

Grant Anatomy:

**Dissecting the Provincial
Operating Grant and the
Application Process**

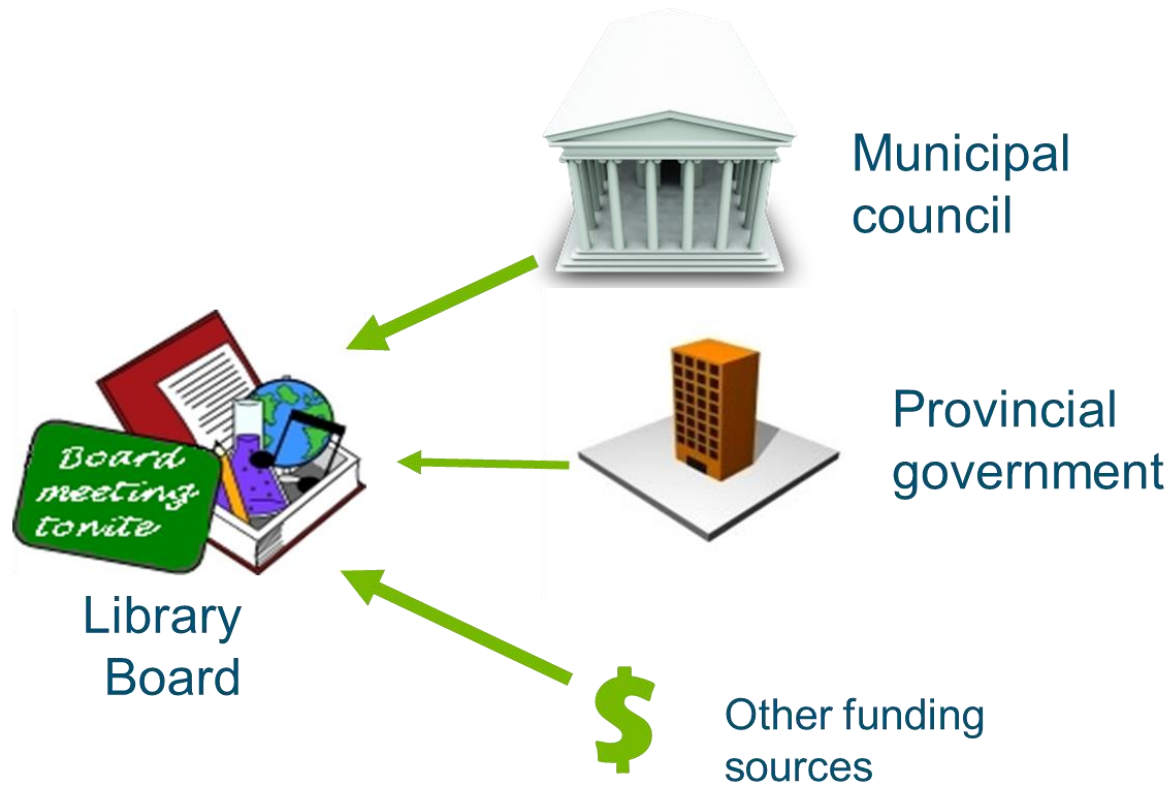
Grant Anatomy

- **Funding structure for public library service in Alberta**
- **Local appropriation**
- **Provincial operating grant program**
- **Application process and tips for success**

