

## Hussar Library Board

This report shows the value of services provided annually by Marigold Library System. Hussar Library Board benefits directly through the pooling of revenues so that all Marigold residents have access to all library system resources.

### Levy Payments

Based on 2018 Municipal Affairs population of 190 and Schedule C of the Marigold Agreement for 2019.

	per capita levy	population	contribution
MUNICIPALITY	\$6.15	190	\$1,168.50
LIBRARY BOARD	\$4.50	190	\$855.00

<b>Total Levy Payments</b>	<b>\$2,023.50</b>
<b>Total value of services provided by Marigold</b>	<b>\$103,059.28</b>

Note: Where precise costs per library are known, those dollar amounts are used. Otherwise, totals are divided by members to extrapolate value.

### Services Grant

A Services Grant is paid in three installments to the library board. The amount of the grant is set in the Marigold Board's Transfer Payment Policy and is largely intended to support the sharing of resources within Marigold and TRAC. The amount is reviewed by the Marigold Board each year.

**\$3,100.00**

### IT Capacity Fund

Each member library board receives a spending account with Marigold to make IT and hardware purchases. This account is established through the IT Capacity Fund Policy and is reviewed by the Marigold Board each year.

**\$1,000.00**

### IT and Network Support

IT support includes HelpDesk assistance, videoconference bridging and support, troubleshooting, installations, upgrades and maintenance. Network support includes SuperNet/Internet connectivity, email hosting and cloud-based file storage, file sharing and centralized backup. Wireless software, software licensing and a toll-free telephone system are provided. Polaris library software enables customer service, maintenance of patron accounts, reporting, ordering, circulation of library materials and the online catalogue.

IT SITE VISITS - valued at \$250/hour with a 3 hour minimum	\$1,000.00
IT HELPDESK, TROUBLESHOOTING & CONSULTATION	\$7,701.52
IT EQUIPMENT, SOFTWARE & LICENSING PURCHASES, WIRELESS &	\$22,831.22
MAINTENANCE - \$50,000 replacement cost	
VIDEOCONFERENCING BRIDGING & SUPPORT	\$717.06
SUPERNET/INTERNET CONNECTION	\$539.76
POLARIS LIBRARY SOFTWARE - \$950,000+ to replace Polaris	\$2,009.33

**\$34,798.89**

## Materials and Digital Content

A collection distribution total is targetted through the Collection Management Policy and is reviewed by the Marigold Board each year. With Hussar's allotments, Marigold Consultants purchase popular and blockbuster print books, movies and TV shows on Blu-ray and DVD to fill patron holds. Hussar residents can also borrow paperback bestsellers delivered monthly to the library site. Because of bulk purchasing, Marigold gets more for each dollar through vendor discounts and discounted freight charges. Hussar patrons have access to over 3.2 million items in TRACpac online catalogue because of Marigold's partnership with three other library systems. Residents also have access to digital subscriptions, eBooks & eAudiobooks, eMagazines, music, newspapers, early literacy resources, training videos, school curriculum

### Physical Materials -

BOOKS & AV - 140 items @ \$18.00/item	\$2,520.00
BESTSELLER PROGRAM	\$900.00
PAPERBACKS & SHARED COLLECTIONS - \$7.50/item	\$455.00
WORLD LANGUAGES, LARGE PRINT & PROFESSIONAL COLLECTIONS	\$457.98
AV SUPPLEMENTARY COLLECTION	\$811.31

### Digital Content -

DIGITAL SUBSCRIPTION ACCESS	\$6,722.09
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(\$300,000/year)

eBOOK/eAUDIO PLATFORMS	\$1,840.91
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(Over \$1 million invested in OverDrive and Cloud Library)

**\$13,707.29**

Municipal Affairs Department through PLSB (Public Library Services Branch) funds online content for library patrons, including a language learning software (Prons), Alberta published eBooks and access to eMagazines

## Collection Services

Centralized workflow at headquarters ensures the selection of balanced collections and the quick distribution of materials to member libraries. Professional cataloguing makes it possible for patrons to locate and request print, AV and digital titles in the online catalogue. Physical materials are processed and delivered shelf-ready to member libraries. Processing includes barcoding, plastic covers, repackaging AV materials into durable cases and labeling.

