



Manitoba *Library* Consortium Inc.
Consortium de *bibliothèques* du Manitoba inc.

Request for Proposal

Manitoba Libraries Needs Assessment

Consolidated Proponent Questions and Responses
October 30, 2024

1. Can MLCI provide an overview of target audience and learnings from the 2024 MLCI survey?

The 2024 survey was distributed across MLCI's membership comprising 99 library institutions. Responses were received from 48 member institutions: 24 public libraries, 11 K-12 school libraries, 8 post-secondary institutions, and 5 from government or other specialized libraries.

The survey, based on MLCI's mandate [in Article 2 of the bylaws](#), gather information on library type, location, MLCI involvement, service usage, unmet needs, and interest in membership and board participation. For further details, see the summary analysis provided at the end of this document. A detailed analysis and the full anonymized-survey data is available to successful bidder to aid in project efforts.

2. What is the breakdown of MLCI membership and the distribution of members by type or category and region in each class of membership.

MLCI bylaws define two membership classes: permanent and general. Permanent members include Brandon University, University of Winnipeg, University of Manitoba, Winnipeg Public Library, Université de Saint-Boniface, and Public Library Services unit of Manitoba Sport, Culture, Heritage and Tourism. All other members are included in the general class and are spread throughout communities in every region in Manitoba.

3. How many libraries, both member and non-member, fall into each membership class.

There are only 6 permanent member institutions. MLCI's 2019 records list 99 institutional members. Manitoba includes 54 public libraries, 8 public post-secondary institutions, 64 private vocational institutions, 4 religious universities or colleges, 37 K-12 school divisions, 114 independent schools, 53 First Nation schools, 9 institutional schools, and 1 technical college. The number of government or specialized libraries is currently unknown, and there is currently no central directory of Manitoba organizations with libraries that exists.

The successful proponent will explore and determine the market share and total number of potential sector participants as part of this project.



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4. Can you describe the composition of the current board of directors?

The board is composed of the following representatives from member institutions:

Permanent Members:

- Melanie Sucha, Brandon University (Chairperson)
- Emma Hill Kepron, University of Winnipeg (Secretary)
- Lise Brin, Université de Saint-Boniface (Treasurer)
- Betty Death, University of Manitoba
- Karin Borland, Winnipeg Public Library
- Trevor Surgenor, Public Library Services

General Members:

- Debbie Smith, St. James-Assiniboia School Division
- Clint Curle, South Interlake Regional Library
- Laranda Bailey, Border Regional Library
- Hannah Loewen, Providence College

5. What resources or support will be provided to assist completing this project? Are there any recent annual reports available for consultation, and what resources will be made available to support the project?

Historical organizational reports, membership information and access to contact databases will be supplied to the successful proponent, and the research committee members are available to support the project on both a routine and ad hoc basis. However, due to the recent state of operations there are no current annual reports available for consultation.

6. Is there a template proponents should use when responding to request for proposals?

All submissions are expected to meet the requirements established in the request for proposals and, beyond this, there is no submission template.

7. Are itemized receipts necessary?

As a fixed price contract MLCI expects proposals to include a detailed breakdown of costs including all tools, supplies services and any travel or logistics necessary to complete the work. In general, itemized receipts are not required to be submitted for reimbursement however this does not preclude any interests concerning project reporting and tracking.

8. Can you provide guidance on what is required for adequate and appropriate insurance?

The successful proponent will assume the responsibility and liability for all injuries or deaths of persons, including subcontractors and respective employees, as well as any and all damages to or loss of property caused by or arising out of any negligent act or omission on the part of the contractor.

9. What level of implementation or follow up is expected to be included in proposals?

The project requires the successful proponent to develop a written report assessing current state and mandate with information and options for the board to consider. Proponents will be



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expected to release all associated data to the custody of MLCI. Implementation of options or recommendations is not part of the scope of this project.

10. Is the project end-date flexible?

MLCI expects that the project will be executed within the timeframe required to have the report complete to present to members at the next Annual General Meeting. Proponents are expected to plan and resource project accordingly.