Alberta

Funding Structure for Public Library Service in Alberta

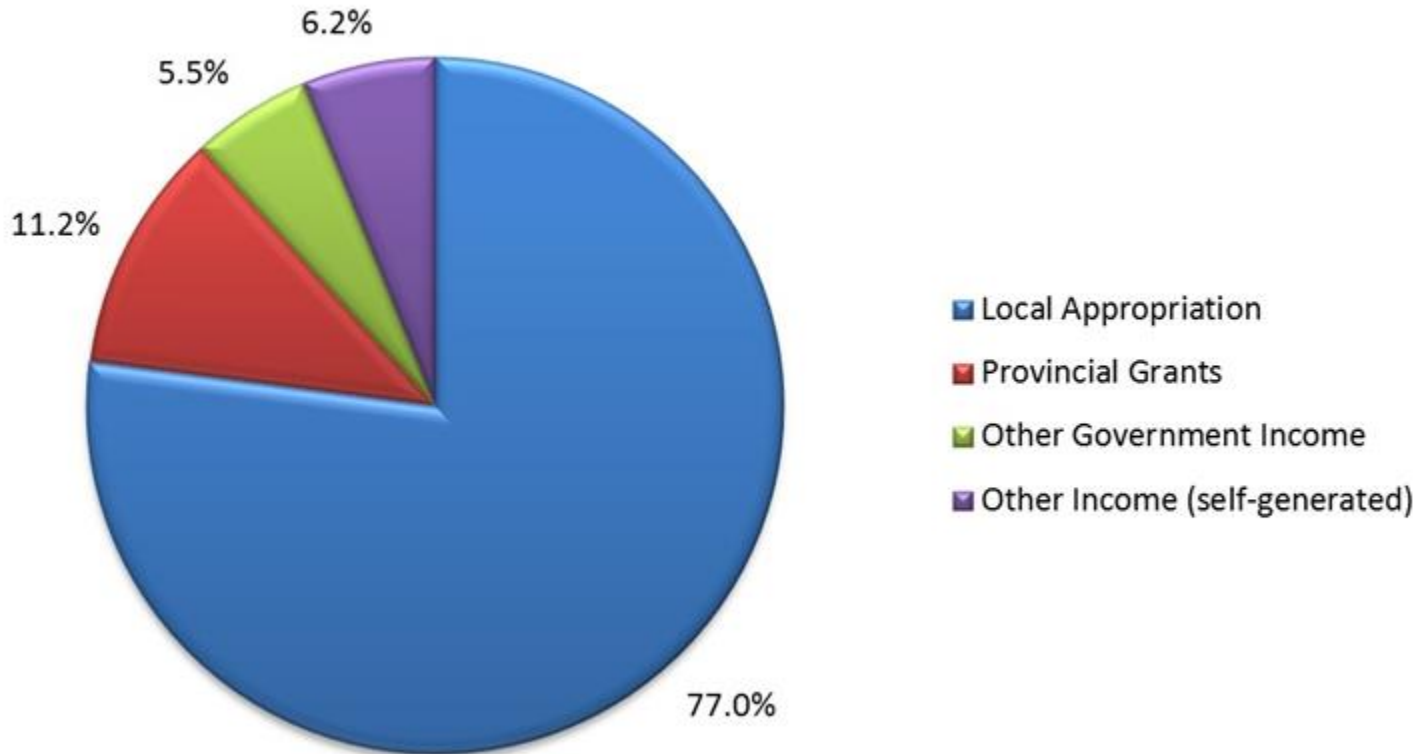
Public Library Funding



Public Library Funding

- Public library service is a municipal service
- Primarily funded through taxes
- Board is responsible for obtaining funding BUT is not a taxing authority

