

**Strathcona County Library Board
Minutes**

February 27, 2023

Hybrid Meeting – Zoom and County Hall Basement, Room L-1

Board Members Present

David Atkinson (Chair)
Denise Charbonneau
Courtney Chamulke
Councillor Glen Lawrence
Korinna Levangie
Donna Smith
Ross Wilson
Paul Ryzuk
Rebecca Gagnon

Library Staff

Sharon Siga (Chief Executive Officer)
Candace Tomlinson (Accountant) – part of the meeting
Shelley Reason (Library Assistant - Minutes)

Regrets

Keely Cronin

1. Call to Order

The meeting was called to order at 6:31 pm. by Chair, David Atkinson.

2. Approval of the Agenda

MOTION 08/2023

That the Strathcona County Library Board approve the agenda with one addition under Board Member Round Robin: meeting times with Fort Saskatchewan Library Board.

Moved by Denise Charbonneau. Seconded by Ross Wilson. CARRIED

3. Minutes of the January 30, 2023 Library Board Meeting

MOTION 09/2022

That the Strathcona County Library Board approve the minutes of the January 30, 2023 meeting.

Moved by Korinna Levangie. Seconded by Ross Wilson. CARRIED

4. Business Arising from the Minutes

4.1 Ideas for Team Building

Sharon reported there were no new suggestions made for team building. It was decided team building will be discussed at the next Executive Meeting in April.

5. Reports

5.1 List of Correspondence: Incoming, Outgoing and Media Releases

Sharon advised that the Arts and Culture Council of Strathcona County has started a magazine, and that they had invited the library to submit an article. Sharon will investigate how this magazine will be circulated.

5.2 Department Reports – January

The Strategic Services Department report noted the change in reporting strategies of the Sherwood Park News given that its staff has been reduced to one journalist and one editor. The library has often provided press releases to the News along with an interview. It is now likely that the News will depend on press releases.

This summer the library will print a full program guide but with fewer copies printed. Since the pandemic, we have been printing inhouse a small program booklet that only lists the programs with no descriptions. Descriptions are available on our website. The summer guide will look more like pre-pandemic guides. Copies will be placed in community gathering areas, but not inserted into the Sherwood Park News.

5.3 Minutes of the January 9, 2023 Friends of Strathcona County Library Society Meeting

David Atkinson and Denise Charbonneau attended the Friends meeting. The Friends were dissatisfied with the location they were given for the Gift Wrap Fundraiser. Due to the poor location the fundraiser was not as successful as it has been in the past. The Friends are also running a 50/50 raffle until March 16. Last year the raffle raised \$4,000.

5.4 County Councilor Verbal Report

The County hosted the Alberta Winter Special Olympics. Thursday was the kick off, followed by opening ceremonies on Friday. Glen Lawrence had the opportunity to hand out medals for cross country skiing and snow shoeing. The participants were very excited to be participating. Closing ceremonies were on Sunday. It was a full weekend. The County shined and the participants were wonderful.

In addition, the County has been working with BGC (formerly Boys and Girls Club) and has selected land near the Brentwood School as the best site for the new facility.

5.5 Chair Verbal Report

MLA Jordan Walker requested a meeting with the library and an informal community, Africans in Strathcona County. 15 people were in attendance, including Sharon, the library's Adult Services Manager, and the Community

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Services Librarian. The group was given a tour of the library and bookmobile to see the resources programs and services the library has to offer. A discussion occurred regarding possible additions to the library collection, additional book club kits, displays, and participation in library programming to increase representation and inform the community about African heritage and culture.

MOTION 10/2023

That the Strathcona County Library Board accept the Reports for Information.
Moved by Courtney Chamulke. Seconded by Donna Smith. **CARRIED**

6. New Business

6.1 Retreat Planning

6.1.1 Minutes of the January 31, 2023 Ad Hoc Retreat Planning Committee Meeting

Courtney Chamulke chaired the Ad Hoc Retreat Planning Committee meeting. Sharon, David, Courtney, Anne Smith and Sue Colp were in attendance. The morning of the retreat will allow Board Members to get to know each other better and understand the development of the current Plan of Service. There will be opportunities to have conversations with library management late in the morning and over lunch. There will also be opportunities to break into smaller groups. Board Members will decide on the priorities for the remaining objectives and if the Plan of Services will be extended for an additional year. Sharon will be sending out some items for the group to read prior to the retreat.

