

2023	Updated December 2022 Calendar is available at: marigold.ab.ca
<p>January</p>	<p>Board reviews 2022 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 current year's budget to Marigold headquarters.</p>
<p>February</p>	<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 2022 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 to Marigold in mid-February.</p>
<p>April</p>	<p>Marigold sends first installment of Services Grant to local board or Community Library Society before the end of April.</p>
<p>May</p>	<p>Annual Marigold Library System Conference – May 10, 2023 for library staff and board.</p>
<p>June</p>	<p>Marigold 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 changes or established policies and bylaws to PLSB at libpolicies@gov.ab.ca and to Marigold Headquarters.</p>
<p>August</p>	<p>Find out when your council wants budget estimates.</p> <p>Marigold sends second installment of the Services Grant to local board or Community Library Society.</p> <p>Invoices go to Local Library Boards for Marigold levy (Schedule C requisition)</p>
<p>November</p>	<p>Detailed operating Budget estimate for 2023 sent by library boards to Marigold Headquarters. If you haven't already presented the budget to council, do so now.</p> <p>Marigold sends final installment of Services Grant to local board or Community Library Society.</p>

At A Glance...

CONTINUING EDUCATION OPPORTUNITIES FOR STAFF AND BOARD

May 10, 2023

Annual Marigold Library System Conference for library staff and board members – In-person conference. The theme is: *It Starts with Us*

Marigold Library System Conference – <https://marigold.ab.ca/Projects-Events/Workshops-Conferences2/MarigoldConference>

Best Western Premier Calgary Plaza Hotel and Conference Centre – Calgary

September 13, 2023

Library Leaders Meeting for library directors and board members – In-person at Marigold headquarters

LIBRARY CELEBRATIONS

February 19-25, 2023

Freedom to Read Week www.freedomtoread.ca

September

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

October

Library Month (Celebrated across Marigold Library System)

PUBLICATIONS

Name of Publication	Distribution	Purpose
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.
Discover Your Library	Member Libraries, municipalities, patrons	As requested by libraries or municipalities: Document detailing Marigold's eResources and information on Marigold libraries.
Empower your Future with MLS	Member Libraries, municipalities, patrons	Information on the value and connections Marigold provides to its member libraries, communities, and patrons.
eResources: Digital Content at Your Library	Member libraries, Board, patrons, orientations, in council packages, on website	Summary of eResources provided to residents.
Marigold eNewsletter	On Marigold website and by subscription with email sign-up	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, 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 emailed to various stakeholders & partners	Provides stakeholders with a financial and activities summary of the year.
Revenue Sources – <i>Where does Marigold get its funding?</i>	Council, member libraries, Board packages, stakeholders	An explanation of where Marigold receives its funding from, and how public libraries are funded in Alberta.
Services and Support Brochure	Council, 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, Communications and Marketing support and Board Development.