Funding Proportions



Alberta 

Local Appropriation

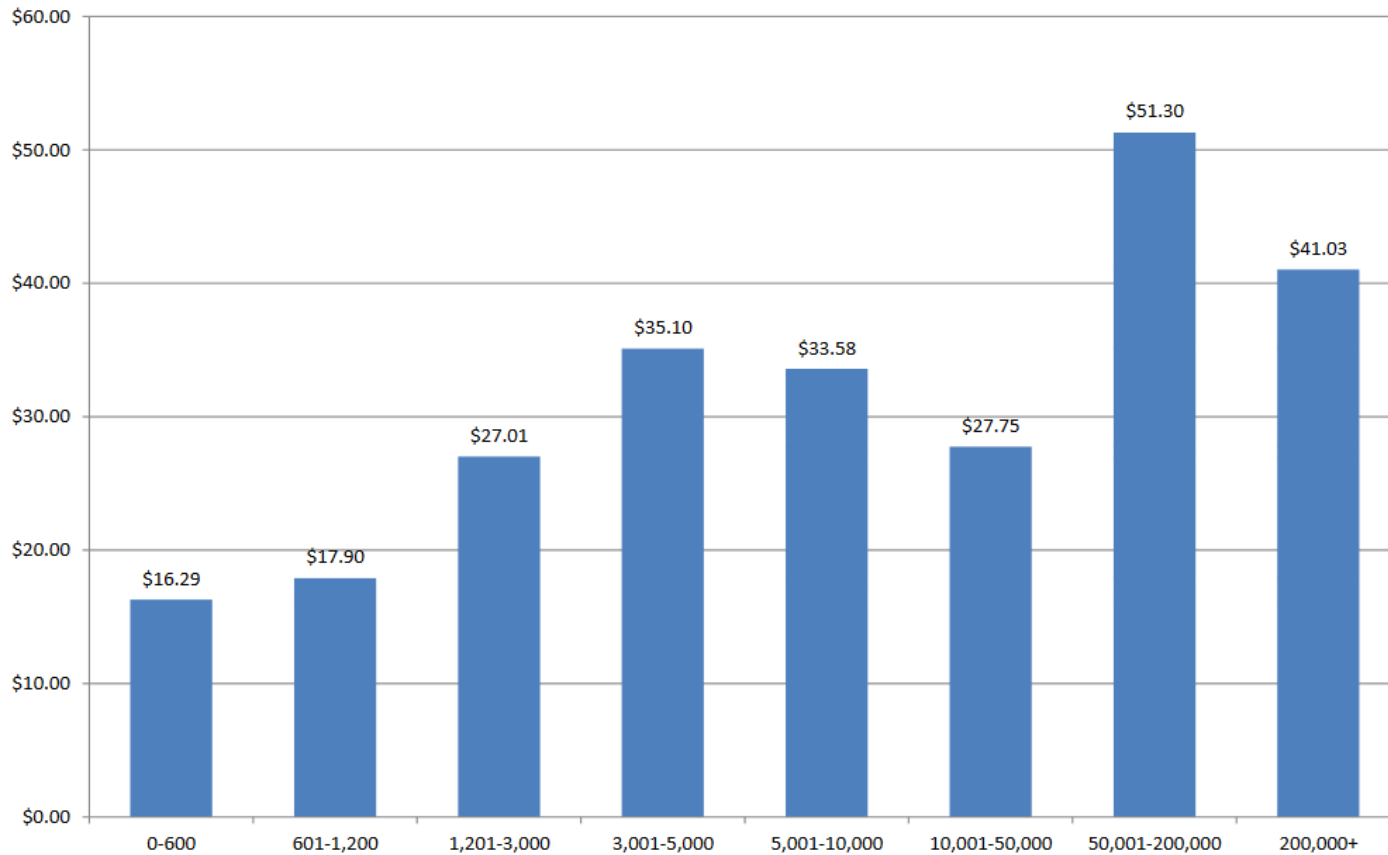
Local Appropriation

- **Defined in Municipal Affairs Grants Regulation**
- **Comes from municipal tax base**
 - **Cash transfer to library board**
 - **“Direct payment” from municipal budget to cover operating costs**
 - **Used to provide a public service**

Local Appropriation

- **Determining local appropriation**
 - **Board prepares its budget which will include operating projections**
 - **Board presents its budget estimate to municipal council prior to December 1 each year**
 - **Budget based on Assessment of Community Needs and resulting Plan of Service**
 - **Council approves estimate in whole or in part**

2015 Local Appropriation by Population



Alberta 

Provincial Operating Grant Program

The Provincial Operating Grant

- Alberta Municipal Affairs provides a grant program to assist with the operation of public libraries
- The Grant program has operated continuously since 1911 and demonstrates the province's support for public library service
- Grants are paid to library boards established under the *Libraries Act*

Provincial Operating Grant Program

- Designed to supplement local appropriation
- Library boards must be established by *Libraries Act* and be in compliance with the *Act* and *Libraries Regulation*:
 - Appointments made by council
 - Minimum number of meetings
 - Complete needs assessment and plan of service
 - Policies and bylaws required by Act and Regulation
 - Complete Annual Report
 - Provide financial reports and budget
 - Must receive a local appropriation of at least \$2.00 per resident of the municipality

Operating Grant Levels

Under 600 population:

Min \$2 per resident
local appropriation \equiv **\$6660**
provincial grant

601-1200 population:

Min \$2 per resident
local appropriation \equiv **\$8503**
provincial grant

1201-3000 population:

