

**Marigold Library System**  
 Board of Management  
**Saturday, 18 April, 2015**  
 Hope Community Covenant Church  
**Strathmore, Alberta**  
**MINUTES**

MARIGOLD BOARD MEMBERS IN ATTENDANCE

ACADIA	Maxine Booker	1
ACME	Daniel Leronowich	2
M.D. BIGHORN	Lynda Lyster	3
BLACK DIAMOND/ TURNER VALLEY	Diane Osberg	4
CANMORE	Judith Smith	5
CARBON	Richard Ekman	6
CEREAL	Elaine Michaels	7
CHESTERMERE	Lennox Gomes	8
COCHRANE	Susan Roper	9
DRUMHELLER	Margaret Nielsen	10
EMPRESS	Sheila Howe	11
FOOTHILLS M.D.	Eleanor Chinnick	12
HANNA	Jerry Kruse	13
HIGH RIVER	Linda Schafer	14
HUSSAR	Kristen Anderson	15
KNEEHILL COUNTY	Glen Keiver	16
LONGVIEW	Jan Dyck	17
MORRIN	Karen Neill	18
OKOTOKS	Leslie Duchak	19
OYEN	Dennis Punter	20
ROCKYFORD	Gary Billings	21
ROCKY VIEW COUNTY	Lois Habberfield	22
SPECIAL AREA # 2	Bob Gainer	23
SPECIAL AREA# 3	Helen Veno	24
STANDARD	John Getz	25
STARLAND COUNTY	Lil Morrison	26
STRATHMORE	Denise Peterson	27
THREE HILLS	Ron Howe	28

MARIGOLD HQ STAFF IN ATTENDANCE

Michelle Toombs	Wendy Anderson
Laura Taylor	Caleigh Haworth
Lynne Thorimbert	Wendy Rezansoff
Carlee Pilikowski	Lynn Blain
Lorraine Betts	Clara Cao
Nora Ott (recording)	
Margaret Newton	
Steven Copland	
Jaspreet Singh	
Mike Froese	
Barb Froese	
Jessie Bach	

REGRETS WITH NOTICE

AIRDRIE	Kayla Jessen-White
CROSSFIELD	Jo Tennant
DELIA	Barb Marshall
GHOST LAKE	Donna Bauer
LINDEN	Wendy Marsh
TROCHU	Bill Cunningham
WAIPAROUS	Sandra Barker
YOUNGSTOWN	Lorraine Ruppert

GUESTS

Jen Anderson	PLSB	1
Marian Walsh	Okotoks	2
Marilyn King	Chestermere	3
Shawna Biddles	Chestermere	4
Diane Porter	High River	5
Erin Gregory	Auditor	6
Mike McCutcheon	Auditor	7
Michael Ell (Mayor)	Strathmore	8

REGRETS **WITHOUT** NOTICE

BEISEKER	Leo Louwerse
IRRICANA	Dennis Tracz
KANANASKIS I.D.	Susan Billington
MUNSON	Lyle Cawiezel
SPECIAL AREA #4	Lisa Vert
WHEATLAND COUNTY	Berniece Bland

# MINUTES

## 18 April 2015 Marigold Library System Board Meeting

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### 1. CALL TO ORDER

- L. Lyster called the meeting to order at 9:31 am

#### 1.1 Greetings from the Town of Strathmore

- Mayor Michael Ell thanked the Board for its dedication to libraries and literacy. He stated that libraries make communities better. Mayor Ell thought that the Town of Strathmore and the Marigold Library System will have a bright future together. He wished the Marigold Library System well.

#### 1.2 Introduction of delegates, guests, and staff

- L. Lyster asked that the delegates, guests, and staff introduce themselves

#### 1.3 Recognition of new Board members

- Lennox Gomes – City of Chestermere
- Marian Walsh – Town of Okotoks (starting May 1, 2015)
- Bill Cunningham – Town of Trochu

-There is one Board vacancy – Banff

#### 1.4 Board and staff service recognition

-Three Marigold staff were recognized for years of service.

- Mike Froese – 5 years
- Lynne Thorimbert – 5 years
- Wendy Rezanoff – 10 years

- Three Board members were recognized for years of service.

