

## Sport, Culture, Heritage and Tourism

### PUBLIC LIBRARIES OPERATING SUPPORT (PLOS) GRANT PROGRAM – Guidelines

#### **PURPOSE:**

PLOS supports the goals of [Manitoba's Public Libraries Act](#) by providing operating grants to Manitoba public libraries. Applications may be made to one of the two streams below:

- **Rural/Northern Public Library Operating support:** to supplement municipal support for rural and northern public library operating costs.
- **Winnipeg Public Library Operating support:** to supplement City of Winnipeg support for Winnipeg Public Library operating costs.

#### **DEADLINE:**

**The application deadline is July 1 of each calendar year.**

If the deadline date falls on a weekend or statutory holiday, the deadline is the preceding business day.

#### **OBJECTIVES:**

To foster and strengthen the network of community-based public library services in Manitoba through one or more of the following objectives:

- Accessibility
- Intellectual Freedom
- Truth and Reconciliation
- Expanding Access to Public Library Services
- Community Needs Assessments
- Regional Cooperation
- Facilities Planning

#### **LEVELS OF SUPPORT:**

The level of support is dependent on factors to particular selected grant stream.

##### **Rural/Northern Public Library Operating support:**

- The total amount of municipal funding in the previous year; and
- The number of partner municipalities.

Explanation and instructions for Section III of the grant application – the grant calculation for rural/northern public libraries – is included in these guidelines as Appendix A.

##### **Winnipeg Public Library Operating support:**

- Expenditures in the previous calendar year on library collection materials and salaries of employees who provided or delivered library services on-site at a city library; and
- The number of full-time equivalent credentialed librarians employed in a city library.

Explanation and instructions for Section IV of the grant application – the grant calculation for Winnipeg Public Library – is included in these guidelines as Appendix B.

**ELIGIBILITY CRITERIA:**

To be eligible for PLOS, organizations must:

- be a public library established and operating under The Public Libraries Act

The following organizations are **not** eligible for PLOS:

- past grant recipients who have reporting requirements still outstanding

The grant calculation is based, in part, on the amount of municipal funding received by the organization in the preceding year.

**Eligible for inclusion:**

- Funding connected with the normal operations of a public library

**Ineligible for inclusion:**

- Capital funding for building, land, or the purchase of vehicles
- Additional, special or one-time funding outside of the normal operations of a public library

**REPORTING REQUIREMENTS:**

The following reports for the organization’s preceding year must be received by the Public Library Services unit by the listed dates:

<b>Report</b>	<b>Received by Date*</b>
Library activity report (annual statistics, reported online)	January 31 <sup>st</sup>
Grant application	July 1 <sup>st</sup>
Audited financial statement of revenue and expenditure	October 31 <sup>st</sup>
Narrative annual report	October 31 <sup>st</sup>

\*If any of these dates falls on a weekend or statutory holiday, the deadline is the preceding business day.

**Consideration for future grants is dependent upon the satisfactory completion of all outstanding reporting obligations and fulfillment of the duties and responsibilities under The Public Libraries Act.**

**ASSESSMENT AND NOTIFICATION:**

Applications and required reporting will be reviewed; applicants may be contacted for clarification or correction of submitted information.

**GRANT DISBURSEMENT:**

Grants will be processed upon receipt of required documentation including the library’s previous year audited statement and conveyed following Ministerial approval.

## **APPLICATION PROCEDURE:**

It is strongly recommended that applicants discuss their application with Public Library Services staff at least two months prior to the application deadline.

The Strategic Policy Branch may request additional information beyond that included in the application.

All sections of the application must be completed, with the exception that **either** Section III (Rural/Northern) **or** Section IV (Winnipeg Public Library) is completed depending on your grant stream.

### APPLICATION SECTIONS

- I. Library information, including registered name, address, as well as contact information specific to the grant application.
- II. Total eligible grant amount. This is the total from either Section III (rural/northern public libraries) or Section IV (Winnipeg Public Library) as appropriate.
- III. Grant calculation for rural and northern public libraries. See appendix A.
- IV. Grant calculation for Winnipeg Public Library. See appendix B.
- V. Approved operating budget for the current year. See appendix C.