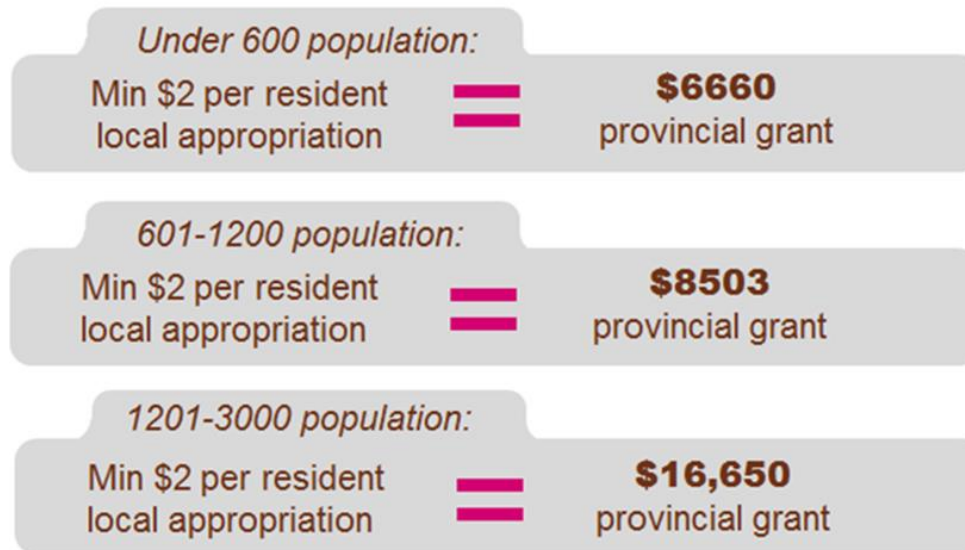
Min \$2 per resident
local appropriation \equiv **\$16,650**
provincial grant

Over 3,000 population:

Per resident local
appropriation
(min \$2) \times **1.575** \equiv Provincial grant
(max \$5.55
per person)

Operating Grant Levels

- Grants to library boards in smaller municipalities all receive the same grant.



Operating Grant Levels

- Provincial grants to boards serving municipal populations of more than 3,000 people are based on a formula. Last year's budget had the formula at \$5.55 x 2016 official municipal population.
- Exceptions have been made if municipal population has declined since 2010
- This formula still has to be approved as part of this year's provincial budget

Over 3,000 population:

Per resident local
appropriation
(min \$2)

X

1.575

=

Provincial grant
(max \$5.55
per person)

Alberta 

The Application Process & Tips for Success

Applying for the Grant - Overview

1. **Public Library Survey and Annual Report**
 2. **Grant Application Form**
 3. **Statement of Receipts and Disbursements/Financial Review**
 4. **Budget**
- **Boards must be in compliance with the *Libraries Act* and *Libraries Regulation***
 - **The Grant Application Package is due June 15 (by email, mail or fax)**

1. Public Library Survey & Annual Report

- Due Feb 28
- Ab.countingopinions.com
aka “LibPAS”
- Board must review and approve the report before it is submitted
- The survey portion of the report is used to determine compliance



Welcome to the Public Library Services Branch LibPAS portal for the Alberta Public Library Survey and Annual Report

A screenshot of the LibPAS login portal. The page has a green header with the word "Login" in white. Below the header, there are two input fields: "Username:" and "Password:". To the left of the "Password:" field is a blue link that says "Password reminder". To the right of the "Password:" field is a grey button with the word "Login" in white.

If you have not received your **username** and **password**, please use the **Password reminder** link above. If you have not received it after a few minutes, check your junk email folder. If after that you still have not received your login information, please email jen.anderson@gov.ab.ca.

Supporting documents (e.g. the Companion Guide) are available on our [website](#).

1. Public Library Survey & Annual Report

Library Management - Board Members

Please provide full names, addresses, phone numbers and email addresses for **CURRENT** board members (i.e. members at the time of filling in this report). Indicate the chairperson (it is not necessary to provide positions for other than chairperson). As well, indicate any board member who is also on the local municipal council. Give the term expiry date (month and year) for each board member. **Term expiry dates (month/year) MUST be provided for ALL board members, including those board members who are also councillors.** Note: While names of board members are public information, addresses, phone numbers and email addresses are for the use of the Public Library Services Branch only and are not made available to the public.

The *Libraries Act* requires **ALL** library board members to be **APPOINTED BY MUNICIPAL COUNCIL** (Part 1, Section 4). When the municipal council appoints members to the library board there should be written documentation regarding the term of appointment. If there is uncertainty about board member term expiration dates, contact the municipal administrator. If there is no record of library board appointments, please contact Public Library Services Branch.

