

MARIGOLD LIBRARY SYSTEM

Board of Management

Saturday, January 28, 2012

Video Conference - Four Locations

MINUTES Present:

Lynda Lyster (Chair) – MD of Bighorn (Cochrane)
Leslie Duchak (Vice Chair) – Okotoks (Airdrie)
Shelley Sweet – Airdrie (Airdrie)
Glen Keiver – Kneehill County (Airdrie)
Helen Veno – Special Areas #2 (Hanna)
Lil Morrison – Starland County (Hanna)
Al Campbell – Three Hills (Airdrie)
Lisa Constantini – Irricana (Airdrie)
An Vo – Chestermere (Strathmore)
Diane Osberg – Black Diamond/Turner Valley (Airdrie)
Maxine Booker – Acadia M.D. (Hanna)
Jan Dyck – Longview (Cochrane)
Christine Boyd – Ghost Lake (Cochrane)
Sandra Barker – Waiparous (Cochrane)
Cathy Watts - Hanna (Hanna)
Arn Hoffman – Kananaskis I.D (Cochrane)
Pat Fule – Strathmore (Strathmore)
Gary Billings- Rockyford (Strathmore)
Robert Eccles – Consort (Hanna)
Kristen Anderson - Hussar (Strathmore)
Susan Roper – Cochrane (Cochrane)
John Getz – Standard (Strathmore)
Carney Raitz-Wakaryk – Town of Canmore (Cochrane)
Berneice Bland – Wheatland County (Strathmore)
Elaine Michaels – Cereal (Hanna)
Rosana Ramos – Special Area #4 (Hanna)
Frank Vanderkley – Trochu (Hanna)

Guests:

Cheryl Johnson -Manager of Hanna Municipal Library
Evange Lamson- Board Chair of Hanna Municipal
Library
Linda Traquair- Board Chair Drumheller Public Library

Regrets:

Debbie Habberfield – Rocky View County
Kathie Putnam - Linden
Barb Beary – Foothills M.D.
Donna Isaac – Delia
Linda Schafer – High River
Gordon Thomson – Oyen

Staff:

Michelle Toombs (Cochrane)
Laura Taylor (Hanna)
Lynne Thorimbert (Airdrie)
Denise Fung (Cochrane)
Shona Gourlay (Hanna)
Steven Pattison (Strathmore)
Carlee Pilikowski (Strathmore)
Nora Ott (recording) (Cochrane)
Margaret Newman (Strathmore)
Sandy Watson (Strathmore)
Barb Froese (Strathmore)
Lynn Blain (Strathmore)

Vacancies:

Youngstown
Beiseker
Acme
Special Areas 3
Morrin

Regrets without notice

Lyle Cawiezel – Munson
Donna Habich – Empress

MINUTES

1. CALL TO ORDER - Lynda Lyster called the meeting to order at 9:35 am

1.1 Greetings

-
- Carol Byler, Board Chair of the Nan Boothby Memorial Library in Cochrane expressed greetings from Cochrane. She gave a brief history on the Boothby family and explained that Nan Boothby was one of the original founders of the Cochrane Library. Carol wished everyone a productive meeting.
- Cathy Watson, a Board member from the Hanna Municipal Library Board, expressed greetings from Hanna and thanked all the delegates for coming.

1.2 Introduction of delegates, guests, and staff

- Gary Billings, from the Village of Rockyford, was welcomed as a new appointee to the Marigold Board
- Cheryl Johnson, Manager of the Hanna Municipal Library, Evange Lamson, Board Chair of the Hanna Municipal Library Board and Linda Traquair, Board Chair of the Drumheller Public Library, attended as guests.
- There are vacancies in 5 locations: Acme, Beiseker, Morrin, Special Areas #3, and Youngstown.