Note that this is your approved *projected* budget (i.e. for the grant year that you are applying for). At the end of the year, you will be reporting the library's *actual* income and expenditures in the annual statistics reporting, in the same format. These numbers should correspond to the information in your audited statement when that becomes available. These two views assist your PLS consultant in understanding the financial structure of your library and enable year-over-year comparisons.

- VI. List of board members and terms. See the table below for explanation of the fields.
- VII. Checklist for the grant application and supporting documents/actions.
- VIII. Signatures. The grant application must be signed by two signing officers of the library board.

**Please contact the Public Library Services Unit by telephone at 1-800-252-9998 or by email at [pls@gov.mb.ca](mailto:pls@gov.mb.ca) for any question or to submit your application form and required documents.**

### **Section VI – List of board members and terms: Definitions**

Board member	Board member's name
Board position	E.g. chair, treasurer
Appointed from which municipality?	The municipality / local government that appointed the board member
Council or citizen representative?	Indicate either "council" or "citizen" representative
Term start date	Date of appointment to the board
Term end date	Date of end of term

## APPENDIX A – GRANT CALCULATION, RURAL AND NORTHERN PUBLIC LIBRARIES

This appendix to the guidelines provides explanation and instruction for the fields required in Section III of the grant application.

Line	Designation	Explanation	Value	Instruction
1	Number of participating municipalities	Count of the municipalities signed to the library's Regional Library Agreement or, for Municipal Public Libraries, one.  To be included as a participating municipality, a municipality must have contributed at least \$3.75 per capita in funding to the library.	#	"Participating municipality" means, subject to section 2, a municipality that has (a) established a municipal public library under section 9 of the Act; or (b) entered into an agreement respecting its participation in a regional library under section 23 or 29 of the Act.
2	Total municipal operating funds		\$	The total of the amounts of funding that the public library received from each participating municipality in the previous calendar year
3	Total municipal operating funds (2023)		\$	The total funding that the public library received from all participating municipalities in 2023 (Note: for the 2024/25 grant year, this will be the same as line 2)
4	Base amount maximum	# municipalities served x \$20,000.00	\$	Line 1 x \$20,000.00. This is the maximum amount of municipal funding that will be matched at 100%.
5	<b>Actual base amount</b>	Lesser of base amount maximum and total municipal operating funds	\$	If municipal operating funding is less than the base amount maximum, the actual base amount will be the municipal funding amount.
6	Amount eligible for percentage matching	Total municipal operating funds minus actual base amount	\$	All municipal operating funding that exceeds the base amount maximum
7	Percentage matching rate	1-2 municipalities = 25%, 3-4 municipalities = 50%, 5-10 municipalities = 65%, 11 or more municipalities = 75%	%	Enter the percentage matching rate that corresponds to the number of participating municipalities (line 1).
8	<b>Percentage matching amount</b>	(eligible amount * %)	\$	Multiply the amount eligible for percentage matching by the percentage matching rate.
9	Stabilization eligibility: Has total municipal funding been sustained?		<b>YES/ NO</b>	If the total amount of municipal operating funding (line 2) has been sustained at a level greater than or equal to the total municipal operating funding in 2023, the library is eligible for stabilization funding (if needed).
10	Base + Percentage matching (subtotal)		\$	Add the percentage matching amount to the actual base amount
11	2023/24 provincial grant		\$	The provincial grant amount that the library received in the 2023/24 grant year
12	<b>Stabilization amount</b>	If Base + Percentage matching is less than 2022/23 grant, the amount needed to stabilize at 2022/23 level	\$	If line 11 minus line 10 is greater than zero AND the library is eligible for stabilization funding, enter line 11 minus line 10.
	<b>Public Libraries Operating Support Grant</b>	Actual Base Amount + Percentage Matching Amount + Stabilization Amount (if eligible)	\$	

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## APPENDIX B – GRANT CALCULATION, WINNIPEG PUBLIC LIBRARY

This appendix to the guidelines provides explanation and instruction for the fields required in Section IV of the grant application.

