

# MARIGOLD REPORT



To Councils and  
Special Areas Board

## MARIGOLD BOARD MEETING, August 24, 2019

Marigold Library System Board met Saturday, August 24 at the Beiseker Community Centre. Mayor Warren Wise welcomed delegates to the Town of Beiseker and commented that Beiseker is pleased with the services that Marigold provides.

## FINANCIAL STATEMENTS

**Marigold unaudited Financial Statements to June 30, 2018** were accepted for information.

- Everything is on track including salaries and materials/e-resources.
- On August 20, 2019 Marigold received \$972,105.00 (50%) of the Provincial Grant. (No information has been received about what other amount of funding Marigold will receive for 2019 or 2020).

## 2020 BUDGET ESTIMATES

**Budget Estimates for 2020** were accepted. The \$5,467,336 Budget Estimate is 1.5% above the Board-approved 2019 budget. Revenue and expenditures are based on population defined by Municipal Affairs. 2019 provincial grants were calculated with 2016 population.

## FACTORS AFFECTING 2020 BUDGET PROJECTIONS

- Both Marigold's service population and patron use of Marigold services has steadily increased; therefore, there are also increased costs for materials, resource sharing, van deliveries, supplies and more.
- Some contract costs are based on

current population (e.g., electronic resource subscriptions; TRAC levy; TAL membership; licenses).

- Most of the budgeted expenditures are the same or a bit less in anticipation of tighter budgets going forward. Utilities are trending higher, but we anticipate some savings through the AUMA energy retail program plan that Marigold recently joined.

### Salaries and Benefits

- Includes salary grid step increases for eligible staff. Marigold's staff costs are partially paid with Indigenous Project Grant funding and government grants for summer students. Marigold's staff complement totals 35 people including temporary summer student employees.

### Materials, Delivery, Supplies

- Includes print, AV, eBook and digital purchases. Annual eBook and eResource subscription costs set by US vendors are increasing faster than inflation. Delivery costs are expected to increase because of increased fuel and vehicle costs, as well as more delivery trips to libraries with high lending volumes.

### Transfer Payments

- Service grants for larger communities near Calgary are based on population. There is a base amount for library boards in communities with smaller populations.

### Admin/Finance, Board, Building, Vendor Services, Contracts

- Contracts for services such as caretaking, landscaping and snow removal, and utilities are reviewed annually and costs are compared whenever possible.

### Computers, peripherals, licenses, and network

- Costs for IT services will increase with measures to enhance IT security.

### Consultation, Marketing and Programs

- Costs estimates for travel by Marigold consultants, IT staff and program staff to travel to member libraries remain the same as last year. Marigold also provides resources for programming including programming kits, equipment and games to support programming at member libraries.

### Capital and project expenditure

- Developed with available funds after operating costs have been subtracted from revenue projections. The 2020 budget will be used to replace two vehicles based on the vehicle replacement plan.

Final Budget 2020 goes to the Marigold Board for approval in January 2020.

Contact CEO Michelle Toombs for budget estimate questions: [michelle@marigold.ab.ca](mailto:michelle@marigold.ab.ca)

## POLICY APPROVAL & DECISION

Policies/Bylaws/Schedules reviewed and approved by the Marigold Board:

- Governance
- Operational Governance
- Board Meetings
- Service Recognition
- Schedule A – Board Members Roles and Responsibilities (Orientation for Marigold Board Members Policy)
- Hours of Service – Library Service Points
- Finance – Library Service Points
- Unattended Children – Library Service Points
- Collection Management – Library Service Points
- Programs – Standards & Services
- Marigold Library System Technology Plan 2019-2020 – Standards & Services



## NEW BUILDING UPDATE, by John Getz and Lynne Price

On April 17, BRZ Partnership Architecture presented initial drawings for the joint facility to Marigold Executive members and the Western Irrigation District Board. BRZ discussed the processes that led to their design decisions. These preliminary drawings served as a starting point for detailed development of the site, floor plans and elevations.

Marigold and the WID have been working to finalize the design over the past four months. Marigold staff met with BRZ on April 24 to conduct a workflow tour of headquarters and outline required changes to the Marigold “wing” of the floor plan. Marigold and the WID have met several times to review the schematic layout of the facility footprint, common areas, exterior traffic flow, finishes and other details. Both organizations have been prioritizing cost-saving options where possible without sacrificing building functionality.

A meeting between the Joint Facility Committee and Hank Brzezinski from BRZ Partnership Architecture on July 12 addressed the adjusted project schedule and completion date. Higher costs associated with a winter build and considerations for the opportune time to bid for construction services resulted in the decision to tender for construction in January 2020. Accordingly, the bid process would take place in January with construction following in the spring. The completion date for the project is expected to be spring 2021.

By engaging an energy modelling consultant and structural, mechanical and electrical engineers, cost projections for the build will become more accurate and help identify areas with possible additional cost savings.

Read more at <https://www.marigold.ab.ca/Projects-Events/New-Headquarters-Building/The-Project> or <https://www.marigold.ab.ca/Projects-Events/New-Headquarters-Building/ReNews-Publication>

## UPDATES

### Marigold IT

IT Manager Richard Kenig and Vice Chair John Getz noted that computer hardware and licensing are essential to our services and come with costs that are steadily increasing. Marigold is also taking measures to enhance IT security by installing more sophisticated antivirus protection and backup systems. Contact Marigold Headquarters for more details.

Marigold announced the launch of its newly updated website effective August 1. All member libraries have now launched their new websites and are receiving positive feedback from library staff and patrons. The new website features a section for library boards in the Services & Support tab. More information for Marigold Board members will be added to the site in the coming months. Press release about the new website can be found at: [www.marigold.ab.ca/News](http://www.marigold.ab.ca/News)

## PRESENTATIONS

### Why Weeding Matters

Library Services Consultants Kristine den Boon and Nicole Dunnewold noted that

weeding is an essential element of collection development to ensure that library materials are useful, relevant and accessible. Collections need to be adaptable over time to address changing communities, trends, and strategic plans. Consultants help member libraries develop weeding strategies and also perform onsite weeding. Libraries have commented that regular weeding increases circulation.

### The Power of Advocacy: Move Your Library Forward Course for Member Library Staff and Board Members

CEO Michelle Toombs: Marigold has once again filled the seats available for the next round of our Advocacy course. This online, interactive course with 9 hours of instruction, starting on September 30, was offered three times in 2018 and 2019, and has received positive reviews by everyone who participates in the learning and discussions.

Marigold offers the course to any Board members or staff who wish to participate. Marigold, Peace and Northern Lights Library System Directors led the initiative to develop this advocacy course for member library staff and board members

in partnership with Northern Lakes College (NLC).

### October is Library Month in Marigold

Communications specialist Carlee Pilikowski spoke about how Marigold is promoting a library card sign-up initiative to keep awareness and momentum going after summer reading programs and Alberta Culture Days end. Libraries are provided bookmarks and posters.

Library Month provides an opportunity for residents to discover the power of their library card, express appreciation and share stories. It will also provide a means for advocacy through photos, stories and meaningful statistics that can be used in council and other presentations to raise the profile of libraries. A fundamental role of board members is to advocate for their libraries.



## IMPORTANT DATES

### Upcoming Board Meetings

**Saturday, November 16, 2019:** Carseland, 9:30 a.m.

**Saturday, January 25, 2020:** Videoconference, 9:30 a.m. 4 locations