MARIGOLD LIBRARY SYSTEM

To Councils and Special Areas Board

Marigold cultivates a collaborative library community to support a range of responsive, quality library services.
WWW.MARIGOLD.AB.CA
Published December 14, 2017

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MARIGOLD REPORT ● ● ●

HIGHLIGHTS OF NOVEMBER 18, 2017 MARIGOLD BOARD MEETING

Marigold Library System Board met Saturday, November 18 in the Badlands Community Facility in Drumheller.

Drumheller Mayor, Heather Colberg, welcomed the delegates to the community of Drumheller. Mayor Colberg talked about how a community grows through the many opportunities offered in libraries and described how the Town of Drumheller works with the Drumheller library to ensure that residents get access to the library.

Chair Lynda Lyster recognized new Board members Nancy Jackson - Town of Turner Valley/Town of Black Diamond, Michael Beier - Village of Consort, Melanie Jensen - Town of Hanna, Stacey Wiechnik, Alternate -Town of Oyen, Marilyn Sept - Town of Three Hills, Bonnie Munro -Town of Trochu, Amber Link - Alternate for Wheatland County.

DISCUSSION and DECISIONS

Schedule C:

Motion: *That the current Executive Committee will be the Schedule C Committee for 2019 — 2020*

Schedule C is the last page of the Marigold agreement and it is an amendment to the Marigold Agreement that outlines the current per capita levy rates for municipalities with and without library boards. The current Schedule C concludes at the end of 2018.

What factors should the Executive take into consideration when setting the levy rates?
- To cover inflation it was suggested that the increase for 2019-2020 be 1.5% – 2%
- Marigold is committed to harmonizing

levy rates for all residents, whether they live in municipalities with libraries or whether they use libraries that are in nearby municipalities.
- Costs downloaded to regional library systems because of provincial initiatives
- US exchange rates
- Lower investment revenue
- Increased costs for eResources, IT equipment and licenses
- Building maintenance costs in a building that is 65 years old

How does Marigold proceed with a decision on Schedule C levies for 2019 and beyond?
- Marigold Board will need to vote on a motion presented by the Executive at the 2018 AGM so that an amended Schedule C can be considered
- If the motion passes, the amended Schedule C is sent with supporting documentation to all member Municipal Councils for their consideration and signature

How do Marigold's levy rates compare to other regional systems in Alberta?
- Marigold's levy rates compared to the six other regional library systems in Alberta for 2017 rank Marigold in third place for each of the levy rates for municipalities with library boards, municipalities without library boards and for library board levies

Building update
In response to suggestions at the August Board meeting, Marigold staff have created a quarterly newsletter called (ReNEWS) highlighting any developments pertaining to the new building project—more at
www.marigold.ab.ca/new-building
At the August 26th meeting four important

motions were passed. The details about these motions and discussions about our new building plans were recorded in the August Marigold Report, which was sent to Councils, Board members and member libraries. Find Marigold Report on the Marigold website at:
www.marigold.ab.ca/marigold-publications

For the benefit of all new Marigold Representatives, J. Getz spoke about news and developments since the August 26th Board:

- The Town of Strathmore Letter of Intent was signed and delivered on Oct 12. This letter provides assurance that the Town will loan up to $2M as needed for the Building Project
- The budget for this building project is $8M, based on probable costs in the Feasibility Study.
- Because Marigold is considering co-locating with Western Irrigation District (WID), the total cost of this project is expected to be less because of cost-saving benefits of sharing common areas and the building envelope, but we will not know for sure until the project is tendered.
- Target completion: September 2020
- Marigold intends to spend the Infrastructure grants and capital reserve savings first. We don't expect to draw on a 'line of credit' type loan until our own resources (savings and capital infrastructure grant) are exhausted, and that is not expected until later in the building project timeline
- Marigold will be looking for other sources of revenue such as grants and money from foundations
- Marigold will only borrow what is needed, thereby intentionally keeping the loan to its lowest amount to minimize the costs to acquire, maintain and repay the loan.

FINANCIAL

Motion: *That subject to audit, the Marigold Financial Statements to October 31, 2017 be accepted as presented*

Marigold is in a good financial position with the receipt of levy payments from municipal members and local library boards. Provincial grants were more than expected because Municipal Affairs based their grant formula on current, official municipal populations for 2016.