	Name	Address	Phone	Email	Term expiry (month/year)	Councillor
Chairperson						
Board Member 1						
Board Member 2						
Board Member 3						
Board Member 4						
Board Member 5						
Board Member 6						
Board Member 7						
Board Member 8						
Board Member 9						

Library Management - General

	Board meeting dates (e.g. Jan 28, Feb 13)	Board volunteer hours	Building ownership
		0	Municipality

1. Public Library Survey & Annual Report

Collection Management

	Acquired	Withdrawn
Print items		
Non-print items	0	0
Total	0	0

Print Items

In this section, include all materials/books (in all categories) in print format. Include both catalogued and uncatalogued print materials/books. Do not include audiobooks, Ebooks or MP3 books. They will be recorded in subsequent categories.

	Print Volumes	Periodicals (number of issues)	Total Print
	1,000		1,000

Non-Print Items

Provide a count of each physical unit for a non-print item by category. DEFINITION: A physical unit of library material distinguished from other single units by a separate binding, encasement or other clear distinction.

	Audiobooks	Music	Video	Software/videogames	Kits	Objects	Other	Total non-print
		5	5		0	0		10

Virtual Items (Licensed by your board)

If your library board licenses any virtual resources such as eBooks, MP3 audiobooks, online magazine subscriptions, movies or games, include those items in this section. Count only items licensed by your board. If you are a node library, include licenses brokered by The Alberta Library (TAL).

Do **not** count databases licensed by your library system or the Public Library Services Branch (PLSB) in this section.

	eBooks	Periodicals	Audiobooks	Music	Video	Games	Databases	Other	Total licensed virtual items
	6	1	1	1	1	1	0	1	12

Library Board Contributions

If your library board has contributed money to your library system for licensing virtual materials (e.g. eBooks, virtual magazine subscriptions, etc.), please indicate the dollar amount contributed. The items that have been licensed on behalf of your board will be counted in the annual report completed by your library system.

	Contribution
	\$0.00

2. The Application Form



Public Library Services Branch
803 Standard Life Centre
10405 Jasper Avenue
Edmonton, Alberta T5J 4R7

Telephone: 780-427-4871
Fax: 780-415-8594
libraries@gov.ab.ca
www.albertalibraries.ca

2018 APPLICATION FOR FINANCIAL ASSISTANCE for Municipal and Intermunicipal Library Boards

Application for an annual Library Operating Grant under *The Municipal Affairs Grant Regulation*

I, _____, _____
(Applicant's name – please print) (Position with Board)

Of the _____ Library Board
(Legal name of Library Board)

do solemnly declare that I am the person authorized to receive and disburse funds on behalf of the said Library Board, and that I am authorized by the Board to apply for the annual grant.

I declare that all statements made by me on this form are true and any funds awarded shall be used solely for library purposes. Any funds not used will be returned to the *Government of Alberta*, and I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath and by virtue of the *Canada Evidence Act*.

(Signature of Applicant)

(Date)

The personal information that you provide on this form and any attachments will be used for the purpose of determining your eligibility for the **Public Library Operating Grant Program** and the promotion of the program. Your personal information is collected under the authority of section 33(c) of the *Freedom of Information and Protection of Privacy Act (FOIP)* and is protected by the privacy provisions of the Act. If your grant application is approved your name, the grant program and the amount of the grant will be published on the Government of Alberta Grant Disclosure Portal as authorized in section 40(1)(b) and (f) of the *FOIP Act*.



3. Receipts & Disbursements/Financial Review

Financial Review	
For the: _____	
Legal name of Library Board*	
*The name <u>must</u> match the legal Library Board name on the application form	

Completed by Financial Reviewer:
Print Name: _____
Signature: _____
Date: _____
Signature of person/firm approved as Financial Reviewer as per Section 9 of the <i>Libraries Act</i>

