

MARIGOLD REPORT



To Councils and
Special Areas Board

HIGHLIGHTS OF MARIGOLD BOARD MEETING

November 15, 2014

Marigold Library System Board met Saturday, November 15 in the Maxwell Centre Atrium of the Prairie Bible College in Three Hills.

Mayor Tim Shearlaw provided greetings on behalf of Town of Three Hills and interesting background details about the Prairie Bible College. Lynda Lyster welcomed new Board members Judith Smith -Town of Canmore, Wendy Marsh - Village of Linden, and Lois Habberfield - Rocky View County. Special guests Rachelle Kuzyk—Library Manager for Wetaskiwin Public Library, Donna DuBois, Cory Mottus and Terry Diack from Three Hills, Mavis Holder from Canmore, Lennox Gomez from Chestermere, and Marlis Pollock from Sheep River were also welcomed.

FINANCIAL STATEMENTS

Marigold unaudited Financial Statements to October 31, 2014 were accepted for information: Changes in assets and total equity are because Marigold no longer capitalizes book collections (as of January 2014). Marigold remains in a strong financial position. All accounts are on track including salaries and the purchase of materials. The IT Capacity Fund has been 100% accounted for and Marigold is pleased with how well this spending account arrangement has worked.

Unaudited RISE Financial Statements to October 31, 2014 were accepted for information: Marigold has sent out the cost-sharing invoices to library systems (95 libraries in Alberta) for this year's videoconference bridging services and has

already received more than \$52,000 in payments. RISE has paid Marigold for central site expenses (administration, staffing costs and SuperNet costs) since the beginning of 2014.

Marigold member municipalities solid supporters of Marigold: Schedule C has passed with solid support from all 42 member municipalities. The new schedule outlines Marigold's levy rates for municipalities and library boards for 2015 and 2016.

DRAFT BUDGETS FOR 2015, 2016, 2017

Draft Marigold Budgets for 2015, 2016 and 2017 were accepted for information.

Draft operating budget of 4.5M in 2015 was presented for information. Final version after official population numbers have been released and year-end expenditures tracking will be presented for approval at the January Board meeting. Key initiatives include:

- strategic planning for Marigold for 2016 and beyond
- plan of service for each of Marigold's six community libraries
- strengthening partnerships and exploring new partnerships while planning for a new building
- management skills training for library managers, staff and board members
- continued review of Marigold's priorities for investment in eResources

IT service initiatives:

- data storage infrastructure upgrade
- wireless coverage expansion, especially at busy locations
- mobile training lab launch
- improved remote management of computers

- modernization of website platform

Draft Capital Budget 2015 was accepted for information: Plans include replacement of one of Marigold's vans and a basement refurbishment to reclaim space and for health and safety.

For questions or comments regarding Marigold's budget, contact CEO Michelle Toombs: michelle@marigold.ab.ca

DECISION

Policies or Plans with only minor changes were approved on the consent agenda and include: Transfer Payment Policy, Continuing Education Plan for Board Members and Board Member Compensation.

The following policies were revised and approved by Marigold Board:

Contingency Plan for Finance: Minor changes to wording and an annual review.

Appointment Plan for Marigold Board Members: Major revision included combining the Annual, Vacancies and Appointment sections into an overall Procedures section.

Marigold Library System Procedural Bylaws: Major revisions were made to refine committee roles, election and electronic voting procedures.

Marigold Library System Constitution: Substantial changes were made to clarify appointment procedures, calling of special meetings, approval of Annual Meeting minutes and changes in Executive Committee composition.

Schedule A Draft—2015 Services Grant formula from the Transfer Payment Policy: The formula for Services Grants was revised to increase base amounts for smaller municipalities because they have remained the same for several years. *Schedule A Draft* will be brought back to

the Marigold Board for approval in January after current population figures have been announced by Municipal Affairs.

Schedule B Draft—2015 Materials Allocation from the Collection Management Policy:

The new formula is a straight \$2.50 per capita with base amounts for small libraries. By better managing allocation guarantees, Marigold will be able to redirect funds as needed to be used on preferred services such as eBooks, eResources, IT support, training and communication. *Schedule B Draft* will be brought back to the Marigold Board for approval in January once current population figures have been announced from Municipal Affairs.

Marigold Board Policy Manual is online at: www.marigold.ab.ca/PolicyAndPlanning

UPDATES AND INFORMATION

Alternate Funding Success presentation:

Rachelle Kuzyk, Manager of Library Services for Wetaskiwin Public Library, spoke about seeking funds for libraries. Key tips included:

- ✓ Quality services increase memberships
- ✓ Train staff to market materials and services
- ✓ Create a culture of library use within the community
- ✓ Ensure the library gets positive press regularly
- ✓ Have an active outreach program
- ✓ Be prepared to spend money to make money
- ✓ Ask for money
- ✓ Invite council members, donors and community stakeholders to your events and programs

- ✓ Build an inspired budget
- ✓ Think big
- ✓ Apply for grants
- ✓ Design programs to benefit particular groups
- ✓ Board members should support funding initiatives proposed by library staff

MELibraries gains momentum: Alberta Wide Borrowing called *MELibraries* is now available for Marigold Library System and its partners through TRAC (Northern Lights Library System, Peace Library System and Yellowhead Regional Library). With your valid library card from any library in Marigold, you can register online at the website <https://Melibraries.ca> and select which other library systems you would like to use. Most public libraries across Alberta are participating in this exciting new service including Calgary Public Library and Edmonton Public Library.

Marigold advocates for funding based on current population: Appeal letters were recently mailed to Minister of Municipal Affairs Diana McQueen and Premier Jim Prentice. Marigold Board's primary appeal is for current population, every year, as the per capita funding factor. Currently the funding factor is based on 2010 population. From 2009 to 2013 Marigold's population increased by 13% from 229,647 to 259,705 and it's on the rise again. Municipalities and Board members are encouraged to voice their support.

2015 Freedom to Read Week

Proclaimed by Marigold Chair: Celebrate your freedom to read February 22-28! The proclamation will be sent to local libraries and councils. Find more information at www.freedomtoread.ca

IN THE PRESS . . .



Marigold Board Meeting in Three Hills: Drumheller, presents Marigold with a \$1,000 cheque from the Drumheller Library Society to be used towards eResources.



Marigold CEO Michelle Toombs and Assistant Director Laura Taylor visit with Banff Library Manager Sarah McCormack. Several in-person meetings have taken place — it is hoped that the Town of Banff will soon be a member of Marigold.

UPCOMING BOARD MEETINGS

Saturday, January 31, 2015

Videoconference, 9:30 a.m.

Saturday, April 18, 2015

AGM, at Strathmore— 9:30 a.m.

Saturday, August 29, 2015, TBD

Saturday, November 21, 2015, TBD

To: Marigold Board Members

You're Invited

BOARD ORIENTATION

February 21, 2015
9:30 am – 1:00 pm
Marigold Headquarters
710 - 2nd Street
Strathmore, AB

RSVP: Before February 9
laura@marigold.ab.ca
1-855-934-5334
403-934-5334

ORIENTATION TO MARIGOLD LIBRARY SYSTEM

February 21, 2015 at Marigold Headquarters

On the Marigold Board for 2 years and need a refresher?

Recently appointed to the Marigold Board?

Do you know how Marigold is funded?

Your roles and responsibilities as a Marigold Board or Committee member?

About Marigold services, resources and partners?

informed

connected

confident