11. How will proponent experience be assessed specifically?

Demonstrated related experience will be required for the successful proponent. Proposals will be evaluated in an equal measure for an understanding of Manitoba's socio-economic, geographic and cultural context, libraries and librarianship, and experience carrying out research and assessment project (within a Manitoba and/or Canadian context). Manitoba libraries represent diverse communities, and experience supporting work of diverse communities through and inclusive and equitable lens will be considered in assessment of proposals.

12. Will travel be required for any part of the project?

We anticipate that the successful proponent will leverage technology and much of the effort can be conducted remotely. Proponents may deem travel necessary depending on the proposed assessment approach or for reporting. All travel and related logistics should be accounted for in the proposal and proposed budget.

13. How will success be measured, what outcomes define a successful project completion and what would the success of this project mean for MLCI and libraries in Manitoba?

This needs assessment will provide a comprehensive understanding of the needs and service gaps across different types of libraries in Manitoba, and present options to address challenges by shaping our priorities, strategic decisions, organizational structure, and mandate going forward. It will position the library sector broadly – within and beyond MLCI – to be able to strengthen and expand services and partnerships to achieve effective collaboration and resource-sharing across libraries in Manitoba.



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Appendix A

ANALYSIS OF SURVEY RESULTS SHARED WITH MEMBERS AT ANNUAL GENERAL MEETING



MLCI conducted a short survey with member institutions in March and April this year. The results of the survey and the analysis on Needs and Gaps were shared with the MLCI board and summarized for the Annual General Meeting.

Respondents:

- shared information about their library type and location,
- described how long they have been involved in MLC,
- identified the MLCI services that had been used in the past, the level of need for these services broadly, and whether these needs were met or unmet.

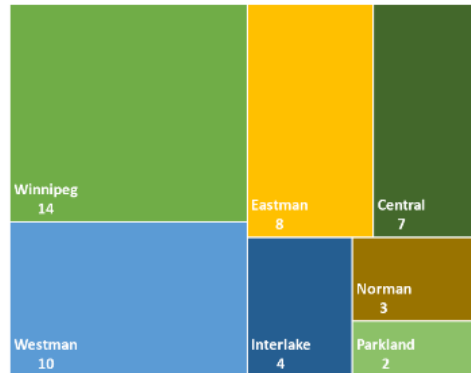
Respondents also shared information about their capacity and interests in supporting MLCI going forward through membership fees, and through participation on the board or through projects. 48 institutions responded to the survey.



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Number of
respondents by region

A good distribution of
responding members across
regions.



This graphic represents the service region of respondents, MLCI received responses from

- 14 members in Winnipeg
- 10 in Westman
- 8 in Eastman
- 7 in Central
- 4 in Interlake
- 3 in Norman
- 2 in Parkland

The public library subsector was well represented with 24 or half the respondents from public libraries. The school subsector was represented in 11 responses, there were 8 responses from academic libraries and 5 responses representing government and other library types.

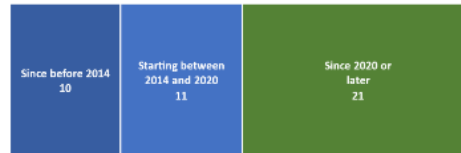
While the results represent a good distribution across regions and subsectors, the results may skew to those that responded, and it may not be representative of current or potential MLCI membership. This does however present good indicators.



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Length of time the respondent
has been involved with MLCI

Half of the people responding
for their institutions are new
to MLCI.



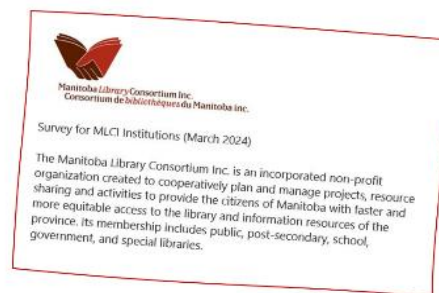
Respondents were asked to identify their personal involvement with MLCI, and we noted that half of the people responding indicated they had only personally become involved since 2020 or later. The other half of respondent's involvement with MLCI were split between before or after 2014.

This detail offers some context on how respondents may have approached the survey, it may reflect the level leadership turnover at member institutions and implies potential gaps in institutional knowledge of MLCI's role and support for the sector.

Analysis of survey
responses

In this brief analysis, we look
at survey responses by type of
institution.

We focus on understanding
the needs of members, and
gaps that might shape the
direction of the MLCI.