1.3 Recognition of Board appointments

Cathy Watts, from the Town of Hanna, has been re-appointed to the Marigold Board

2. APPROVAL OF AGENDA

MOTION: J. Getz/L. Duchak

- To approve the agenda

CARRIED

3. MINUTES OF THE November 19, 2011 MEETING

MOTION: F. Vanderkley/J. Dyck

- To approve the minutes of November 19, 2011

CARRIED

4. CONSENT AGENDA

4.1 Transfer of agenda items from consent agenda

- There were no items to be transferred from the consent agenda

MOTION: S. Roper/C. Watts

- That consent agenda items 4.3 be approved as presented

CARRIED

5. DECISION

5.1 Financial

5.1.1 Financial Statements to December 31, 2011

- Three staff members took a course learning Simply Accounting in order to expand their knowledge of the accounting system used by Marigold HQ.
- Marigold is in a good financial position. Marigold increased its assets in 2011.
- Marigold will move from CIBC to Scotiabank. This is a multi-step process. The process will begin with GIC transfers.
- The establishment fund was granted by the Province of Alberta to assist member libraries who join Marigold. In 2012, a new phone system will be paid out of this fund to improve customer service with all member libraries
- Marigold Library System was lucky to have revenue dollars based on current population figures from the Province.
- When materials are ordered, the money designated for the purchase of those materials is held in encumbrance. When the materials are received, the money is taken from encumbrance and paid to the vendor. Materials are paid for in this fashion because it is often unknown when or if they will arrive from the publisher.

- In 2011, Marigold received more materials for less money. The reason for this was that the exchange rate fluctuated in favor of Marigold and the average cost of a book went from \$18.00 to \$15.00.
- Spending is carefully tracked to ensure that Marigold stays within budget. In 2012 Marigold will place all orders by November so that most orders are received by year's end and a more accurate balance can be calculated.
- Marigold spent 87% of the 2011 budget. Marigold will have a small amount to put into reserves.
- The financial statement is the statement of the resources or assets of Marigold at a particular point in time (December 31, 2011).

MOTION: A. Hoffman/L. Constantini

- To approve the unaudited financial statements to December 31, 2011.

CARRIED

5.1.2 RISE End of Project Financial Report

- The completion of RISE was in April 2011.
- Videoconferencing continues to grow in use and relevance. Some successful examples of videoconferencing include the Small Libraries with Big Hearts meetings. Two sessions were held with headquarters and small libraries in Marigold. It was an opportunity for library managers to connect with one another, have discussion on matters that are important to them and to identify best practices that occur at other libraries.

MOTION: L. Constantini/E. Michaels

- To approve the RISE End of Project Financial Report

CARRIED

5.1.3 2012 Budget

- The budget was discussed in detail at the November Board meeting in Chestermere. The budget is a living document that changes as new information is available. Some changes have been made to the budget since November due to updated information.
- The majority of revenue that Marigold receives comes from grants from the province and levies. Revenue from levies is based on current 2011 population figures that were released at the end of December. The current population is 238,827. There are 41 participating municipalities. The population increase for Marigold Library System is only 1.9% which can mostly be attributed to the economic climate as the growth was projected to be 2%.
- 2012 is the first year of the new Schedule C. Schedule C is part of the Marigold Agreement and is the levy that is charged to municipalities and library boards to belong to Marigold.
- Staff workstations will be replaced in 2012. They have not been replaced since 2006.
- January 1st saw all staff receive a 3% COLA increase – first since 2009.
- Marigold is expecting the new telephone system to be installed in March.
- Marigold added a space in the budget to include Health and safety expenditures. Marigold is committed to ensuring that safety is a priority. Susan Roper suggested that Marigold investigate applying for a Certificate of Recognition since work on upgrading a safety program was taking place. Acquiring a C.O.R. would give Marigold a 20% reduction in WCB premiums.
- Marigold will be recruiting for vacancies in 2012. The recruiting expenses will be planned for and included in the 2012 budget.
- Marigold will be sharing information about Working Alone with member libraries. This information/training will most likely take place via videoconferencing.
- Marigold has purchased a license for stock photos. This will allow Marigold to put pictures on the Web and in marketing materials without violating any copyright laws.
- In 2011 Marigold staff planted the Marigolds at the front of the Headquarters building. In 2012 this task will be contracted. A RFP will be drafted and sent to local Landscaping companies. Marigold wishes to hire a company with competitive fees and a record for providing satisfactory service.

