

Member Libraries and Local Library Boards Calendar 2024

JANUARY

Prepare the **Annual Report** for your library.

Each year municipal libraries receive an email with a link to Municipal Affairs Public Library Services Branch (PLSB): at <https://www.alberta.ca/public-library-board-operating-grants.aspx> you will find the following:

- Application for **Financial Assistance for Municipal Libraries**
- **Statement of Receipts and Disbursements** (audit) forms
- **Budget** forms
- **Annual Report of Public Libraries in Alberta** forms

Fill out and submit information to Municipal Affairs Public Library Services Branch in order to receive your annual operating grants.

Please send a copy of the Annual Report, Statement of Receipts and Disbursements, and current year's budget to Marigold headquarters.

FEBRUARY

- **Invoices go to municipalities** for Marigold Levy (Schedule C requisition).
- **Board** ensures council provides sufficient funding so library is eligible for provincial operating grant.
- **Board** gathers 2023 financial records for audit or financial review in January or February.
- **Survey and Annual Report deadline for online submission** to Municipal Affairs Public Library Services Branch is **February 28** (Submitted via LibPas) Send a copy to Marigold headquarters.
- Community Library Annual Reports due to Marigold in mid-February.
- Celebrate **Freedom to Read Week, February 18—24.**

APRIL

Marigold sends first installment of **Services Grant** to local board or Community Library Society before the end of April.

MAY

Annual Marigold Library System Conference—May 15, 2024 for library staff and board members.





JUNE

Marigold sends **community library grants** to library service points (community libraries) before the end of June. **June 15 is the final deadline** for submission of all parts of the grant application package. Libraries must submit to Municipal Affairs Public Library Services Branch at libgrants@gov.ab.ca.

- 1 copy of **Application for Financial Assistance for Municipal Libraries**
- 1 copy of **Annual Report**
- 1 copy of audited **Statement of Receipts and Disbursements***
- 1 copy of **Budget**

Send a copy of the Annual Report, Statement of Receipts and Disbursements, and Budget to Marigold headquarters.

AUGUST

- Find out when your council wants budget estimates.
- Marigold sends second installment of the **Services Grant** to local library board or Community Library Society.
- **Invoices go to Local Library Boards** for Marigold levy (Schedule C requisition).

NOVEMBER

- Detailed operating **Budget** estimate for 2024 sent by library boards to Marigold Headquarters. If you haven't already presented the budget to council, do so now.
- Marigold sends final installment of **Services Grant** to local library board or Community Library Society.

CONTINUING EDUCATION OPPORTUNITIES FOR STAFF AND BOARD

May 15, 2024

Annual [Marigold Library System Conference](#)
for library staff and board members

Best Western Premier Calgary Plaza Hotel and
Conference Centre—Calgary, AB



September 11, 2024

Library Leaders Meeting for library directors and board members— in-person at Marigold headquarters.