



PRL BOARD TALK

Highlights of the Parkland Regional Library Board Meeting

SEPTEMBER 14, 2017

Compensation Review

Dr. Margaret Law conducted a compensation / job review for Parkland. Dr. Law looked at Parkland's Strategic Plan, Strategic Plan Workplan, Policies, and Human Resource Manual which included the job descriptions. She also met with staff individually. Dr. Law reviewed her findings, and recommendations, with the board.

Based on the report produced by Law, the Executive Committee instructed the Director to:

- See that PRL's job descriptions are simplified, focusing on desired outcomes.
- Ensure simplified record and time keeping systems are developed, using electronic and digital tools where possible.
- Shift to paper free documentation wherever possible.
- Ensure implementation of a more logical organizational structure that aligns to strategic goals.
- Encourage staff to take ownership and responsibility for achieving successful outcomes.
- Report back to the Executive Committee as implementation progresses.

Compensation Policy

Parkland's Executive Committee worked with Dr. Law to develop a Compensation Policy for Parkland that aligns with organizational goals, to guide the board in making consistent long term decisions, and to build understanding between board and staff members.

Dr. Law helped the executive draft a policy that defines how Parkland will develop compensation packages, and how adjustments will be handled, taking into account a total rewards perspective. The total rewards view considers the four components of total compensation: pay, job, benefits, and environment.

The salary grid has been updated to address discrepancies, increasing the steps from 6 to 15. The annual increment is merit-based, and a cost of living adjustment has been incorporated. The policy also directs that Parkland's salary grid be reviewed every five years by an external consultant.

2018 Budget Approval

Parklands 2018 budget was approved by the board.

- The budget is prepared with conservative estimates; estimating revenue at its minimum and expenditures at maximum levels.
- For 2018, the increase to the municipal per capita requisition is eight cents (1%) per capita.
- This is a nominal increase of \$16,890.88 over the 2017 requisition spread across the entire population served.
- We project the provincial operating grant to regional systems will remain at \$4.70 per capita and \$5.55 per capita for the rural library service grant.
- We expect that provincial grant levels will be based on official 2016 population statistics.
- We estimate approximately 42% of Parkland's income will come from the Government of Alberta.
- Allotment funds issued to libraries to purchase material will remain at \$1.13 per capita.
- Computer Maintenance Agreements/Software Licences has increased to reflect increased software costs.
- Internet Connection Fees have been reduced significantly by switching internet service providers.
- eContent Materials Allotment has been reduced in an effort to keep streaming media costs in check.

- The 2018 budget also reflects the new salary grid developed by the Executive Committee.
- Individual steps on the grid have been reduced from 5% to 2.5%.

The final estimated cost to municipalities varies based on population, with the lowest increase totalling \$3.04 for the Summer Village of Half Moon Bay and the highest at \$1,468.08 for Red Deer County.

Municipalities must notify Parkland of their decision by November 1, 2017.

Donation Policy Update

After receiving a cash donation request from another organization, the Executive Committee revisited Parkland's donation policy and decided, in the prudence of managing public funds, to include the statement "Parkland Regional Library does not provide donations of cash."

This amendment sets clear direction for future donation requests. This change does not impact Parkland's ability to provide sponsorships in support of events or organizations.

Area 10 Executive Committee Rep

PRL received notification that Michael Wells, the representative for Area 10 on PRL's Executive Committee has been replaced on the Parkland Board. This meant PRL needed to hold a mid-term election for a new representative to Area 10. However, at the September 14 Board meeting, representatives of Area 10 decided not to appoint a new representative until the November 9th organizational meeting.

Consulting & Communications Update

September is Library Card Sign-up Month! Parkland has provided libraries with a variety of marketing collateral to promote a successful membership campaign.

Municipal elections will be held October 16th. Briana has created an infographic template for our member libraries to customize so that trustees can share it with incumbents and candidates. It is important to get public libraries on the election radar with municipal candidates and voters.

We are happy to welcome Consultant Librarian Katy Moore to our team. Katy comes to us from LegalAve and

brings a complimentary skill set in support of our public libraries.

Parkland Libraries Council will meet on October 23rd. The afternoon training component will address Records Management in libraries, including best practices and FOIP adherence in a digital world.

Community News from Trustees

Sedgewick Public Library had a Summer Reading Program with two different age groups and well over 35 kids attending each session.

Heisler Public Library's Story Time has been a resounding success, prompting many positive conversations in the community. Crafts made at storytime have brightened up the library. Storytime starts up again in September.

Didsbury Public Library is occupied with discussions about the expansion of the library space.

Bowden Public Library built an igloo out of empty milk jugs this summer and it was a huge hit with the community.

Camrose Public Library hosted the Oculus Rift VR kit from PRL for two weeks in August. It was a huge hit with over 200 participants, and always a line up to try it out.

Bentley Municipal Library has had a busy, exciting summer with Summer Reading club, social media contests, and building new Little Free Libraries in Birch Bay and Summerland Village.

Next Meeting: November 9, 2017, 1:00 PM.