

MARIGOLD LIBRARY SYSTEM

Board of Management

Saturday, January 25, 2014

Videoconference - Four Locations

ACADIA	Maxine Booker	Hanna	1	MARIGOLD STAFF IN ATTENDANCE	
AIRDRIE	Shelley Sweet	Airdrie	2	Michelle Toombs	Cochrane
M.D. BIGHORN	Lynda Lyster	Cochrane	3	Lynne Thorimbert	Airdrie
BLACK DIAMOND	Diane Osberg	Cochrane	4	Richard Kenig	Strathmore
CANMORE	Carney Raitz-Wakaryk	Cochrane	5	Jessie Bach	Cochrane
CEREAL	Elaine Michaels	Hanna	6	Jenifer Waugh	Hanna
CARBON	Richard Ekman	Strathmore	7	Carlee Pilikowski	Strathmore
CHESTERMERE	Marilyn King	Strathmore	8	Margaret Newton	Strathmore
COCHRANE	Susan Roper	Cochrane	9	Nora Ott (Recording)	Cochrane
CROSSFIELD	Jo Tennant	Airdrie	10	Lorraine Betts	Hanna
DELIA	Barb Marshall	Hanna	11	Barb Froese	Strathmore
DRUMHELLER	Margaret Nielsen	Strathmore	12	Caleigh Haworth	Strathmore
EMPRESS	Sheila Howe	Hanna	13		
GHOST LAKE	Donna Bauer	Cochrane	14		
HANNA	Jerry Kruse	Hanna	15		
HIGH RIVER	Linda Schafer	Cochrane	16		
HUSSAR	Kristen Anderson	Strathmore	17	REGRETS WITH NOTICE	
IRRICANA	Dennis Tracz	Airdrie	18	STANDARD	John Getz
KANANASKIS I.D.	Arn Hoffman	Cochrane	19	TROCHU	Connie Fraser
KNEEHILL COUNTY	Glen Keiver	Airdrie	20		
LINDEN	Carrie Campbell	Airdrie	21		
LONGVIEW	Jan Dyck	Airdrie	22		
OKOTOKS	Leslie Duchak	Airdrie	23		
OYEN	Dennis Punter	Hanna	24		
MORRIN	Karen Neill	Hanna	25		
ROCKYFORD	Gary Billings	Strathmore	26		
ROCKY VIEW COUNTY	Debbie Habberfield	Airdrie	27		
SPECIAL AREA # 2	Bob Gainer	Hanna	28	REGRETS WITHOUT NOTICE	
SPECIAL AREA # 3	Helen Veno	Hanna	29	ACME	Daniel Leronowich
STARLAND COUNTY	Lil Morrison	Hanna	30	BEISEKER	Leo Louwerse
STRATHMORE	Denise Peterson	Strathmore	31	MUNSON	Lyle Cawiezel
THREE HILLS	Ron Howe	Airdrie	32	SPECIAL AREA # 4	Lisa Vert
WAIPAROUS	Sandra Barker	Cochrane	33		
WHEATLAND COUNTY	Berniece Bland	Strathmore	34		
YOUNGSTOWN	Lorraine Ruppert	Hanna	35		
GUESTS					
Board Chair of Hanna Municipal Library	-Evange Lamson	Hanna			
Manager of Hanna Municipal Library	-Cheryl Johnson	Hanna			
Manager of Nan Boothby Memorial Library	-Kathryn Foley	Cochrane			

MINUTES

1. CALL TO ORDER - Lynda Lyster called the meeting to order at 9:35 am

1.1 Greetings

- Denise Peterson, Marigold Board Representative and Strathmore Town Councilor sent greetings from Strathmore
- Kathryn Foley, Director of the Nan Boothby Memorial Library in Cochrane welcomed delegates to the Cochrane location
- Jerry Kruse, Marigold Board Representative and Hanna Town Councilor welcomed everyone from the Hanna location

1.2 Introduction of delegates, guests, and staff

- Jerry Kruse – Hanna
Margaret Nielsen – Drumheller
Denise Peterson – Strathmore
Bob Gainer – Special Areas #2
Dennis Tracz – Irricana
were welcomed as new appointees to the Marigold Board. Helen Veno will now represent Special Areas #3 and Sheila Howe will be the lone representative from Empress
- Cheryl Johnson, Manager of the Hanna Municipal Library and Evange Lamson, Board Chair of the Hanna Municipal Library Board, attended as guests at the Hanna Location.
- Kathryn Foley, Manager of the Nan Boothby Memorial Library, attended as a guest at the Cochrane location.
- There are vacancies in 2 locations: Consort and Foothills MD

2. APPROVAL OF AGENDA

ADDITION: 5.3.5 HR Committee –volunteer needed

MOTION: L. Schafer / D. Habberfield

- To approve the agenda as amended

CARRIED

3. MINUTES OF THE AUGUST 24, 2013 MEETING

MOTION: L. Duchak/ A. Hoffman

- To accept the Minutes of August 24, 2013

CARRIED

4. CONSENT AGENDA

4.1 Transfer of agenda items from consent agenda

- There were no items to be transferred from the consent agenda

MOTION: S. Roper/S. Sweet

- That consent agenda items 4.1 to 4.4 be approved

CARRIED

5. DECISION

5.1 Financial

5.1.1 Financial Statements to December 31, 2013

MOTION: J. Dyck/ D. Habberfield

- To approve the unaudited financial statements to December 31, 2013, to be received as information

CARRIED

5.1.2 RISE Financial Statements to December 31, 2013

MOTION: D. Habberfield/ D. Osberg

- To approve the unaudited RISE financial statements to December 31, 2013 and that they be received for information

CARRIED

5.1.3 Marigold Budget 2014 - 2016

MOTION: M. Booker/ L. Duchak

- To approve the budget for 2014 and the projected budget for 2015 and 2016 CARRIED

5.1.4 Marigold Capital Budget 2014

MOTION: D. Peterson/ S.Roper

- To approve the Marigold Capital Budget for 2014 CARRIED

5.1.5 Capitalizing vs. expensing – collection

MOTION: D. Habberfield/ J. Dyck

-To adopt the Gregory Harriman & Assoc. recommendation (dated December 10, 2013) to expense materials purchases starting with the 2013 audited financials CARRIED

5.1.6 Collection Reserve

Motion: S. Sweet/ L. Duchak

-To approve the establishment of a Collection (operating) Reserve for future collection development projects CARRIED

5.2 Policies/Plans

5.2.1 Contingency Plan for Finance – Executive/Finance

MOTION: L. Duchak

-That the Contingency Plan for Finance be approved CARRIED

5.2.2 Finance Policy – Executive/Finance

MOTION: L. Duchak

- That the Finance Policy be approved CARRIED

5.2.3 Schedule C Mandate Statement – Executive

MOTION: L. Duchak

- That the Schedule C Mandate Statement be approved CARRIED

5.2.4 Records Management Policy – Executive

MOTION: K. Anderson

- That the Records Management policy be approved CARRIED

5.2.5 Collection Management Schedule B – Materials Allocation 2014 – Standards & Services

MOTION: M. Booker

- That the Collection Management policy Materials Allocation - Schedule B be accepted CARRIED

5.2.6 Schedule A – Services Grant 2014 (Transfer Payments Policy) - Standards & Services

MOTION: M. Booker

- That Transfer Payment policy Schedule A - Services Grant for 2014 be accepted CARRIED

5.2.7 Schedule B – Services Grant 2014 (Transfer Payments Policy) - Standards & Services

MOTION: M. Booker

- That Schedule B – Community Library Grant for 2014 be accepted CARRIED

5.2.8 Resource Sharing Policy – Standards & Services

MOTION: M. Booker

- That the Resource Sharing Policy be approved CARRIED

5.2.9 IT Capacity Fund Policy – Standards & Services

MOTION: M. Booker

- That the IT Capacity Fund policy and Schedule A be approved CARRIED

5.2.10 Continuing Education for Board Members – Governance

MOTION: K. Anderson

- That the Continuing Education for Board Members policy be approved CARRIED

5.2.11 Marigold Board Policy Table of Contents Reorganization

The reorganization of the table of contents will allow committees to better plan review dates and even out workloads over the course of a year and will also allow the Executive to provide an objective review of committee policies in light of legal, financial and legislative implications.

MOTION: D. Habberfield/ J. Dyck

- To approve the Marigold Board Policy Table of Contents Reorganization CARRIED

5.3 Marigold Board Committees

5.3.1 Standards & Services Committee – Volunteer needed

MOTION: L. Duchak

-To appoint Jo Tennant as a member of the Standards & Services Committee CARRIED

5.3.2 Governance Committee – Volunteer needed

MOTION: L. Schafer/ G. Billings

-To appoint Denise Peterson as a member of the Governance Committee CARRIED

5.3.3 Advocacy Committee – Volunteer needed

MOTION: M. Booker/ D. Osberg

-To appoint Jerry Kruse as a member of the Advocacy Committee CARRIED

5.3.4 Nominating Committee – Volunteers needed

MOTION: S. Roper/B. Bland

-That Elaine Michaels and Kristen Anderson be appointed to the Nominating Committee CARRIED

5.3.5 HR Committee - Volunteer needed

Debbie Habberfield indicated that she will be leaving the HR Committee in the fall.

