

Strathcona County Library Board
Minutes
September 18, 2023
Strathcona County Hall Basement, Room L-1

Board Members Present

David Atkinson (Chair)
Keely Cronin
Ross Wilson
Paul Ryzuk
Donna Smith
Rebecca Gagnon
Courtney Chamulke
Korinna Levangie

Regrets

Denise Charbonneau
Councillor Glen Lawrence

Library Staff

Sharon Siga (Chief Executive Officer)
Shelley Reason (Facility and Administrative Assistant - Minutes)

Guest

Karen Tomnuk

1. Call to Order

The meeting was called to order at 6:30 pm. by David Atkinson.

2. Approval of the Agenda

MOTION 46/2023

That the Strathcona County Library Board approve the agenda.
Moved by Korinna Levangie. Seconded by Courtney Chamulke. CARRIED

3. Approval of Minutes

MOTION 47/2023

That the Strathcona County Library Board approve the minutes of the June 19, 2023 meeting.
Moved by Donna Smith. Seconded by Keely Cronin. CARRIED

4. Business Arising from the Minutes

5. Reports

5.1 List of Correspondence: Incoming, Outgoing and Media Releases

5.2 Department Reports - September

Sharon Siga thanked the Board for participating in the skills matrix survey. Sharon updated the Desired Candidate Profile that is used by the County when interviewing Board Member candidates. Sharon also thanked the Board and library staff for their support while she was away.

Board Members commented on the many great programs held over the summer. Sharon mentioned that Diana Balbar arranged for much of the indigenous component for the South Cooking Lake Trail Days and 100th anniversary celebration.

Sharon described the process for distributing library cards to students coming for tours and the temporary arrangement with École Claudette-et-Denis Tardif for students. The school is located across from the library while their new school is being built.

The Grade One Reading Kits distribution numbers are up, as well as the numbers for the Summer Reading Game. The volcano was a huge hit!

5.3 County Councillor Verbal Report

No report.

5.4 Chair Verbal Report

David reported he will not be applying for a second term on the Board. Elections for the position of Chair, Vice Chair, and Secretary-Treasurer will happen in January. Anyone that takes on the position of Chair will find it a rewarding experience.

5.5 Minutes of the Friends of Strathcona County Library Society Board Meeting

5.5.1 Minutes of the June 12, 2023 Meeting

5.5.2 Minutes of the July 10, 2023 Meeting

5.5.3 Minutes of the August 14, 2023 Meeting

Sharon said the Friends have a new board with many new volunteers. They have many new ideas for fundraisers to support the library. There is a casino in Camrose coming up on November 13 and 14 with the proceeds to be received in 2024. The Festival of Trees has been renamed Winterfest. There has been some discussion around the Friends covering some administration costs. The Alberta Liquor and Gaming Commission is now allowing a percentage of casino proceeds to cover administration costs.

MOTION 48/2023

That the Strathcona County Library Board accept the Reports for Information.

Moved by. Courtney Chamulke. Seconded by Rebecca Gagnon. CARRIED

6. New Business

6.1 2023 Second Reporting Period (P2) Financial Results (For Information)

Sharon presented some of the different types of variances that the library experiences.

MOTION 49/2023

That the Strathcona County Library Board accept the Second Reporting Period 2023 Financial Statement and Forecast for information.

Moved by Keely Cronin. Seconded by Ross Wilson. CARRIED

6.2 Draft Minutes of the September 7, 2023 Executive Committee Meeting (For Information)

6.2.1 Library Contribution to the County's Oracle ERP Software

Sharon presented a short power point explaining the Over Levy Account. The County has asked that the entire cost of providing library service be reflected in the library's financial statements. Since the library is using the County's new Oracle platform, it is proposed that the library make a one-time payment representing part of the capital costs. The library will also pay an annual fee going forward.

The Over Levy Account was identified as a source of funds for the one-time payment. If more tax dollars are generated by the Library Tax Rate than the amount designated for the library budget, these funds are placed in the Over Levy Account. These are tax payer dollars earmarked for library purposes. Paul Ryzuk asked how the County came up with the amount for which they are asking for. He also asked for more information about liability trust accounts in general. Sharon was asked to arrange for a County staff member to attend the October Board meeting.

MOTION 50/2023

That the Strathcona County Library Board table until the October Board meeting the approval of a contribution of \$381, 905.16 to Strathcona County as the Library's portion of the cost of the Oracle implementation, to be offset by unbudgeted property tax revenue.

Moved by Keely Cronin. Seconded by Paul Ryzuk CARRIED

6.2.2 Draft 2024 Operating Budget

Sharon explained the budget process. The Library Board determines the services to be presented in 2024 informed by priorities set at the March Planning Retreat. The Library Board asks for a requisition.