- Linda Schafer – 5 years
- Lynda Lyster – 10 years
- Maxine Booker – 15 years

### 2. APPROVAL OF AGENDA

**MOTION:** J. Getz/L. Schafer

-To approve the agenda

CARRIED

### 3. MINUTES OF THE January 31, 2015 MEETING

**MOTION:** L. Morrison/ K. Neill

-To accept the minutes of the January 31, 2015 meeting

CARRIED

Lynda Lyster declared the Regular Meeting of the Marigold Board meeting recessed

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The meeting was reconvened at 10:56 am

**4. CONSENT AGENDA**

- 4.1 Transfer of agenda items from consent agenda  
-There were no items moved from the consent agenda
- 4.2 Motion to accept remaining consent agenda items  
**MOTION:** D. Punter/L. Schafer  
-To approve consent agenda items 5.1 to 5.5 CARRIED

**5. DECISION**

- 5.1 Financial
- 5.1.1 Financial Statement to March 31, 2015  
**MOTION:** J. Getz/E. Michaels  
- Subject to audit, the Marigold financial statements to March 31, 2015 be accepted as presented, and filed for information CARRIED
- 5.1.2 RISE Financial Statement to March 31, 2015  
**MOTION:** L. Habberfield/J. Dyck  
-Subject to audit, the RISE Financial Statements to March 31, 2015 be accepted as presented and filed for information CARRIED
- 5.2 Policies/Plans
- 5.2.1 Collection Management Policy  
**MOTION:** M. Booker  
-To Approve the Collection Management Policy CARRIED
- 5.2.2 TRAC Card Operational Bylaw – Standards & Services  
**MOTION:** M. Booker/K. Anderson  
-That the TRAC Card Operational Bylaw be given first reading CARRIED  
**MOTION:** M. Booker/E. Michaels  
-That the TRAC Card Operational Bylaw be given second reading CARRIED  
**MOTION:** M. Booker/M. Nielsen  
-That the TRAC Card Operational Bylaw be given third reading CARRIED  
**MOTION:** M. Booker  
-To approve the TRAC Card Operational Bylaw CARRIED
- 5.2.3 IT Capacity Fund Policy – Standards & Services  
**MOTION:** M. Booker  
-To approve the IT Capacity Fund Policy CARRIED
- 5.2.4 Policy Making Policy – Governance  
**MOTION:** K. Anderson  
-To approve the Policy Making Policy CARRIED
- 5.2.5 Board Member Compensation – Governance  
**MOTION:** K. Anderson  
-To approve the Board Member Compensation

**AMENDMENT:** L. Habberfield

-Change the last paragraph under the heading Procedures to, "Director Fees are paid once a year at the end of each fiscal year. A letter must be submitted annually, and before December 1 to the CEO **in order** to decline receipt of Director's fees."

**MOTION:** L. Habberfield/G. Billings

-To approve the Board Member Compensation as amended CARRIED

5.2.6 Personnel Policy, Library Service Points – Governance

**MOTION:** K. Anderson

-To approve the Library Service Points, Community Libraries, Personnel Policy CARRIED

5.2.7 Finance Policy, Library Service Points – Governance

**MOTION:** K. Anderson

-To approve the Library Service Points, Community Libraries, Finance Policy CARRIED

5.2.8 Library Service Points Bylaws, Library Service Points – Governance

**MOTION:** K. Anderson/M. Nielsen

-That the Library Service Points Bylaws be given first reading CARRIED

**MOTION:** K. Anderson/H. Veno

-That the Library Service Points Bylaws be given second reading CARRIED

**MOTION:** K. Anderson/D. Peterson

-That the Library Service Points Bylaws be given third reading CARRIED

**MOTION:** K. Anderson

-To approve the Library Service Points Bylaws CARRIED

5.2.9 Job Descriptions – Executive Committee - Executive

**MOTION:** S. Roper

-To approve the Job Descriptions, Executive Committee

**AMENDMENT:** J. Getz/J. Dyck

-To make the following changes to the Job Descriptions, Executive Committee

- Delete the first point under Vice Chair
- Add a new first point under Vice Chair that reads "is elected annually at the first Executive meeting after the Annual General Meeting"
- Add a new first point under Treasurer that reads "is elected annually at the first Executive meeting after the Annual General Meeting"
- Change first point under Committee Chair to read "is elected annually at committee meeting and ratified at the Annual General Meeting"

**MOTION:** J. Getz/L. Habberfield

-To approve the Job Descriptions, Executive Committee as amended CARRIED

5.3 Upcoming Board Meetings:

- Saturday, August 29, 2015, 9:30 a.m. – Gleichen Community Centre
- Saturday, November 14, 2015, 9:30 a.m. – Rockyford Community Centre

