

MARIGOLD REPORT



To Councils and
Special Areas Board

Marigold Board Meeting January 26, 2013

Marigold Library System Board met in four locations via videoconference on January 26, 2013: Airdrie Public Library, Nan Boothby (Cochrane) Memorial Library, Hanna Town Council Chambers, Marigold Library System Headquarters (Strathmore). Town of Cochrane Councillor Jeff Toews provided greetings at the Cochrane location. Councillor Toews is the representative on the Library Board and Deputy Mayor. He discussed all of the contributions that the library makes in the community.

Marigold Board Chair Lynda Lyster welcomed delegates, guests and staff to the meeting.

- Daniel Leronowich, Village of Acme
- Leo Louwerse, Village of Beiseker
- Richard Ekman, Village of Carbon
- Jo Tennant, Interim Marigold Board Member, Town of Crossfield

Each Board member, guest and staff were asked to share the last good book that they had read. There were a lot of interesting choices from current fiction to classics to non-fiction. A compiled list will be shared with the Board.

FINANCIAL

The **unaudited financial statements to December 31, 2012** were presented to the Board. The audited financial statements for 2012 will be presented at Marigold's AGM, April 20, 2013.

- Interest was higher in 2012 than budgeted, which was mostly due to the move to a new financial institution in early 2012. The materials budget came in at 99% spent. The total materials allocation was \$808,009. This amount includes a variety of formats such as: paperbacks, large print, audio books, eBooks and eAudio, and e-Resources.

The **unaudited RISE Pilot financial statements to December 31, 2012** were discussed.

- Funds in the amount of \$170,000, were received from PLSB (Public Library Services Branch) for the RISE Pilot expansion, and put into deferred revenue. The RISE pilot extends videoconferencing to 99 public library locations north of Marigold, throughout province. The RISE Pilot project runs

for one year from September 2012 to September 2013 and will enable meetings and programs during the pilot.

Marigold Budget 2013, and projected 2014 and 2015 budget was presented and approved.

- This is the first year that Marigold has prepared a three-year budget. Levies for Municipalities and Library boards are based on 2012 population figures that are released by Municipal Affairs. Marigold Library System experienced a 5% growth in population in 2012.
- The Board clarified that voting was on the 2013 budget and the projections for 2014 and 2015 as budget information will be revised annually.
- In 2013, Marigold will be acquiring more shelf-ready cataloguing services to help streamline and increase workflow turnaround times of library materials.
- Marigold will also be hosting a board workshop on June 8th for local board chairs. Registered Parliamentarian and Board Effectiveness Consultant, Eli Mina, will be providing a day-long session on board governance.

POLICY APPROVAL AND DECISION

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

L. Morrison (Starland County) presented on behalf of the Advocacy Committee:

- **Website Policy.** Marigold's website provides access to information and resources for the Marigold Community. The information is intended for member libraries and municipalities, but information is accessible for any member of the public.

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

- **Collection Management Policy and Schedule B Materials Allocation 2013.** The policy was extensively revised. The formula for the materials allocation is based on \$3.50 per capita. For small and medium sized libraries, the base allocation is 140, 160 and 240 items respectively. Allocation is intended as a guide to provide a minimum number of materials to each library and to help libraries reach or maintain the best practices for size of collections outlined in *Standards & Best Practices for Public Library in Alberta*.

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.

- **Transfer Payments Policy – Schedule A Services Grant 2013.** Marigold provides an annual grant to libraries. Marigold does not indicate how the funds should be spent but recommends that the grant be used to assist with resource sharing. The formula to determine the grant is based on current population figures that are provided by Municipal Affairs. Resource sharing is an important service that all libraries provide by sending out and receiving thousands of materials each year from over 160 libraries in the province through the TRAC consortium. In 2012, Marigold libraries increased the number of materials loaned to other libraries by over 88,000 to 488,827.

INFORMATION AND REPORTS

- **ALTA (Alberta Library Trustees' Association) Report:** Marigold ALTA representative, Diane Osberg explained that registration for the annual Alberta Library Conference in Jasper will be opening soon. For information about the conference, go to: www.laa.ca ALTA is developing a new manual for Trustees, which should be available soon.
- **Bibliographic Services Presentation.** Lynne Thorimbert, Service Delivery Manager at Marigold, provided information about Bibliographic Services including acquisitions, cataloguing and processing. Lynne discussed changes to workflow and processes and how these changes will provide a positive improvement to turnaround times of materials.

New Year's Address and Plans for 2013

Laura Taylor, Assistant Director, highlighted some of the achievements that Marigold accomplished in 2012:

- “ 2012 turned out to be another blockbuster year of achievements, which could not have been accomplished without a high performance team of dedicated, energetic and professional staff—all of us together!

- Michelle Toombs, CEO

- **Town of Crossfield** rejoined Marigold effective January 1, 2013. Marigold staff began working with Crossfield Library in preparation to add holdings into the ILS (Polaris) in the fall of 2012.
- **Village of Munson:** Munson rescinded their decision to withdraw from Marigold in December 2012.
- **Wheatland County** provided additional generous support to community libraries located in Wheatland including Carseland and Gleichen. Wheatland County will also be giving funding to libraries surrounding the County that provide library services to County residents.
- **Websites:** 32 libraries in Marigold are using the website template that was launched in 2011. Three libraries in 2013 will also be replacing their websites using the interactive website format supported by Marigold.