MOTION: D. Peterson/ D. Habberfield

-To appoint Diane Osberg and Berniece Bland as members of the HR Committee CARRIED

5.4 Upcoming Board Meetings:

- Saturday, April 12, 2014 9:30am in Strathmore – Hope Community Church
- Saturday, August 23, 2014 9:30am – Blackfoot Crossing
Blackfoot Crossing is fairly central in Marigold and a tourist destination. Having the Marigold Board meeting here may also be seen as a positive gesture for the Siksika Nation who approached Marigold earlier this year

5.5 Marigold ALTA (Alberta Library Trustees Association) Representative – Appointment

-There were no volunteers for this appointment at this time

-Board members were encouraged to apply online or to call Lynda Lyster or Michelle Toombs if they wished to volunteer

5.6 Marigold Board Orientation

- Saturday, February 8, 2014 9:30 a.m. – Strathmore, Marigold Headquarters
Board Orientation is an opportunity to find out about how Marigold is structured including funding, committees and all of the partners including TAL

6. ITEMS FROM THE CONSENT AGENDA

There were no items added to the consent agenda

7. INFORMATION

7.1 ALTA (Alberta Library Trustees Association) Report – Diane Osberg

- ALTA has posted a survey online. The results of the survey will be presented at the Alberta Library conference as part of the Trustee workshop
- The Advocacy workshop guide is available online. The trustees have been offering Advocacy presentations that include marketing and lobbying. These members are willing to conduct the workshop for anyone who initiates a request.
- ALC registration is open. Board members are required to register as ALTA trustees.
- Diane will be asking those who will be attending ALC to introduce session speakers

7.2 Background Notes and Updates – Michelle Toombs

- Michelle presented the highlights of 2013 which included:
 - Crossfield rejoining
 - Flood assistance for High River
 - Rise Expansion Project
 - Wireless System upgrades
 - Supernet in Gleichen
 - HQ workspace refurbishment
 - Bibliographic Services were streamlined
 - 27 HR policies were completed
 - Eli Mina Workshop
 - 10 new staff recruited for HQ
- The Building Committee will discuss the need for a new roof as well as options for a new building
- New e-resources were added that include:
 - Zinio - magazines
 - Grant Connect – funding opportunities
 - Library Aware – creating promotional materials
 - Community Profiles – work with community partners
 - 3M Cloud – e-books
- A Marigold Advisory committee is being formed
- A Defined Contribution Pension Plan was implemented for HQ staff
- Use is increasing in Marigold System Libraries
- Michelle encouraged Board members to apply for the Ministers Awards and for the Marigold Awards
- Michelle encouraged Board members to send letters to the Government to appeal for funding to reflect the current population numbers

7.3 Information Sharing – Roundtable

Members gave updates about what has happened at their locations. Information included:

- Airdrie held a used book sale to raise revenue and to bring people into the library
- Chestermere, in order to fill spaces on the library board, placed an advertisement for Board members on Facebook, resulting in many volunteers
- The Muslim Community is setting up a booth in the Strathmore Municipal Library
- Drumheller is still looking for a new Director
- Youngstown had a fire in the school at the end of 2013; it was the third fire in the community. The students are using the Municipal library

- High River's new sprung structure is open. They are looking forward to the SuperNet installation
- Cochrane is experiencing an increase in membership and will be getting a facelift for the present facility

8. BOOK DRAW & FREEDOM TO READ WEEK DISPLAY DRAW

Winners at the four locations were:

COCHRANE

- Book winner was Donna Bauer – Ghost Lake
- Freedom to Read display winner was Diane Osberg – Sheep River

STRATHMORE

- Book winner was Richard Ekman - Carbon
- Freedom to Read display winner was Margaret Nielsen - Drumheller

HANNA

- Book winner was Barb Marshall - Delia
- Freedom to Read display winner was Sheila Howe - Empress

AIRDRIE

- Book winner was Jo Tennant - Crossfield
- Freedom to Read display winner was Glen Keiver – Kneehill County (to go to Three Hills Library)

9. ADJOURNMENT

L. Lyster declared the meeting adjourned at 12:25 pm

CEO

Board Chair

Marigold Board Meeting January 25, 2014 Background Notes

1. Marigold and RISE Financials

Marigold Balance Sheet and Income Statement (unaudited) to December 31, 2013:

The balance sheet shows deferred revenue under Current Liabilities (\$393,343.72) is lower than 2012 because \$30,000 for the wireless upgrade was charged to the Establishment Fund as per Executive motion. 100% of the year has been completed and 100% of the expenditure budget was spent. Member libraries are taking advantage of up to 90% savings on some supplies because of Marigold's involvement with PPG (Calgary and Area Public Purchasing Group). Marigold is doing an increasing number of reimbursements as we are able to negotiate bulk discounts on behalf of libraries and deliver affordable products and services required for day to day library operations. The insurance deductible of \$25,000 (flooding) for the High River collection was applied to the Insurance - materials account - thus the 138% over-expenditure.

RISE Balance Sheet and Income Statement (unaudited) to December 31, 2013:

The only activity in recent months has been the transfer of regular monthly expenses, such as SuperNet bandwidth, from the RISE deferred account. This account started with \$170,000 from the APLEN Tech Fund that has been spent over the past 16 months. Expenditures have been thoroughly tracked and documented. Dr. Diana Davidson, Director of PLSB, will review the RISE Final Report in February, so no decision will be made about funding the RISE Central Site for at least another month.

2. Draft Budget 2014 to 2016

The budget accounts for expected increases in expenditures such as insurance and IT training, and reflects Municipal Affairs official populations for 2013.

Staffing costs will increase because of step increases and pension benefits.

Programming support is a commitment along with more training on e-resources like Library Aware, Community Profiles and Grant Connect, all of which will result in higher travel costs.

Reimbursed supply and computer purchases for member libraries have turned out to be so popular with member libraries that reimbursements will continue to soar.

The Computers total has increased with the establishment of the IT Capacity Fund for all member libraries. Because of budget adjustments, enough revenue was found to restore \$300 to each Marigold library as part of their service grant (it was proposed at the April AGM that \$300 would be deducted from each member library's service grant to help pay for the IT Capacity Fund – this is no longer necessary).

Marigold intends to create a floating collection of popular DVDs to address demand. TRAC is adding another e-book resource (3M Cloud) and Marigold will continue to purchase e-titles in Overdrive. Marigold will be reviewing e-resource priorities, especially because PLSB will be making decisions about funding some (not all) e-resources for public libraries.

Spending patterns and account details are carefully examined during budget preparation. \$165,600 is an estimate of how much it will cost to support the RISE Central Site for a year; hopefully this revenue will come from PLSB and that is why it appears as RISE income (line 24).

Other notes:

- Bank charges (line 34) have increased due to exchange rates.
- Health & Safety (line 50) includes ergonomic chairs for staff.
- Computer software (line 56) is substantially higher because MS Office will be purchased for member libraries in 2014.
- The IT Capacity Fund (line 60) is included for the first time.
- The insurance budgets (lines 48, 73) are increased because higher premiums are expected.
- Shelf-ready cataloguing (line 75) is increased for faster delivery of collection materials that are in high demand.
- Budget amounts are identified for consulting and stationery costs for a rebranding initiative (line 40, 89, 117).
- World Language budget amounts (line 93) have increased as a response to demand from member libraries for more multilingual materials.
- Plastic library cards (line 123) are desired by many member libraries and will be a noticeable way to celebrate the introduction of Alberta-wide borrowing.
- Reimbursement budgets (lines 133, 134) have been increased substantially to reflect the escalating volume of purchasing requests from members. Reimbursement income matches reimbursement expenditures.

3. Capital Budget

A new passenger van will be RFP'd in 2014 as per Marigold's Vehicle Replacement program. Computer expenditures are detailed in the Tech Plan. The photocopier replacement will come from the Capital Budget if we opt to purchase rather than lease; product demonstrations are underway. A roof repair is a critical need; the cost of this is approximately \$122,000.

4. Expensing Collection for 2013 Audit

Erin Gregory, our auditor from Gregory Harriman & Assoc., met with John Getz, Michelle, Lynne and Lorraine on December 12 to recommend that Marigold no longer capitalize its materials inventory (e.g. books). Because of Marigold's inability to track the materials on a yearly basis, and because Marigold does not have full control of all materials circulating in TRAC, Erin suggested Marigold consider revising accounting policy associated with the treatment of books. Erin recommended expensing book purchases to increase clarity associated with the audited financial statements.

The change would result in a reduction of about \$2.5M in assets on Marigold's financial statements, but this amount is an arbitrary book value because all the items in member library collections or checked out to patrons cannot be physically controlled or counted. This change will also make monthly financial statements more accurate and easier to understand.

On January 15, the Executive made a motion to recommend the Marigold Board adopt the Gregory Harriman & Assoc. recommendation to expense materials purchases starting with the 2013 audited financials.

5. Collection Reserve and Agreement

Airdrie Public Library plans to move to a new, larger facility within the next four years. Their current facility is not large enough to accommodate the number of new items allocated annually without needing to withdraw materials that would otherwise be kept in the collection.

Marigold's auditors advised that this operating reserve (named Collection Reserve) can be done. Janine Jevne, Airdrie Public Library Director, has given input into the draft Collection Reserve Agreement with Terms and Conditions. This is a pilot project, as considerations include the maximum amount funds that could be deferred, how and when the deferred amount can be expended, investment terms, the impact on headquarters staffing and workflow, outsourcing and administration costs, number of consecutive years and so on.

On November 4, the Standards and Services Committee recommended the Executive Committee establish an Airdrie Collection Reserve to be held by Marigold Library System, and to create a contract to determine how the money is saved and expended.

On December 11, the Executive Committee recommended the establishment of the Airdrie Collection Reserve and development of a contract with terms of use. The draft Collection Reserve Agreement was approved by the Marigold Executive on January 15, 2014.

6. Board Policies Table of Contents

A revised Board Policy is being presented at this meeting to account for two changes that were agreed to by the Executive in October. Policies that were assigned to Executive Committee for review were reassigned to HR and Finance Committees because there are now standing committees. Governance will take responsibility for the remainder of the Board Policies that had been previously assigned to the Executive. All standing committees can recommend that a policy be reviewed by the Executive with the changes recommended by that standing committee. The Executive Committee will continue to review all Board policies that have legal, legislative and/or financial implications.

The Executive Committee also reviewed and revised Board Policy review dates. A 'year' review date, rather than a 'month/year' review date, is preferred so that committee plans can be drawn up at the beginning of each year to address priorities and to manage workload throughout the year.