**6. ITEMS FROM THE CONSENT AGENDA**

-There were no further items added to the consent agenda

## 7. INFORMATION

### 7.1 PLSB Update

- Jen Anderson, Library Consultant with PLSB, reported on activities and accomplishments from the Public Libraries Services Branch including:

- Grant budget increase
- Visits to school housed libraries – a report will be available soon
- Government courier service is under review- survey to be sent out shortly
- Hosted a print disabled symposium
- Offering Board Governance workshops – including at Drumheller and Okotoks

### 7.2 Value of Your Investment/Power of Your Library Card

- Laura Taylor provided copies of Value of Your Investment to each member whose municipality has a library and copies of Power of Your Library Card to members who represent areas without library boards. The two documents provide information that demonstrates the cost effectiveness of belonging to a library system. Member libraries have the benefits of services they would not otherwise be able to afford, including:

- Electronic databases and resources
- Collection purchasing, maintenance and insurance
- Processing of materials
- IT infrastructure and support
- Supplies, furniture and IT purchases at discounted costs
- Professional consultation
- Program assistance
- Training
- Delivery service
- Communications and marketing support

### 7.3 Local Public Library and Marigold Library System Revenue Sources

- Michelle Toombs explained where Marigold funding comes from

### 7.4 Vision 2015 Outcomes, Strategic Plan 2011-2015

- Marigold is in the final year of the Strategic Plan for 2011 – 2015

- Carlee Pilikowski explained the multiple activities and projects initiated by Marigold Library System to accomplish the goals set out in Vision 2015

- A full report will be presented at the August 2015 Board meeting

### 7.5 Updates

-Margaret Nielsen, from Drumheller, won the draw for a fully paid registration, transportation and accommodation package to ALC in Jasper.

- Michelle Toombs provided updates about what is happening at Marigold HQ and around the province including:

- Planning for a new Strategic Plan for 2016 and beyond will commence soon. Anne Smith has been selected as the consultant. The new strategic plan will focus on communication, funding and a new HQ building for Marigold Library System

- Without assistance from a regional system, creating a new library would cost ~2.6 million, just in startup fees. That would not include the cost of the building, the staff or utilities.

- Michelle will sit on the TAL executive for the next 2 years. The new TAL CEO, Grant Chaney, will focus on TAL cards, resource sharing and governance restructuring. Michelle will be a member of the TAL card committee.

- Marigold is collaborating with Chinook Arch and possibly Parkland to develop a Functional Needs Assessment for a new HQ building that will meet the needs of the organization now and in the future
- Michelle will meet with stakeholders in Bragg Creek to discuss the possibility of a new library in that community
- Michelle will be meeting with the Veteran Council about joining Marigold
- Maggie McDonald, the CEO from Chinook Arch, will be retiring in Oct. 2015. Her replacement will be Robin Hephher who is currently the Associate Director at Chinook Arch.
- Michelle's presentation to the Foothills M.D. council went well, with an invitation to return yearly
- At their annual meeting the System Directors discussed the possibility of sharing one ILS in the future
- Bill Ptacek, CEO for Calgary Public Library, will be coming to the August Board meeting in Gleichen
- Michelle has been invited to sit on the SAIT Advisory Committee for Library Technicians. Marigold hires library technicians.

#### 7.6 Information Sharing – Roundtable

- High River has chosen a construction company so that they can move back into their former building site this summer
- A staff member from Chestermere Public Library has published a book
- Drumheller has an excess of bookends that they are offering to give away

#### 8. **BOOK DRAW**

- The book draw for, "Ocean: The Definitive Visual Guide", was won by Lil Morrison from Starland County

#### 9. **ADJOURNMENT**

- L. Lyster declared the meeting adjourned at 12:34 pm

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CEO

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Board Chair

## **Marigold Board Meeting April 18, 2015 Background Notes**

### 1. **Marigold and RISE Financials**

Marigold Balance Sheet and Income Statement (unaudited) to March 31, 2015:

Marigold has updated the titles for the monthly financial statements to reflect language commonly used by not-for-profit organizations: **Statement of Financial Position** (Balance Sheet) and **Statement of Operations** (Income Statement).

**Balance Sheet:** was reformatted to one page to more clearly present the interrelated snapshot of assets and liabilities, which Lorraine will explain at the AGM.

