

2022	Updated December 2021 Calendar is available at: marigold.ab.ca
January	<p>Board reviews 2021 library activities to determine if Goals and Objectives were met. Gather information and prepare an Annual Report for your library files and your council. Remember to report this to your council.</p> <p>Each year, municipal libraries receive an email with a link to Municipal Affairs Public Library Services Branch (PLSB): at https://www.alberta.ca/public-library-board-operating-grants.aspx you will find the following:</p> <ul style="list-style-type: none"> • Application for Financial Assistance for Municipal Libraries • Statement of Receipts and Disbursements (audit) forms • Budget forms • Annual Report of Public Libraries in Alberta forms <p>Fill out and submit information to Municipal Affairs Public Library Services Branch in order to receive your annual operating grants.</p> <p>Please send a copy of the Annual Report, Statement of Receipts and Disbursements, and Budget to Marigold headquarters.</p>
February	<p>Invoices go to municipalities for Marigold Levy. (Schedule C requisition) – 1st of February.</p> <p>Board ensures council provides sufficient funding so library is eligible for provincial operating grant.</p> <p>Board gathers 2021 financial records for audit or financial review in January or February. <i>Survey and Annual Report</i> deadline for online submission to Municipal Affairs Public Library Services Branch is February 28 (Submitted via LibPas). Send a copy to Marigold headquarters.</p> <p><i>Community Library Annual Reports</i> due in mid-February.</p>
April	<p>Headquarters sends first installment of Services Grant to local board or Community Library Incorporated Society before the end of April.</p>
May	<p>Annual Marigold Library System Conference – May 11, 2022 for library staff and board.</p>
June	<p>Headquarters sends community library grants to library service points (community libraries) before the end of June.</p> <p>June 15 is the final deadline for submission of all parts of the grant application package. Libraries must submit to Municipal Affairs Public Library Services Branch at libgrants@gov.ab.ca</p> <ul style="list-style-type: none"> • 1 copy of Application for Financial Assistance for Municipal Libraries • 1 copy of Annual Report • 1 copy of audited Statement of Receipts and Disbursements* • 1 copy of Budget <p>Send a copy of the Annual Report, Statement of Receipts and Disbursements, and Budget to Marigold headquarters.</p> <p>* Note: Be sure to include any money that you receive from your municipality in support of utilities, insurance, janitorial services, etc.</p> <p>Submit changed or established policies and bylaws to PLSB at libpolicies@gov.ab.ca and to Marigold Headquarters.</p>
August	<p>Find out when your council wants budget estimates.</p> <p>Headquarters sends second installment of the Services Grant to local board or Community Library Incorporated Society.</p> <p>Invoices go to Local Library Boards for Marigold levy (Schedule C requisition)</p>
November	<p>Detailed operating Budget estimate for 2023 sent by board to headquarters. If you haven't already presented the budget to council, do so now.</p> <p>Headquarters sends final installment of Services Grant to local board or Community Library Incorporated Society.</p>

At A Glance...

CONTINUING EDUCATION OPPORTUNITIES FOR STAFF AND BOARD

March 31 – April 3, 2022

Alberta Association of Library Technicians Conference (AALT): Eye on the Future: A New Chapter

www.aalt.org

Cancelled

Alberta Library Conference (ALC) – cancelled for 2022. www.albertalibraryconference.com

May 11, 2022

Annual Marigold Library System Conference for library staff and board members – In-person conference. The theme is: **From Disruption to Direction!** [Marigold Library System Conference](https://marigold.ab.ca/Projects-Events/Workshops-Conferences2/MarigoldConference) – <https://marigold.ab.ca/Projects-Events/Workshops-Conferences2/MarigoldConference>

Best Western Premier Calgary Plaza Hotel and Conference Centre - Calgary

LIBRARY CELEBRATIONS

February 20-26, 2022

Freedom to Read Week www.freedomtoread.ca

September

Alberta Culture Days: [About Culture Days | Culture Days](https://culturedays.ca/en/about) – <https://culturedays.ca/en/about>

October

Library Month (Celebrated across Marigold Library System)

Name of Publication	Distribution	Purpose
Advocacy! @ your library	Member libraries, on website, shared with other regional systems	As needed or requested (call to action).
Alberta's Regional Library Systems	Member libraries, municipalities, the public at trade shows	Overview of Alberta's seven regional library systems and the services they provide.
Computer Network and IT Consultation Services	Council packages, member libraries, Marigold Trustees, orientations	Overview of Marigold's IT services.
Discover the Possibilities	Member Libraries, municipalities, patrons	As requested by libraries or municipalities: Document detailing Marigold's eResources and information on the local library and surrounding Marigold libraries.
eResources: Digital Content at Your Library	Member libraries, Board, patrons, orientations, in council packages, on website	Summary of eResources provided to libraries. Each resource has a brochure.
Marigold eNewsletter	By subscription, also mailed to libraries, and on Marigold website with sign-up option	Shares information and ideas around the System – for library staff.
Marigold Profile	Council packages, member libraries and on website	Provides a quick statistical overview of Marigold Library System.
Marigold Report 3 - 4 times per year (usually after each Marigold Board Meeting), or as needed	Emailed to Board members, mailed to Councils and member libraries, on Marigold website	Highlights of Marigold Board meetings for councils and Board members.
Marigold's Annual Report	End of April at AGM, on Marigold website and mailed to various stakeholders & partners	Provides stakeholders with a financial and activities summary of the year.
Overview of headquarters staff	As needed to Board members, library staff & other stakeholders	Communicates the big picture at headquarters. Includes staff pictures and contact information.
Revenue Sources – <i>Where does Marigold get its funding?</i>	Council packages, member libraries, Board packages, stakeholders	A detailed explanation of where Marigold receives its funding from, and how public libraries are funded in Alberta.
Services and Support Brochure	Council packages, member libraries and on website	Overview of available services to member libraries; IT and Network support, Collection Development, Delivery, Consultation & Training, Services and Program Support, Purchasing Program, Communications and Marketing support and Board Development.