Marigold Library System
Board of Management
Saturday, 23 August, 2014
Blackfoot Crossing Historical Park
Cluny, Alberta

MINUTES

MARIGOLD BOARD MEMBERS IN ATTENDANCE

ACADIA	Maxine Booker	1
AIRDRIE	Shelley Sweet	2
BIGHORN M.D.	Lynda Lyster	3
BLACK DIAMOND / TURNER VALLEY	Diane Osberg	4
CANMORE	Carney Raitz- Wakaryck	5
CARBON	Richard Ekman	6
CHESTERMERE	Marilyn King	7
COCHRANE	Susan Roper	8
DELIA	Barb Marshall	9
DRUMHELLER	Margaret Nielsen	10
EMPRESS	Sheila Howe	11
FOOTHILLS M.D.	Eleanor Chinnick	12
GHOST LAKE	Donna Bauer	13
HANNA	Jerry Kruse	14
HUSSAR	Kristen Anderson	15
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SPECIAL AREA # 3	Helen Veno	22
STARLAND COUNTY	Lil Morrison	23
THREE HILLS	Ron Howe	24
TROCHU	Connie Fraser	25
WHEATLAND COUNTY	Berniece Bland	26

MARIGOLD HQ STAFF IN ATTENDANCE

Michelle Toombs
Laura Taylor
Lynne Thorimbert
Carlee Pilikowski
Lorraine Betts
Richard Kenig
Margaret Newton
Nora Ott (Recording)
Wendy Anderson
Jennifer Waugh
Jessie Bach
Caleigh Haworth

REGRETS WITH NOTICE

CEREAL	Elaine Michaels
CROSSFIELD	Jo Tennant
HIGH RIVER	Linda Schafer
OKOTOKS	Leslie Duchak
OYEN	Dennis Punter
STANDARD	John Getz
STRATHMORE	Denise Peterson
WAIPAROUS	Sandra Barker

GUESTS

Amelia Clark	Old Sun College	1
Fritzi Woods	Old Sun College	2
Sue Kingsford	England	3
Marlis Pollock	Sheep River Library	4

REGRETS WITHOUT NOTICE

ACME	Daniel Leronowich
BEISEKER	Leo Louwerse
IRRICANA	Dennis Tracz
KANANASKIS I.D.	Susan Billington
LINDEN	Carrie Campbell
MUNSON	Lyle Cawiezel
SPECIAL AREA #4	Lisa Vert
YOUNGSTOWN	Lorraine Ruppert

MINUTES

1. CALL TO ORDER

-L. Lyster called the meeting to order at 9:35 a.m.

1.1 Introduction of delegates, guests, and staff

-There are 42 Marigold Trustees and there is one vacancy, the Village of Consort

-Amelia Clark and Fritz Woods were welcomed from Old Sun College

-Marlis Pollock attended from the Sheep River Library

-Sue Kingsford attended from England

1.2 Recognition of new Board members

-There are no new Board members

1.3 Greetings from Siksika First Nation

-On behalf of the Chief and Council, Warren Drunken Chief provided greetings from the Siksika First Nation. Warren welcomed delegates to the Siksika Nation stating that the Nation was open to building relationships with surrounding municipalities and this meeting could be a start of something in the future.

2. APPROVAL OF AGENDA

AMENDMENTS:

1. Move 5.4.7 Lending Bylaw to 6.2.3

2. Remove 5.5 ALTA Report as it will be presented at the next meeting

3. Add 6.6 Banff

MOTION: B. Bland/K. Anderson

-To approve the agenda as amended

CARRIED

3. MINUTES OF THE April 12, 2014 MEETING

MOTION: J. Dyck/L. Morrison

-To accept the minutes of the April 12, 2014 meeting as presented

CARRIED

4. MINUTES OF THE April 12, 2014 AGM

MOTION: D. Osberg/S. Sweet

-To accept the minutes of the April 12, 2014 AGM as presented

CARRIED

5. CONSENT AGENDA

5.1 Transfer of agenda items from consent agenda

-There were no items moved from the consent agenda

5.2 Motion to accept remaining consent agenda items

MOTION: E. Chinnick/D. Habberfield

-To approve consent agenda items 5.1 to 5.5

CARRIED

6. DECISION

6.1 Financial

6.1.1 Marigold Financial Statements to July 31, 2014

MOTION: D. Habberfield/L. Morrison

-To accept for information the unaudited financial statements to July 31, 2014

CARRIED

6.1.2 RISE Financial Statements to July 31, 2014

MOTION: D. Habberfield/ C. Raitz-Wakaryk

-To accept for information the Rise unaudited Financial Statements to July 31, 2014 CARRIED

6.1.3 Budget Estimates 2015

MOTION: H. Veno/C. Raitz-Wakaryk

-To accept the Marigold Budget Estimates for 2015 CARRIED

6.2 Policies/Plans

6.2.1 Finance Policy – Finance Committee

MOTION: M. Booker/C. Raitz-Wakaryk

-To approve the Finance Policy CARRIED

6.2.2 Internet and Email Acceptable Use by Library Staff, Library Service Points – Governance Committee

MOTION: K. Anderson

- To approve the Internet and Email Acceptable Use Policy, Library Service Points CARRIED

6.2.3 Lending Bylaw

MOTION: M. Booker

-To repeal the Lending Bylaw CARRIED

6.3 Executive Committee Composition

GENERAL PRINCIPLES:

1. Interest and willingness to be on the Executive are the primary criteria, along with availability, commitment and suitability.
2. Complementary skills are important and will be taken into consideration when recruiting someone to be on the Executive.
3. No more than 10 Marigold Board members will be on the Executive.
4. It is preferred that Board members will have served on the Marigold Board before becoming an Executive Committee member. (not a firm requirement, but a good idea)
5. The top three populations will have a permanent seat on the Executive Committee. (At present, the communities of Airdrie, Rocky View County and Okotoks have the largest population.)
6. The remaining seven seats on the Executive Committee will be members-at-large.
7. Chair appointment will come from the Board as a whole.
8. Vice chair appointment will come from the Executive.
9. Treasurer appointment will come from the Executive. Ideally, the home or work address of the Treasurer will be in convenient proximity to Marigold Headquarters for cheque signing.
10. Guidelines for appointing Executive members, such as population groupings, will be optional, not mandatory.

Selection practices for the Executive will be reviewed annually by the Executive Committee in January

MOTION: K. Neill/L. Morrison

-To accept the Executive Committee Composition CARRIED

6.4 Canadian Library Month Proclamation

-Executive Committee Member, Debbie Habberfield read the Proclamation and Lynda Lyster proclaimed October 2014 as Canadian Library Month before signing the proclamation.

6.5 Upcoming Board Meetings:

- November 15, 2014 9:30 a.m. – Three Hills
- January 31, 2015 9:30 a.m. – Videoconference meeting at four locations (Airdrie, Cochrane, Hanna and Marigold Headquarters)

6.6 Banff

MOTION: J. Kruse/S. Sweet

- For the Executive and CEO to continue talks with Banff and to enter into an agreement for Banff to return to Marigold
- CARRIED

7. ITEMS FROM THE CONSENT AGENDA

- There were no further items added to the consent agenda

8. GROUP DISCUSSION – ALL IN ATTENDANCE

Board members answered the question:

“How should Marigold Library System raise funds for a new headquarters facility?”

RESPONSES INCLUDED:

- | | |
|--|---|
| • Create a “Friends of the Library” Group or Society | • Hire a grant writer and research and apply for grants |
| • Large corporate sponsor/donor | • Secure government funding |
| • Get a government loan | • Operate a casino |
| • Partner with the Town of Strathmore | • Find an inexpensive vacant building in Strathmore |
| • Partner with Chestermere | • Partner with Langdon |
| • Hold a lottery | • Re-locate to another location |
| • Gala Dinner | • Auction |
| • Golf Tournament | • Charge a building levy fee |
| • Hire a full-time fundraiser | • Splash event |
| • Generate revenue | • Combine several approaches |
| • Raise community awareness and have others rally around the cause | • Collaborate with other organizations to fundraise |

9. INFORMATION

9.1 Principles of Branding

-Carlee Pilikowski talked about the principles of branding

- Brand Identity
- Brand Promise
- Brand Personality
- Visual Identity

-The Marigold brand belongs to everyone in the Marigold community. All are brand ambassadors. Currently the Marigold brand is strong but the logo is outdated. Marigold will be hiring a firm to design a new logo in the near future.

9.2 Background Notes and Updates – Michelle Toombs

- Padfolios that Chinook Arch paid for and gave to Marigold at no charge, were supplied to delegates
- Marigold is waiting for 14 municipalities to sign Schedule C
- During the re-roofing of Marigold Headquarters it was discovered that the drainage scuppers could not be removed and rebuilt without significant additional costs to Marigold
- TRAC libraries are not yet part of the Alberta Wide Borrowing (AWB) initiative. TRAC is still waiting for a working setup. Richard Kenig from Marigold is lending his expertise to this endeavor. It is hoped that TRAC will be included in AWB in September 2014

- The trifold paper cards that are now being used by all TRAC partners will be replaced with plastic cards. The unveiling of the new cards will coincide with AWB
- Anne Smith, the facilitator for Vision 2015, has agreed to work with Marigold on the next strategic plan
- There have been many new innovations from Marigold's IT department including:
 1. Papercut: software that prevents wasteful, unpaid printing.
 2. Minecraft: the popular online game has been networked at 27 of our member libraries
 3. Instant messaging is being developed
 4. SuperNet GigE upgrade for Marigold is close to completion.
 5. Wireless upgrades
- The consulting team is developing makerspace kits for member library use
- Upcoming RISE programs include:
 1. Diving with the Dolphins
 2. Dewey Divas on Sept 30
- Board Basics workshop will be held in Chestermere on Saturday, September 27 at the Chestermere Town Hall Council Chambers: 9:30 to 4:30
- In order to have a better understanding of how school-housed libraries operate, Jen Anderson from PLSB will be visiting Marigold school-housed public libraries

9.3 Information Sharing – Roundtable

-Delegates shared information about their locations.

10. BOOK DRAW

-The book draw for "*A Geography of Blood: Unearthing Memory from a Prairie Landscape.*" by Candace Savage, was won by Sheila Howe from Empress

11. ADJOURNMENT

-L. Lyster declared the meeting adjourned at 12:45 p.m.

CEO

BOARD CHAIR

Marigold Board Meeting August 23, 2014 Background Notes

1. Marigold and RISE Financials

Marigold Balance Sheet and Income Statement (unaudited) to July 31, 2014:

The Assets section of the balance sheet shows prepaids much higher than in 2013 due to the payment of the 3 year Allstream contracts. Accounts Receivables are lower in 2014. There has been a lot of uptake from member libraries to receive better discounts and pricing on equipment and supplies in the purchasing program that was launched in late 2013. Marigold purchases the requested products for the libraries and invoices them when they are received. Marigold is receiving payments quickly from municipalities and member libraries.