The survey questions were largely framed on the activities described in the MLCI Mandate in Article 2 of the organizational bylaws.

- Provide timely delivery of materials and information among participating libraries;
- Provide online access to bibliographic records and other electronic information;

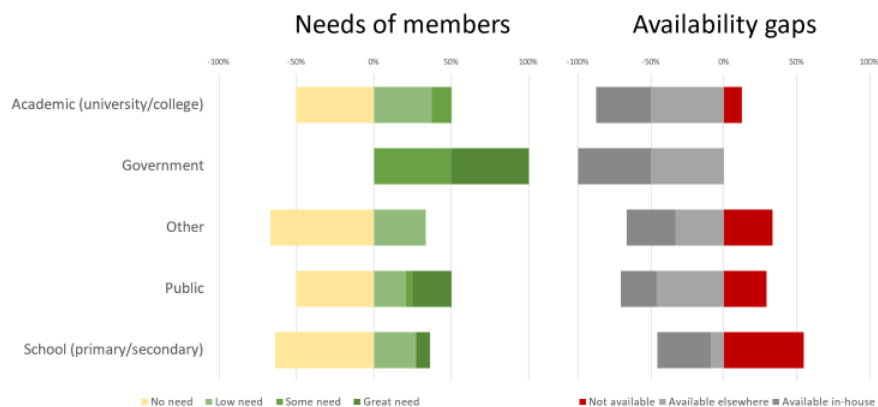


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- Assist in the introduction of new technologies and other methods of inter-library cooperation;
- Provide training, continuing education and professional development for library staff members so that libraries can serve their users more efficiently and effectively;
- Maintain a cooperative relationship between the consortium and groups or agencies with similar goals; and,
- Provide a means by which the consortium Members can cooperatively plan any other projects which facilitate effective and efficient resource sharing;
- Provide costs saving opportunities through Consortium bulk purchasing, including library supplies and electronic databases; and,
- Provide the means to promote information literacy for library staff and the citizens of Manitoba.

The next few slides provide a brief analysis the needs and gaps identified by respondents within their subsector (or library type). The following charts compare the percentage of responses in each category. For context, on survey questions regarding Mandate activities, there were several respondents that indicated a lack of awareness of services whether these are available through MLCI or other organizations.

Transfer materials between participating libraries



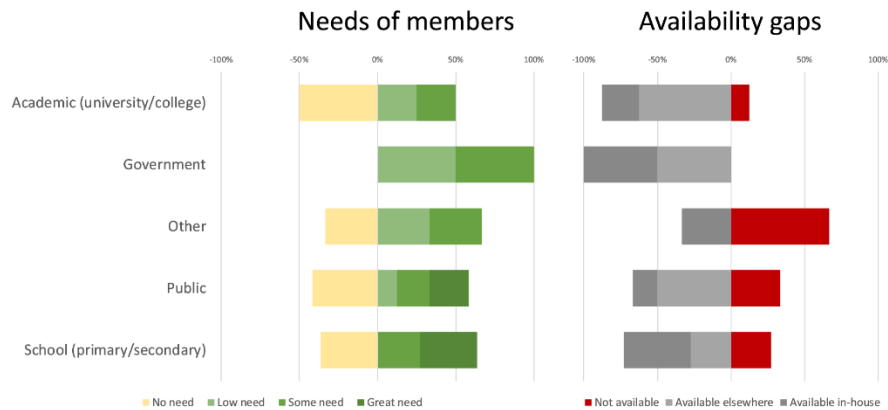
Needs were identified by no-need, low, need, some need or great need. Gaps were identified by not-available, available else-where or available in house.

On transfer materials between participating libraries, there was a pretty balanced response across institution types with respect to need or no-need. With respect to gaps identified in this category, school libraries stood out.