**Income Statement:** 25% of the year completed to the end of February; expenditures equal 28% of the budget. A number of full year contract invoices are paid at the beginning of each year (e.g., TRAC,

TAL, Audio Cine Licenses, Copyright licence for Marigold and community libraries, insurance, e-resources). All the municipal levies have been received. Richard Kenig has plans to expend his computer hardware and licensing budget on Microsoft Office upgrades, new servers, a new network storage appliance and new cell phones (the ones that we have had for three years are beginning to freeze and fail).

A letter from Municipal Affairs (Anthony Lemphers) dated March 4, 2015 advised that PLSB will reimburse Marigold's Zinio costs with a one-time grant of \$5,990.02. This letter summarizes PLSB's contributions to public libraries and library systems: *Municipal Affairs is pleased to manage the public library network in partnership with your library. The public library network includes not only the e-resources of Zinio but also Hoopla, Mango, and PressReader. We are also glad to support Alberta-wide borrowing, SuperNet connectivity, services for the print-disabled (CELA and NNELS), and interlibrary loan software and delivery. Initiatives of the public library network support resource-sharing and equitable access to public library resources for all Albertans.*

News from Municipal Affairs Minister Diana McQueen about a 10 cent increase to per capita grant amounts as well as 2014 population was unexpected news and the catalyst for a wildly excited happy dance. (Email sent on March 26) If the provincial government budget does not change because of the election results, Marigold will be in line to receive an additional \$215,675 this year. Executive members have had a preliminary discussion about how to spend this money; including paying for the service agreement costs for RISE equipment at Marigold libraries (due again in 2016) and proceeding with a functional needs assessment for our headquarters facility. Because of Banff joining Marigold and the growing population of communities surrounding Calgary, Marigold is now the third largest library system by population in Alberta, after Calgary and Edmonton.

**Investments:** Marigold has \$2.75M invested in GICs. Important to note that, as of April 10, 2015, Marigold has \$2,891,715 in internally restricted funds, which include capital and operating reserves, establishment fund and deferred revenue. On February 19, Mark Tibeault (ATB Municipal Services) and Tracy Mauch (ATB Strathmore) advised that they do not expect GIC rates to increase in the next six months; therefore, they recommend that any new GIC investments be for six months in hopes that interest rates will increase after that.

**Auditors:** 2014 Financial Statements from the audit by Gregory Harriman & Assoc. are being emailed with the Board meeting documents on April 10. Because the documents are being shared before the AGM, the auditors have advised that it is a legal requirement that the documents be designated as "drafts." The full set of financials will also be printed along with the PowerPoint presentation for Board Members who are attending the AGM. Those who are not in attendance will receive these printouts in the mail after the AGM.

Highlights from the 2014 audit:

- Clean audit. Marigold is in a healthy financial position.
- Surplus of \$270,834 out of a budget of \$4,411,216. The 2014 surplus is approximately \$100,000 less than last year, in large part because of the need to replace the roof at HQ and because of increased expenditures for contracts and services.
- Capital expenditures of \$211,000 included replacements for the roof, passenger van, photocopier and computer equipment. Overall asset value has increased by \$335,000.
- Transfers to reserves total \$224,000. Internally restricted 'reserves' now total \$2.6M.
- As per accounting standards, short term investments and long term investments are reported separately. Short term investments with a maturity date within 12 months total \$500,000. Long term investments with a maturity date of more than 12 months total \$2,250,000. Interest is accrued during the year for long term investments even though the interest money is not released until the investment matures.
- Gregory, Harriman & Associates felt the audit went smoothly with cooperation and assistance from the Marigold staff.

RISE Balance Sheet and Income Statement (unaudited) to March 31, 2014:

Ninety-three library sites in Alberta with videoconference equipment have provided RISE with \$1,000 each to pay for bridging and central site costs. \$4,250 is paid by RISE to Marigold for IT staff

support, administration and Internet charges. After expenses, there is currently about \$80,000 in the RISE account that will be used to cover service agreement costs for the central site equipment in 2016. Since January 1, 2015, patrons and staff from Marigold libraries and HQ have participated in over 70 videoconferences bridged by the central site. Bridging has also been provided on at least 43 occasions this year for expansion sites north of the original RISE area (Chinook Arch, Shortgrass and Marigold).

