# MARIGOLD REPORT

**To Councils and**

**Special Areas Board**

## Marigold Board Meeting Saturday, August 25, 2012

Marigold Library System Board met in Drumheller at the beautiful new Badlands Community Facility which also includes the new Drumheller Public Library on Saturday, August 25, 2012. Town of Drumheller Councillor and representative on the library board, Andrew Berdahl provided greetings.

Marigold Vice Chair Leslie Duchak welcomed new Marigold representatives Barb Marshall (Village of Delia), Dayna Van Dam and Sheila Howe (Village of Empress) and Carrie Campbell (Village of Linden).

## DECISION

A motion was made to approve the Town of Crossfield's membership in Marigold Library System. Town of Crossfield voted in favour of joining Marigold at a July meeting and membership will take effect on January 1, 2013 — pending approval from the Minister of Municipal Affairs. Marigold Board is pleased with the return participation of Town of Crossfield in Marigold Library System.

## FINANCIAL

**Unaudited Financial Statements to July 31, 2012** were presented to the Board. As of July 31, 79% of revenue has been received. Levies for library boards, as outlined in Schedule C, were issued in early August and Marigold has begun to receive payments. Marigold is precisely on track with expenses as 58% of expenses are spent and 58% of the year is completed.

Municipal Affairs increased per capita System Operating Grants and Library Services Grants for municipalities without library boards by $0.05 each ($4.55 to $4.60 and $5.40 to $5.45); however, per capita payments were based on 2010 official population figures, not 2011. Municipal Affairs decided to increase the grants after Marigold finalized its budget in early 2012.

**First Budget Estimates for 2013** were presented. First draft of the three-year budget will be presented at the November Board meeting. Final Budget for 2013-2015 will go to the Marigold Board in January 2013.

- Budget revenue projections reflect Town of Crossfield's membership effective January 1, 2013.

- The second year of Marigold's Schedule C of the Marigold Agreement will be in effect. Schedule C specifies annual levy payments for 2012, 2013 and 2014. Revenue calculations are based on 2011 Federal Census numbers (except Airdrie which conducted a 2012 census).

- Budget expenditures include a 10% increase for staff to include STEP and annual COLA salary increases. Additional staffing resources will be used to assist with converting Crossfield Municipal Library bibliographic records. A term Videoconference Specialist has been hired with funding from PLSB (Public Library Services Branch) to assist with the RISE videoconferencing expansion pilot project.

- An HR Specialist has been hired to review job classifications, to compare compensation with like organizations and to realign the salary grid. This review will be completed in the fall of 2012. To attract and retain employees, Marigold needs to offer salaries and benefits that are competitive with other library systems.

- Electronic Resources are constantly reviewed. Resources are added to fill subject or service gaps and other resources are cancelled if information can be accessed from other resources. In October, Marigold will be launching a downloadable music service called Freegal.

## POLICY APPROVAL & DISCUSSION

The following policies and schedules were reviewed and approved by the Marigold Board.

K. Anderson (Village of Hussar) presented on behalf of the Governance Committee:

- **Operational Governance.** Operational governance is the process of planning, organizing and controlling the resources and activities of Marigold in order to minimize the effects of risk. This includes the implementation of risk control practices, which promotes the safety and well-being of Marigold as a whole. Operational governance sets the rate of progress Marigold takes toward achieving its current Strategic Plan.

- **Accessibility for Persons with Disabilities.** This is a new policy that has been developed for the six community libraries (Library Service Points) that are located in Marigold. Community Libraries offer library services in a supportive environment and in a manner that respects the independence, dignity, and integration of persons with disabilities and provides them with an equal opportunity to learn about, use of benefit from library services.

- **Library Service Points Bylaw.** This policy was reviewed with minor revisions based on the policy and bylaw review schedule.

L. Duchak (Town of Okotoks) presented on behalf of the Executive Committee:

- **Nominating Committee Mandate Statement** – The document was reviewed and revised to include language and procedures that better match information from the Alberta Libraries Act and Regulation such as the appointment of Board members.

- **Public Admittance to the Library System Facility Bylaw** – The policy was reviewed based on the review schedule.

- **Finance Policy** – The policy was reviewed to change the Capital Expenditure amount from $1000 to $2000. This change will enable certain items such as staff workstations to not be capitalized if they exceed $1000.

# INFORMATION AND REPORTS

## Committee appointment:
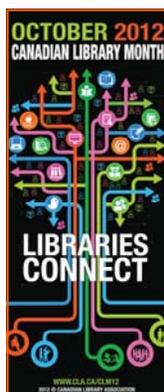- Diane Osberg (Town of Black Diamond/Town of Turner Valley) was appointed to the Advocacy Committee.

## Marigold Chair proclaims October as Canadian Library Month

Chair Lynda Lyster read the Canadian Library Month Proclamation.

- Letters will be sent to councils and library boards to encourage participation in this important celebration. Promotional materials including posters and bookmarks are being sent to Marigold member libraries.

For more information:
http://www.cla.ca/clm12/index.html

## News from Public Library Services Branch (PLSB)
- Ken Feser, Consultant, discussed ongoing updates/revisions to the draft Provincial Resource Sharing Policy and details of local trustee workshops offered by PLSB.

