

MARIGOLD REPORT



To Councils and
Special Areas Board

MARIGOLD BOARD MEETING

January 25, 2014

Marigold Library System Board met in four locations via videoconference on January 25, 2014: Airdrie Public Library, Nan Boothby (Cochrane) Memorial Library, Hanna Town Council Chambers, Marigold Library System Headquarters (Strathmore).

Marigold Board Chair Lynda Lyster welcomed 50 delegates, guests and staff to the meeting. New Board members were also welcomed: Jerry Kruse - Town of Hanna, Margaret Nielson - Town of Drumheller, Dennis Tracz - Town of Irricana, Denise Peterson - Town of Strathmore, Bob Gainer - Special Area 2 and Helen Venno was appointed to Special Area 3.

FINANCIAL

The **unaudited financial statements to December 31, 2013** were presented to the Board. A notable change for Marigold is the revision of accounting policy to expense book purchases, which will increase the clarity of our financials and significantly change Marigold's total Capital Assets. The Statements for 2013 will be presented at Marigold's AGM, April 12, 2014.

Budget expenditure highlights included: refurbishment of the open workspace at Headquarters to enhance workflow and communication; replacement and upgrade of the wireless system throughout Marigold and replacement of a number of servers at HQ; launch of shelf-ready cataloguing services to speed up turn-around of popular materials; new e-resources including Zinio Digital Magazines, LibraryAware and Grant Connect, which are proving to be very popular; job review and revision of the salary grid; purchase of a new cargo van using Public Library Services Branch money.

Member libraries are really appreciating the *Reimbursement Purchasing Program* service, which saves them considerable money on IT equipment and office supplies through Marigold's participation in PPG (Public Purchasing Group) and provides products that work well in the libraries.

The **unaudited RISE Pilot financial statements to December 31, 2013** were discussed.

- The only activity in recent months has been the transfer of regular monthly expenses, such as SuperNet bandwidth, from the RISE deferred account.

Marigold operating Budget 2014, Capital Budget 2014, and projected 2015 and 2016 budget were presented and approved.

- Each year, Marigold presents a revised **three-year budget** for the next three-year timeframe. Levies for municipalities and library boards are based on 2013 population figures that are released by Municipal Affairs. Marigold Library System experienced 3.3% growth in population in 2013. Provincial grants are based on 2010 population. Marigold sent letters to twelve MLAs and Ministers requesting that the per capita formula be based on current population.
- In 2014, Marigold will see **an increase in training** for e-resources and services; establishment of an IT Capacity Fund for each member library; first registered pension plan for headquarters staff; re-branding and new logo; SuperNet upgrade for Marigold to increase capacity; High River SuperNet installation which will be reimbursed by PLSB; MS Windows & Office upgrade for all libraries; more world language materials; a floating collection of DVDs; and more eBooks, including an additional eBook source.
- Included in Marigold's **capital budget** are a new roof for the headquarters building; a new passenger van so that staff can travel to member libraries, municipalities and provincial meetings; a new print production machine.
- **Expensing vs. Capitalizing Accounts:** Since 1992, Marigold's practices for acquiring and recording collections have changed significantly. Marigold's auditors recommended, and the Executive and Board approved, that Marigold revise its accounting policy associated with the treatment of books to expense materials purchases starting with the 2013 audited financials.
- **Collection Reserve:** The Collection Reserve will support the development of an opening day collection in readiness for Airdrie's new library facility by setting aside a portion of their annual Materials Allocation. The Collection Reserve Agreement protects both parties by clarifying terms of use and ownership of the funds.

POLICY APPROVAL AND DECISION

The following policies were revised/reviewed and approved by the Marigold Board:

L. Duchak (Town of Okotoks) presented on behalf of the Finance Committee:

- **Contingency Plan for Finance.** This plan, which is reviewed annually by Marigold's auditors, provides direction for the Board, committees and staff in the event of drastic revenue cuts or changes. Provision for collection (operating) reserves for future library buildings was added.
- **Finance.** Significant changes were made to include Marigold's fiscal year, and to confirm that Marigold's financial data is backed up regularly and stored offsite. The statement regarding Marigold's book inventory being capitalized was removed as per Board motion.

L. Duchak (Town of Okotoks) presented on behalf of the Executive Committee:

- **Schedule C Mandate Statement.** In preparation for the development of a new Schedule C amendment during 2014, and to start the new levy cycle in 2015, the Executive Committee reviewed the Schedule C Mandate Statement. Several statements were revised to incorporate wording and practices used in other Marigold Committee Mandate Statements. Schedule C is the last page of the Marigold Agreement, and it is an amendment to the Marigold Agreement that lists the current levy rates for municipalities with and without library boards as well as the levy rate for library boards.

K. Anderson (Village of Hussar) presented on behalf of the Governance Committee:

- **Records Management.** This policy ensures that procedures are followed that comply with federal rules and regulations, provincial legislation, and with the needs of Marigold. An extensively revamped schedule was also approved.

M. Booker (Acadia M.D.) presented on behalf of the Standards & Services Committee:

- **Collection Management Materials Allocation - Schedule B.** The allocation is a guide to provide a minimum number of materials to each library. Member libraries also receive additional materials such as monthly paperback bestsellers, digital media including eBooks, eAudio and downloadable music, and a budget to purchase paperbacks. The formula for 2014 is the same as the previous year and is based on per capita with a base amount for small libraries.
- **Services Grant - Schedule A.** The formula to determine the grant is based on current population figures from Municipal Affairs. Marigold recommends that libraries use these payments to assist with costs associated with resource sharing. Resource sharing expands a patron's world exponentially and increases the value of the library as an essential community service. Resource sharing is the most popular TRAC service—patrons can borrow from 3 million items in 175 libraries.
- **Community Library Grant - Schedule B.** Marigold provides a base operating payment of \$6540 to library boards located in hamlets (equivalent to what small municipalities receive from the province). Hamlets do not receive direct provincial grants.

- **Resource Sharing.** The policy was updated to reflect new provincial resource sharing policies and titles. A new Condition was added to confirm Marigold's involvement and active participation in **Alberta-Wide Borrowing**. In Schedule A, the Principles of Resource Sharing were updated with key points taken from the Public Library Network Policy.
- **IT Capacity Fund.** This new IT Capacity Fund will take the form of a \$1,000 spending account, intended to assist local member library boards with hardware and software purchases. The IT Capacity Fund is subject to annual budgetary considerations. The statements mentioned in the policy are in accordance with Marigold's accounting practices for the Fund.

Upcoming Board Meetings

Saturday, April 12, 2014 — Marigold AGM at Hope Community Covenant Church, Strathmore, 9:30am

Saturday, August 23, 2014 — Blackfoot Crossing, 9:30am

INFORMATION & NEWS

- The Board thanked Diane Osberg for completing her term as Marigold's ALTA (Alberta Library Trustees' Association) representative.
- Lois Bedwell (Town of Oyen) was acclaimed as Marigold's ALTA rep.
- It was confirmed that Eleanor Chinnick is the Marigold Board representative for Foothills MD.

In the press...

Discover the power of your library card!

Alberta-Wide Borrowing is a provincially supported initiative that is in the works now and is coming soon. Marigold cardholders will be able to borrow materials as a walk-in patron at other libraries across the province—watch for more details.

New at: www.marigold.ab.ca/eresources

Zinio Digital Magazines Read current and popular magazines online.

Grant Connect (in-library access only)
An innovative tool that helps non-profit organizations and charities find information on funding sources.

Science Reference Centre Research database that provides easy access to full-text, science-oriented content.

