

## 2012 Calendar — Marigold Library System Local Library Boards and Member Libraries

Updated January 10, 2012

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|------------------|---|
| <p>January</p>   | <p><b>Board</b> reviews 2011 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 where you will find the following:</p> <ul style="list-style-type: none"> <li>• <b>Application for 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> |
| <p>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 2011 financial records to auditor in January or February.</p> <p><i>Annual Report of Public Libraries in Alberta</i> <b>deadline for submission to</b> Municipal Affairs Public Library Services Branch is <b>February 29</b> (libraries submitting online report). Send a copy to Marigold headquarters.</p>  |
| <p>March</p>     | <p>Headquarters sends first installment of <b>Services Grant</b> to library board.</p>  |
| <p>May</p>       | <p><b>Annual Member Libraries Workshop</b> in Strathmore – <b>May 9, 2012.</b></p>  |
| <p>June</p>      | <p>Headquarters sends <b>community library grants</b> to library service points (community libraries).</p> <p><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 in support of utilities, insurance, janitorial services, etc.</b></p>  |
| <p>August</p>    | <p>Find out when your council wants budget estimates.</p> <p>Headquarters sends second installment of the <b>Services Grant</b> to board.</p>   |
| <p>September</p> | <p>Board sends portion of <b>non-resident fees</b> to Marigold by <b>September 30.</b></p> <p><b>Schedule C</b> requisition from <b>board</b> due to Marigold headquarters.</p>   |
| <p>November</p>  | <p>Detailed operating <b>Budget</b> estimate for 2013 sent by <b>board</b> to headquarters. If you haven't already presented the budget to council <b>do so now.</b></p> <p>Headquarters sends final installment of <b>Services Grant</b> to board.</p>   |

# At A Glance...

## CONTINUING EDUCATION OPPORTUNITIES FOR STAFF AND BOARD

April 26 – 29, 2012

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

May 3 - 6, 2012

**Alberta Association of Library Technicians Conference** – Canmore, Alberta  
(See <http://aalt.org/> )

May 9, 2012

**Annual Member Libraries Workshop** in Strathmore (expenses are covered for up to two member library staff)

May 30 – June 2, 2012

**Canadian Library Association National Conference and Tradeshow** – Ottawa, Ontario  
(See <http://www.cla.ca/conference/2012/> )

## LIBRARY CELEBRATIONS

February 26 – March 3, 2012

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

October

**Canadian Library Month** (see [www.cla.ca](http://www.cla.ca) select the events tab and click Canadian Library Month) and also use information provided by Marigold 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  | 4 times per year (after each Marigold Board meeting) and as needed               | <ul style="list-style-type: none"> <li>To communicate Board meeting proceedings to municipalities and councils.</li> <li>To inform Board members about governance issues.</li> </ul> |
| Advocacy! @ your library   | As needed  | To create an understanding of advocacy, lobbying, marketing, public relations and promotions for libraries.  |
| e-resources @ your library   | As needed  | To provide information about online resources (aka databases) which Marigold licenses through TAL (The Alberta Library).   |
| Marigold's Annual Report   | End of April   | To provide stakeholders with a financial and activities summary of the year.   |
| Library to You (L2U) Catalogue   | 2 times per year (March & August)<br>(replaces the paperbacks-by-mail catalogue) | To provide 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. Catalogue lists over 900 items.  |
| Read all publications online at: <a href="http://www.marigold.ab.ca/content/marigold-publications">http://www.marigold.ab.ca/content/marigold-publications</a> |  |  |