

2010 Calendar ~ Marigold Library System

Local Library Boards

January

Board reviews 2009 library activities to determine if Goals and Objectives were met. Gather information and prepare an **Annual Report** for your library files and your council. Remember to report this to your council.

Each year, municipal libraries receive an email with a link to Municipal Affairs Public Library Services Branch where 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

Print forms, fill them out and send 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 Budget to headquarters.

February

Board ensures council provides sufficient funding so library is eligible for provincial operating grant.

Board gives 2009 financial records to auditor in January or February.

Annual Report of Public Libraries in Alberta **deadline for submission** to Municipal Affairs Public Library Services Branch is **February 28**. Send a copy to Marigold headquarters.

March

Headquarters sends first installment of **Services Grant** to library board.

May

Annual Member Libraries Workshop in Strathmore – **May 12, 2010**.

Headquarters sends first installment of **RISE grant** to library board.

Headquarters sends community library grants to library service points (community libraries)

June

June 12 is the Final deadline for submission of all parts of the grant application package. Libraries must submit to Municipal Affairs Public Library Services Branch:

- 2 copies 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 headquarters.

*** Note: Be sure to include any money that you receive in support of utilities, insurance, janitorial services, etc.**

August

Find out when your council wants budget estimates.

Headquarters sends second installment of the **Services Grant** to board.

September

Board sends portion of **non-resident fees** to Marigold by **September 30**.

Schedule C requisition from **board** due to Marigold headquarters.

October

Headquarters sends final installment of **RISE Grant** to library board.

November

Detailed operating **Budget** estimate for 2011 sent by **board** to headquarters. If you haven't already presented the budget to council **do so now**.

Headquarters sends final installment of **Services Grant** to board.

At A Glance...

Continuing Education Opportunities for staff and board

April 29 – May 2, 2010

Alberta Library Conference in Jasper for library staff and board members.
(See <http://www.albertalibraryconference.com/default.aspx>)

May 27 – 30, 2010

Alberta Association of Library Technicians Conference - Calgary, Alberta.
Celebrate the 36th anniversary of this conference. The theme is "Rebuild, Renew, Recharge."
(See <http://www.aalt.org/conference/index.html>)

May 12, 2010

Annual Member Libraries Workshop in Strathmore (expenses are covered for member library staff)

June 2 – 5, 2010

Canadian Library Association Annual Conference and Tradeshow – Edmonton, Alberta
(See <http://www.cla.ca/conference/2010/>)

October 20 – 22, 2010

NetSpeed 2010 – will take place at the Crowne Plaza – Chateau Lacombe in Edmonton, Alberta (watch for more information from headquarters)
(See <http://www.thealbertalibrary.ab.ca/news.html> for more details)

Library Celebrations

February 21 – 27, 2010

Freedom to Read Week (see <http://www.freedomtoread.ca>) and use information provided by headquarters.

October

Canadian Library Month (see www.cla.ca select the events tab and click Canadian Library Month) and also use information provided by headquarters.

Publications from Marigold for local Boards

Publication	Distribution	Purpose
Newsletter	4 times per year to the library	To share information and ideas around the System; for library staff
Marigold Report	Monthly, excluding the months of July and December	To inform Board members about governance issues
Advocacy! @ your library	6 times per year	To create an understanding of advocacy, lobbying, marketing, public relations and promotions for libraries
e-resources @ your library	6 times per year	To provide information about online resources (aka databases) which Marigold licenses through TAL (The Alberta Library)
Notes to Councils and Special Areas Board	4 times per year (after each Marigold Board meeting)	To communicate Board meeting proceedings to municipalities
Marigold's Annual Report	End of April	To provide stakeholders with a financial and activities summary of the year
Paperbacks-by-Mail Catalogue	3 times per year	To enable customers without easy access to a library a catalogue that lists over 900 items