Motion: *That, subject to audit, the RISE Financial Statements to October 31, 2017 be accepted as presented*

The videoconferencing system is well used in Marigold for TRAC meetings, programs, training and Marigold Board committee meetings.

Motion: *To approve the DRAFT Marigold Operating Budget for 2018 to 2020 for information*

The $5,259,280 Budget Estimate for 2018 is 3.5% above last year's board-approved 2017 budget. The final budget will be presented to the Board at the end of January Board meeting for final approval with year-end actual expenditures and official population from Municipal Affairs. **In the preparation of the 2018 draft budget, these are key considerations:**

Expenditures calculated on a per capita basis with current service population include the TRAC levy, contract subscription fees for online resources, TAL and other organizational memberships. Service cost increases that mirror population increases include delivery costs, insurance coverage, materials allocations and service grants.

Salaries and benefits: a 6% increase includes staff salaries for salary grid step increases for eligible staff; increased benefit costs and increased salaries for staff after a salary grid review was conducted in 2017. Marigold has the lowest percentage of salary relative to total budget when compared to other library systems.

Materials, processing, delivery: eBbook and eResource costs set by US vendors are increasing faster than inflation. Although delivery costs are expected to increase because of increased fuel costs, mileage, need for larger vehicles and more frequent trips to high volume libraries, this budget was reduced to more closely match actuals.

Transfer payments: a 2% increase to match increased levy revenue for population growth. Amounts are established in the Transfer Payments Policy and are decided by Board motion.

Admin, Board, building, supplies, vendor services and contracts: rising contract costs to increase for local services such as snow removal along with maintenance fees for aging infrastructure, insurance and shipping costs.

Computers, peripherals, licenses, network costs: a significant increase in the computer budget because Marigold pays for the Fortigate devices which interface with the SuperNet. These are due for replacement in many member libraries in 2018.

Consultation, programs, marketing: a 5% increase includes funds to hold the Member Libraries conference at a Calgary hotel. This was a great success in 2017, allowing for a larger audience of board members and library staff.

Motion: *To approve the DRAFT Marigold Capital/Projects Budget 2018 for information*:

Expenditures in the coming year include service van replacement, a new website platform for headquarters and member libraries.

Marigold's goals and objectives for its Strategic Plan 2016 - 2018 are supported in this budget estimate. Final 2018 Budget goes to the Marigold Board for approval in January 2018.

● contact CEO Michelle Toombs **michelle@marigold.ab.ca**

Policies reviewed/revised/approved by Marigold Board:

✓ Transfer Payments
✓ Information Technology Policy
✓ Public Admittance and Use of Library System Facility
✓ Finance Policy
✓ Operational Governance
✓ Board Meetings Policy

Marigold Policy Manual:
www.marigold.ab.ca/PolicyAndPlanning

INFORMATION

Canada Post Project

Staff from Marigold Headquarters, Okotoks, Canmore, Three Hills, Drumheller and Oyen libraries have provided generous feedback to PLSB and Canada Post during the first three months of the pilot. Several concerns about the pilot have been brought forward, including from Marigold's TRAC Consortia partners, who receive material shipped through the pilot program.

- Library staff state the time spent on Interlibrary Loans has increased
- Library staff must determine weight and other parameters to ascertain how an item can be shipped; this slows workflows and inhibits cross-training
- Libraries state they are also using more workspace and more resources such as packing materials and tape
- Receiving locations are not receiving door-to-door delivery

This report acknowledges the hard work and willingness of member libraries and staff who participated in this pilot as well as Marigold HQ staff.

Marigold Co-developing an Advocacy Course with Northern Lakes College and Peace Library System

- The Advocacy Course will be extremely useful and will be offered to interested Marigold members free of charge
- When participants have completed the course, they will have a set of tools to ramp up their advocacy initiatives

2018 FREEDOM TO READ WEEK

Proclaimed by Marigold Chair
Member libraries, councils and residents are encouraged to Celebrate Freedom to Read Feb 25 – Mar 3. The proclamation will be sent to local library boards and councils early in January. **www.freedomtoread.ca**

UPCOMING BOARD MEETINGS

Saturday, January 27, 2018
 Videoconference, 9:30 am

Saturday, April 21, 2018
 AGM, at Strathmore Alliance Church, 9:30 am

Saturday, August 25, 2018
 Crossfield, 9:30 am

Saturday, November 17, 2018
 Chestermere, 9:30 am