## Group Discussion—what training do you need to be a better board member
- L. Duchak noted that Marigold wants to ensure that time spent as a Board member is rewarding. Understanding financial statements / funding structure, committee mandates, and roles and responsibilities of Marigold and local boards were mentioned. Comments from this session will be incorporated into existing orientation/training materials which will then be posted in the 'For Board Members' section of Marigold's website.

## Freegal
- A new downloadable music service called *Freegal* will be launched on October 1, 2012 for library cardholders in Marigold Library System. Freegal means Free and Legal and it enables cardholders to download up to three songs per week from a selection of over three million titles and keep them permanently. Music publishers include Sony, Columbia, Epic, RCA, IODA, and other music publishers. Marigold library cardholders will be able to access Freegal on the Marigold website.

Look for the Freegal button on www.marigold.ab.ca starting in October.

## Programs
- On August 20th 2012, the High River Library had special visitors from the Calgary Wildlife Rehabilitation Society – Gayleen Jorgensen, presenter, and Ophelia, a Great Horned Owl. Participants learned about owl feeding habits, the structure of their wings and the size of their eggs with biofacts from owls and other birds to compare. Over 130 in-house participants, along with 5 other libraries learned about how the Calgary Wildlife Rehabilitation Centre works with abandoned and injured birds.



" It was a great learning experience for all ages and a fine windup event for our Summer Reading Program. — Program Coordinator, High River Library

◘ Marigold hosted a videoconference entitled "Vet's Eye View" on August 27, 2012. The program featured a veterinarian from the Calgary Zoo. A "house call" at the Zoo is anything but ordinary and annual "check-ups" can be dangerous. Births, preventative procedures and trauma are all part of a zoo vet's life. The presentation featured pictures, x-rays and behind-the-scenes stories about the medical care of the Zoo's animal family.



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This was a super event that really increased local enthusiasm for more programs via videoconference in the future.

— Staff, Bighorn Library

## Municipalities Represented August 25, 2012

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|---|---|
| Lynda Lyster (Chair) | MD of Bighorn |
| Leslie Duchak (Vice Chair) | Town of Okotoks |
| Diane Osberg | Town of Black Diamond & Turner Valley |
| Shelley Sweet | City of Airdrie |
| Maxine Booker | Acadia MD |
| Carney Raitz-Wakaryk | Town of Canmore |
| Marilyn King | Town of Chestermere |
| Susan Roper | Town of Cochrane |
| Barb Marshall | Village of Delia |
| Darlene Raketti | Town of Drumheller |
| Sheila Howe | Village of Empress |
| Barb Beary | MD of Foothills |
| Christine Boyd | SV of Ghost Lake |
| Cathy Watts | Town of Hanna |
| Linda Schafer | Town of High River |
| Kristen Anderson | Village of Hussar |
| Glen Kiever | Kneehill County |
| Carrie Campbell | Village of Linden |
| Jan Dyck | Village of Longview |
| Gary Billings | Village of Rockyford |
| Debbie Habberfield | Rocky View County |
| Helen Vino | Special Areas |
| John Getz | Village of Standard |
| Lil Morrison | Starland County |
| Al Campbell | Town of Three Hills |
| Connie Fraser | Town of Trochu |

**Guests:**

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| Linda Traquair | Board Chair, Drumheller Library |
| Lennox Gomes | Chestermere |
| Ken Feser | Public Library Services Branch |

## IMPORTANT DATES

### Upcoming Board Meetings

◘ Saturday, November 17, 2012; High River Centennial Library; 9:30 a.m.

◘ Saturday, January 26, 2013; Videoconference in four locations; 9:30 a.m.

**Trustee training** — Public Library Services Branch is holding a Library Board Basics Workshop on October 13 at the Drumheller Library. This workshop is open to all library trustees and library managers. More information at www.albertalibraries.ca/workshops

### Library Snapshot Day



Ask about Snapshot Day at your local library.

Between October 14 –21, 2012 (or whatever day your local library chooses) libraries across Alberta will collect information, stories and photographs to get a snapshot of a typical library day.

Read all about it at:
http://www.marigold.ab.ca/content/library-snapshot-day

# CANADIAN LIBRARY MONTH

## PROCLAMATION

*WHEREAS*        libraries are vital and dynamic community assets; and

*WHEREAS*        libraries promote and support both literacy and English as a second language; and

*WHEREAS*        libraries are partners in fostering lifelong learning; and

*WHEREAS*        libraries foster innovation, productivity and creativity; and

*WHEREAS*        libraries maintain the history and culture of our communities, our nation and our world; and

*WHEREAS*        libraries are centres of knowledge and gathering places for the exchange of ideas and information; and

*WHEREAS*        libraries bolster economic prosperity by providing access to information, and to resources in print and electronic format; and

*WHEREAS*        libraries serve everyone regardless of age, religion, social status, race, gender or language;

*NOW, THEREFORE BE IT RESOLVED* that I, Lynda Lyster,

on behalf of the Board and citizens of Marigold Library System,

DO HEREBY PROCLAIM the month of October 2012 as

## CANADIAN LIBRARY MONTH

L. Lyster

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Libraries: Connect

*Celebrate!*