

**Strathcona County Library Board  
Minutes**

October 16, 2023

Strathcona County Hall Basement, Zoom and Room L-1

**Board Members Present**

David Atkinson (part of the meeting)

Keely Cronin

Ross Wilson (Acting Chair)

Paul Ryzuk

Donna Smith

Rebecca Gagnon

Courtney Chamulke

Korinna Levangie

Councillor Glen Lawrence

Denise Charbonneau

**Library Staff**

Sharon Siga (Chief Executive Officer)

Candace Tomlinson (Accountant – part of the meeting)

Shelley Reason (Facility and Administrative Assistant - Minutes)

**Guest**

Jason Chance, Associate Commissioner of Community Services

**1. Call to Order**

The meeting was called to order at 6:30 pm by Ross Wilson.

**1.1 Acknowledgement of Meeting Location**

**1.2 Introductions - Guest:** Jason Chance, Associate Commissioner of Community Services

**2. Approval of the Agenda**

**MOTION 61/2023**

That the Strathcona County Library Board approve the agenda.

Moved by Denise Charbonneau. Seconded by Paul Ryzuk.

CARRIED

**3. Approval of Minutes**

**MOTION 62/2023**

That the Strathcona County Library Board approve the minutes of the September 18, 2023 meeting.

Moved by Korinna Levangie. Seconded by Rebecca Gagnon.

CARRIED

**4. Business Arising from the Minutes**

**4.1 Contribution to Strathcona County's Oracle Platform**

Two questions were raised at the September 18, 2023 Board Meeting regarding the library's contribution to Strathcona County's Oracle Platform. Laura Probst, Director of Strathcona County Business Excellence Department, provided a calculation of the library's contribution based on the percentage of Oracle licenses (4.3 per cent) that staff use and which modules the library makes use of. The new proposed contribution is \$378,185, or 4.3 per cent of the adjusted actual costs.

The second question was about the nature of the over levy account that would be used to cover the library's contribution. The term trust account was used previously. It is now classified as a deposit liability. The County's opinion is that using the funds requisitioned and collected for the library aligns well with the intended use of these tax funds.

**MOTION 63/2023**

That the Strathcona County Library Board approve a contribution of \$378,185 to Strathcona County for the Library's portion of the cost of the Oracle implementation, to be offset by unbudgeted property tax revenue.

Moved by Denise Charbonneau. Seconded by Korinna Levangie. CARRIED

**5. Reports**

**5.1 List of Correspondence: Incoming, Outgoing and Media Releases**

**5.2 Department Reports – October**

Sharon explained in her CEO report that she had asked Pilar Martinez, CEO of Edmonton Public Library (EPL) about capital budget for a new library branch in Edmonton. EPL is currently planning a branch for the Riverbend area. They are budgeting \$20,000,000 for 18,000 sq. ft. Pilar will update Sharon on budget for furniture, shelving and equipment. Sharon will be providing a report to the Board regarding leasing space costs, etc.

**5.3 Minutes of the September 11, 2023 Friends of the Strathcona County Library Society**

Sharon announced the Friends Society is having their 30<sup>th</sup> anniversary celebration on Sunday, January 21, 2024 at Festival Place from 2 to 4 pm. It would be great to have Board Members attend.

**5.4 Surplus Update**

Sharon gave an explanation regarding unforeseeable events impacted the library's year end surpluses historically. Sharon outlined the various efforts to ensure the surplus for 2024 is as small as possible.

Sharon reported that in 2025, the County is changing how it is dealing with interest from investments so the interest income revenue forecasted by the County should be closer to actual income. In the meantime, the library is inserting a placeholder in the budget to deal with chronic underestimation of interest income by the County.

**5.5 County Councillor Verbal Report**

Councillor Lawrence attended the RCMP's 150 Anniversary Gala. Last week the interviews for County Boards and Committees were completed. 60 some people were interviewed for all positions. Lots of good people apply, so it is always difficult to choose. The County encourages people to reapply. Council will appoint new committee members December. Council is starting budget talks next week.

**5.6 Chair Verbal Report – moved to the end of the meeting**

**6. New Business**

**6.1 Revised 2024 Operating Budget**

Sharon proposed revisions to the 2024 operating approved budget for two reasons. The forecast for property taxes in 2024 changed. Also, Sharon Siga and Candace Tomlinson met with Jennifer Cannon, County CFO, and Jason Chance, Associate Commissioner for Community Services Division to discuss the operating budget. Following a discussion about the need to cover current inflation and planning for the future, Sharon is proposing that there be a 1.48 per cent increase in the Library Tax Rate, instead of 1 per cent increase. In the previous budget, the amount allocated to the New Library Branch Reserve would have decreased. Additional tax revenue will maintain momentum for the reserve. Jason Chance explained that each budget needs to consider current inflationary pressures and capital needs in the future so there is a smoothing effect. Otherwise it may be necessary to have a large increase in the Library Tax Rate in one year.

