

2020	Updated December 2019 <span style="float: right;">Calendar is available at: <a href="http://marigold.ab.ca">marigold.ab.ca</a></span>
<b>January</b>	<p><b>Board</b> reviews 2019 library activities to determine if Goals and Objectives were met. Gather information and prepare an <b>Annual Report</b> for your library files and your council. Remember to report this to your council.</p> <p>Each year, municipal libraries receive an email with a link to Municipal Affairs Public Library Services Branch: at <a href="http://www.municipalaffairs.alberta.ca/plsb_funding_and_grants">www.municipalaffairs.alberta.ca/plsb_funding_and_grants</a> you will find the following:</p> <ul style="list-style-type: none"> <li>• Application for <b>Financial Assistance for Municipal Libraries</b></li> <li>• <b>Statement of Receipts and Disbursements</b> (audit) forms</li> <li>• <b>Budget</b> forms</li> <li>• <b>Annual Report of Public Libraries in Alberta</b> forms</li> </ul> <p>Fill out and submit information to Municipal Affairs Public Library Services Branch in order to receive your annual operating grants.</p> <p><b>Please send a copy of the Annual Report, Statement of Receipts and Disbursements, and Budget to Marigold headquarters.</b></p>
<b>February</b>	<p><b>Invoices go to municipalities</b> for Marigold Levy. (Schedule C requisition) – 1<sup>st</sup> of February.</p> <p><b>Board</b> ensures council provides sufficient funding so library is eligible for provincial operating grant.</p> <p><b>Board</b> gives 2019 financial records to auditor in January or February.</p> <p><i>Annual Report of Public Libraries in Alberta</i> <b>deadline for submission</b> to Municipal Affairs Public Library Services Branch is <b>February 29</b> (libraries submitting online report). Send a copy to Marigold headquarters.</p> <p><i>Community Library Annual Reports</i> due in mid-February.</p>
<b>April</b>	<p>Headquarters sends first installment of <b>Services Grant</b> to local board or Community Library Incorporated Society.</p>
<b>May</b>	<p><b>Annual Member Libraries Workshop</b> in Calgary – <b>May 14, 2020 for library staff and board.</b></p>
<b>June</b>	<p>Headquarters sends <b>community library grants</b> to library service points (community libraries). <b>June 15 is the final deadline</b> for submission of all parts of the grant application package. Libraries must submit to Municipal Affairs Public Library Services Branch:</p> <ul style="list-style-type: none"> <li>• 2 copies of <b>Application for Financial Assistance for Municipal Libraries</b></li> <li>• 1 copy of <b>Annual Report</b></li> <li>• 1 copy of audited <b>Statement of Receipts and Disbursements*</b></li> <li>• 1 copy of <b>Budget</b></li> </ul> <p>Send a copy of the Annual Report, Statement of Receipts and Disbursements, and Budget to Marigold headquarters.</p> <p><b>* Note: Be sure to include any money that you receive from your municipality in support of utilities, insurance, janitorial services, etc.</b></p>
<b>August</b>	<p>Find out when your council wants budget estimates.</p> <p>Headquarters sends second installment of the <b>Services Grant</b> to local board or Community Library Incorporated Society.</p> <p><b>Invoices go to Local Library Boards</b> for Marigold levy (Schedule C requisition)</p>
<b>November</b>	<p>Detailed operating <b>Budget</b> estimate for 2021 sent by board to headquarters. If you haven't already presented the budget to council, do so now.</p> <p>Headquarters sends final installment of <b>Services Grant</b> to local board or Community Library Incorporated Society.</p>

## At A Glance...

### CONTINUING EDUCATION OPPORTUNITIES FOR STAFF AND BOARD

April 30 – May 3, 2020

**Alberta Association of Library Technicians Conference (AALT)** – At Coast Canmore Hotel & Conference Centre (511 Bow Valley Trail, Canmore). The theme is: *Eye on the Future*. [www.aalt.org](http://www.aalt.org)

April 23-26, 2020

**Alberta Library Conference (ALC)** – at Jasper for library staff and board members. The theme is: *Find A Way* [albertalibraryconference.com](http://albertalibraryconference.com)

May 14, 2020

**Annual Member Libraries Workshop for library staff and board members** – at Best Western Calgary Plaza Hotel & Conference Centre (1316 33<sup>rd</sup> St. NE, Calgary, AB). Expenses are covered for up to two participants from each library. The theme is: Make it Matter, Make it Happen! [marigold.ab.ca/projects-events/workshops-conferences2/member-libraries-workshop](http://marigold.ab.ca/projects-events/workshops-conferences2/member-libraries-workshop)

### LIBRARY CELEBRATIONS

February 23-29, 2020

**Freedom to Read Week** [freedomtoread.ca](http://freedomtoread.ca)

September 25-27, 2020

**Alberta Culture Days, 2020:** <https://ab.culturedays.ca/en/about>

October

**Library Month** (Celebrated across Marigold Library System)

Name of Publication	Distribution	Purpose
Advocacy! @ your library	Member libraries, on website, shared with other regional systems	As needed or requested (call to action).
Computer Network and IT Consultation Services	Council packages, member libraries, Marigold Trustees, orientations	Overview of Marigold's IT services.
Library to You (L2U) Catalogue	2 times per year (March & August) and on Marigold website	Provides a selection of reading material directly to cardholders living in areas far from a member library or who are unable to get to a library.
Marigold eNewsletter	By subscription, also mailed to libraries, and on Marigold website with sign-up option	Shares information and ideas around the System – for library staff.
Marigold Profile	Council packages, member libraries and on website	Provides a quick statistical overview of Marigold Library System.
Marigold Report 3 - 4 times per year (usually after each Marigold Board Meeting), or as needed	Emailed to Board members, mailed to Councils and member libraries, on Marigold website	Highlights of Marigold Board meetings for councils and Board members.
Marigold's Annual Report	End of April at AGM, on Marigold website and mailed to various stakeholders & partners	Provides stakeholders with a financial and activities summary of the year.
Overview of headquarters staff	As needed to Board members, library staff & other stakeholders	Communicates the big picture at headquarters. Includes staff pictures and contact information.
Professional Development Resources (eNewsletter)	On Marigold website (sign-up option)	Identifies trends, webinars, online courses, books etc. that help keep staff and boards on the cutting edge of library service.
New HQ - Marigold's New Building Plans & Progress	Member Libraries, Board, Councils, other stakeholders, and on Marigold website	Updates / Progress towards a new headquarters building.
Search Our eResources	Member Libraries, patrons, orientations, in council packages, on website	Summary of eResources provided to libraries. (Also, each specific eResource has a brochure)
Trustee Tips	Marigold and member library boards, on Marigold website	Information, facts and important dates to assist trustees during their term.