In June, a 2014 Ford Explorer was purchased for the IT department. This vehicle will house IT equipment, cabling and supplies so that it does not have to be loaded and reloaded each time IT staff

uses a vehicle. The Explorer will also comfortably seat the IT staff with proper ergonomics for lengthy driving. On any given day, most of the Marigold fleet is on the road for delivery, consultation, training or IT service. The aging vehicles are resulting in more maintenance requirements as of late.

A thorough review of journal entries for the months January to June was done to ensure that all entries were coded to the proper budget areas. This work will be done quarterly. The Marigold levy for Library Boards was sent out on August 12. Interest is slightly lower as some GICs are coming due in the fall. All other budget areas are on track for this part of the fiscal year. Several expenditures are due in the fall such as some electronic resources.

The IT Capacity fund has been well-received by member libraries. To date, 29 of 36 libraries have not utilized their funding. These libraries include Bighorn, Canmore, Chestermere, Crossfield, Drumheller and Irricana. One library has requested to carry-over the funding to 2015.

RISE Balance Sheet and Income Statement (unaudited) to July 31, 2014:

Very little activity has occurred in the RISE Financials. New speakers were purchased for the videoconference equipment in the flex room at Marigold Headquarters. The audit was lower at \$1000 than the amount budgeted at \$2500.

2. Budget estimates

Marigold's annual budget for 2015 is estimated at \$4,426,920 (+6.24% from 2014).

Key considerations for budget estimates:

- **Revenue:** Hoping for current population, but no assurances. Still at 2010 population for provincial government funding. Marigold is subsidizing licensing and e-resource costs that are based on current population.
- **Salaries and benefits:** Salaries increased for step increases and also to provide staff with a COLA (not done in 2014). Benefits review in 2014 resulted in better benefits for a lower cost.
- **Materials, processing, delivery:** Allocation adjusted for population +2%. eResource costs increased because Marigold has to absorb costs of the TAL Core and other eResources that PLSB has paid for in the past. PLSB decisions pending on some eResources and decisions will not be made until mid-2015. More eResources added: hoopla and ZINIO. Increased e-book investments in Overdrive and 3M. Delivery budget increased to account for fluctuating fuel costs and higher volume (more deliveries).
- **Transfer payments:** population growth (estimated + 2%).
- **Admin, Board, building:** strategic planning costs for 2015 include hiring Anne Smith who worked with Marigold for the last strategic planning process. Maintenance and utility costs are increasing.
- **Computers:** SuperNet costs to decrease even with bandwidth increase (PLSB paying). Maintenance costs and costs of computer equipment, licenses and software are increasing. Review of Marigold's Technology Plan guided this estimate.
- **Contracts:** TRAC costs increasing because of replacement of Polaris ILS system servers at Yellowhead. Insurance costs going up. TAL membership costs increasing as well.
- **Consultation:** Training costs increased because amount of training has increased to member libraries. New Library Aware program included with Marketing.
- **Reimbursement:** No change. Revenue equals expenditures.

3. Executive Composition

Discussion took place at the April Marigold Board meeting to review and establish a process by which Marigold Board members are appointed to the Executive Committee. At both the June and July Executive Committee meetings, the Executive discussed the criteria for the Executive composition. The following list of general principles is a summary of the recommendations from the Executive Committee:

- i. Interest and willingness to be on the Executive are the primary criteria, along with availability, commitment and suitability.
- ii. Complementary skills are important and will be taken into consideration when recruiting someone to be on the Executive.
- iii. No more than 10 Marigold Board members will be on the Executive.

- iv. It is preferred that Board members will have served on the Marigold Board before becoming an Executive Committee member.
- v. The top three populations will have a permanent seat on the Executive Committee. (At present, the communities of Airdrie, Rocky View County and Okotoks have the largest population.)
- vi. The remaining seven seats on the Executive Committee will be members-at-large.
- vii. Chair appointment will come from the Board as a whole.
- viii. Vice chair appointment will come from the Executive.
- ix. Treasurer appointment will come from the Executive. Ideally, the home or work address of the Treasurer will be in convenient proximity to Marigold Headquarters for cheque signing.
- x. Guidelines for appointing Executive members, such as population groupings, will be optional, not mandatory.
- xi. Selection practices for the Executive will be reviewed annually by the Executive Committee in January.

4. **Roof replacement**

Construction on the roof began the week of August 5. Work began a bit earlier than the anticipated start date at the end of August. The close proximity of the school to Marigold ensures that less traffic and activity will take place around the building during the roof replacement. The roofing company, Canterbury Roofing, will apply a better quality roofing product (Torch on SPS) at the original price quoted. This product has a 10 year warranty and is estimated to last 25 years. The project is estimated to be completed in 2-3 weeks, weather permitting.

5. **Vehicle accident**

Vehicle Accident on May 23 at between 5:00 & 5:30: Richard, Jen and Rachel (Strathmore Public Library) were returning from Spruce Grove (TRAC Advisory) and were about 10 minutes away from Strathmore when the front passenger side wheel was sheared off the vehicle. Richard's skillful driving prevented a worse catastrophe and no one was injured, just very shook-up. The front bumper and undercarriage were damaged by the collision with the ground.



Marigold has roadside assistance from Canadian Tire and the vehicle was towed to the Canadian Tire lot. The accident was reported to the RCMP, from whom we acquired an accident sticker so repair work could be done.

An investigation by the insurance adjuster is being done to determine the cause of the accident. After the repairs were completed, the vehicle was inspected by a third party mechanic to ensure that it passed a safety inspection (as per Exec motion on June 18).

Actions Being Taken To Prevent a Similar Incident: Because of the seriousness of this accident and potential for loss of life, Lynne Thorimbert and Nora Ott have created a program to minimize the risk of another similar incident that could lead to higher insurance costs, fines, injury or death. The new program will also ensure that Marigold is in compliance with safety laws pertaining to vehicles operating on the highway. Other outcomes will be increased knowledge of the vehicles and improved communication between drivers. Daily vehicle checks will be required before any HQ staff member takes out any one of the vehicles. If a vehicle has a condition that will likely cause or contribute to a collision or vehicle breakdown, staff will not have access to the vehicle until the problem has been fixed.

Staff members who drive Marigold vehicles have received vehicle inspection training. A safe driving course has been scheduled for all staff that use the Marigold vehicles as a professional development activity. Some staff have already completed the online course.

6. RISE

In July, the RISE Network sent out a memo to participants in the RISE expansion project to indicate terms of funding requirements to continue accessing the RISE Bridge. Participants have up to the middle of August to indicate their intent to continue participation in the RISE Network. In May, the RISE Network learned that no additional funding will be made available from PLSB to support the worthwhile project.

Many exciting programs are being offered on the RISE Network this summer and fall, including “Dewey Divas,” “Ocean Rangers: Shark Mythbusters,” and “Put your Garden to Bed,” along with a number of other great events!

One especially cool program is “Dive in with Dolphins” that was held on August 13th. Patrons at 9 Alberta libraries got the chance to meet the residents of Dolphin Bay at the Texas State Aquarium. Attendees were able to view two real time cameras of the dolphin's aquatic home, and participate in hands-on activities, as well as learning all about:

- The anatomy of dolphins
- The importance of protecting dolphin habitats
- How to "talk" like a dolphin
- How blubber works
- And how to identify adaptations of dolphins

As this program was scheduled during Shark Week, the presentation included video and information about sharks as well! From the Marigold region, Irricana, Morrin, Standard, and Delia attended this videoconference.

In September, the RISE Network will be hosting the Dewey Divas presentation. Dewey Divas includes several book publisher representatives from Ontario who discuss their favorite picks for what's new and hot in the fall and winter publishing season in books for adults, children and teens. The presentation is a lecture style and is intended for library staff. In past years, the presentation was held in-person at the Calgary Public Library and presented via videoconference. This is the first year that the presenters are presenting entirely using videoconferencing equipment from Ontario which indicates the importance of the videoconferencing equipment and bridging that the RISE Network provides.

Marigold Library System
 Board of Management
Saturday, 12 April, 2014
 Hope Community Covenant Church
Strathmore, Alberta
MINUTES

MARIGOLD BOARD MEMBERS IN ATTENDANCE			MARIGOLD HQ STAFF IN ATTENDANCE		
ACADIA	Maxine Booker	1	Michelle Toombs	Jennifer Waugh	
AIRDRIE	Shelley Sweet	2	Lynne Thorimbert	Jessie Bach	
M.D. BIGHORN	Lynda Lyster	3	Carlee Pilikowski	Caleigh Haworth	
BLACK DIAMOND / TURNER VALLEY	Diane Osberg	4	Lorraine Betts	Taylor French	
CARBON	Richard Ekman	5	Richard Kenig		
CEREAL	Elaine Michaels	6	Margaret Newton		
DRUMHELLER	Margaret Nielsen	7	Nora Ott (Recording)		
FOOTHILLS M.D.	Eleanor Chinnick	8	Wendy Rezansoff		
HANNA	Jerry Kruse	9	Lynn Blain		
HIGH RIVER	Linda Schafer	10	Clara Cao		
HUSSAR	Kristen Anderson	11	Jaspreet Singh		
IRRICANA	Dennis Tracz	12	Nancy Smith		
KANANASKIS I.D.	Susan Billington	13			
KNEEHILL COUNTY	Glen Keiver	14			
LONGVIEW	Jan Dyck	15			
MORRIN	Karen Neill	16	CANMORE	Carney Raitz-Wakaryk	
OKOTOKS	Leslie Duchak	17	CHESTERMERE	Marilyn King	
OYEN	Kevin Brost	18	COCHRANE	Susan Roper	
ROCKYFORD	Gary Billings	19	CROSSFIELD	Jo Tennant	
ROCKY VIEW COUNTY	Debbie Habberfield	20	DELIA	Barb Marshall	
SPECIAL AREA # 3	Helen Veno	21	GHOST LAKE	Christine Boyd	
STANDARD	John Getz	22	SPECIAL AREA # 2	Bob Gainer	
STARLAND COUNTY	Lil Morrison	23	STRATHMORE	Denise Peterson	
THREE HILLS	Ron Howe	24	WAIPAROUS	Sandra Barker	
WHEATLAND COUNTY	Berniece Bland	25	YOUNGSTOWN	Lorraine Ruppert	
GUESTS			REGRETS WITH NOTICE		
PLSB	Bonnie Gray	1			
PLSB	Jen Anderson	2			
PLSB	Rosanna Badree	3			
High River Library Board	Diane Porter	4	ACME	Daniel Leronowich	
High River Library Board	Sheila Macklin	5	BEISEKER	Leo Louwerse	
Sheep River Library	Marlis Pollock	6	EMPRESS	Sheila Howe	
Nan Boothby Memorial Library - Cochrane	Kathryn Foley	7	LINDEN	Carrie Campbell	
Scotiabank			MUNSON	Lyle Cawiezel	
Gregory Harriman & Associates (Auditor)	Brenda Tibbett Frayne	8	SPECIAL AREA #4	Lisa Vert	
Gregory Harriman & Associates (Auditor)	Erin Gregory	9	TROCHU	Connie Fraser	
	Scott Banadyga	10			
			REGRETS WITHOUT NOTICE		