3. Receipts & Disbursements/Financial Review

RECEIPTS FOR YEAR		Reporting Period 2017
Cash balance at beginning of year, January 1		
01	Cash on hand	
02	Total in current bank accounts	
03	Total in savings accounts	
04	Term deposits	
05	Other committed funds (e.g. trust funds and bequests)	
06	TOTAL OPENING CASH ON HAND (add lines 01 to 05)	
Government contributions		
07	Local appropriation (contribution of municipal council to the operation of library)	
08	Provincial library operating grant	
Other government contributions		
09	Directly from Municipal District (County)	
10	Directly from ID/Summer Village	
11	Cash transfer from Municipal District (County) library board	
12	Cash transfer from library system (do not include system book allotment account)	
13	School board, FCSS	
14	Employment programs	
15	Other grants (CFEP, CIP) please list	
15a		
15b		
15c		
Other revenue		
16	Book sales	
17	Fundraising (donations and other fundraising activities)	
18	Fees and fines (card fees, fines, non-resident deposits)	

3. Receipts & Disbursements/Financial Review



- * Kendra Walgenbach, CPA, CA
- * Chris Annand, CPA, CA
- * Naomi Roth, CPA, CGA

- * Guy Chapman, CPA, CA, CFP
- Krystal Stoutenberg, CPA, CA

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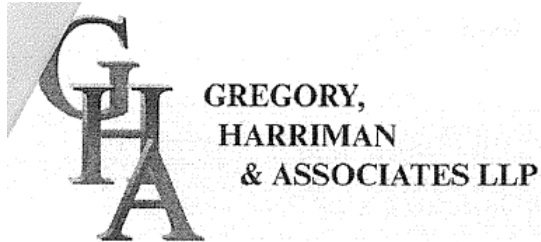
NOTICE TO READER

On the basis of information provided by management, we have compiled the statement of financial position of Stettler Public Library as at December 31, 2016 and the statements of revenues and expenditures and changes in net assets for the year then ended.

We have not performed an audit or a review engagement in respect of these financial statements and, accordingly, we express no assurance thereon.

Readers are cautioned that these statements may not be appropriate for their purposes.

3. Receipts & Disbursements/Financial Review



INDEPENDENT AUDITORS' REPORT

To the Members of City of Chestermere Library Board

We have audited the accompanying financial statements of City of Chestermere Library Board, which comprise the statement of financial position as at December 31, 2016 and the statements of operations, changes in net assets and cash flow for the year then ended, and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

4. Budget

Budget requirements are set out in Section 8 of the *Libraries Act*:

http://www.municipalaffairs.alberta.ca/public_library_legislation.cfm

2018 Budget

Budget approved by Library Board as authorized by:

Print Name: _____ Position: _____

Signature: _____

Date: _____

Original, emailed or faxed copies are accepted

4. Budget

ESTIMATED RECEIPTS FOR THE YEAR		Budget 2018
Projected cash balance at beginning of year, January 1		
01	Cash on hand	
02	Total in current bank accounts	
03	Total in savings accounts	
04	Term deposits	
05	Other committed funds (e.g. trust funds and bequests)	
06	TOTAL PROJECTED OPENING CASH ON HAND (add lines 01 to 05)	
Government contributions		
07	Local appropriation (contribution of municipal council to the operation of library)	
08	Provincial library operating grant	
Other government contributions		
09	Directly from Municipal District (County)	
10	Directly from ID/Summer Village	
11	Cash transfer from Municipal District (County) library board	
12	Cash transfer from library system (do not include system book allotment account)	
13	School board, FCSS	
14	Employment programs	
15	Other grants (CFEP, CIP) please list	
15a		
15b		

Direct Payments

Direct Payments

If the municipality pays costs in addition to its local appropriation to the Library Board (line 07), this page should be completed by a Municipal Administrator. Include only that portion of the municipal expenditure that is paid on behalf of the Library Board. These figures may be subject to audit. The figures in lines a. to m. should not be included in the Library Board's Statement of Receipts and Disbursements or financial review.