- Providing an Audio Cine License to member libraries is another service that Marigold can offer to libraries to assist with providing additional programming options. Providing programming is an objective of Vision 2015. Many libraries in Marigold provide family and children’s programming by showing feature films in the library. A public performance license is required to show movies in the library. Audio Cine provides licensing for major studios including Disney, Touchstone Pictures and Sony Pictures. All libraries need to participate. The cost for 2012 is \$10,427.89 – including GST. Marigold will be paying this cost on behalf of member libraries.
- Lynda thanked Michelle and staff for the budget preparations. Lynda declared the 2012 budget as a “good” budget.

MOTION: J. Dyck/S. Sweet

- To approve the 2012 budget.

CARRIED

5.2 Policies/Plans

5.2.1 Schedule B – Materials Allocation 2012 (Collection Management Policy)

- The formula for 2012 is based on \$3.50 per capita. Current population figures are based on information provided by Municipal Affairs that became available in December 2011. For small libraries, the base allocation is 140 items. The schedule was tentatively approved by the Standards and Services Committee in the fall with 2010 population numbers. Once 2011 population figures were released, it was approved by the Executive Committee in December.
- The new schedule has an average price for books at \$18.00. This is lower than previous schedules because the price of materials is less with bulk purchasing, larger discounts that enables more buying power.
- Member libraries also receive additional materials such as the top ten paperback bestsellers each month, and a budget to purchase paperbacks.

MOTION: M. Booker/ P. Fule

-That Schedule B of the Materials Allocation for 2012 be accepted

CARRIED

5.2.2 Schedule A – Services Grant 2012 (Transfer Payments Policy)

- Marigold does not direct how library boards allocate the grant, but it is recommended that libraries use the money to assist with costs associated with resource sharing. Resource sharing is an important component of the library that results in libraries sending out and receiving thousands of materials each year to over 150 libraries in the province through the TRAC consortium.
- The schedule is reviewed annually to compensate for population changes. The Schedule was tentatively approved by the Standards & Services Committee in the fall and was approved by the Executive upon the release of the current population figures in December.

MOTION: M. Booker/ L. Morrison

-That Schedule A - Services Grant for 2012 be accepted.

CARRIED

5.3 Marigold Board Committees

5.3.1 Nominating Committee – Volunteer Needed

At the August meeting, Elaine Michaels from Cereal volunteered to be on the committee.

One more volunteer was needed for the Nominating Committee.

The Nominating adhoc Committees responsibilities include:

- Verifying that there is someone to stand for Chair and Vice-Chair for Marigold
- Asking the standing committees to ratify their membership and appointee to the Executive.
- Seeking Board members who are willing to put their name forward as a member-at-large.

Kristen Anderson was nominated to fill the vacated position on the Nominating Committee

MOTION: M. Booker/Frank Vanderkley

-To approve Kristen Anderson as a member of the Nominating Committee

CARRIED

5.4 Upcoming Board Meetings:

April 17, 2012

- The next full Marigold Board meeting and AGM will be in Strathmore on Tuesday April 17. The meeting will start at 5:00 p.m. and will end around 9:00 pm. The meeting will take place at the Strathmore Travelodge.
- Members were urged to let Marigold headquarters know if they would be requiring a room at the Travelodge for the night of April 17th.

August 25, 2012

- The Saturday, August 25 meeting will be hosted by the Drumheller Library located in the new Badlands Community Centre. The meeting will start at 9:30 am

November 17, 2012

- The Saturday, November 17 meeting will be hosted by the High River Library. It will start at 9:30 am.

6. ITEMS FROM THE CONSENT AGENDA

There were no items from the Consent Agenda

7. INFORMATION

7.1 ALTA Report – Leslie Duchak

- Search has begun for a new ALTA Executive Director
- Libraries should look to PLSB for trustee education. Medicine Hat is hosting a workshop on Feb. 25, 2012. Sheep River Library is hosting a workshop on Saturday, March 3.
- Diane Osberg has allowed her name to stand as a representative from Marigold

7.2 Marigold Agreement with new Schedule C

- Schedule C was approved by 95.12% of municipalities (39 of 41) representing 99.72% of the population (233,580 out of 234,226). The requirement is to have 60% of the municipalities representing 60% of the Population.
- The Marigold Agreement now includes the updated amounts for Schedule C for 2012-2014