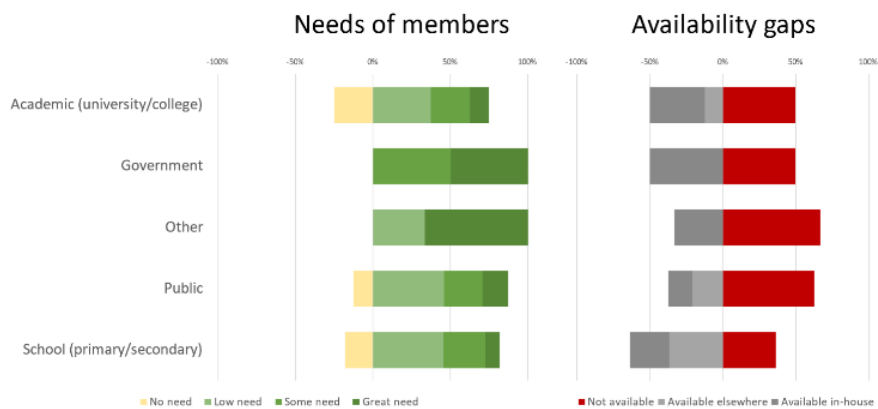
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Provide online access to bibliographic records / metadata



On provide access to bibliographic records or other metadata sources. Most respondents indicated some level of need for cataloguing / metadata sources. Most respondents indicated this was available to them, either in-house or elsewhere. This could indicate that available sources are not adequate to needs.

Assist in the introduction of new technologies

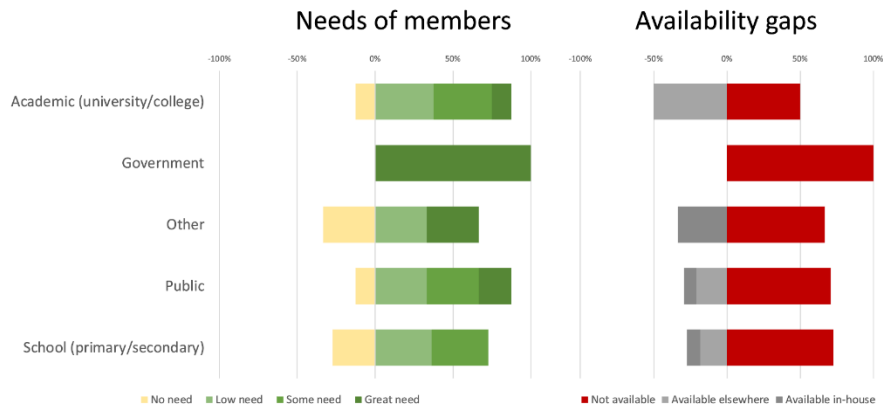


On assist in the introduction of new technologies, the responses across library types were heavily weighted toward need, and while some members have access to this type of support, many do not.



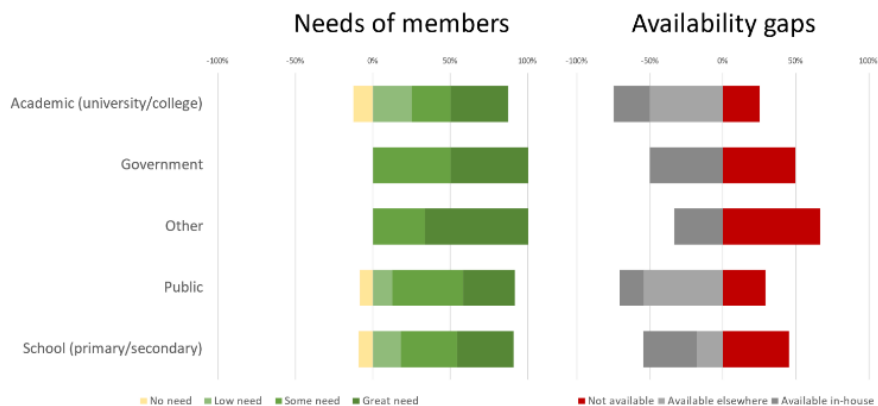
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Assist with inter-library cooperation



On assist with inter-library cooperation, again most members identified a need for assistance with coordination of interlibrary cooperation. Half of the academic institutions suggested this is a gap and for most members structure for interlibrary cooperation is not available.