## 2. Banff and ID 9

ID 9 (area surrounding Banff, including Lake Louise) has 1175 residents according to official 2014 population from Municipal Affairs. In the letter that was sent to Municipal Affairs Minister, Diana McQueen, on March 26, Dave Schebek, Municipal Council Chair for ID 9, writes: *“At our Council meeting held March 12, 2015, a motion was unanimously passed that Council is in favor of Improvement District No. 9 (ID9) joining Marigold Library System. Therefore, we respectfully request that the Minister sign the Marigold Library System Agreement on our behalf, as per section 15 and Definition 1€(iv) of the Libraries Act.”*

On January 1, 2015, Banff officially became a member of Marigold. Diana McQueen, Minister of Municipal Affairs, signed the paperwork on December 23, 2014; therefore, Marigold received a system operating grant payment of \$40,000 for Banff’s population.

The Banff migration is proceeding well. Laura is the project lead. The SuperNet reconnection and the download of bibliographic records into the Polaris database were accomplished easily and at a reasonable cost. Staff members have gone to Banff to provide training on e-resources & e-books and Polaris, to plan the migration, to catalogue materials for Banff and to arrange for the twice weekly delivery. Marigold and Banff staff members worked side-by-side for three days to weed the non-fiction and fiction collections. In March, Marigold staff were onsite to support Banff staff when they began to issue TRAC library cards to Banff patrons. Banff Library Director, Sarah McCormack has returned to her position after being off for several months for her maternity leave. As of March 25, 17,806 items are fully accessible on Polaris and almost 1,400 patrons have been issued a TRAC library card. The collection is not yet available to the rest of Marigold and TRAC, but will be in the near future. Laura will be going to Banff on April 27 to discuss next steps and determine a date to go live to lend materials with the rest of Marigold and TRAC.

A substantial amount of work was performed by Marigold’s IT staff (Richard Kenig, Jaspreet Singh and Steven Copland) in mid-February during three long days at Banff Library. This list is typical of what Marigold does for its member libraries, so I felt that it was worth sharing. The network and equipment have performed very well since that work was completed.

- Installed and configured the Supernet and a Fortigate device serving as our core routing appliance. Thus, the stable, reliable SuperNet is now used for network communication instead of the Internet. Also replaced Banff’s wireless antennae and system for reliable communication.
- Rebuilt their whole network infrastructure, including re-punching all their cables in to new patch panels, relocating the patch panels in to the server rack, and installing and configuring new Cisco business class switches.
- Replaced six Staff computers with completely new equipment, including installing our software packages, Polaris, and their L4U software.
- Replaced two PAC computers with a new PAC system designed to provide seamless access to the catalogue and only the catalogue.
- Upgraded eight public computers, installing the operating system from scratch and rebuilding them to match all our other public terminals.
- Added all their printers to our network and installed them on the print server so they could be properly managed and connected to all the staff computers with minimal difficulty.
- Ordered, installed and configured four new receipt printers for use with Polaris.



### 3. **Staff**

Jane Fisher will begin at Marigold as Library Services Consultant on May 5, replacing Jen Waugh who left Marigold to work at Calgary Public Library on March 6. Jane is currently working as a Public Services Consultant at Northern Lights Library System. Over 27 applications were received for the posting.

Wendy Anderson was hired on a temporary basis as a Library Assistant to provide support to Admin staff and to prepare for the summer reading and teen programs. Her previous experience from the past two summers and her eagerness to take on additional tasks has been a tremendous asset. This is Marigold's year to acquire and distribute summer reading materials for the TD Summer Reading Program for all library systems in Alberta.

Acquisitions clerk, Carrie Inman, and her husband, driver, Don Inman, submitted their resignations effective May 8. Carrie and Don are moving to Creston, BC. Both positions will be filled.

### 4. **eResources Update**

#### **hoopla Digital**

In mid-March, hoopla Digital signed a contract with Disney and launched 93 Disney films including the original Annie and The Sword in the Stone. The top download on hoopla is the film Boyhood nominated for several Academy awards and won for best supporting actress. Most frequent hoopla downloads are movies followed by audiobooks, music and television. Soon, hoopla plans to launch more formats including comics and graphic novels.