Without boards

2012 — \$7.54 per capita paid to the Marigold Library System

2013 — \$8.14 per capita paid to the Marigold Library System

2014 — \$8.60 per capita paid to the Marigold Library System

With Boards

2012 — \$4.90 per capita to be paid directly to Marigold Library System

2013 — \$5.25 per capita to be paid directly to Marigold Library System

2014 — \$5.60 per capita to be paid directly to Marigold Library System

Municipal Library Boards

2012 — \$4.50 per capita to be paid directly to Marigold Library System

2013 — \$4.50 per capita to be paid directly to Marigold Library System

2014 — \$4.50 per capita to be paid directly to Marigold Library System

7.3 Updates – Michelle

In 2012 Marigold hopes to:

- Overhaul HR Policies, benefits, job descriptions, staff compensation
- Visit all member library councils and or boards. This will start a three year rotation for Michelle and Laura
- Review e-resources
- Increase resource and information sharing
- Have representation on TAL Licensing committee

Michelle addressed the accomplishments of staff and credited the numerous achievements to their collaborative efforts. She credited the cultural changes within the organization to the positive, forward-thinking staff who sustain the fast past momentum and effectively connect with various stakeholders.

A proposal to extend RISE throughout the province has been brought forward by the directors of Shortgrass, Chinook Arch and Marigold. The financing may be coming from APLEN. Many nodes have expressed interest. RISE will continue no matter what. If it is extended, this will result in more programs and more partnerships.

7.4 Information Sharing – Roundtable

Diane Osberg – Sheep River

- Sheep River is having an open house on March 24. They are highlighting partners.
- They are hosting the PLSB Trustee workshop on March 3
- They have installed a new video surveillance camera. This has already helped identify the perpetrator of a theft in the Library.

Leslie Duchak – Okotoks

- Library budget was passed by council

Shelley Sweet – Airdrie

- Budget passed with an increase
- The plans for a new Library were OK'd in the Capital Budget
- There was a meet and greet RISE video conference between Airdrie council and Marigold HQ

Al Campbell – Three Hills

- Budget was approved by Town Council

Lisa Constantini – Irricana

- Increased funding for Library
- Library programming is very successful

Maxine Booker

- Happy with budget
- The basement is being built so the library can move back into that space

Cathy Watts – Hanna

- Everything is going well

Elaine Michaels – Cereal

- They are making good use of RISE equipment.
- They are very thankful they have the RISE equipment

John Getz – Standard

- Is thankful for Audio Cine, as the Standard Library Board will be showing films and see this as an opportunity to raise some money
- Pam Dart (Treasurer) has balanced the budget
- Standard has welcomed a new Library manager, Adreena Harder

Kristen Anderson – Hussar

- Library partnered with the Lions Club for a successful Fundraiser

Gary Billings – Rockyford

- The board is in transition due to a number of new board members
- Audio Cine will be a benefit from Marigold

Linda Traquair – Drumheller

- The new director (3 months) has made many changes
- The new facility date keeps changing
- Library hours of service have increase to 52 hrs per week
- Their phone numbers will be changing

Pat Fule – Strathmore

- Readership is up
- Library building is too small and there are mould problems. A fledgling museum society has suggested a partnership with the Library to find a new site

Arn Hoffman – Kananaskis

- Tourism, Parks and Recreation Architect, will design some better advertising that will encourage people to read and use the library

Susan Roper – Cochrane

- Strategic planning will be incorporated into board meetings
- They have a good relationship with their Friends of the Library
- They have had a budget increase
- They are in negotiations with CUPE

Carney Raitz-Wakaryk – Town of Canmore

- Their budget has passed
- Their new Library may be opening in November

Christine Boyd – Ghost Lake

- New community building is finished. This will house the new deposit.
- They used Benchlands deposit as an example of how to set up their new PBC deposit.