Staff training and development

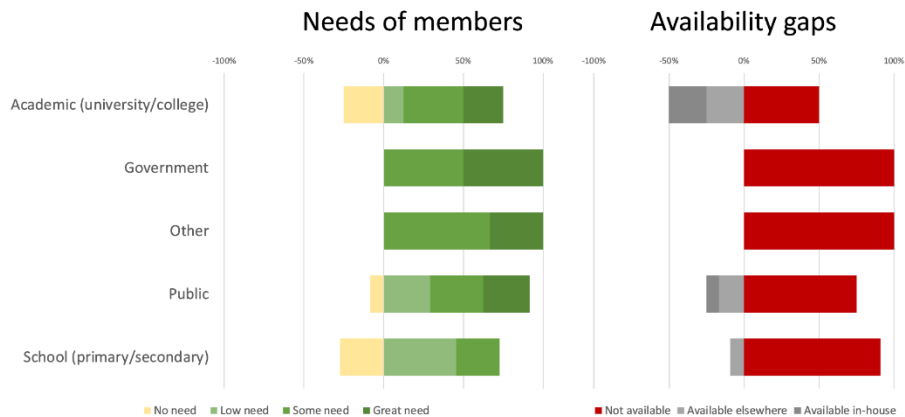


On staff training and development, very few respondents indicated no need, and interestingly, even when this was available to member institutions, they still showed a high-level of need for staff training and professional development.



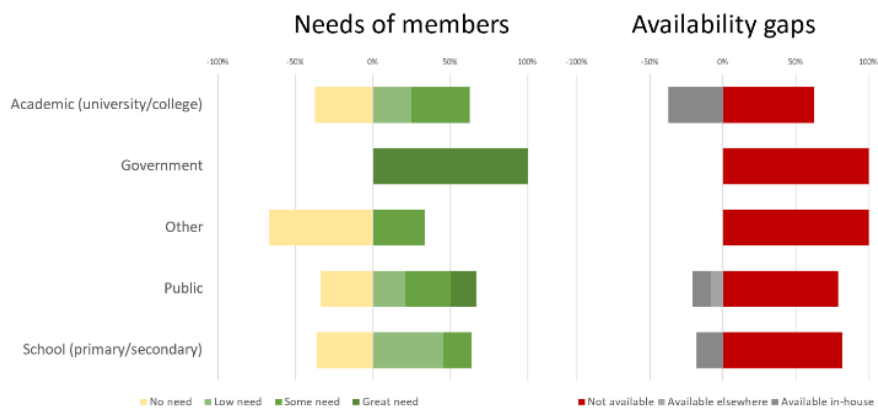
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Coordinate collaborative projects



Similar to responses to “assist with inter-library cooperation”, needs high and service is not generally available to institutions.

Coordinate bulk purchasing of library supplies

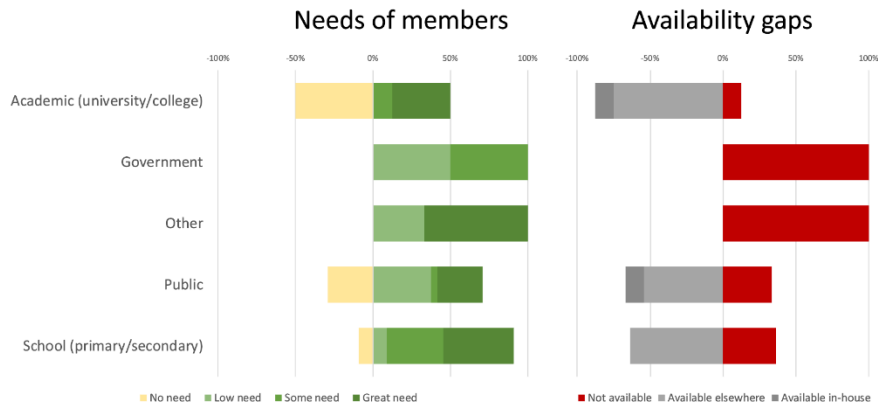


On the coordination of bulk purchasing of library supplies, there was a mixed need identified, leaning to some level of need, and with respect to availability it is not generally available.



