

# MARIGOLD REPORT

## To: Councils and Special Areas Board

### MARIGOLD BOARD MEETING HIGHLIGHTS:

#### January 30, 2021

Marigold Library System Board met Saturday, January 30 via Zoom Video Teleconference with 37 Board members in attendance.

Board Chair Lynda Lyster recognized new Board members:

Luella Gaultier—City of Chestermere  
Alenda Gridley—Village of Morrin  
Elaine Michaels—Special Area #3  
Anne Metikosh—Town of Canmore

### FINANCIAL STATEMENTS

#### Marigold unaudited Financial Statements to December 31, 2020

were accepted as presented. Marigold is in a good financial position. In 2020, Marigold received 100% of budgeted revenue and spent 97% of budgeted expenditures. The Infrastructure Grant was completely spent by the deadline, December 31, 2020 and the costs for the building project are on par with predictions.

#### Operating Budget 2021-2022

Marigold Board approved both the 2021 Operating Budget and Capital & Projects Budgets.

Marigold's revenue remains unchanged for 2021 because populations have not been adjusted and levy rates in Schedule C for 2021 have not changed. Municipal Affairs discontinued the population list. Population data in the future will be compiled by the provincial Treasury and Finance Dept. Marigold Board will decide how population will be factored into

future budgets and levy calculations when the methodology is better understood.

According to the Treasury population numbers, Marigold's overall population increased 5% totalling 335,154, and 343,849 including First Nations residents.

Marigold's Operating Budget for 2021 is \$5,372,597 which is 1% less than the Board-approved 2020 budget amount of \$5,428,097.

COVID-19 will continue to impact business operations and expenditures during 2021 with limited travel for meetings, training and conferences, and the use of Zoom for most of the year. Marigold services will continue as they have in previous years, although some workflows have been or will be adapted to working and meeting remotely. Marigold acquired more cyber security insurance protection in December 2020; therefore, the total insurance cost has increased.

#### Key initiatives in 2021 include:

Monitoring the building project and preparing for the move to the new Marigold & WID Headquarter's Facility; adapting processes to manage COVID-19 impacts on library operations; organizing and delivering Marigold's first virtual Marigold Library System Conference; assisting Langdon with their appeal to open a public library in their community; providing library services to residents around Bragg Creek with Library Lending Lockers; continuing to secure the IT network and provide cyber security training; and expanding a digitizing project to capture paper archives.

Capital and project expenditures for 2021 are based on available funds after estimated operating costs have been subtracted from revenue projections. As

per the Vehicle Replacement Plan, two vehicles are scheduled to be replaced in 2021—a delivery and a consultation, training and program delivery vehicle. For more info contact Michelle Toombs, CEO [michelle@marigold.ab.ca](mailto:michelle@marigold.ab.ca)

### POLICY APPROVAL & DECISION

#### Policies reviewed and approved by the Marigold Board:

Communications and Advocacy Policy; Website Policy; Continuing Education for Board Members Policy; Orientation for Marigold Board Members Policy; Appointment Plan for Marigold Board Members; Collection Management Policy Schedule B—Distribution of Materials 2021; Collection Management Policy Schedule C—Shared Collections & Bestseller Program 2021; Transfer Payments Policy Schedule A Services Grant 2021—Standards & Services; Transfer Payment Policy Schedule B—Community Library Grant 2021—Standards & Services; Contingency Plan for Finance—Finance; IT Capacity Fund Policy Schedule A IT Capacity Fund—Standards & Services; Marigold Library System Technology Plan 2020-2022.

### STAFF PRESENTATIONS

#### 2020 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 library staff and volunteers, and had positive responses with ratings up to 4.7 out of 5. The highest ranked categories were delivery services, consultation response rate and Bibliographic services. Some categories ranked slightly lower because of library closures that limited service provision.



Beams are being installed at the Marigold-WID Headquarters building.

### NEW BUILDING UPDATE:

- The PLSB Infrastructure Grant of \$3.020 Million for the new facility was spent prior to the December 31, 2020 deadline. A report listing expenditures and with photos showing building progress has been sent and acknowledged by PLSB (Public Library Services Branch, Municipal Affairs).
- The General Contractor for the project, Lear Construction Management Ltd, has completed the steel installation, enclosed and tented the structure, and begun pouring interior concrete pads. Windows are being manufactured and electrical cabling rough-ins have begun.
- Marigold created a New HQ Transition Committee consisting of staff members, who met on January 18. Staff viewed a presentation by our furniture, fixtures and equipment providers, HBI Calgary.

- Marigold collaborated with the WID to launch a new website showcasing the building project. The site features a photographic construction chronology and will serve to continue to keep our project at the forefront in the minds of stakeholders. [www.marigoldwidcommunity.ca](http://www.marigoldwidcommunity.ca).
- The project budget is on track with a substantial completion date of August 2021.
- Furano Appraisals completed a property appraisal of the existing Marigold Headquarters in December.

Marigold’s New HQ publication contains information and updates concerning our new building plans, funding and progress. All issues can be found at [www.marigold.ab.ca/NewHQ](http://www.marigold.ab.ca/NewHQ)

**Bragg Creek Satellite Library:** The Library Lending Lockers are expected to arrive soon for installation at the Bragg Creek Community Centre. Marigold staff are creating a website and brochures to promote the lockers, and they are taking on regular administrative duties, including assigning and delivering requested materials to the lockers.

**Cereal Dissolution :** The Village of Cereal officially dissolved on January 1, 2021, thus disbanding the Cereal Library Board. Marigold agreed to operate the Cereal Library for six more months to July 1. Cereal has expressed their desire to have a paperback deposit once the library closes, and has arranged for this to be inside the ATB in Cereal.

**Langdon Library:** The Langdon appeal for a public library is progressing. Langdon has already set up a Library Society and filed the paperwork for the Society to do fund-raising. A business case has been created and will be brought before Rocky View County.

### IMPORTANT DATES

#### Upcoming Board Meetings

- Saturday, April 24, 2021:** 9:30 am Meeting format TBC
- Saturday, August 28, 2021:** 9:30 am Meeting format TBC
- Saturday, November 27, 2021:** 9:30 am Meeting format TBC



**Make it Matter,  
Make it Happen!**

**Marigold Library  
System  
Conference:  
Wednesday, May  
12, 2021**

#### Book Draw

**Kristen Anderson**—World Almanac and Book of Facts 2021