8. Book Draws

Winner at Airdrie – Al Campbell

Winner at Cochrane – Jan Dyck

Winner at Hanna – Maxine Booker

Winner at Strathmore - John Getz

8.1 Freedom to Read Week Display Draws

Winner at Airdrie – Glen Keiver

Winner at Cochrane – Susan Roper

Winner at Hanna - Evange Lamson

Winner at Strathmore - Berneice Bland (will donate to Gleichen Library)

9. ADJOURNMENT

L. Lyster declared the meeting adjourned at **12:00pm**

Chair

CEO

Marigold Board Meeting Background Notes 28 January 2012

1. 2012 Budget

- Only four municipalities in Marigold submitted updated population numbers to Municipal Affairs for 2011, resulting in a 1.96% population increase from last year; therefore, the revenue section for levies from the municipalities and library boards did not increase significantly (budget estimate was 2%). Marigold experienced the highest population growth in comparison to the other Library Systems.
- Materials Allocations and Transfer Payments are also set according to population, with a base amount for municipalities with smaller populations.
- Establishment Fund will be used to pay for the balance of the new telephone system, which will provide better service for all member libraries. The decision was confirmed at the Executive meeting on 25 January.
- Bank charges will change as Marigold transitions to a new bank as a result of the Banking Proposal that was circulated to five banks in Strathmore in the fall of 2011.

- Conference costs are increasing (e.g., ALC in Jasper).
- Marigold has committed to a number of improvements to the HQ facility, including electrical and boiler repairs.
- Marigold has committed to acquiring server equipment to improve recovery time when IT equipment fails.
- Increased volume and older vehicles are expected to result in increased delivery costs.
- More materials and e-resources are budgeted for member libraries.
- With a Strategic Plan emphasis on providing more programming support for member libraries, the budgeted expenditures on programs has increased.
- Staff salaries and benefits have increased with Step and COLA increases in 2012. Marigold will increase training opportunities for staff in 2012.
- Reimbursement revenue and expenditures balance.

2. Audio Cine license

- Background: Many libraries in Marigold provide family and children's programming by showing feature films in the library. A public performance license is required to show movies in the library. Presently, there are two companies that provide licensing; the companies are Audio Cine and Criterion Pictures. Most libraries prefer Audio Cine because they provide licensing for new releases from major studios including Disney, Touchstone Pictures and Sony Pictures.
- In 2011 and again in 2012, Laura contacted member libraries to see if there was an interest in getting the Audio Cine License. Of the 20 libraries that responded, only one library was not interested. Nine libraries said that they would be interested in getting the license, but most likely could not because they did not have the budget to afford the license. The company Audio Cine states that if Marigold purchases the main license for member libraries to get the reduced cost, all libraries need to participate.
- Marigold will pay the cost on behalf of member libraries (**\$10,427.89 for 2012**). This decision was confirmed by the Executive committee on 25 January 2012.
- Providing the Audio Cine License to member libraries is another service that Marigold can provide to libraries to assist with providing additional programming options. Member libraries are always requesting simple programming choices that can be implemented and this is another way that it can be done. Providing programming is an objective of Vision 2015.

3. Server reliability

- In late 2011, Marigold experienced two major IT service interruptions. In early January, Steven and Richard met to identify ways to ensure that there are fewer service interruptions and back-up.
 - Four new server-grade hard drives for the storage server have been ordered and should arrive any day. Once they arrive, a maintenance window will be scheduled to perform the configuration on the storage server to bring it in line with recommendations made for both redundancy and uptime scheduling.
 - Quotes have been received for a new exchange server. Once it is installed, it will provide full redundancy. The exchange server will be housed at Marigold to ensure responsive and reliable support and troubleshooting.
- Gary Duchak (Leslie's husband) assembled a large package of information (his Christmas project) to assist with identifying network up-time priorities. His network engineering expertise is a great benefit to Marigold, and Michelle called to personally to thank him.

4. Telephone upgrade

- The telephone installation is scheduled for the first part of March. The network changes to enable the new phone system will be installed by Telus and Shaw around 20 February and the actual phone system will be installed by Allstream soon afterwards.

5. Marigold Headquarters staff updates

- Kari Colville, Accounting Administrator, has accepted a position with an oil and gas company starting 30 January. The job posting has been submitted to the Strathmore Standard, Strathmore Times, SAIT online job board and Kijiji.ca. The deadline for the posting is 3 February.
- Alison Oleniuk has been hired as the Bibliographic Services Clerk and began employment on 18 January. Alison has previous library experience at the Strathmore Municipal Library and worked for a time at the Strathmore Agricultural Society as both an employee and volunteer coordinator for Heritage Days.
- There were only three vacancies in 2011 at Marigold HQ.