1. CALL TO ORDER

L. Lyster called the meeting to order at 9:30am

- 1.1 Greetings from the Town of Strathmore – Mayor Michael Ells
-Michael Ells recognized that libraries are an important part of the community and expressed his appreciation for all that Marigold Library System does for Strathmore. Michael expressed an interest for attending a future Marigold Library System Board Meeting.
- 1.2 Lynda Lyster asked that the delegates, guests, and staff introduce themselves
- 1.3 Recognition of new Board members
-Eleanor Chinnick – MD of Foothills No. 31
-There is one Board vacancy - Consort
- 1.4 Three Marigold staff were recognized for 5 years of service.
Marigold staff included:
 - Nancy Smith
 - Claro Cao
 - Michelle ToombsOne Board member celebrated 10 years of continuous service:
 - Elaine Michaels - Cereal

2. APPROVAL OF AGENDA

MOTION: L. Schafer/D. Tracz

-To approve the agenda as presented

CARRIED

3. MINUTES OF THE January 25, 2014 MEETING

MOTION: L. Morrison/ R. Howe

-To accept the minutes of the January 25, 2014 meeting as presented

CARRIED

Lynda Lyster declared the Regular Meeting of the Marigold Board meeting recessed

4. CONSENT AGENDA

4.1 Transfer of agenda items from consent agenda

-There were no items moved from the consent agenda

4.2 Acceptance of the remaining consent agenda items

MOTION: D. Osberg/R. Howe

-To approve consent agenda items 4.1 to 4.4

CARRIED

5. DECISION

5.1 Financial

5.1.1 Financial Statements to February 28, 2014

MOTION: J. Getz/M. Nielsen

-To approve the unaudited financial statements to February 28, 2014 CARRIED

5.1.2 RISE Financial Statements to February 28, 2014

MOTION: D. Habberfield/ J. Dyck

-To approve the Rise Financial Statements to February 28, 2014, for information
CARRIED

5.2 Policies/Plans

5.2.1 Standards & Services Committee Mandate Statement – Standards & Services

The Standards & Services Committee made the following revisions:

-Under the “Key Duties and Responsibilities”, the committee now has an additional responsibility - to recommend the *IT Capacity Fund* formula.

-The second line of the “Key Duties and Responsibilities” section was changed to “Review and make recommendations regarding plans for Marigold services and activities researched and presented by management staff”.

-The last line of this section was amended to read “Recommend Materials Allocation formula for Collection Management Policy Schedules”.

MOTION: M. Booker

-That the Standards & Services Committee Mandate Statement be approved.
CARRIED

5.2.2 Transfer Payments Policy – Standards & Services

-A new condition was added to both the sections of the policy. The policy more clearly states that for a member library to receive the services grant or for a community library to receive the community library grant, three documents must be provided to Marigold:

1. The library’s annual report
2. The library budget for the operating year
3. The library’s financial statement for the year preceding the current year

-Marigold already requires these three documents to issue the grants, so this harmonizes the Transfer Payments policy with the Provision of Services policy.

MOTION: M. Booker

-That the Transfer Payments Policy be accepted. CARRIED

5.3 Schedule C

Michelle presented the report on Schedule C. September 30, 2014 is the deadline for councils and boards to sign the agreement. Michelle will attend council meetings as required.

MOTION: L. Duchak/S. Sweet

-to approve Schedule C

CARRIED

5.4 Upcoming Board Meetings:

- Saturday, August 23, 2014, 9:30 a.m. – Blackfoot Crossing
-Members can sign up for a guided tour of the site

- Saturday, November 15, 2014, 9:30 a.m. – Three Hills

**All Board meeting dates are posted on the Marigold website under the “For Board Members” tab

6. ITEMS FROM THE CONSENT AGENDA

-There were no items added to the consent agenda

7. GROUP DISCUSSION

-Members broke into groups to discuss the future composition of the Executive Committee. Notes were taken and will be compiled by the current Executive to be brought back to the August Board meeting at Blackfoot Crossing

8. INFORMATION

8.1 Value of Your Investment – Lynne Thorimbert

- Shows library services that individual libraries could not afford on their own due to the power of bulk purchasing, free shipping and discounts from publishers
- Shows support given by Marigold IT

Members were encouraged to share the Value of Your Investment document with their local boards and with their local councils.

8.2 ALTA Report – D. Osberg

- Advocacy workshop is online
- There will be a funds development workshop
- ALC conference is well underway
- Diane will step down as the Marigold representative on ALTA and Lois Bedwell will take her place for the next 2 years

8.3 PLSB Update

-Bonnie Gray, Jen Anderson and Rosanna Badree were welcomed as special guests. Bonnie Gray gave an update on what is happening across Alberta with public libraries, including:

- Alberta Wide Borrowing is underway. The ME interface allows each Marigold card to be used everywhere in Alberta. Marigold will be starting the AWB process after the ALC conference (end of April or beginning of May)
- The following will be announced at ALC in Jasper:
-There will be an increase in bandwidth on the Supernet (for larger libraries)

- E-content will be increased and paid for including Zinio (magazines), Hoopla (digital video) and Alberta book publishing
- Board Basics workshops are offered by PLSB. These workshops are excellent for training new municipal boards. Two sites in the Marigold System will host these workshops; Sheep River on May 31, and Chestermere on September 27. Members can also look on the PLSB website for dates and locations. www.albertalibraries.ca/workshops
- Digital content will be available for those with disabilities
- There will be no change to the operating grants in 2014
- RISE funding support is being reviewed
- Grant Tolley offers a day long workshop on Emergency Response and Business Continuity Plans. Libraries can call PLSB to request this workshop.

8.4 Background Notes

Michelle provided information updates that included:

- Polaris, the Integrated Library System that Marigold uses to track items owned, orders made, bills paid, and patrons who have borrowed, was acquired by Innovative Enterprises
- System Directors met at Marigold Headquarters on 8 April for their annual working meeting. The TRAC directors met at Marigold Headquarters on 9 April.
- Strategic Planning will begin for the next period. Ann Smith will work with Marigold once again as a consultant.
- Jessie Bach and Jennifer Waugh have created a new document that advocates resource sharing. This document will be used by all TRAC libraries. TRAC allows residents a vast selection of items.

9. BOOK DRAW

The book, "*The Masters of Nature Photography*," that features a collection of photographs from winners of the Wildlife Photographer of the Year competition, was won by Kristen Anderson from Hussar

10. ADJOURNMENT

- It was agreed by unanimous consent that the meeting be adjourned at 12:52pm

Board Chair

CEO

1. Marigold and RISE Financials

Marigold Balance Sheet and Income Statement (unaudited) to February 28, 2014:

Marigold is on track with 39% of budgeted revenue received and 16% of budgeted expense payments processed to the end of February (16% of the year). Invoices for the TRAC levy (\$114,344), TAL membership (\$9,163), Audio Cine licenses (\$10,550) and e-resource subscription renewals (\$12,656) are paid in the first quarter. Member library travel expenditures are higher because more training courses have been offered and more member library staff are traveling to headquarters for that training. The purchasing program is well used by member libraries; this new initiative will be showcased at the Member Libraries Workshop. \$2.25 million is invested in GICs which come due at various times during the upcoming three years, as per Marigold policies. These investments are for operating and capital reserves, with the largest amount for the building reserve.

RISE Balance Sheet and Income Statement (unaudited) to February 28, 2014:

There is \$2,500 plus interest left in the RISE bank account. Monthly amortization is being applied and reflected on the income statement as per the auditors.

2. IT Capacity Fund update:

From Richard Kenig: We have had great success with the implementation of the IT Capacity Fund. As of April 1, 20 libraries have taken advantage of the program.

The majority of purchases have been to replace very old computers because Microsoft is no longer supporting the operating system on these computers. Purchases have been based on reports that were sent to libraries in late 2013. These Technology Summary Reports included an overview of all equipment in the libraries, dates of purchase, and estimated lifetimes. The report then outlined recommendations for a three-year technology plan to keep IT equipment current and in good working order. The 2013 reports were helpful and appreciated by member libraries, so they will be updated and distributed to libraries by early Fall 2014.

I have only heard positive things from people about the IT Capacity Fund program in general and most are relieved that they have a bit of help looking after their technology needs because they still struggle to budget for those types of expenditures.

ANNUAL GENERAL MEETING

Marigold Library System

Board of Management

Saturday, 12 April, 2014

Hope Community Covenant Church

Strathmore, Alberta

MINUTES

MARIGOLD BOARD MEMBERS IN ATTENDANCE

ACADIA	Maxine Booker	1
AIRDRIE	Shelley Sweet	2
M.D. BIGHORN	Lynda Lyster	3
BLACK DIAMOND / TURNER VALLEY	Diane Osberg	4
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STARLAND COUNTY	Lil Morrison	23
THREE HILLS	Ron Howe	24
WHEATLAND COUNTY	Berniece Bland	25

MARIGOLD HQ STAFF IN ATTENDANCE

Michelle Toombs	Jennifer Waugh
Lynne Thorimbert	Jessie Bach
Carlee Pilikowski	Caleigh Haworth
Lorraine Betts	Taylor French

REGRETS WITH NOTICE

CANMORE	Carney Raitz-Wakaryk
CHESTERMERE	Marilyn King
COCHRANE	Susan Roper
CROSSFIELD	Jo Tennant
DELIA	Barb Marshall
GHOST LAKE	Christine Boyd
SPECIAL AREA # 2	Bob Gainer
STRATHMORE	Denise Peterson
WAIPAROUS	Sandra Barker
YOUNGSTOWN	Lorraine Ruppert

GUESTS

PLSB	Bonnie Gray	1
PLSB	Jen Anderson	2
PLSB	Rosanna Badree	3
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Scotiabank	Brenda Tibbett Frayne	8
Gregory Harriman & Associates (Auditor)	Erin Gregory	9
Gregory Harriman & Associates (Auditor)	Scott Banadyga	10

REGRETS WITHOUT NOTICE

ACME	Daniel Leronowich
BEISEKER	Leo Louwerse
EMPRESS	Sheila Howe
LINDEN	Carrie Campbell
MUNSON	Lyle Cawiezel
SPECIAL AREA #4	Lisa Vert
TROCHU	Connie Fraser

**Marigold Library System
Annual General Meeting
12 APRIL, 2014
MINUTES**

1. CALL TO ORDER – L. Lyster called the AGM to order at 9:55 am

MOTION: J. Getz/ J. Dyck

-To accept the AGM agenda

CARRIED

Governance Statements

Kristen Anderson, Chair of the Governance Committee reviewed the Governance Statements

Mission Statement

- Marigold cultivates a collaborative library community to support a range of responsive, quality library services.