**\$6,055.20**

## Professional Consultation

Marigold provides in-person, videoconference, email and telephone consultation and training to member library staff and board members by professional librarians. Consultation assistance is also provided for Remote Locker communication and troubleshooting with Bibliotheca, the company which provides the locker. Consultation is valued at \$250/hour with a 3 hour minimum, and often involves more than one staff member.

**\$15,353.71**

### Training for Members

Marigold provides training opportunities for member libraries and patron presentations on topics such as eBooks for Mobile Devices; programming; statistics and reports; use of digital subscriptions; board development; management and leadership; and communications and marketing. Value includes training preparation, travel and follow-up by headquarters staff based on each library's unique needs. Mobile labs are available to complement training and programming for member libraries.

TRAINING SUPPORT	\$2,685.94
TRAINING SESSIONS & BOARD DEVELOPMENT - valued at \$200/session	
MEMBER LIBRARIES' WORKSHOP	\$225.12
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	\$2,911.06

### Delivery Service and Supplies

Van delivery supports resource sharing and connects your library with Marigold headquarters and libraries across Alberta. Three vans and drivers transport interlibrary loans, new materials, supplies, correspondence, kits and games, promotional materials and book recycling. Marigold pays for interlibrary loan costs to borrow items from institutions outside Alberta. Marigold provides supplies to member libraries to support resource sharing (e.g. paper allocation, bins, scotch tape, bubble wrap). Each library receives a minimum of one delivery a week, and 11 libraries receive deliveries twice a week or more. A driver goes weekly to fill and empty the remote locker. Library materials are also mailed to patrons when the remote locker is unavailable.

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\$17,719.93

### Administrative Costs

Staffing, facility and resources are in place to support member libraries: human resources and financial management; training and professional development; building occupancy costs; and memberships to professional organizations. Marigold Board provides governance and direction to the Marigold Library System and acts as the Governing Board for municipalities which do not have library boards.

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\$440.80

### Purchasing Program

Through Marigold's participation in the Public Purchasing Group (PPG), Marigold is able to provide discounts on IT equipment, office supplies, furniture and processing supplies such as labels and other items required for the daily operation of your library. The calculation is based on savings on IT equipment, furniture and/or supplies acquired through Marigold. Marigold purchases items at request of library staff, receives and delivers the items to the library, and then invoices the library. The total savings on items purchased for libraries using this service was \$21,228.60.

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\$0.00

### Communication and Marketing Support

Marigold provides professional quality publications, displays and marketing software to promote resources, events and services available at the library, and to communicate news to library staff and boards. Marigold also prints custom promotional materials at Marigold on behalf of your library.

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\$4,704.70

## Services and Programs

- Materials, prizes and support for STEAM programming and the national TD Summer Reading Program including administrative support by Consultants and summer students. In 2019, 116 summer programs were delivered to 1,210 participants. \$2,145.78
- Marigold develops and implements an online Teen Summer Library Experience program for youth aged 10-17 through the Marigold website.
- Marigold organizes and pays for public programming using videoconference equipment for member libraries to offer to patrons, such as programs including Beekeeping 101, Homeschooling 101 (also Unschooling 101) and family programming.
- A film license was purchased by Marigold to provide member libraries with public performance rights to show films in the library. \$292.70
- Marigold administers, schedules and delivers kits and equipment to support programs. Libraries may borrow resources such as craft and makerspace kits, travelling book displays, karaoke machine with cds, gaming consoles with games, life size games including Jenga and Kerplunk, board games, and objects like prize wheels and puppet theatres. \$829.22

**\$3,267.70**

**TOTAL value of services provided by Marigold**

**\$103,059.28**

**TOTAL levy payments from municipality with library board**

**\$2,023.50**

## Marigold Libraries are Thriving. In 2019:

**201 People/families from Hussar have library cards registered at**

**Marigold Member Libraries or as L2U patrons**

***Your Marigold Trustee...***

Attended **3** of **4** Marigold Board meetings

Attended **12** Marigold Committee meetings including the Executive and as Chair of the Governance Committee. Kristen Anderson is the parliamentarian for Marigold Board.

***Across Marigold...***

**111,268** people/families have a library card

**242,592** eBooks borrowed

**2,179,828** items loaned to Marigold cardholders

**10,202** programs with 146,913 participants

**1,094,688** items loaned and borrowed between libraries

**3.2+ million** items available in TRACpac online catalogue

**13+ million** visits to the online library catalogue