6. **Wheatland County**

- On 17 January, the Gleichen and District Library Society approached Wheatland County for additional funding as the community library has been experiencing funding shortfalls. The County agreed to provide the library with a \$5000 advance according to the *Strathmore Times*. The *Strathmore Standard* newspaper contacted Marigold for an explanation how funding works with libraries. Laura met with the reporter to discuss how Marigold pools resources to benefit all residents of Marigold. She also stated how libraries benefit from the services grant and other services and resources that actually value more than the levy that municipalities pay to belong to a library system. She stated that Regional Library Systems do not provide assistance for operational expenditures including staffing (salaries and benefits) and building costs (rent, upkeep, utilities, etc).
- Jennifer Deak, CAO of Wheatland County, sent a letter thanking Michelle Toombs, Lynne Thorimbert and Patricia McNamee (PLSB) for meeting with her, Berniece Bland, Marigold Board representative and Councilor, and Brenda Knight, Councilor on 17 October. She stated "The meeting provided an excellent opportunity to assess the Marigold operations and gain a better understanding of service and funding. The information you compiled in the booklet, *Report to Wheatland County*, was well prepared, addressed our inquiries and was clearly stated. Your explanation on how the library operates and is funded was easily understood by those present. We commend you for conveying this information in a simple, easy to understand fashion that was concise, yet totally informative." The letter also explained that a report was prepared and presented to County Council at their November 1, 2011 Council meeting, along with copies of our booklet. After discussing the matter, Council approved the following Resolution (11-844):
 - Moved acceptance of the Marigold Meeting Report... including the following:
 - That Wheatland County should not form a library board for its libraries but rather leave the funding/revenue as is.
 - That Wheatland County agrees with the Marigold Library movement towards equity in the municipal levy fee structure with this equity to be achieved by 2015/2016."

7. **SuperNet**

- The SuperNet has been installed so that Carseland Community Library can access the full functionality that the SuperNet enables (e.g., RISE videoconferencing). PLSB paid for the installation, which was over \$50,000.

8. **Technical Services update**

- Marigold Technical Services team has received and prepared 51,949 items for our member libraries to the end of November 2011, as well as 9,434 items sent in from member libraries (purchased with local funds or suitable donations). The 2011 average cost of a book was \$15, AV \$30, large print \$25 and paperbacks \$6, showing the power of volume discounts and negotiation with vendors (there are not the prices that consumers pay in bookstores!). The lower cost of items, as well as a better US exchange rate, has resulted in more orders and lower overall cost in 2011.
- All member libraries received their 2011 materials allocations and much more (e.g., over 1000 additional items for Chestermere and Cochrane where the collections are still in development). The total allocation (number of books and AV) determined by the 2011 budget was 29,519 items; however, Marigold libraries received 38,361 items! We are proud of this achievement.

- The low year-to-date expenditure numbers for the Materials – Books and AV budget line in the December 31, 2011 Financials reflect delays in shipping from publishers. The General Manager of ULS (our main vendor), Robin Hoogwerf, confirmed that no items are being held at the ULS warehouse in Calgary, and that this amount of delayed material was highly unusual. As of December 15, 2011, Marigold still had \$107,015 on order (encumbered) against the Books budget. This included some materials for publication in January 2012.
- The Paperbacks, Large Print and Reference collections were deliberately over-spent by \$11,000 responding to demand for these materials; this also balances some of the unspent funds from Books & AV.
- This year, Marigold Consultants plan to work closely with member libraries and the Acquisition Department to ensure the majority of collection funds are spent by November 1, 2012.
- More good news is how much Marigold has invested to increase the inventory of e-book titles in Overdrive. Marigold started 2011 expecting to spend \$10,000 (coming from our TRAC levy). By the end of this year, Marigold had \$30,000 to spend on Overdrive e-titles because of funds sent in from our member libraries, donations and redirected allocation funds. Thanks to everyone who contributed: e-books are clearly appreciated by our patrons. From January to the end of 2011, Overdrive e-titles circulated 34,606 times to Marigold patrons.