#### **OverDrive**

On March 19, it was announced that Japanese e-commerce giant, Rakuten, had purchased eBook and audiobook platform OverDrive for \$410 million. In 2011, Rakuten purchased Kobo for \$315 million. For more information about Rakuten and the purchase of OverDrive, go to:

<http://techcrunch.com/2015/03/19/rakuten-ovedrive/>

### 5. **Alberta Travelling Books**

Marigold recently made the "Read Alberta Books Traveling Display" available to member libraries. This display was developed in partnership with the Writers' Guild of Alberta (WGA) and the Book Publishers Association of Alberta (BPAA). Each year, Alberta authors and publishers are recognized through the WGA's Alberta Literary Awards, the BPAA's Alberta Book Publishing Awards and the Alberta Readers' Choice Award; the Traveling Display features forty award winning or short-listed titles from these lists. Only 24 hours after announcing the display, it was completely booked for the whole year. Because of this success, Marigold staff are working on putting together a second set of titles to allow more libraries to celebrate local Albertan works. View a listing of all of the titles on our Pinterest page: <https://www.pinterest.com/marigoldlibs/alberta-books-travelling-display/>

### 6. **Social Media**

Marigold Library System actively contributes to a variety of social media sites including Facebook, Twitter and Pinterest. Last year, Pinterest highlighted Marigold as a site to follow. In late February, Marigold was alerted that there had been 112 repins of specific pages that are created to promote reading, including "Books and Movies That Made us Laugh" and "Books and Movies That Made us Cry."

### 7. **Training update**

#### **Training for member libraries (Caleigh):**

eResources training was provided to Board Members at Sheep River Library on March 3<sup>rd</sup> in preparation for their eResources Open House on March 21. A videoconference training session on the website editor was presented to Bighorn Library and Delia Municipal Library on March 10<sup>th</sup>. A video of the content of this session will be produced and added to the Professional Development section of the Marigold website in April. On March 20<sup>th</sup>, Jen Waugh and Caleigh presented a session to 51 delegates at the Southern Alberta Library Conference (SALC) "Social Media Strategies for Libraries." On March

26<sup>th</sup> Caleigh provided a training session for patrons on library eBooks and eReader devices (e.g. Kobo). In April, Caleigh spent two full days training Cochrane staff on eResources.

### **SALC Conference**

Jessie, Caleigh and member library staff, Michelle Preston – Canmore, Emily Hollingshead – Drumheller and Adreena Harder – Standard, attended the Southern Alberta Library Conference (SALC) on March 20 and 21. Keynote speaker Kathy Dempsey spoke about partnerships and how to make meaningful connections in the community. This conference is worthwhile for networking because staff and board members from Southern Alberta attend, and because the topics are timely and relevant. Caleigh attended a session on building *Little Free Libraries*. *Little Free Libraries* have been appearing in many nearby locations. Little Free Libraries is a trademarked name and to use it legally libraries or individuals must register at [www.littlefreelibrary.org](http://www.littlefreelibrary.org)

#### **SALC Summary by Michelle Preston, Library Director – Canmore Public Library**

*It was my first time attending SALC and my experience was nothing but positive. What I found worthwhile (and admittedly unusual) was that every session I attended from Overcoming Cultural Communication Difficulties and Disaster Preparedness to DIY Libraries, and Social Media Policy was excellent. Not only was each session interesting but also relevant and practical—the latter something I really appreciated because that is not always the case with conference sessions. I also enjoyed the chance to network with staff and trustees from libraries outside of Marigold which doesn't always happen so easily at larger conferences like ALA and CLA. I would definitely send other members of my staff to this conference in the future and very much appreciated the opportunity to attend this year. Many thanks.*

#### **SALC Summary by Adreena Harder, Library Manager – Standard Municipal Library**

*I attended many interesting sessions including Spaghetti & Marshmallows and Teamwork! which focused on demonstrating how different groups worked as a whole. For information, go to (<http://marshmallowchallenge.com>). Come Out to Play: Co-learning and Electronic Devices was a simple yet effective demonstration and explanation of “how to” on tablets and phones. The presenters then encouraged the participants to try what they learned on their own device, while mingling in the room to answer questions. Easy Peasy Lemon Squeezy! Programming on a Budget included the presenter providing new ways of looking at programming, from hands on, to static displays. The session So NOT Boring: Social Media Policy for Libraries had the presenters sharing the do's and don'ts of social media, explaining the importance in public representation of each individual library.*

*Overall, the SALC conference was excellent and many ideas will be incorporated into the Standard Library.*

### **Bookfair**

#### **Alberta Book Representative's Association (ABRA) Book Fair, Feb 23 & 24**

#### **Carriage House Inn, Calgary**

Library staff from Chestermere, Airdrie, Strathmore, Drumheller, Cochrane and Sheep River joined Jessie, Jen and Lynne from HQ for the February book fair. Representatives from major publishers showcased the upcoming titles from Hachette, Simon & Schuster, Scholastic, Raincoast, MacMillan, Little Brown as well as local and Canadian presses. Library staff were treated to a presentation from Louis Anctil, who represents over 300 distributors/publishers of French language material in Canada.

