICE GRANT PROGRAM GUIDELINES**

## **Library Services Grants**

Municipal and intermunicipal library boards are eligible for this grant if they receive financial assistance from an improvement district, special area or summer village in the previous year.

The maximum amount of the grant is 1.575 times the financial assistance received in the previous year to a maximum of \$5.40 per resident of the improvement district, special area or summer village.

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 library 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.

## **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 a combined local appropriation from its municipalities of at least \$2.16 per resident.

Operating grants for library system boards are based on a formula consisting of the combined municipal membership as determined using the 2008 Official Population List 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 pro rated 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 2008 Official Population List.

### **Library Services Grants**

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

Library system boards are eligible for a library services grant on behalf of their members 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 the same basis as municipal and intermunicipal library board operating grants in these Guidelines. There is no separate application process. 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 and provided funding allows for the payment of the grant. Establishment grants are calculated using the population of the municipality, improvement district or Métis settlement, as determined using the 2008 Official Population List.

# **PUBLIC LIBRARY SERVICE GRANT PROGRAM GUIDELINES**

## **General Grants**

A library system 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.

## **GRANTS AVAILABLE TO COMMUNITY LIBRARY BOARDS**

### **Operating Grants**

Operating grants for community library boards are based on the board's expenditure for the previous year 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 had an expenditure greater than its revenues from grant sources in the previous year, 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 they receive financial assistance from an improvement district, special area or summer village in the previous year.

### **General Grants**

A community library 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.

## **GRANTS AVAILABLE TO FEDERATION BOARDS**

### **Operating Grants**

The Minister may make a grant to a federation board for a year, 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 2009 year. These forms can also be accessed electronically through the Municipal Affairs website at: <http://www.municipalaffairs.alberta.ca/librarygrants.cfm> or by contacting the Public Library Services Branch as noted on page 7.

In order to be eligible for grant funding, the required forms as described in this section must be submitted to the Public Library Services Branch within the timeframe given on each form.

### **Application for Financial Assistance**

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

### **Statement of Receipts and Disbursements for 2008**

This form is required from all library boards serving fewer than 10,000 persons as a financial report for the 2008 financial year and must be completed by a person or firm approved by municipal council.

Boards serving 10,000 or more persons must 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.

Financial reports will be reviewed to ensure the board received the 2008 operating grant and to confirm the local appropriation.

# PUBLIC LIBRARY SERVICE GRANT PROGRAM GUIDELINES

## 2009 Budget Form

The 2009 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 2009 grant.

## 2009 Public Library Survey and 2008 Annual Report of Public Libraries in Alberta

### 2009 Public Library Survey

The 2009 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.

### 2008 Annual Report of Public Libraries in Alberta

The 2008 Annual Report of Public Libraries captures information about public library activity *during 2008*. This report documents the service activity of public library boards in Alberta and provides information on performance of our public libraries. Data on specific performance measures is collected to produce Public Library Statistics 2008 for the province of Alberta.

The deadline for submission of completed **2009 Application for Financial Assistance, 2008 Statement of Receipts and Disbursements** and the **2009 Budget** forms is **June 15, 2009**.

The **2008 Annual Report of Public Libraries in Alberta** and the **2009 Public Library Survey** was to be submitted to the Public Library Services Branch by **February 28, 2009**.

## CONTACT INFORMATION

For information on the Public Library Service Grants Program contact:

Public Library Services Branch  
Alberta Municipal Affairs  
803 – Standard Life Centre  
10405 Jasper Avenue  
Edmonton, Alberta  
T5N 4R7

Phone: 780-427-4871

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