9. Small Libraries with Big Hearts Meetings

- Library managers and staff met by RISE videoconference (two groups) on November 16 and December 7. Rockyford's Library Manager, Jocelyn Kisko, chaired both meetings with library staff from Oyen, Three hills, berry Creek, Cereal, Rumsey, Trochu, Empress, Acme, Irricana, Morrin, Standard, Youngstown and Linden in attendance. Discussion topics included working alone, volunteers, lost materials, fundraising ideas and youth conduct in the library and TRAC procedures. These meetings, which will be held in 2012, increase opportunities for member library staff and Marigold staff to share and learn from each other. Because the smaller libraries have limited staff flexibility, it is ideal for member to participate by videoconference. Another group of managers from a dozen libraries (large and small) have come to Marigold HQ to participate in day-long meetings, called Marigold Library leaders Advisory meetings.

10. Bill C321 Library Postal Rate

- On January 16, 2012, Canada Post increased the Library Book Rates by a weighted average of 5.0%. There has been no increase in the Library Book Rates since January 2005, despite the fact that the inflation rate has risen by an estimated 13.9% since then. The increase will cost approximately \$0.97 to mail a 1.28 kg package as opposed to the \$0.92 cost.
- The Canadian Library Assoc. will continue to support Canadian libraries by providing a reduced postal rate for mailing printed library materials to their users and other libraries. Note: the Library book Rate only covers the cost to send books and does not include AV materials. The Federal Government continues to try to get the Library Book Rate Private Member's Bill to pass through Parliament. This Bill would mean that all types of materials could be sent using the book rate and it also would ensure that the Library Book Rate is sustained.
- This bill, sponsored by Merv Tweed (Brandon-Souris), has been introduced and passed the first reading on October 4, 2011. The bill proposed an amendment that would expand the definition of library material to include: books, magazine, records, CDs, CD-ROMS, audiocassettes, videocassettes, DVDs and other audiovisual materials and other similar library materials."

11. Meet and Greet

- Nora Ott, Steven Pattison and Michelle Toombs responded to an invitation from Janie Jevne, Director of Airdrie Public Library, to attend a VIP event at Airdrie Public Library on December 2; however, she advised us to stay at Marigold and provide our own beverages and appetizers.

- We joined the party by RISE videoconference, meeting Councilors, Board members and VIPs and socializing as people came into camera range. We also remotely viewed Airdrie's Library Snapshot Day photos (wonderful pictures) as the camera panned in and out to catch the action. Janine sent a note of thanks, saying she was pleased with the delighted response to RISE from those who attended.
- Lynda Lyster brought greetings from Marigold to the Chestermere AGM get-together on November 24. In her letter of thanks to Marigold King, Lynda noted that "The whole town council came down for the first 15 minutes and I could tell by the buzz in the room as they were visiting with the Library board that there is strong support for the library."

12. Directors' and Chairs Meeting – 19 January

- Topics included: trustee workshops, Minister's Award, plans to meet the Minister in Jasper, annual report preparation for the provincial grant, infrastructure studies and updates on School Libraries Policy and Integrated Library Policy progress. Fortunately, the escalating growth in the use of the government courier to send books around the province has stabilized, largely because of the "location preferred" hold placement option in Polaris (TRAC). This is good news because Service Alberta has been charging PLSB (Public Library Service Branch) almost \$1M because of the volume of library materials.
- An upcoming PLSB (Public Library Services Branch) trustee workshop is scheduled for March 3 in Turner Valley (Sheep River Library). If you or your colleagues on your local board wish to register, please call Kerry Anderson at the PLSB, or call Nora at Marigold who will contact the PLSB.
- Dr. Diana Davidson presented a proposal to gauge interest: how to proceed with the One Card policy as outlined in the Provincial Public Libraries Technology Plan. (The report was contracted by and delivered to the Public Library Services Branch at the end of March 2011, and has been reviewed by the Minister of Municipal Affairs.)
- The majority in attendance supported the one card concept, whereby any Alberta resident with a valid/current library card would be able to visit any participating public library in the province to select library materials in accordance with local borrowing rules.
- A participating library is a member of TAL (The Alberta Library) through their membership in a system (thus excluding non-participating libraries like Crossfield and Banff). There was also some discussion about tying provincial grants to resource sharing of all circulating materials as outlined in the Provincial Resource Sharing Policy.
- The "one card" (or any card) program will result in more materials being sent between libraries/patrons in the province. The impact of this and funding for increased deliveries will be assessed when the impact can be measured (after implementation).
- An announcement on the One Card initiative will be made by the Minister at ALC, Jasper, at the end of April.
- This is considered a first step, with future collaboration led by PLSB, TAL and APLEN, to develop a union catalogue to replace the TAL Online, a more efficient system for requesting materials (ILLs) and provincial licensing of e-resources so everyone has access to the best resources.

