

MARIGOLD REPORT

To: Councils and Special Areas Board

MARIGOLD BOARD MEETING HIGHLIGHTS:

January 29, 2022

Marigold Library System Board met via Zoom Conference with **37** Board members in attendance.

Board Chair Lynda Lyster recognized new Board members:

Jennifer MacAulay—Town of Canmore

Tyler Henke—Village of Rockyford

Carol Best—Town of Three Hills

FINANCIAL STATEMENTS

Marigold unaudited Financial Statements to December 31, 2021

were accepted as presented. Marigold remains in a good financial position. 2021 levy rates stayed the same as in 2020, and no new revenue from population increases was received because the Marigold Board chose to continue to use 2019 population counts. All municipal and library board levies were received and provincial grants remained unchanged. Marigold spent 95% of budgeted expenditures, 96% of the material budget and 98% of salaries. With the new headquarters building construction, the move to the new building and COVID disruptions, Marigold did well to stay on top of expenditures.

Marigold Budget 2022-2023

Marigold Board approved both the 2022 Operating Budget and Capital & Projects Budgets, calculated with the current Government of Alberta Treasury population numbers. Marigold's population increased by 7% from 2019 to 2021; therefore, the final budget was \$5,603,721, a 4.3% increase from the 2021 operating budget.

Per capita municipal levy rates have

remained the same for 2020, 2021 and 2022. The Marigold Board reviewed and approved increases to the levy rates for 2023 and 2024 to account for inflation and cost increases. These levy rate changes (Schedule C) will be distributed to municipal Councils for approval later in 2022.

Increased costs for 2022 include utilities, snow clearing, IT and digital subscription contracts, and the temporary costs for maintaining the old HQ building until it sells. Marigold saved money in new facility costs by sharing expenses with WID and by acquiring new equipment. Marigold also found cost savings in operations by delaying delivery van replacements, finding efficiencies in delivery schedules, and by negotiating digital subscription and supply contracts. Bragg Creek Library Lending Lockers were added to the delivery rotation in 2022. The TRAC levy, a per capita cost, is showing a 7.6% increase because of server equipment replacement at the central site in Spruce Grove.

No interruptions in Marigold's services are expected in 2022 as Marigold and member libraries move past the COVID-19 public health measures.

Capital and project expenditures for 2022 are based on available funds after estimated operating costs have been subtracted from revenue projections. In Marigold's Vehicle Replacement Plan, two delivery vehicles are scheduled to be replaced later in 2022 if they are manufactured. Marigold might have to wait until 2023 at which time the mileage will be in the range of 300,000 km per vehicle.

For more info contact Michelle Toombs, CEO michelle@marigold.ab.ca

2021 Achievements:

2021 will go down in Marigold's record books as an exceptional year for accomplishments. This was a year that construction on our new headquarters building was completed and Marigold staff moved in. Staff are thrilled with the larger, safer, brighter and more efficient workspace. The building achievement was even more extraordinary because this was the second year that we faced COVID pandemic gathering restrictions. Western Irrigation District staff, with whom we share the 32,000 sq. ft. facility, also moved in October. Marigold's service delivery was consistent throughout the year even with the building project and the move. An automated sortation system was installed to speed up the sorting and shipping of over 2 million library books each year. Other achievements include: the installation of the Library Lending Lockers at the Bragg Creek Community Centre; Cereal Library closed and its contents were put into storage for a library in Langdon; staff planned and delivered a successful first virtual conference for Marigold members; a new phone system was installed along with a number of IT infrastructure projects and a new network configuration; Marigold's cyber security was enhanced; and a GIS study was completed to make deliveries more efficient and cost effective.

Initiatives for 2022:

Strategic Plan for 2023 & 2024 to be sent to Councils for approval; Business Continuity & Emergency Preparedness updates; Health and Safety training in the new facility; Condo Corporation application and Condo Board formation; Langdon Library support; Marigold Service video and Council visits; Collaborative TRAC projects; Connecting with First Nation leaders; and Rocky View School Division Online School pilot.



BUILDING UPDATE:

- Marigold's expenditure for the capital project was \$7.3 million. \$8 million was the budget cap set by the Marigold Board. So this building project has been a success story in financial stewardship.
- 125 trees and bushes and water capture pond will make an attractive park-like setting. WID will complete the landscaping in the spring.

Former Marigold Building and Property Sale:

The former Marigold Headquarters building is for sale with a listing price of \$1.575 million. The well-maintained 9,652 sq. ft. commercial building is located in Strathmore and includes private offices, an open concept workspace, a board room, kitchen and basement. For more information, contact Marigold's Commercial Real Estate agent Ria Mavriokos at 403.875.0886.

POLICY APPROVAL & DECISION

Policies reviewed and approved by the Marigold Board:

Contingency Plan for Finance; Board Member Compensation Policy; Service Recognition Policy; Library Service Points—Use of Work Issued Technologies Policy; Collection Management Policy, Schedules A—Statement on Intellectual Freedom, and Schedule D—Criteria for Selection, Deselection and Disposition; Collection Management Policy Schedule B—Distribution of Materials 2022; Collection Management Policy Schedule C—Shared Collection and Bestseller Program 2022; Transfer Payment Policy, Schedule A—Services Grant 2022, Schedule B—Community Library Grant 2022; IT Capacity Fund 2022.

STAFF PRESENTATIONS

2021 Library Staff & Board Trustee

Satisfaction Survey: Deputy CEO Laura Taylor discussed the results of the annual satisfaction survey. The survey was distributed to local library boards, Marigold Board, and member library staff and volunteers, and had positive responses

with ratings up to 4.73 out of 5. The highest ranked category was once again delivery services. The pandemic restricted lending of most of Marigold's programming resources, such as kits and games, and libraries were unable to deliver many in-person programs. Marigold delivering programs virtually. A total of 117 individuals responded to the survey—95 responded in 2020. Many individuals expressed their appreciation for the assistance, support and services they received last year.

Langdon: Marigold continues to assist and support the Langdon Library Society as they seek funding and a temporary facility for a public library in this hamlet of 6,000 residents. Rocky View has decided to engage in a budget review and feasibility study before approving and funding the project.

Redwood Meadows: Marigold Board Chair Lynda Lyster and Marigold CEO Michelle Toombs presented information about Marigold and proposed a contract for regional library services to Redwood Meadows Council on November 16. The contract would enable Redwood Meadows residents to acquire and renew their library

cards at any Marigold library or at headquarters. Marigold cardholders can access library services at libraries throughout Marigold and beyond as well as digital resources on the Marigold website. Prior to this meeting, Marigold had proposed a cardholder fee of \$120 for each household. As Redwood Meadows Council is seeking clarification on other library service alternatives, it was proposed to the Marigold Executive that the implementation of the \$120 membership fee be delayed. The Marigold Executive passed a motion in December to bring back the Redwood Meadows decision on charging cardholders in six months.

Marigold Service Video: Marigold is working with Focus Communications to create a two-minute video on why Marigold exists, what we do and details about our service philosophy. This promotional tool will prove beneficial when presenting to Councillors, Municipal Administration staff, Marigold Board and local board members, member library staff, partners and vendors. To view the video visit the following link, <https://youtu.be/FC0VNG9xpbQ>.

IMPORTANT DATES

Upcoming Board Meetings

Saturday, April 30, 2022: 9:30 am Marigold Library System—Community Room
Saturday, August 27, 2022: 9:30 am Marigold Library System—Community Room
Saturday, November 26, 2022: 9:30 am via Zoom



Marigold Library System Conference
May 11, 2022

Book Draw

Sharon King—Abandoned Alberta by Joe Chowaniec