Line	Designation	Explanation	Value	Instruction
1	Expenditure: Library collection materials	Expenditures in the previous calendar year on library collection materials	\$	Includes material in printed, electronic or digital form that may be shared with or used by a patron of a public library
2	Expenditure: Salaries	Expenditures in the previous calendar year on salaries of employees who provided or delivered library services on-site at a city library	\$	Includes salaries for eligible library staff
3	Expenditures Subtotal		\$	Add lines 1 and 2
4	15% of collection and salaries expenditures	15% of the total expenditures on library collection materials and staff salaries	\$	Multiply line 3 by 15%
5	Number of credentialed librarian FTEs	The number of FTEs holding a Master's degree in the field of library and information studies from an ALA-accredited institution	#	In previous year
6	FTE escalator	\$10,000.00 x the number of credentialed librarian FTEs	\$	Multiply line 5 by \$10,000.00.
7	15% of collection and salaries expenditures, plus FTE escalator		\$	Add lines 4 and 6
8	Maximum grant amount		\$ 4,000,000.00	Public Libraries Allocation of Grants Regulation, section 4(1)
9	<b>Public Libraries Operating Support Grant</b>		\$	Lesser of lines 7 and 8

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## APPENDIX C – APPROVED OPERATING BUDGET – REVENUE

This appendix to the guidelines provides information on the fields required in Section V of the grant application.

<b>Revenue - Operating</b>	<b>Amount</b>	<b>Notes</b>
Municipal operating funding total		The total of the amounts of funding that the public library received from each participating municipality for the normal operations of the library
Municipal other funding		Any additional, special, or one-time funding received from municipalities outside of the normal operations of the public library
Provincial Public Libraries Operating Support (PLOS) Grant		Total provincial operating funding
Provincial other library funding		Any additional, special, or one-time funding received from the province for non-capital library projects
Provincial other funding		Any additional funding received from the province not specified as public library funding
Federal funding		Funding received from the federal government
Private funding		Donations, bequeathments, etc. supporting non-capital projects or general operations
Library-generated		Internally generated revenue (e.g. fines / late fees, room rentals, etc.)
Contracted services		Revenue generated through contracted services (e.g. technology support, subletting space) from other organizations
Fundraising for operations		Fundraising done to support general operations (e.g. book sales)
Transfers from reserve fund		Drawing resources from the library's operating reserve fund
Other operating revenue		Any operating revenue not otherwise specified
<b>Total operating revenue</b>		

<b>Revenue – Capital</b>	<b>Amount</b>	<b>Notes</b>
<b>Total capital revenue</b>		

Continued on next page.

**APPENDIX C – APPROVED OPERATING BUDGET – EXPENDITURES**

Continued from previous page.

<b>Expenditures - Operating</b>	<b>Amount</b>	<b>Notes</b>
Personnel		Expenditures on staffing including salaries, benefits, recruitment, etc.
Materials, physical		Expenditures on physical materials added to the library's circulating collection (e.g. books, DVDs)
Materials, digital		Expenditures on digital materials added to the library's circulating collection (e.g. e-books, databases, digital subscription services)
Facilities		Lease/rent, utilities and maintenance costs paid by the library
Technology		Technology costs (computers, printers, internet, Integrated Library System, software licenses, website hosting, etc.) for staff and patrons
Training		Expenditures on staff training/professional development (including travel costs, if applicable)
Contracted services		Expenditures on (non-technology) contracted services (e.g. snow clearing)
Sector organization memberships		Annual cost for membership in sector organizations (e.g. Manitoba Library Association)
Transfers to reserve fund		Any budget surplus or other revenue moved into the library's reserve fund
Other operating expenditures		Any operating expenditures not otherwise specified (e.g. program costs, promotional costs)
<b>Total operating expenditures</b>		

<b>Expenditures - Capital</b>	<b>Amount</b>	<b>Notes</b>
<b>Total capital expenditures</b>		