

MARIGOLD REPORT



To Councils and Special Areas Board

MARIGOLD BOARD MEETING August 29, 2020

Because of COVID-19, the Marigold Library System Board met Saturday, August 29 via Zoom Video Teleconference with 38 Board members in attendance.

FINANCIAL STATEMENTS

Marigold unaudited Financial Statements to July 31, 2020 were accepted for information.

- Everything is on track including salaries and materials/eResources, and Marigold finances are in a good position.
- Marigold received the Provincial Grant in two instalments (late April and early September).
- Young Canada Works granted Marigold 85% of funding for the summer student salary.

REVISED 2020 OPERATING AND CAPITAL AND PROJECTS BUDGETS

- The Capital and Projects budget was revised to add the cost of the SuperNet installation at the new building, and to remove a van replacement purchase in 2020.
- While following public health orders throughout the pandemic, Marigold has maintained its productivity and service levels and kept all staff employed.
- Marigold had to cancel workshops, pause contracts and adapt its services. The following accounts in the Operating Budgets have been underspent:
 - Travel expenses, Board meetings, conference attendance, consultation and IT visits and staff training. Many of these activities still took place via online video meetings

- The Member Library Workshop and Library Leaders Meeting were cancelled
- Lower printing and marketing costs because events and programs were cancelled during the COVID shutdown. Only one L2U catalogue for our 'library materials by mail' service was produced and delivered by email
- Caretaking and landscaping contracts were paused
- Some collection receiving was delayed because some publications and movie releases were put on hold

eResource additions

- During the COVID-19 shutdown the use of Marigold's online resources has increased significantly. To meet public demand, new eTitles were purchased and other digital resources were expanded during the COVID shutdown (eg., Ancestry.com became available for home use to the end of December).

Computers, peripherals, licenses, and network

- Costs for IT services are increasing with measures to enhance IT security. Marigold continues to add security features, purchase additional licensing and add new hardware to help support staff working at home or in the Marigold building.

Furniture and shelving

- Purchasing new furniture, equipment and shelving now that can replace the current older models and be used in the new building will reduce total building expenditures in 2021.

Capital and project expenditure

- Money has been moved to the capital and projects budget to pay for the new HQ installation of the SuperNet at a cost that is estimated at \$120,000. The

installation is expected this fall.

2021 BUDGET ESTIMATES

Budget Estimates for 2021 were accepted. The \$5,372,597 Budget Estimate is marginally below the Board-approved 2020 budget. As services and operations continued throughout the COVID-19 shutdown, Marigold anticipates that travel and contract services will resume as normal in 2021.

Final Budget 2021 goes to the Marigold Board for approval in January 2021.

Contact CEO Michelle Toombs for budget estimate questions: michelle@marigold.ab.ca

SCHEDULE C UPDATE

As of September 10, **Marigold has received signed levy requisition amendments (Schedule C in the Marigold Agreement) from 27 municipalities.** The Schedule C package was distributed to Mayors and Reeves in May. The Marigold Agreement states a required number of signatures from municipalities, representing 60% of the population, is necessary for the approval of the 2021 and 2022 per capita levy rates.

POLICY APPROVAL & DECISION

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

- Constitution
- Procedural Bylaws
- Compensation
- Information (IT Services) Policy
- Resource Sharing Policy
- Mandate Statement—Executive
- Mandate Statement—Finance
- Mandate Statement—Governance
- Mandate Statement—Nominating
- Mandate Statement—Standards & Services
- Job Descriptions—Executive
- Policy Development Policy



NEW BUILDING UPDATE

Marigold Library System and the Western Irrigation District (WID) have much to celebrate. Over the past three months, many essential documents have been approved and signed, and WID bulldozers have started site clearing at the joint headquarters facility's new location at Orchard and Pine in Strathmore. Marigold and WID staff, as well as Board members, were in attendance on July 20 to unofficially celebrate and document the historic occasion through photos and videos as site clearing began. The work includes levelling and prepping the site prior to the contractor taking over. Project signage has been placed on the site. Earlier in the year, the Town of Strathmore approved the Development Permit, approved and issued the Development Agreement and issued the Building Permit. The Marigold Executive Committee also approved Lear Construction Management Ltd. as the contractor for the new joint headquarters facility. An official ground-breaking ceremony took place on September 11.



Photos: Staff and Board members from Marigold and WID unofficially celebrated the start of site clearing that took place on July 20, 2020.

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/New-HQ-Publication>

UPDATES

Libraries reopen

All Marigold member libraries are offering public service in various ways. The responsibility for a phased plan rests with each library board. Libraries maintain safety precautions, such as organizing computer use by appointment, launching curbside services and displaying proper signage and personal protective equipment. Libraries have been offering eContent, creative online programming, support for parents, provision of recreational materials, innovative partnerships and more. Over 19,000 new cardholders were registered in Alberta between March 17 and June 12 while libraries were closed due to the public health order. Marigold has recorded a 200% increase in eBook use and an increase of 250% for online learning content use in the province.

Libraries maintain safety precautions, such as organizing computer use by appointment, launching curbside services

and displaying proper signage and personal protective equipment.

Masks for Albertans program:

Marigold received 75,000 masks from the Municipal Affairs Public Library Services Branch (PLSB) for distribution across the system. Marigold staff repackaged thousands of single masks into sealed multi-mask packages. The packages were then distributed to member libraries, book deposits and Marigold's Indigenous Outreach staff. Anyone handling the masks was required to complete training provided by the Alberta Government.

Bragg Creek Satellite Library

In July, the Rocky View Council approved funding to purchase smart lockers and furniture for a satellite library in the Bragg Creek Community Centre. Planning for this initiative involved staff from Rocky View County's Recreation, Parks and Community Support Dept., Bragg Creek Community Centre, Cochrane Library and Marigold. These smart lockers will provide around 4,000 local residents in the Bragg Creek

area with access to library materials. Programming will be provided by Cochrane Library staff when deemed safe. Marigold will service the lockers and send a driver once a week to fill the lockers and bring back returned items.

PRESENTATIONS

October is Library Month in Marigold

Communications and Marketing Specialist Miriam Thompson spoke about how Marigold is promoting a library card sign-up initiative and Celebrate your Library Month. The presentation discussed the importance of promoting library services, especially eResources, during the COVID-19 pandemic, expanding our services into Bragg Creek with a satellite library and with kids returning to school. The month-long initiative aims to raise awareness of the value of libraries to Canadians and build connections within their communities. Marigold encourages its member libraries to seize this opportunity and emphasize the important role libraries play in research, education and literacy.

IMPORTANT DATES

Upcoming Board Meetings

Saturday, November 21, 2020: Zoom Video Teleconference 9:30 a.m.

Saturday, January 30, 2021: Meeting format TBD, 9:30 a.m.