Vision (what Marigold would like to achieve in the long-term future)

- Leaders in library service and innovation.

Values (the ethical ideals of the organization)

- Leadership
- Respect
- Responsiveness
- Communication
- Integrity
- Inclusiveness
- Accountability

Policy on Policy Making defines the path by which policies are developed at Marigold
The Statement of Intent reads:

The Alberta Libraries Act Chapter L-11, the Libraries Regulation and Marigold Library System Agreement authorize Marigold Library Board to govern Marigold Library System. With that authority, Marigold Board assumes the responsibility of developing policy related to framework, governance, advocacy, and operational management of Marigold and of its library service points (community libraries).

2. ANNUAL REPORT

MOTION: K. Anderson/L. Duchak

-To accept the Annual Report for 2013

CARRIED

3. 2013 AUDITED FINANCIAL STATEMENT

Erin Gregory and Scott Banadyga from Gregory, Harriman and Associates presented the 2013 Audited Financial Statement.

MOTION: D. Habberfield/ M. Booker

-To accept the 2013 Audited Financial Statement CARRIED

4. APPOINTMENT OF AUDITOR FOR 2014

MOTION: J. Getz/ K. Anderson

-That Gregory, Harriman & Associates be named as auditor for 2014. CARRIED

5. ELECTIONS & APPOINTMENTS TO COMMITTEES

MOTION: K. Anderson/ E. Michaels

-That Lynda Lyster be nominated for Chair of the Marigold Board DECLARED

MOTION: K. Anderson/ E. Michaels

-That Leslie Duchak be nominated for Vice-Chair of the Marigold Board DECLARED

MOTION: K. Anderson/ E. Michaels

-That Lil Morrison, Helen Veno, Diane Osberg and Jerry Kruse be appointed to the Advocacy Committee and that Lil Morrison be appointed Chair and representative on the Executive. CARRIED

MOTION: K. Anderson/ E. Michaels

-That Kristen Anderson, Leslie Duchak, Marilyn King, Dennis Punter and Denise Peterson be appointed to the Governance Committee and that Leslie Duchak is the representative on the Executive. Kristen Anderson is the Chair of the Committee.

CARRIED

MOTION: K. Anderson/ E. Michaels

-That John Getz, and Leslie Duchak be appointed to the Finance Committee and that John Getz be Chair as he is Treasurer and the representative on the Executive.

CARRIED

MOTION: K. Anderson/ E. Michaels

-That Maxine Booker, Elaine Michaels, Linda Schafer and Jo Tennant be appointed to the Standards & Services Committee and that Maxine Booker be appointed Chair and representative on the Executive.

CARRIED

MOTION: K. Anderson/ E. Michaels

- That John Getz, Debbie Habberfield and Shelley Sweet be appointed to the Building Committee and that John Getz be appointed Chair and representative on the Executive.

CARRIED

MOTION: K. Anderson/ E. Michaels

-That Susan Roper, Debbie Habberfield, Diane Osberg and Berniece Bland be appointed to the HR Committee. Lynda and Leslie are ex officio members in the roles as Chair and Vice Chair.

CARRIED

K. Anderson asked if there were any nominations for the member-at-large for the Executive Committee. Gary Billings put his name forward. There were no further nominations

MOTION: J. Getz/ L. Duchak

-That Gary Billings be appointed to the Executive Committee CARRIED

The Executive Committee for 2014/2015 is:

Lynda Lyster - Chair

Leslie Duchak - Vice-Chair

Maxine Booker

John Getz

Debbie Habberfield

Lil Morrison

Susan Roper

Shelley Sweet

Linda Schafer

Gary Billings

6. SIGNING AUTHORITY

MOTION: J. Getz/ S. Sweet

-That Chair Lynda Lyster, Vice Chair Leslie Duchak, Treasurer John Getz *and* CEO Michelle Toombs or Acting Assistant Director Lynne Thorimbert have signing authority where Marigold Library System does banking in Strathmore. CARRIED

7. DISPOSAL OF RECORDS

-Records Management policy of the Marigold Board states that records, as set out in Schedule A, are:

- Destroyed - without any copy being retained.
- Permanent - the original records shall be preserved and never destroyed.
- Replaced – annual forms replaced with new forms.

-During 2013, the records of Marigold Library System for the year 2005 were disposed of in accordance with the Records Management policy.

8. ADJOURNMENT OF ANNUAL MEETING

MOTION: H. Veno/ J. Kruse

-To adjourn the Annual General Meeting CARRIED

Marigold Library System
Board of Management
Saturday, 15 November, 2014
Three Hills, Alberta
MINUTES

MARIGOLD BOARD MEMBERS IN ATTENDANCE

ACADIA	Maxine Booker	1
BIGHORN M.D.	Lynda Lyster	2
BLACK DIAMOND / TURNER VALLEY	Diane Osberg	3
CANMORE	Judith Smith	4
CARBON	Richard Ekman	5
CEREAL	Elaine Michaels	6
CHESTERMERE	Marilyn King	7
COCHRANE	Susan Roper	8
DELIA	Barb Marshall	9
DRUMHELLER	Margaret Nielsen	10
FOOTHILLS M.D.	Eleanor Chinnick	11
GHOST LAKE	Donna Bauer	12
HANNA	Jerry Kruse	13
HIGH RIVER	Linda Schafer	14
HUSSAR	Kristen Anderson	15
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LINDEN	Wendy Marsh	17
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Michelle Toombs
Laura Taylor
Caleigh Haworth
Carlee Pilikowski
Lorraine Betts
Jessie Bach
Margaret Newton
Nora Ott (Recording)
Jennifer Waugh

REGRETS WITH NOTICE

AIRDRIE	Shelley Sweet
CROSSFIELD	Jo Tennant
KANANASKIS I.D.	Susan Billington
SPECIAL AREA # 2	Bob Gainer
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SPECIAL AREA #4	Lisa Vert
STRATHMORE	Denise Peterson
WAIPAROUS	Sandra Barker
WHEATLAND	Berniece Bland

GUESTS

Rachelle Kuzyk	Wetaskiwin	1
Donna DuBois	Three Hills	2
Cory Mottus	Three Hills	3
Terry Diack	Three Hills	4
Mavis Holder	Canmore	5
Lennox Gomez	Chestermere	6
Marlis Pollock	Sheep River	7

REGRETS WITHOUT NOTICE

ACME	Daniel Leronowich
BEISEKER	Leo Louwerse
EMPRESS	Sheila Howe
IRRICANA	Dennis Tracz
MUNSON	Lyle Cawiezel
YOUNGSTOWN	Lorraine Ruppert

MINUTES

1. CALL TO ORDER

L. Lyster called the meeting to order at 9:33 am

1.1 Greetings from the Town of Three Hills

-Mayor Tim Shearlaw welcomed delegates and invited them to enjoy various activities that were taking place in the Town of Three Hills.

1.2 Introduction of delegates, guests, and staff

-Currently there are 42 Marigold Trustees

-There is one vacancy; the Village of Consort

-Seven guests were welcomed; Rachelle Kuzyk from Wetaskiwin, Donna DuBois from Three Hills, Cory Mottus from Three Hills, Terry Diack from Three Hills, Mavis Holder from Canmore, Lennox Gomez from Chestermere, and Marlis Pollock from Sheep River.

1.3 Recognition of new Board members

-The three new Board members are:

- Judith Smith – Town of Canmore
- Wendy Marsh – Village of Linden
- Lois Habberfield – Rocky View County

2. APPROVAL OF AGENDA

MOTION: G. Billings/J. Getz

-To approve the agenda

CARRIED

3. MINUTES OF THE August 23, 2014 MEETING

MOTION: L. Schafer/M. King

-To accept the minutes of the August 23, 2014 meeting as presented

CARRIED

4. CONSENT AGENDA

4.1 Transfer of agenda items from consent agenda

-There were no items transferred from the consent agenda

CARRIED

4.2 Motion to accept remaining consent agenda items

MOTION: J. Getz/E. Michaels

-To approve agenda items 4.1 to 4.5

CARRIED

5. DECISION

5.1 Financial

5.1.1 Marigold Financial Statements to October 31, 2014

MOTION: D. Punter/L. Duchak

-To accept the Marigold Unaudited Financial Statements to October 31, 2014 for information

CARRIED

5.1.2 RISE Financial Statements to October 31, 2014

MOTION: M. Booker/L. Morrison

-To accept the RISE Unaudited Financial Statements to October 31, 2014

CARRIED

5.1.3 Draft Marigold Budget 2015 – 2017

MOTION: S. Roper /E. Chinnick

- To approve the Draft Marigold Budget for 2015, 2016 and 2017 CARRIED

5.1.4 Draft Marigold Capital Budget 2015

MOTION: J. Getz/J. Dyck

- To approve the Draft Marigold Capital Budget for 2015 CARRIED

5.2 Policies/Plans

5.2.1 Contingency Plan for Finance – Executive

MOTION: L. Duchak

- To approve the Contingency Plan for Finance CARRIED

5.2.2 Appointment Plan for Marigold Board Members – Governance

MOTION: K. Anderson

- To approve the Appointment Plan for Marigold Board Members CARRIED

5.2.3 Marigold Library System Procedural Bylaws – Governance

MOTION: K. Anderson/G. Billings

- That the revised Marigold Library System Procedural Bylaws be given first reading.

