

2018 Calendar for Marigold Library System Local Library Boards and Member Libraries

2018	Updated December 18, 2017	Calendar can be found at: marigold.ab.ca/support
January	<p>Board reviews 2017 library activities to determine if Goals and Objectives were met. Gather information and prepare an Annual Report for your library files and your council. Remember to report this to your council.</p> <p>Each year, municipal libraries receive an email with a link to Municipal Affairs Public Library Services Branch: at www.municipalaffairs.alberta.ca/plsb_funding_and_grants you will find the following:</p> <ul style="list-style-type: none"> • Application for Financial Assistance for Municipal Libraries • Statement of Receipts and Disbursements (audit) forms • Budget forms • Annual Report of Public Libraries in Alberta forms <p>Fill out and submit information to Municipal Affairs Public Library Services Branch in order to receive your annual operating grants.</p> <p>Please send a copy of the Annual Report, Statement of Receipts and Disbursements, and Budget to Marigold headquarters.</p> <p>Invoices go to municipalities for Marigold Levy.</p>	
February	<p>Board ensures council provides sufficient funding so library is eligible for provincial operating grant.</p> <p>Board gives 2017 financial records to auditor in January or February.</p> <p><i>Annual Report of Public Libraries in Alberta</i> deadline for submission to Municipal Affairs Public Library Services Branch is February 28 (libraries submitting online report). Send a copy to Marigold headquarters.</p> <p><i>Community Library Annual Reports</i> due in mid-February.</p>	
April	<p>Headquarters sends first installment of Services Grant to local board or Community Library Incorporated Society.</p>	
May	<p>Annual Member Libraries Workshop in Calgary – May 16, 2018 for library staff and board.</p>	
June	<p>Headquarters sends community library grants to library service points (community libraries). June 15 is the final deadline for submission of all parts of the grant application package. Libraries must submit to Municipal Affairs Public Library Services Branch:</p> <ul style="list-style-type: none"> • 2 copies of Application for Financial Assistance for Municipal Libraries • 1 copy of Annual Report • 1 copy of audited Statement of Receipts and Disbursements* • 1 copy of Budget <p>Send a copy of the Annual Report, Statement of Receipts and Disbursements, and Budget to Marigold headquarters.</p> <p>* Note: Be sure to include any money that you receive in support of utilities, insurance, janitorial services, etc.</p>	
August	<p>Find out when your council wants budget estimates.</p> <p>Headquarters sends second installment of the Services Grant to local board.</p>	
September	<p>Schedule C requisition from board due to Marigold headquarters (watch for invoice in August)</p> <ul style="list-style-type: none"> • Due in October 	
November	<p>Detailed operating Budget estimate for 2019 sent by board to headquarters. If you haven't already presented the budget to council, do so now.</p> <p>Headquarters sends final installment of Services Grant to local board or Community Library Incorporated Society.</p>	

At A Glance...

CONTINUING EDUCATION OPPORTUNITIES FOR STAFF AND BOARD

May 10 - 13, 2018

Alberta Association of Library Technicians Conference (AALT) – At Badlands Community Facility in Drumheller, Alberta. The theme is: *Unearthing Potential*. aalt.org

April 26 - 29, 2018

Alberta Library Conference (ALC) in Jasper for library staff and board members. The theme is: *We Stand Up!*
www.albertalibraryconference.com

May 16, 2018

Annual Member Libraries Workshop for library staff and board members in Calgary at Clarion Hotel and Conference Centre in Calgary (2120-16 Ave NE). Expenses are covered for up to two participants from each library.

marigold.ab.ca/workshop

The theme is: TBA

LIBRARY CELEBRATIONS

February 25 – March 3, 2018

Freedom to Read Week www.freedomtoread.ca

September 28, 29, 30, 2018

Alberta Culture Days, 2018: <https://ab.culturedays.ca/en>

October

Library Month (Celebrated across Marigold Library System)

Publication	Distribution	Purpose
Marigold eNewsletter	By subscription, also mailed to libraries, and on Marigold website with sign-up option	Shares information and ideas around the System – for library staff.
Marigold Report usually 4 times per year (after each Marigold Board Meeting)	Emailed to Board members, mailed to Councils and member libraries, on Marigold website	Highlights of Marigold Board meetings for councils and Board members.
Advocacy! @ your library	Member libraries, on website, shared with other regional systems	As needed or requested (call to action)
Marigold's Annual Report	End of April at AGM, on Marigold website and mailed to various stakeholders & partners	Provides stakeholders with a financial and activities summary of the year.
Marigold Overview	Marigold Community and beyond and on website	Provides a quick statistical overview of Marigold Library System.
Overview of headquarters staff	As needed to Board members, library staff & other stakeholders	Communicates the big picture at headquarters. Includes staff pictures and contact information.
Library to You (L2U) Catalogue	2 times per year (March & August) and on Marigold website	Provides a selection of reading material directly to cardholders living in areas far from a member library or who are unable to get to a library.
Professional Development Resources (eNewsletter)	On Marigold website (sign-up option)	Identifies trends, webinars, online courses, books etc. that help keep staff and boards on the cutting edge of library service.
ReNEWS Marigold's New Building Plans & Progress	Member Libraries, Board, Councils and on Marigold website & other stakeholders	Updates / Progress towards a new headquarters building.