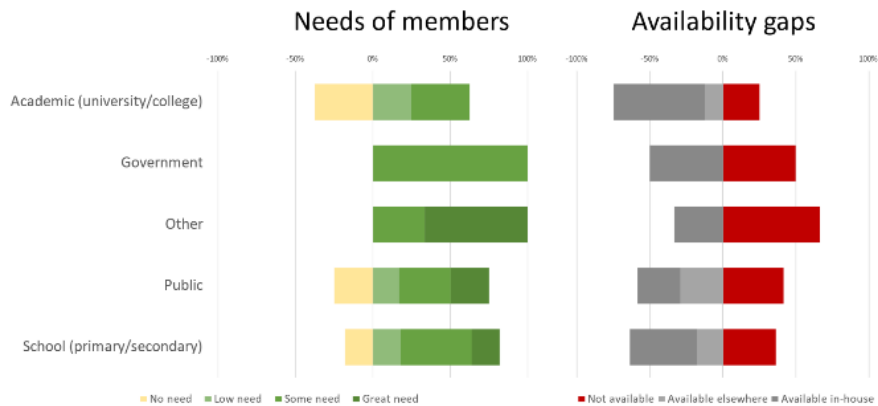
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Consortial licensing of electronic databases



On the management of consortia licensing of electronic databases, academics fare better than other types of institutions and most respondents indicated some level of availability while still showing a need.

Assist in the promotion of information literacy

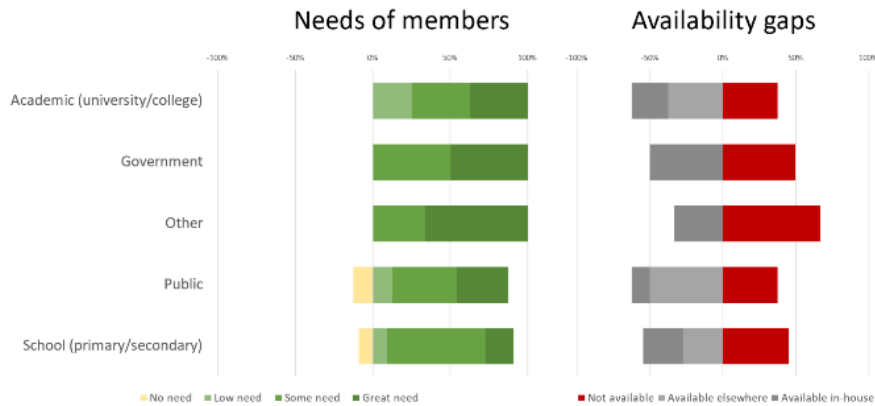


On assisting in the promotion of information literacy, there is a continuing theme of need expressed even where this is already available across some subsectors.



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Create opportunities for information-sharing/network-building



On creating opportunities for information sharing/network-building, same theme high need, even where it is available. And the gaps may suggest that members want to be more connected.

Where can value be added?



Overall, most responses indicated some level of need across all categories.

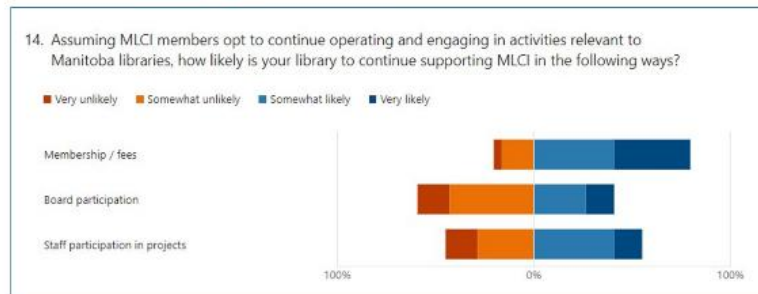
A significant percentage of respondents indicated that these services were not available to them. Where there are needs AND those services are not available (in-house or elsewhere) it may suggest that available services are not meeting needs.



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Looking forward, the survey also asked member respondents the likelihood of continued support.

While respondents were heavily weighted to supporting services through membership fees, the capacity or willingness of members participate in projects or on the board was lower.

On a positive, despite that 21 or half of respondent members had indicated only recent history with MLCI only one respondent indicated that there were very unlikely to continue supporting MLCI via membership and fees, and only 4 responded somewhat unlikely.

In some categories there are great variations in responses. For example, at least one respondent indicated “no need” and at least one responded indicated great need for every activity. There are recurring themes that need to be better understood. The responses raise more questions than they provide answers or direction on MLCI but in general there does seem to be demand and interest for the types of activities MLCI was established to undertake.

In closing, and as discussed at the beginning of this presentation, the survey data is limited and challenging to interpret. The data provides useful indicators, it raises important questions, but they only point us to the need for deeper investigation.