6.1.2 Report Cover: Plan of Service 2021-2023: 2022 Year-end Progress Report

6.1.3 Plan of Service 2021-2023: 2022 Year-end Progress Report

Sharon explained the most recent Plan of Service was created during the pandemic. The number of programs or services set out in each objective were relatively low as we had no idea how long we would be in pandemic mode. Over the last two years, we reviewed needs assessments completed by other County organizations, and the needs identified align with our findings. The Board will have the opportunity to discuss if we extend the Plan of Service one more year and prioritize efforts for objectives not yet met, or create new objectives. Sharon will send out a retreat meeting agenda tomorrow once the draft retreat agenda has been approved that will include an article on the challenges libraries are facing.

6.1.4 Draft Retreat Agenda

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MOTION 11/2023

That the Strathcona County Library Board approve the Retreat Agenda.
Moved by Korinna Levangie. Seconded by Donna Smith. CARRIED

[Candace Tomlinson joined the meeting at 7:06]

6.2 Unaudited December, 2022 Financial Statement and Variance Report

Candace presented unaudited financial statements along with an explanation of the variances from the 2022 budget. There are still some items to wrap up with the auditors, but there are likely to be few changes between this document and the audited financial statements.

MOTION 12/2023

That the Strathcona County Library Board accept the unaudited December, 2022 Financial Statement and Variance Report for information.
Moved by Courtney Chamulke. Seconded by Korinna Levangie. CARRIED

6.2.1 Comparison of Actuals to Budget for 2022

The Comparison of Actuals to Budget for 2022 shows each item by category.

6.2.2 Year-End Variance Report Notes

Ross Wilson had questions about the \$432,104 surplus, which is four per cent of the 2022 budget given.

The largest variance relates to staff. When the 2022 budget was approved by the Board, the understanding was that the County's finance and human resources functions would be transitioned to an Oracle platform in March, 2022. A staff member retired early in the year, and rather than recruit for a position where someone would have to learn a line editor system from the 1990s, the library seconded an employee who knew the current invoice payment system.

There was a nine-month delay in the full implementation of the new Oracle software. The financial portion was implemented in July, and the human resources portion in October. Once the duties on Oracle were understood, it was possible to recruit for this position.

There were a number of maternity leaves and retirements. Temporary employees often are hired at a lower pay range and without full benefits. It was difficult to budget during the pandemic. We thought operations would return to normal in 2022; however, the transition back has been a slow increase that continues in 2023.

6.2.3 Library Board Cost Centre for 2022

Strathcona County Library is mirroring the County compensation policies of providing volunteers on boards and committees with a meeting stipend. As a Board member you are entitled for compensation. Please ensure compensation claims are in for June and for December. The Board will have the opportunity to discuss the budget amount for 2024.

6.3 Disposition of Surplus

The Board passed a motion regarding the disposition of surplus in principal at the December 2022 Board Meeting. At this time the Board is ratifying the exact amount of disposition of surplus funds. Ross asked about the large transfer to reserves. At the March Board meeting Sharon will present information about the planning for a new branch.

MOTION 13/2023

That the Strathcona County Library Board ratify the transfer of the 2022 year-end operating surplus as follows:

- \$4,175 to the Deficit Contingency Reserve, and
- \$427,929 to the New Library Service Point Reserve.