MOTION: K. Anderson/L. Schafer

- That the revised Marigold Library System Procedural Bylaws be given second reading.

MOTION: K. Anderson/M. King

- That the revised Marigold Library System Procedural Bylaws be given third reading.

MOTION: K. Anderson

- To approve the Marigold Library System Procedural Bylaws CARRIED

5.2.4 Marigold Library System Constitution – Governance

CHANGES MADE TO CONSTITUTION:

MOTION: K. Anderson

- To approve the Marigold Library System Constitution CARRIED

5.2.5 Schedule A – Draft 2015 Services Grants (Transfer Payment Policy) – Standards and Services

RECOMMENDATION:

- To accept the \$2.50 per capita formula and that the base amounts be increased because they have remained the same for several years.

- That Schedule A be brought back to the Marigold Board for approval in January after current population figures have been announced by Municipal Affairs.

MOTION: M. Booker

- To approve Schedule A Draft - 2015 Services Grants CARRIED

5.2.6 Schedule B – Draft 2015 Materials Allocation (Collection Management Policy) – Standards and Services

RECOMMENDATION:

- To change the guaranteed minimum number of collection items as established by population range for the following reasons:

- Allocation numbers that continue to escalate, mostly because of rapid population growth, may not be affordable and sustainable for future budgets;
- Space is limited in all library facilities
- Some new titles for physical items (books, AV) are becoming less available (e.g., Mass Market Paperbacks)

- That Schedule B be brought back to the Marigold Board for approval in January once current population figures have been released from Municipal Affairs

MOTION: M. Booker

-To Approve Schedule B Draft - 2015 Materials Allocations

CARRIED

5.3 Marigold Board Committees

5.3.1 Governance Committee

- The Governance Committee ensures that structure and governance are in place and that the body of policy is consistent, and develops policy for the library service points (community libraries) in Marigold. There is a vacant position on the Governance Committee.

MOTION: M. Booker /J. Dyck

-To appoint Margaret Nielsen to the Governance Committee

CARRIED

5.3.2 Nominating Committee

The Nominating (ad hoc) Committee finds the Chair plus the members-at-large for the Executive. There are two vacancies for the Nominating Committee.

Jan Dyck and Elaine Michaels volunteered for the positions and by unanimous consent, were appointed to the Nominating Committee

CARRIED

5.4 Freedom to Read Week Proclamation

L. Lyster declared February 22 - 28, 2015 as Freedom to Read week.

L. Schafer read the proclamation

L. Taylor encouraged delegates to read a challenged book

The full declaration will be sent to Councils and Library Boards in early January.

5.5 Upcoming Board Meetings:

The January 2015 meeting will be split between 4 locations (Airdrie, Sheep River, Hanna and Marigold Headquarters) and is conducted by videoconference. The meeting will be held on January 31, 2015.

The April meeting will be in Strathmore on Saturday, April 18 at the Hope Covenant Church.

August 29, 2015 9:30 a.m. – No Volunteers

November 21, 2015 9:30 a.m. – No Volunteers

-Delegates were encouraged to speak with Michelle or Nora about hosting in August or November 2015. Nora will follow up with potential locations to confirm hosting responsibilities.

6. ITEMS FROM THE CONSENT AGENDA

There were no further items added to the consent agenda

7. GROUP DISCUSSION –

-The topic was, “Discuss the most successful fundraising initiative(s) that Marigold Board Members have attended or have organized”.

- Tag Day – after receiving approval from local businesses someone stood outside handing out bookmarks, promoting the library and accepting money
- Wing night – Local eatery provides the wings; proceeds are donated to library
- Weekend quilting retreat – fee for weekend includes a profit that becomes the donation
- Live auction – Auction items are
- Sponsored race – Runners find sponsors and the sponsors pay the runners \$\$ per km. Can have different types of races for different ages and abilities
- Pub night at local establishment where proceeds are donated.
- Local restaurant donated proceeds from a buffet lunch – the library provided volunteers to work the event
- Other organizations raise money for your

- donated
- Bake Sales
- Celebrity hors d'oeuvres – the local restaurant provides the food and a celebrity invites people to sample their sponsored restaurant
- Casino
- Local sponsors that give money for new memberships
- Grow your \$100.00 – participants are given \$100 and are encouraged to grow it. Then the \$100 plus any increased proceeds are given back to the organization
- Family Day – collect proceeds from sale of hot dogs
- Ladies Night Out
- Cocktails at the Library –hors d'oeuvres and liquor are donated. Volunteers work the event. All proceeds are donated.
- Silent Auctions
- Sale of Co-Op cards
- Movie matinees or evenings
- Pancake Breakfast
- Golf Tournament
- Celebrity Speakers – Admission is charged. Celebrity donates time and organizer gets proceeds
- Car trunk sale – vendors sell items out of the back of their cars and donate the proceeds
- organization.
- Wine tasting
- Art sales- local artist's works are displayed for sale in the library. A percentage from each sale is then donated back.
- Book Sale
- Apply for grants – use Grant Connect or hire a dedicated staff just for grants
- Bottle Depot – with the permission of the bottle depot staff you can set up an account right at the depot so that people can donate their bottle return money directly to your cause
- Ask businesses or community groups for money
- Fashion Show
- Build a cabin; then sell the cabin. Other incentives could be included (such as a donated cruise).The profits are donated to your organization.
- Gala Dinner – charge \$\$ per plate
- Fund Drive on website
- Oktoberfest
- Craft Fair
- Mini Golf
- Ask for money from corporations – send out letters –solicit local businesses. Must have a specific project
- 50/50 draw

8. INFORMATION

8.1 Alternate Funding Success

– Rachelle Kuzyk, Manager of Library Services, from the Wetaskiwin Public Library gave a presentation on seeking funds for libraries; key highlights included:

- Regional Library Systems allow small libraries to provide big library services
- Demand excellence at every level from staff and services
- Retain staff; recruiting and training are time consuming and expensive
- Quality services increase memberships
- Train staff to market materials and services
- Create a culture of library use within the community
- Ensure the library gets positive press regularly
- Have an active outreach program
- Be prepared to spend money to make money
- Ask for money
- Invite council members, donors and community stakeholders to your events and programs
- Build an inspired budget
- Think big
- Apply for grants
- Create ideas funders will support

- Have specific projects
- Design programs to benefit particular groups
- Make sure there is matching money in your budget
- Keep applying until you get a casino license then you can hold a casino every 2 years
- Libraries should know that it is their job to secure funding (not just for collections and equipment) so that all services will survive and thrive
- Board members ought to be strong advocates of libraries
- Board members should support funding initiatives proposed by library staff

8.2 Drumheller Library Societies

-Margaret Nielsen, Marigold representative from Drumheller, presented Michelle Toombs with a \$1,000.00 cheque from the Drumheller Library Society to be used to secure e-Resources.

8.3 Background Notes and Updates – Michelle Toombs

ME Libraries

- ME libraries is gaining momentum. The service was launched for TRAC in October.
- Plastic cards will be issued to replace the trifold TRAC/TAL card in the plastic holder. The plastic cards cost less than the cardboard cards in the plastic holder.

Provincial Funding

- Letters were sent to Municipal Affairs and to the Premier requesting that current population figures be used to calculate future funding.
- Members may be asked to advocate for this initiative.

Strategic Plan

- Anne Smith will return as a consultant for Marigold during the Strategic Planning process.
- The Standards and Services Committee will oversee the Strategic Plan
- A communication strategy and a new Building initiative will be investigated during the Strategic Planning process
- Community Libraries Plan of Service will include participation by local library personnel

New HQ will stay in Strathmore

- It is more cost effective. Real estate is less costly in Strathmore.
- Most HQ staff live in or close to Strathmore and Marigold could lose staff if HQ moves
- Strathmore is centrally located allowing for efficient driving routes
- Strathmore has access to essential services
- Marigold has an established brand with the Strathmore community after 32 years of history

TAL

- TAL is currently recruiting for a CEO
- The TAL card is for academic libraries

Calgary Public Library

- CPL recently eliminated card fees
- Bill Ptacek, the new CEO, has made organizational and programing changes. He has been invited to speak at Marigold's 2015 AGM

Board Orientation

- A board orientation for Marigold Board Members will be held on February 21, 2015

9. BOOK DRAW

- Three Hills donated two books written by local author, Phil Callaway who has written a number of positive living books
- Book #1 – Who Put My Life on Fast Forward? How to slow down and start living again, was won by Marilyn King from Chestermere
- Book #2 – Laughing Matters, learning to laugh when life stinks, was won by Gary Billings from Rockyford

10. ADJOURNMENT

L. Lyster declared the meeting adjourned at 12:38 pm

CEO

Board Chair

Marigold Board Meeting November 15, 2014 Background Notes

1. Marigold and RISE Financials

Marigold Balance Sheet and Income Statement (unaudited) to October 31, 2014:

Year completion is 83%; revenue completion is 97%; expenditures completion is 78%.

On the balance sheet, changes in assets and total equity are because Marigold no longer capitalizes book collections as of January 2014. Next year, the columns will be more comparable. Pre-pays are mostly Allstream service agreement payments held for 2015 and 2016. Payment for the IT Vehicle (Ford Explorer) came out of the Vehicle Reserve, leaving \$20,502.66.

On the income statement, expenditures are on track, including salaries and the purchase of materials. Several unspent accounts have one-time payments later in the year (e.g., Directors' fees (Committees); online bib services tools; e-Resources that come due in Q4; iStock Photos; roofing project payment and consulting fee for Swan Roof Consultant (Professional Services). Marigold will soon be placing the order plastic library cards, budgeted at \$20,000. The IT Capacity Fund has been accounted for to the penny and Marigold is pleased with how well this spending account arrangement has worked.

RISE Balance Sheet and Income Statement (unaudited) to October 31, 2014:

Marigold has sent out the cost-sharing invoices to library systems (95 libraries in Alberta) for this year's videoconference bridging services and has already received more than \$52,000 in payments. RISE has paid Marigold for central site expenses (staffing, administration costs and SuperNet costs) since the beginning of 2014.