13. APLEN Nodes – 20 January

- The APLEN (Alberta Public Library Electronic Network) Nodes meeting (3 times per year) is for the Directors or designates from 17 library systems in Alberta: Calgary, Edmonton, seven library systems, Lethbridge, Medicine Hat, Red Deer, Strathcona County, Grande Prairie, Fort McMurray (Wood Buffalo RM), Fort Saskatchewan, and St. Albert.
- APLEN is holding a Technology Plan fund of \$2M from PLSB (Municipal Affairs) to fund the recommendations in the Technology Plan. The priorities are seamless access (one card) and SuperNet (ensuring that all libraries have access to and are using the SuperNet effectively).
- Majority in attendance were in support of the one card (any card) principle (explained above).

- Majority supported revising the Provincial Resource Sharing Network Policy to give it more substance. Michelle volunteered to be on the committee to assist with the revision of this the policy.
- Maggie Macdonald (CEO of Chinook Arch), Petra Mauerhoff (CEO of Shortgrass) and Michelle presented on RISE and asked how many nodes are interesting in participating in a RISE Pilot to extend videoconferencing throughout the province. A number of these Nodes have already approached us to join RISE. Again, the majority are in support of this year-long pilot initiative.
- The Technology Plan fund would provide funding to support the RISE central site at Marigold.
- For those libraries which are not part of RISE and who choose not to join the pilot, there is a \$200 per session charge for RISE to bridge their videoconferences. This is a realistic reflection of the costs to support central site bridging (equipment, extra bandwidth, licensing, staffing). Marigold also has a budgeted arrangement in place for TRAC to pay for bridging services to enable the estimated 50 meetings per year to support TRAC business.
- 'Becoming a Master Instructor' training, which Denise and Lynne have attended, is being presented in Lethbridge and Grande Prairie in 2012. This training is paid for by APLEN, but travel costs are the responsibility of each library/system. All planned sessions are full. Member library staff are also eligible to attend these BMI sessions and can ask APLEN to add staff names to the waiting list.
- 'Make It Yours' campaign to promote public library use has been well received, especially the newspaper and radio ads. Because of the busy agenda in the fall with Arts Days and Library Month, there will be more campaign components released in May 2012. Two displays are available to be booked and sent from TAL (The Alberta Library). Mango ads are running on CKUA from December through to April 2012.
- PLSB Budget (including provincial grants) will be revealed soon. To the best of her knowledge, Dr. Diana Davidson is expecting a stable budget (no increases or decreases).

14. Break-in at Rumsey

- A break-in occurred at the Rumsey Community Library between noon on Friday, December 30 and afternoon of Sunday, January 1, 2012. The thieves took all computer equipment in the main library. The highest value items taken were the CAP computer purchased in January 2011 for \$789.99, a colour printer valued at \$329.99 and a thin client terminal valued at \$355.
- Marigold is using some funding from the CAP (Community Access Program) to replace some of the equipment. Presently, there are two older laptops from Marigold in the Rumsey Community Library until replacement equipment has been ordered and installed.
- Rumsey Community Library has ordered a steel door to prevent this type of occurrence from happening again. The library has been broken into on two other separate occasions over the past several years. Marigold will wait for the steel door to be installed before the new equipment is delivered to the library.

15. Graffiti follow-up

- The Graffiti on the outside of the Marigold HQ building was removed by a local company called Breezy before the Christmas break. Constable Kelly from the RCMP came to Marigold to state that other business or buildings in the community have been hit by the same individuals, but at this time, there are no other details or leads. Constable Kelly stated that he has increased police presence in the Marigold area, but the case would be closed.