Moved by Denise Charbonneau. Seconded by Korinna Levangie. CARRIED

6.4 Reserves Report (December 31, 2022)

The Reserve Policy describes how we deal with reserves and how they are approved. Candace provided the projections for use of the reserves for the next 5 years, but the project of use extends much further. Ross commented on the increase in the size of the reserve, and if the budget process had changed recently. It has not. The Executive Committee is the library's Audit Committee. It will consider the need for a budget policy and any changes to the budget development process. Sharon will reach out to other medium-sized public libraries to ask how their budgets are developed and if they have a budget policy.

MOTION 14/2023

That the Strathcona County Library Board accept the Reserves Report as information.

Moved by Denise Charbonneau. Seconded by Ross Wilson. CARRIED

6.5 2023 Budget Review

Included in the Board package is the budget approved by last years Board, for information, as well as actuals, for comparison.

MOTION 15/2023

That the Strathcona County Library Board accept the 2023 Budget Review as information.

Moved by Korinna Levangie. Seconded by Denise Charbonneau. CARRIED

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6.5.1 2023 Capital Budget Amendment

With the security gates coming in at lower than budgeted, there is capacity to add a capital item for 2023: the purchase of a book return bin to go in the Emerald Hills Recreation Centre. Paul Ryzuk commented on the replacement of the library security gates coming in so far under budget. Sharon explained the County's procurement procedure. If a company submits a quote for the library to use for budgeting purposes, that company is disqualified from competing. There are very few companies that supply this library equipment, so the library based the budget on the cost of the current security gates.

MOTION 16/2023

That the Strathcona County Library Board approve the purchase of a book return bin at a cost of \$14,000, to be funded from the Infrastructure Lifecycle, Maintenance and Replacement Reserve.

Moved by Denise Charbonneau. Seconded by Korinna Levangie. CARRIED

[Candace Tomlinson left the meeting at 7:20 pm]

6.6 Performance Measures for 2022 (For Information)

6.6.1 Notes on the Performance Measures

Sharon explained the numbers for 2022 are encouraging compared to 2021, and the 2023 numbers are looking even better. Some patterns of circulation have changed with digital resources being a higher percentage of total resource use. This had an impact on physical visits to the library. Paul asked about benchmarks. Sharon meets with medium sized library CEO's approximately once a month. A chart is being created showing all medium-sized library's 2023 statistics. Sharon will also share with the Board American public library benchmarks from a few years ago. Paul also asked about how the 2022 numbers compared to the 2019 numbers. The library has not had 12 continuous months of normal operation since 2017 because it was displaced following the parkade bombing for 12 months from November 6, 2018 to May 10, 2019. Sharon will provide comparisons from 2017 to 2022.

6.6.2 Statistics Comparison Spreadsheet

MOTION 17/2023

That the Strathcona County Library Board accept the 2022 Performance Measures as information.

Moved by Courtney Chamulke. Seconded by Korinna Levangie. CARRIED

7. Draft 2022 Annual Survey and 2020 Annual Report of Public Libraries in Alberta (For Decision)

Sharon explained the province has changed some of its survey questions. Denise asked if

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the Bookmobile numbers were part of outreach program numbers. Bookmobile program statistics are included there.

A discussion occurred regarding requiring library patrons to renew their library cards yearly. The library patron suggested a three-year expiry period. Connecting with patrons once per year helps to ensure that contact information is current. EPL has no expiry date. The disadvantage to perpetual cards is that patrons will move out of the community, but are still accessing digital resources. Sharon will ask what other medium-sized libraries are doing.

MOTION 18/2023

That the Strathcona County Library Board approve the 2023 Annual Survey and 2022 Annual Report of Public Libraries in Alberta to be submitted to Alberta Municipal Affairs.

Moved by Korinna Levangie. Seconded by Denise Charbonneau.

CARRIED

8. Meeting with Fort Saskatchewan Public Library Board

Sharon will send out a survey with dates for Board members to choose and coordinate with Fort Saskatchewan Board Members.

9. Comments, Announcements, and Other Business

9.1 Board Member Round Robin

9.2 Upcoming Friends Meeting:

9.2.1 March 13, 2023

9.3 Public Presentations:

None

10. Adjournment

The meeting was adjourned at 8:05 pm.



Chair