Attendees learned about publishing industry structures and lingo, and noticed new trends such as gut health books, mashups where regular novels are being made into graphic novels, more “sicklit” (think *The Fault in Our Stars* or *If I Stay* about teens battling life threatening illnesses such as cancer), and a teen trend away from vampires and zombies towards everyday romances and dramas. Hearing about movie production plans for books (like the *Goosebumps* movie being released in 2015) allowed libraries to stock up on those titles in advance of demand. The two days of presentations were informative, intense, chaotic, exhilarating, and fascinating for book and pop culture lovers!

## 8. IT update (info from Richard Kenig, IT Manager)

In addition to the IT work at the Banff Public Library (reported above), this is a window into the busy world of Marigold's IT Dept. between Jan 1 and Mar 23:

- Plastic library cards ordered, received and distributed to 37 Marigold libraries, plus Northern Lights and Peace libraries.
- Polaris upgrade at the end of January. Typically these upgrades are uneventful, but this one was problematic and there are still unresolved performance issues. A great deal of troubleshooting was required. TRAC Directors will be meeting with Polaris representatives at the Jasper conference. Richard and Lynne are attending the Innovative Users' Group meeting in Minneapolis in April, where they will have an opportunity to speak to Polaris staff and other Polaris users. (Polaris was bought by Innovative Interfaces; announcement came on April 1, 2014.)
- Mobile lab was launched. This suite of five computers with wireless router, public computer software and Minecraft, is available for booking by Marigold libraries, and is already much in demand.
- New anti-virus and software updating services were installed on all computers (a bigger job than it sounds).
- IT staff continued to work on the installation of Papercut, which is a print management application.
- Between Feb 1 and Mar 23, IT staff responded to 392 tickets (mostly routine computer and connection issues).
- TRAC projects included creation and fixing of custom reports to gather data. IT and consultation staff also provided input into the set-up of the Boopsie application, which will provide the much desired and anxiously awaited mobile device app to access the TRAC catalogue and online services.
- IT staff (Jaspreet, Steven and Richard) travelled to Okotoks, Chestermere, Airdrie, Canmore, High River, Three Hills, Cochrane, Hanna, Irricana, Drumheller, Longview, Banff, Gleichen, Hussar and Sheep River.

## 9. Community News

### Acme Municipal Library Board

On February 24, Michelle presented to the Acme Library Board and Library Manager about Marigold and the responsibilities of board members. The board and staff are keen, engaged and aware of the value of Marigold service. The Councilor in attendance asked many great questions.

### Airdrie Public Library

On March 3, five Airdrie staff members visited Marigold HQ. The Airdrie staff are primarily responsible for handling processes such as filling holds for patrons in Airdrie and the rest of TRAC, preparing materials for interlibrary loan, deliveries and government courier. The staff spent time observing the workflow of materials from the point where Airdrie selectors had entered information into catalogues, through Marigold's ordering processes, cataloguing and processing. They were also interested in seeing how delivery is put together and were amazed by the volume which the Shipping and Receiving department handles. Margaret Newton hosted the tour and all HQ staff shared some background on their work and what they were presently doing. Lynne Thorimbert spent time explaining and demonstrating some of our online acquisition tools and Laura Taylor was on hand to answer questions. A few days later, the Airdrie staff sent a beautiful handmade card to thank Marigold for all of our assistance.

### Sheep River Library eResource Open House, Saturday, March 21

Sheep River Library showcased digital resources and services provided to patrons through Sheep River's membership in Marigold Library System and TRAC. Highlights included the new educational resource, *Solaro*, streaming movies and music with *hoopla digital*, *Overdrive* and *3M* ebook platforms, *Zinio* eMagazines and more. The Sheep River Library board completed a training session with

Marigold's Caleigh Haworth a month prior to the event so they could share knowledge about the latest eResources and show off their skills. Sheep River's Marigold Consultant Lynne Thorimbert was in attendance to answer questions and to demo *hoopla*. Participants had to answer a question about each eResource before being eligible to win a fabulous prize – an eResource scavenger hunt of sorts!