2. Budget 2015, 2016, 2017

Operating Budget 2015: \$4,600,697

Considerations:

- Marigold member municipalities are solid supporters of Marigold as evidenced by the recent signing of Schedule C by all municipalities
- Banff expected to join Marigold later in 2014; the conversion process will begin as soon as Banff Council signs the Marigold Agreement
- Population is continuing to increase rapidly in the municipalities around Calgary (official population for 2014 to be announced in December)
- IT infrastructure and services are a priority for Marigold and are highly valued by Marigold members
- Purchasing program and IT Capacity Fund have proven to be successful initiatives; Marigold members have embraced these services

- **Compensation and retention of expert staff are key to Marigold's success; training and conference attendance directly benefit service provision and innovation**
- **Strategic Planning for 2016 and beyond will take place in 2015; opportunity to re-engage Marigold's members and to refine our vision and goals**
- **Marigold will concentrate on strengthening partnerships and will explore new partnership opportunities while planning for a new building**
- **Marigold and other library systems will explore a long-range goal to share one ILS (library system) for public libraries in Alberta; this may even cross over to academic libraries**

Revenue:

- 2% population increase and Banff population factored into municipal and board levies
- 2% population increase and Banff factored into provincial grants. Grants continue to be capped at 2010 population. Increase for current population not expected in 2015
- RISE sites will be invoiced for videoconference support again in 2015 (estimated RISE income of \$93,000). Auditors instructed that RISE revenue (line 25) transferred to Marigold from RISE is only for administration costs (e.g., accounting, office expenses, supplies). Staffing and SuperNet/Internet costs are applied to the appropriate expenditures

Expenses:

- Professional fees (line 38) include Strategic Planning consulting fee for facilitator, Anne Smith
- Conferences for Board members (line 39) increased because of increased costs for ALC
- Building maintenance costs (line 47) increased because of aging infrastructure
- Utilities cost (line 49) exceeded budgeted amount in 2014; adjusted up for 2015
- Computer hardware and licensing budgets merged (line 53) because hardware and licensing purchases are often combined. IT equipment purchases over \$2,000 are capitalized
- SuperNet costs will decrease (line 55) because PLSB is paying for increased capacity; Internet capacity will be increased to take advantage of response time improvements because of greater SuperNet capacity
- IT Capacity Fund (line 56) includes unspent carry-over for several Marigold libraries and \$1,000 for Banff
- Website (line 57) needs revamping. Current website vendor is no longer able to provide website development support
- TRAC Projects (line 58) may be expended in 2015 because TRAC has a new plan of service
- Area forums (line 63) will be used for planned Management Skills workshop/sessions
- Member Library Workshop (line 64) may be relocated with added sessions and participants
- More travel expected (lines 65 and 66)
- Online bib tools and shelf-ready cataloguing services (lines 69 and 72) speed up turn-around time and member satisfaction
- TRAC levy (line 73) has increased substantially to replace 6 servers at Yellowhead central site (including installation and licensing); to purchase 3M Cloud e-book content, and to develop mobile applications using a 3rd party vendor, Boopsie, because our current mobile vendor is no longer able to support TRAC's mobile applications
- TAL (line 76) is developing a new strategic plan with new services
- Delivery costs (line 79) include Banff and possible shipment of Alberta Wide Borrowing returns (volume unknown). Cost of fuel and maintenance has increased
- New Strategic Plan promotion (line 84); LibraryAware application included
- Materials allocation (books and AV) formula revised with S&S input (line 87)
- Demand for downloadable media (line 93) such as e-books, movies and music is increasing (Overdrive, 3M Cloud, hoopla, Zinio)
- E-resources (line 94) need a top-up of funds from Marigold because PLSB has withdrawn some funding (e.g., TAL Core and Novelist)
- Salaries (line 104) take into account step increases on Marigold's revised salary grid as well as COLA of 3%. No COLA was provided in 2014.
- Benefit costs (line 105) were reduced after renegotiation with Manulife in 2014 by our new benefits broker, Brian Ross with Lane Quinn.
- Conference costs increasing (line 106) along with need for diverse conferences (e.g., IT topics); no Netspeed in 2015
- Training for IT staff (line 107) is very expensive
- Member Library supply budget in 2014 included plastic card purchase (line 117)

- Service grants ((line 122) include Banff and a 2% population increase; formula for calculating service grants was substantially Reimbursement revenue equals expenses; purchasing program has been well used and appreciated by member libraries

Capital Budget:

- Passenger van to be replaced in 2015
- Basement refurbishment to reclaim space and for health/safety; seeking comparative quotes
- IT equipment costs dependent on update of Tech Plan (for presentation to S&S in November)

3. Plastic Library Cards

Richard Kenig, IT Manager, is negotiating with the plastic card vendor in Calgary (same one that Calgary Public Library uses). The anticipated cost is \$0.13 per card, although we are still waiting for final costs when all the designs and barcode number ranges are confirmed. (Currently, it costs up to \$0.45 per card for the paper tri-fold TRAC/TAL cards and plastic sleeves.) The plastic card order is being placed jointly with Peace and Northern Lights Systems, and the quantity will exceed 220,000 cards. Yellowhead chose to place a separate order using Teslin cards (paper encased in plastic). Sample card design below:



4. Provincial Funding

Letters congratulating Jim Prentice and Diana McQueen were sent with Lynda Lyster's signature. A letter to Diana McQueen outlining the urgent need for increased provincial funding was also sent. The next step, assuming that the reply is not what we are hoping for, will be to prepare a Call to Action for all Marigold members.

Denise Peterson and the Town of Strathmore Councillors have offered to sponsor an AUMA resolution in 2015 to address provincial funding for libraries.

5. Banff

It is hoped that the Town of Banff will soon be a member of Marigold effective January 1, 2015. The signing of the Marigold Agreement may take place on November 24 at the upcoming Council meeting. Banff Library Board signed the Marigold Agreement on September 10 and recommended that Banff Council join Marigold.

Several in-person meetings have taken place in Banff, and there have been numerous phone calls and emails. Everyone has been welcoming and keen to provide enhanced library services to residents. Michelle, Laura and Lynne met with Sarah McCormack and her assistant in July. Lynda Lyster, Michelle, Laura and Lynne spoke with Banff Library Board members on September 3. Richard Kenig and Jaspreet Singh visited Banff Library to look at Banff's IT infrastructure and to speak with Sarah in late September. Laura represented Marigold at a workshop with Banff Councillors on October 14. Michelle will be attending the Council meeting on November 24.

Diana McQueen, Minister of Municipal Affairs, will be alerted in advance to Banff's letter to request joining Marigold so that the approval and paperwork can be expedited. PLSB (Bonnie Gray) has assured us that there will be 2014 system operating money for Marigold (approx. \$38,000) that

will be used to kick-start the conversion process (e.g., getting Banff on Polaris) if the Minister signs and the paperwork is in place before the middle of December.

Sarah McCormack inquired about ID 9 (1175 population in 2013). It is expected that they will join as well, but Marigold has not formally approached them yet.

6. Strategic Plan

Standards and Services Committee members, led by Maxine Booker, will oversee the planning for the upcoming Strategic Plan (Plan of Service). Anne Smith, the facilitator that did such a great job for Marigold with the last Strategic Plan, has agreed to work with Marigold again. The upcoming Strategic Planning Process will have some new dimensions:

1. Plan of Service Development for the six community libraries. The communities of Exshaw & Bighorn; Berry Creek (Cessford) & Special Areas, Rumsey & Starland County; Millarville & Foothills; Carseland, Gleichen & Wheatland County will have a greater role in identifying community interests and priorities and developing a plan of service for their library/community. Marigold will support by facilitating and gathering survey input; we want these communities to have a voice.
2. New Building – to identify what we need and how to move the project forward
3. Communications Strategy – working with Glenna Cross to identify our stakeholders, communication needs and channels, and language that identifies Marigold best.

7. Schedule C

Schedule C with the levy rates for 2015 and 2016 passed as of September 29. At that time, 60% of the municipalities had signed and 60% of the population was represented. Currently, we have signed Schedule Cs from all but two municipalities, and both have assured us that they are intending to sign. Our goal is to receive signatures from everyone (100%) and that is an outstanding achievement.

8. Contract Cleaner

After seven and 1/2 years, Crystal Eckenswiller left her contract cleaning position to move to the UK. Her service and work ethic have been outstanding. Nora prepared and sent out an RFP to look for another contract cleaner, preferably located in Strathmore or close by. Crystal did not increase her rates during the last five years, so we are expecting an increase in contract cleaning costs.

9. Photocopier concerns

Marigold followed a rigorous RFP process to select the most suitable photocopier replacement. It was a print production machine with the functional specifications to handle Marigold's substantial volume of copying, printing and scanning. Marigold generates catalogues, booklets, promotional materials, documentation and much more for HQ staff, member library staff & patrons, and our partners across the province. For example, Marigold prints 1000 booklets for distribution to AUMA delegates each year.

The photocopier that was selected and installed met the financial and functional specifications. We also acquired a second copier for the price of one. The second copier, named Ollie, made it possible for Marigold to eliminate some stand-alone printers, and it has been a reliable workhorse since installation in March. The print production machine, named Bessie, has had constant mechanical, electronic and functional issues, frustrating staff and causing havoc with productivity. Marigold has had many conversations with the vendor, Konica Minolta, and we have arranged and held two in-person meetings with Konica managers. At the last meeting on October 1, a decision was made to completely replace Bessie. Shortly after, a trainer technician spent time at Marigold and completely confirmed the multitude of exasperating problems. The replacement is scheduled over two days, November 17 and 18. We are counting on the replacement being a fully functional, reliable print production copier.

10. Roof

The roofing project began on August 5. As of November 7, the roofers are still working on our roof. It appears that the project will be completed soon because the workers are attaching the metal cladding around the edges of the building. Erik Exner, Canterbury Roofing Manager, mentioned that he has had a challenge finding enough workers. We have heard that other local businesses are also struggling to find enough workers.

The project has had minimal impact on our operations and Canterbury has been good to work with. Bill Elliot from Swan Roof Consultants has been a great help to ensure compliance with legal,

insurance and health & safety requirements; his consulting fee is \$5,422. Marigold invested another \$26,433 to purchase insulating materials to shape the roof so that the run-off would drain through the scuppers correctly because Marigold's roof design is uncommon on the Prairies. The roofers also had to peel off a much thicker slab of tar and gravel than expected. The total cost of this roofing job for this 9,500 sq. ft. building that is 60 years old, with a new section that is 25 years old, is \$122,218 (not including GST).