(David Atkinson joined the meeting at 6:55 pm.)

Courtney Chamulke asked about using a different term for surpluses. Candace Tomlinson said we currently are not budgeting to have surplus. If we have a surplus the Board has a discussion at the end of the year to decide where the additional funds will be allocated to. Lately any surplus has been going to the New Library Branch reserve. As seen in the library's history, there may be no surplus or even a small deficit.

**MOTION 64/2023**

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

Moved by Keely Cronin. Seconded by Paul Ryzuk.

**CARRIED**

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Sharon note that the amount of the Library Tax Rate increase was changed for 2005, 2006, and 2007 to ensure a consistent amount is directed to the New Library Branch reserve.

**MOTION 65/2023**

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

Moved by Keely Cronin. Seconded by Paul Ryzuk. CARRIED

**6.1.1 2024 Operating Budget compared to the 2024 Operating Projection**

Candace provided the Board with a different view of the 2024 operating budget. The proposed 2024 budget is compared to the 2024 Projection created during last year’s budget process. This is the view that County Council will be seeing during budget deliberation.

**MOTION 66/2023**

That the Strathcona County Library Board receive the 2024 Operating Budget with comparison to the 2024 Projection as information.

Moved by Keely Cronin. Seconded by Paul Ryzuk. CARRIED

**6.2 Risk Management**

**6.2.1 Enterprise Risk Management Strategy**

Sharon that the library’s risk management efforts were considered operational until 2017. At that time, this library adapted a Board reporting system favoured by Calgary Public Library that focused on a risk matrix and a heat map to identify priorities and report on progress year by year. In 2020, the Board adopted an Enterprise Risk Management (ERM) approach. Using the ERM lens, the first area of risk the Board focused on was cybersecurity. The 2022 Library Board wanted the 2023 Library Board to do due diligence by reviewing the library’s Cybersecurity Strategy, understand its role in oversight of risks, and choose another risk area to focus on for the coming year.

Sharon recommended that reputational risk be the focus for the coming year. Ross Wilson proposed reviewing the library’s risk register rather than identify just one risk area to concentrate on.

A discussion occurred regarding how the Board would like to have risk management strategies presented to them in the future. There was support for reporting risk heat maps that show visually which risks are most likely to occur and which could have the greatest impact

The Library Board agreed that a report on risks would be presented to the

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board once a year. If risk situations change significantly, then an update would be made to the Board.

### **6.2.2 Revised Cybersecurity Strategy**

#### **MOTION 67/2023**

That the Strathcona County Library Board approve the revised Cybersecurity Strategy.

Moved by Denise Charbonneau. Seconded by Keely Cronin CARRIED

### **6.2.3 Appendix A**

### **6.2.4 Information Security Policy (OP09) – For Information**

### **6.2.5 Cybersecurity Policy (OP10) – For Information**

### **6.2.6 Identify Next Priority Risk Area**

To be revisited.

(Candace Tomlinson left the meeting at 7:24 pm.)

### **6.3 Move December Board Meeting from December 18 to December 11**

The Board agreed to move the December 18 meeting to December 11. There will be a social event scheduled in Vicky's after the meeting. Denise Charbonneau and Donna Smith will reach out to past Board members to see if they wish to attend as well. This was a recommendation for the interviews conducted with former Board Members.

### **6.4 Closed Days for 2024**

An after-hours summer event with staff will be discussed at a future meeting.

#### **MOTION 68/2023**

That the Strathcona County Library Board approve the revised 2024 Closed Days list.

Moved by Korinna Levangie . Seconded by Keely Cronin. CARRIED

### **6.5 PD Day Plans/Board Providing Lunch**

Sharon invited Board members to attend the December 1 PD Day. David Atkinson, the Chair, will bring greetings to staff from the Board. Sharon thanked the Board for funding lunch.

### **6.6 Update on Book Banning**

Sharon shared talking points and statistics from the American Library Association.

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**6.6.1 Talking Points**

**6.6.2 Censorship by the Numbers – American Library Association/Office for Intellectual Freedom Infographic**

**6.7 Select a Date for A Public Advocacy Committee Meeting**

November 1, 2023 at 6:30 pm.

**6.8 Chairs Report**

David Atkinson commented that last month was quiet. The Executive Committee will preparing for the budget presentation to County Council.

**MOTION 69/2023**

That the Strathcona County Library Board accept the Reports for Information for Section 5 of the meeting.

Moved by David Atkinson. Seconded by Keely Cronin.

**CARRIED**

**7. Comments, Announcements, and Other Business**

**7.1 Board Member Round Robin**

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

**7.3 Public Presentations**

None

**8. Next Meeting Date**

**8.1** November 20, 2023

**9. Adjournment**

The meeting was adjourned at 7:48 pm.



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Chair