### **Berry Creek Community Library**

Berry Creek Community Library is now on weekly van delivery. Feedback on the customer satisfaction survey last fall and again on their annual report indicated a desire to have more frequent delivery as it was bi-weekly. The weekly delivery started in early March.

### **Cochrane Town Council Presentation**

On February 23 with Susan Roper in attendance to support her, Michelle presented to Cochrane Council. Michelle talked about how Cochrane and area residents benefit from Marigold's support, and she quickly reviewed the Value of Your Investment report (almost 50% more products and services than what their combined municipal and board levies could pay for). The 10 minute presentation ended with a successful appeal for Council to proclaim Freedom to Read Week. Questions from councilors focused on the levy amounts and how collection development works.

### **Nan Boothby Memorial Library – Cochrane**

During the month of April starting on the 3rd, the Nan Boothby Library will be closed to undergo a renovation including painting and new carpeting and repositioning of shelving. During the closure, holds will be available for pick up at the FCSS building in Cochrane.

### **Standard Municipal Library Board**

On March 2, Laura and Jen delivered a Board Orientation to board members and Library Manager from the Standard Library Board. They asked excellent questions and are very proud of the services and resources that are available at their library.

### **Veteran**

Marigold has a date (Apr 28) to meet with the Village of Veteran Council. The goal is to persuade this municipality (the last one with a library board) to join Marigold. Lorraine has offered to come with Michelle because she is acquainted with the library manager and knows some of the residents.

### **Collection Development Assistance**

If the Marigold library has a professional librarian, that library typically selects its own titles and Marigold purchases and catalogues the materials. Sometimes because of temporary situations or staff shortages, Marigold's consultants help out with the selection. Current examples: Airdrie to purchase Young Adult, French, Spanish and dual languages; Banff to assist with collection development for publishers whose content is only available through an online selection tool; Canmore to select for mostly juvenile and young adult materials; Cochrane while there is no professional librarian on staff.

**10. AAMD&C Conference**

Michelle and the other six System Directors promoted public library and system at the annual AAMD&C (Alberta Association of Municipal Districts & Counties) Conference in Edmonton on March 16. The conference is for county councilors and administrators representing rural municipalities. The System Directors gave away approximately 400 Regional Library System bags in a six hour period.

**11. System Directors Meeting**

Michelle attended an informative meeting in Edmonton with the other six System Directors on March 16. The annual organizational meeting has great value in promoting collaboration and efficiencies in all of our regional library systems. They shared best practices (e.g., Marigold's Revenue Sources document, Vehicle Safety Program, and Value of System Participation chart); partnering opportunities (e.g., website replacement); shared; strategic planning; and learning from each other's R&D experiences (e.g., NNELS and CELA services for the visually impaired). This daylong meeting was densely packed with dialogue and big ideas.

**12. TAL Executive Meeting**

Michelle attended the TAL Executive meeting on March 20 in Edmonton. This first meeting with Grant Chaney, the new TAL CEO (Michelle was on the TAL CEO search committee), was exciting and rewarding. Grant is well connected with government decision-makers and he is keen to leverage those connections. He also expressed an intention to improve licensing processes and the TALcard experience. There was an energizing discussion about TAL's new Strategic Plan, which will be presented to the membership on April 17. Michelle is expecting to be reappointed for another two years to represent regional library systems, so she volunteered to be on the TALcard committee (goal to make it work as well as the ME Libraries initiative).

**13. Marigold submits application for Minister's Award**

Marigold submitted an application for the 2015 Minister's Award for Excellence in Public Library Service because we are proud of the success of the IT Capacity Fund project. As part of the process, the province launched a You Libraries Award which enabled libraries to vote for their top three favorite applications/nominees. The site for voting closed in early April

[http://www.municipalaffairs.alberta.ca/plsb\\_ministers\\_awards.cfm](http://www.municipalaffairs.alberta.ca/plsb_ministers_awards.cfm)

**14. Election preparation**

With the provincial election looming, Marigold reprised the Advocacy@ hand-out filled with tips to connect with electoral candidates. The election is on May 5. Please check out this link:

[http://www.marigold.ab.ca/sites/default/files/images/marigold.ab/2015%20prov%20election%20tips\\_0.pdf](http://www.marigold.ab.ca/sites/default/files/images/marigold.ab/2015%20prov%20election%20tips_0.pdf)