- Marigold is very proud of the **Board** which provides direction, and a dynamic, knowledgeable **Executive** team that is instrumental to our success. In 2012, **management staff** planned and attended 32 board-related meetings (e.g. Executive, Standards & Services, Governance, Advocacy, HR, Building and Finance).
- Successful publications were produced at Marigold including the **Discover the Power of Your Library Card** brochure. The brochure was well-received by both member libraries and municipalities. Marigold is constantly identifying ways to promote the value of a public library card and the many services that are provided by the library system.
- **RISE Expansion Pilot:** We are providing Albertans with amazing programs and collaboration opportunities, such as the province-wide Dewey Divas. TRAC alone had 50 meetings last year by videoconference—a substantial saving in travel and time.
- **Eresources:** almost 7,000 songs were downloaded from Freegal in the first 3 months: use is growing and this resource is much appreciated by our patrons.

HEADING INTO 2013...

- Space planning and workflow enhancements at Marigold Headquarters.
- Crossfield collection fully integrated into TRAC and Marigold.
- Training opportunities for member libraries and local boards.
- Assessment of relevance and cost effectiveness of eresources.

IMPORTANT DATES

Board Meeting(s)

- Saturday, April 20, 2013 — Marigold AGM at Hope Community Covenant Church, Strathmore, 9:30am
- Saturday, August 24, 2013, in Canmore, 9:30am

Saturday June 8, 2013

Hope Community Covenant Church, Strathmore

Don't miss this workshop for local library board chairs!



Meetings, Rules & Effective Decision-Making: learn to identify good habits that should be embraced and bad habits that should be abandoned.

Eli Mina, Registered Parliamentarian and Board Effectiveness Consultant, will be providing a day-long session on board governance. Eli is the author of “101 Boardroom

Problems and How to Solve Them.” Some of the topics that he will be discussing include:

- Knowledge-based decision-making: Goals & Principles
- Consensus versus majority decision-making (“Board solidarity”)
- Balancing organizational interests versus constituency interests
- Key ingredients of successful meetings
- Speaking up in meetings without getting angry
- Chairing meetings effectively
- Demystifying the rules of order for meetings
- Majority, tie votes, abstentions, quorum
- Motions, amendments, other procedures
- Options for minutes of meetings

Municipalities Represented, January 26, 2013

In Airdrie.....

Leslie Duchak, Vice Chair	Town of Okotoks
Daniel Leronowich	Village of Acme
Shelly Sweet	City of Airdrie
Jo Tennant	Town of Crossfield
Lisa Constantini	Town of Irricana
Carrie Campbell	Village of Linden
Glen Keiver	Kneehill County
Debbie Habberfield	Rocky View County
Ron Howe	Town of Three Hills

In Cochrane.....

Lynda Lyster, Chair	Bighorn MD
Diane Osberg	Town of Black Diamond / Town of Turner Valley
Carney Raitz-Wakaryk	Town of Canmore
Susan Roper	Town of Cochrane
Kathryn Foley	Guest (Library Manager—Cochrane)
Carol Byler	Guest (Board chair—Cochrane)
Jeff Toews	Guest (Councillor & Deputy Mayor for Town of Cochrane, Board member of Cochrane Library)
Christine Boyd	Ghost Lake Summer Village
Linda Schafer	Town of High River
Susan Billington	Kananaskis ID
Sandra Barker	Waiparous Summer Village

In Hanna.....

Maxine Booker	Acadia MD (Co-Chair)
Elaine Michaels	Village of Cereal
Barb Marshall	Village of Delia
Evangeline Lamson	Guest (Board Chair, Hanna Library)
Cheryl Johnson	Guest (Library Manager, Hanna)
Denis Punter	Town of Oyen
Helen Veno	Special Area #2
Lil Morrison	Starland County

In Strathmore at HQ.....

John Getz	Standard (Co- Chair)
Richard Ekman	Village of Carbon
Marilyn King	Town of Chestermere
Darlene Raketti	Town of Drumheller
Kristen Anderson	Village of Hussar
Gary Billings	Village of Rockyford
Pat Fule	Town of Strathmore
Berniece Bland	Wheatland County

Register early — and watch for your invitation

Call Marigold headquarters:
1-855-934-5334
403-934-5334 ext. 221

email:
lorraine@marigold.ab.ca

In the press...

Technical Working Group Discusses Alberta Wide Borrowing

IT specialists met at Marigold headquarters to discuss Alberta Wide Borrowing — a province-wide initiative that will allow library patrons to borrow materials as if they were in their home library.

(L-R) Staff representing Calgary Public Library, Public Library Services Branch, APLEN (Alberta Public Library Electronic Network), Red Deer Public Library, Parkland Regional Library and Marigold Library System—TRAC.

Joining the discussion via videoconference were: Edmonton Public Library, Strathcona County Library and Chinook Arch Regional Library System.

At Marigold headquarters February 21, 2013