For 2024, the Executive Committee recommends that the Library ask Council for a one per cent increase in the Library Tax Rate. These funds are needed for two reasons:

- To keep pace with current inflationary pressures. The County has increased the amount that is charged back to the library for items like human resources services, utilities, security and janitorial contracts. Some increases are in the range of 16 per cent. As well, 2024 is the first year the library will pay annual costs to use the County's Oracle platform.
- To plan for the future. The library is taking a long-term focus. The Library Board is preparing for doing its due diligence in planning for a new library branch. Directing funds annual to the New Library Reserve will decrease the amount that will need to be borrowed. This will spread the amount required for a new branch over a number of years rather than asking tax payers to pay a large amount in one given year. Sharon was asked for more information about the cost of a new branch. A report on the library branch will be brought to the Board in 2024.

Sharon noted a placeholder is in budget for an economic adjustment to the salary grid. The Library Board decides this amount at its December meeting, but the Library Board must ask Council for a specific requisition in November.

She noted that for this budget the Executive Committee agreed that a less conservative approach would be taken to budgeting in an effort to arrive at a smaller surplus. The budget includes more revenue from investment revenue than the figure provided by County Financial Services that invest the library's reserve funds. The budget includes less money for salaries and benefits than matches the size of the library staff. This is based on current trends where staff turn over results in hiring new staff at the minimum on the salary grid. Similar adjustments were made in areas like staff training and development.

There was a discussion about recent surpluses. Sharon noted the challenge of predicting a year in advance attendance, usage and circulation coming out of the pandemic.

MOTION 51/2023

That the Strathcona County Library Board approve the 2024 Operating Budget.

Moved by Courtney Chamulke. Seconded by Keely Cronin. CARRIED

6.2.3 2025-2027 Operating Budget Projections

Sharon explained the 2025-2027 Operating Budget is a projection and the Board approve actual budget numbers each year. There is a salary adjustment of placeholder for each year. There is also a placeholder for an annual increase in the Library Tax Rate so funds can be directed to the New Library Branch Reserve. The amount of investment income fluctuates based on the funds in reserve. Some years large amounts are taken out of reserve for planning capital spending.

MOTION 52/2023

That the Strathcona County Library Board receive the 2025-2027 Operating Budget Projections for information.

Moved by Courtney Chamulke. Seconded by Rebecca Gagnon. CARRIED

6.2.4 Appointment of the Auditor

The County has chosen Ernst & Young LLP as the auditor for the County. The library Board can choose other auditors. There are some cost savings if the library uses the same the same auditor as the County because some testing of processes does not need to be repeated.

MOTION 53/2023

That the Strathcona County Library Board appoint Ernst & Young LLP as the auditor of Strathcona County Library for the year ending December 31, 2023.

Moved by Donna Smith. Seconded by Korinna Levangie. CARRIED

6.3 Minutes of the September 6, 2023 Policy Committee Meeting

6.3.1 Patron Access to Electronic Information Resources Policy (CO10)

MOTION 54/2023

That the Strathcona County Library Board approve the revised Patron Access to Electronic Information resources Policy (CO10)

Moved by Ross Wilson. Seconded by Courtney Chamulke. CARRIED

6.3.2 Resource Sharing Policy (CO05)

MOTION 55/2023

That the Strathcona County Library Board approve the revised Resource Sharing Policy (CO05).

Moved by Keely Cronin. Seconded by Rebecca Gagnon. CARRIED

6.3.3 Revisions to the Library Employee Handbook (HR01)

MOTION 56/2023

That the Strathcona County Library Board approve the revisions to the Library Employee Handbook effective September 18, 2023.

Moved by Keely Cronin. Seconded by Rebecca Gagnon. CARRIED

6.3.4 Revisions to the Employee Performance Policy (HR03)

MOTION 57/2023

That the Strathcona County Library Board approve the revised Employee Performance Policy (HR03).

Moved by Keely Cronin. Seconded by Courtney Chamulke. CARRIED

6.3.5 Revisions to the CEO Performance Review Policy (HR04)

The Board agreed that the Board will review the CEO's performance review yearly and base their decisions for recognition on the annual survey results.

MOTION 58/2023

That the Strathcona County Library Board approve the revised CEO Performance Review Policy (HR04) as amended.

Moved by Keely Cronin. Seconded by Courtney Chamulke. CARRIED

6.3.6 Revisions to the Collection Development Policy (CO01)

Sharon explained the policy has been rewritten as per suggested changes from the Policy Committee. Donna Smith thanked Sharon and the management working group for their work.

MOTION 59/2023

That the Strathcona County Library Board approve the revised Collection Development Policy (CO01) as amended.

Moved by Donna Smith. Seconded by Rebecca Gagnon. CARRIED

6.4 Creation of a New Fund in the Library's Edmonton Community Foundation Endowment

Sharon explained that last year the library had established an endowment fund within the Edmonton Community Foundation. We have now received a second bequest.

MOTION 60/2023

That the Strathcona County Library Board approve the transfer of \$29,878 to the Edmonton Community Foundation for the creation of the Doris Yvonne Martin Memorial Fund.

Moved by Donna Smith. Seconded by Korinna Levangie. CARRIED

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7. Comments, Announcements, and Other Business

7.1 Board Member Round Robin

7.2 Upcoming Friends Meeting: October 10, 2023, November 20, 2023, no December meeting

7.3 Public Presentations

8. Next Meeting Date

8.1 October 16, 2023

9. Adjournment

The meeting was adjourned at 7:48 pm.



Chair