OPERATING EXPENDITURES PAID BY MUNICIPALITY (DIRECT PAYMENTS)	Reporting Period 2017
a. Staff (salaries and benefits, moving expenses, course fees)	
b. Building maintenance (janitor, supplies, maintenance, and repairs)	
c. Insurance	
d. Utilities	
e. Financial review	
f. Rent (to private landlord)	
g. Telephone	
h. Other expenses	
I. TOTAL OPERATING EXPENDITURES PAID BY MUNICIPALITY (add lines a to h)	\$ -
Other expenditures paid by municipality	
j. Debenture interest and principal	
k. Capital or special grants (one-time grants)	
l. Library System appropriation (contribution of your municipal council to your library system)	
M. TOTAL OTHER EXPENDITURES PAID BY MUNICIPALITY (add lines j to l)	\$ -

Direct Payments

I. TOTAL OPERATING EXPENDITURES PAID BY MUNICIPALITY (add lines a to h)	\$	-
Other expenditures paid by municipality		
j. Debenture interest and principal		
k. Capital or special grants (one-time grants)		
l. Library System appropriation (contribution of your municipal council to your library system)		
M. TOTAL OTHER EXPENDITURES PAID BY MUNICIPALITY (add lines j to l)	\$	-

I, _____, Administrator

of, _____
(name of municipality)

certify that the amounts stated above are the costs incurred by the municipality in providing the indicated services to the

_____ (name of Library Board)

Print Name: _____

Signed: _____

Date: _____

Accessing the Forms

albertalibraries.ca

News Stories

Friday, December 8, 2017

Registration now open for the Public Libraries: We're Only Human Symposium

Friday, December 1, 2017

Nominations for 2018 Minister's Awards for Excellence in Public Library Service

[View all news stories »](#)

Tweets by @AB_Libraries



PubLib Svices Brnch
@AB_Libraries

Federal Government announces funding for digital skills training to help more Canadians get online: bit.ly/2Fjn0Ez. Library Boards can apply. Deadline is March 30, 2018.



Feb 21, 2018

[Embed](#)

[View on Twitter](#)

Nominations for the 2018 Minister's Awards for Excellence in Public Library Service are now **OPEN!** The nomination form and rules can be found [here](#).

Public Library Legislation

Funding and Grants

Plan of Service

Public Library Service in Alberta

[Structure](#) | [Provincial Policies](#) | [Indigenous Services](#) | [Library Systems](#) | [History](#)

Accessing the Forms

Grant Application for Public Library Boards

View the [maximum amount](#) that *municipal and intermunicipal library boards* are eligible to receive. (2017/2018)

View the [maximum amount](#) that *library system boards* are eligible to receive. (2017/2018)

The *Public Library Grant Program Guidelines* will be available once the budget receives legislative approval

[Companion Guide for the Preparation of the Statement of Receipts and Disbursements and Budget](#) (Last updated April 2017)

APPLYING FOR AN OPERATING GRANT

In order to be considered eligible for funding, public library boards must submit the following documents as part of their grant application, on or before the deadline of June 15.

1. [2018 Application for Financial Assistance](#) (for municipal and intermunicipal library boards)

OR

[2018 Application for Financial Assistance](#) (for library system boards)

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Help!

**Companion Guide
for the Preparation of the
Statement of Receipts and Disbursements
and
Budget**

Public Library Services Branch
Alberta Municipal Affairs
April 2017

Alberta

Help!

Government contributions

07 Local appropriation (contribution of council to the operation of library)

This is the amount of money transferred from your municipality to the library board for the delivery of library services.

Do not include any special grants for capital, or expenditures made directly by the municipality on behalf of the library (these are listed on the sheet entitled “Direct Payments Page – Receipts and Disbursements”).

08 Provincial library operating grant

Enter the amount of the grant received from Public Library Services Branch for the operation of the library.

Other government contributions

09 Directly from Municipal District (County)

This line refers to payments from municipalities other than your own, for example, if a neighbouring county without a library funds the library board to serve its residents.

10 Directly from ID/Summer Village

Total payments to your library board by improvement districts, summer villages or Special Areas whose residents use the library.

Processing the Grant Application

- Once compliance is checked grant amount is assigned by Public Library Services Branch.
- Application is confirmed by Ministry Financial Services Branch and forwarded to Service Alberta for release of funding (may take up to 4 to 6 weeks)
- Grant may be paid by cheque or direct deposit

Alberta 

Tips for Success

Tips for Success

- Use the LEGAL name of the board on *all* documents
- Provide current board information in the Annual Report, including term expiry date for everyone
- Make sure your current Plan of Service is submitted to PLSB
- If your financial reviewer has changed, send in the meeting minutes from council approving the new reviewer
- Monies received are clear and correctly identified
- If a form says “Please list” ...please list

Questions?

Jen Anderson
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Public Library Services Branch
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