# Ponoka Jubilee Library Board Minutes
# April 28, 2025

Ponoka
Jubilee Library
*Learn • Explore • Connect*

**Location:** Ponoka Jubilee Library

**Present:** Alison Gorrell[Chair], Kathleen Macaulay[secretary], Laeta Morskate, Alana Cissell, Diamond Reid [members at large], Carla Lloyd, [Town of Ponoka representative], Deanna Cundliffe[library manager], unnamed[county of Ponoka Representative]

**Regrets:** Sharon Rowland [Treasurer], Cal David, Janice Rarick,

**Public Present:**

**1.0 Call to Order 6:31 pm**

1.1 Treaty and Land Acknowledgement

1.1.1 The Ponoka Jubilee Library Board acknowledges that we are located on Treaty 6 territory, and respects the histories, languages, and cultures of First Nations, Metis, Inuit, and all First Peoples of Canada, whose presence continues to enrich our vibrant community.

1.2 Adoption of Agenda

**<u>Motion</u>: to adopt agenda by C. Lloyd seconded by A. Cissell. Carried**

1.3 Reading and adoption of March 2025 minutes.

**<u>Motion</u>: to adopt the March minutes with amendments made by C. Lloyd seconded by A. Cissell. Carried.**

**2.0 Finance**

2.1 Financial Report for March 2025

2.1.1 March had a deficit due to having three pay periods. Overall the budget is in good shape.

2.1.2 The County of Ponoka has approved a grant to the PJL and the cheque will be arriving soon. It included a 5% increase from last year.

2.1.3 Workers compensation is paid quarterly. tThe budget needs to be adjusted in 2026 to ensure this cost is covered in full.

2.1.4 Advertising is over budget for the time of year due to front loading the cost of the Ponoka Trade Show.

2.1.5 Periodical budget is over for this time of year due to the one time purchase of periodicals.

2.1.6 Fines Dist. Billing is over for this time of year to cover the costs of damaged books but don't know who caused the damage. The Library absorbs the cost of this.

**<u>Motion</u>: to accept the Financial Report for March 2025 as presented made by L. Morskate seconded by A. Cissell. Carried.**

**3.0 Librarian's Report**

3.1 **Statistics**

3.1.1 Circulation remains the same as last month

3.1.2 Overall circulation is down by 4%.

3.1.3 Social media is relatively steady

3.2 **Operations**

3.2.1 Fundraiser for April had 12 participants and raised $240.00

3.2.2 The Library booth at the Ponoka Trade show received approximately 100 completed needs assessment surveys.

3.2.3 Currently monitoring the impact that tariffs may have on book purchase expenses.

3.2.4 The Provincial Priorities Act came into effect on April 1, 2025. This means public library boards looking to enter into agreements over $100 00 with the Federal Government will need to seek approval from the Minister of Municipal Affairs. Amounts under $100 000 will be reported to the Ministry.

3.2.5 A SAIT practicum student will starting with PJL in September 2025.

3.3 **Programming**

3.3.1 PJL received an update regarding the ending of the Libraries partnership with Ponoka and Rimbey Neighbourhood Place in June 2025.

3.3.2 36 people attended the first Name that Tune that was held at a local restaurant(Eighteen91).

3.3.3 Slight increase in overall programming attendance in March.

**3.4 Outreach Report**

3.4.1 Lower turnout in March due to other activities being held at other outreach locations.

3.4.2 Centennial Center has reached out regarding a volunteering program for some of their clients.

**3.5 Patron Report**

3.5.1 A few incidents have occured recently requiring the involvement of the RCMP. An emergency response document was received from the Town Of Ponoka

**4.0 Reports**

4.1 Town of Ponoka Report (C. Lloyd)

4.1.1 Priorities and Initiatives meeting was held

4.1.2 Town Council approved the budget on April 22, 2025

4.1.3 Still advocating for funding of the Rising Sun Clubhouse

4.2 HR Committee Update (Alana Cissell)

    4.2.1 Library manager's evaluation documents are ready.

4.3 Policy Committee (Diamond Reid)

    4.3.1 No updates
    4.3.2 Note re: Personnel policy. Finish up in May 2025.
    4.3.3 2 policies to get through in May Collection Development policy and Patron Conduct (done but needs merged with the Child conduct policy).
    4.3.4 Hours of Service policy and Confidentiality and user records policy need to be updated by the end of 2025.

**5.0 Old Business**

5.1 Letter of Concern from other Parkland Libraries (update)

    5.1.1 At the end of March 2025 Library Manager of PJL along with other Library's staff met with PRL. There was a follow up letter. Discussion ensued.
    5.1.2 As a Board it is important to clarify what specifically the Board is looking for from PRL.
    5.1.3 A. Gorrell (Board Chair), will connect with C. David (Town Rep for PRL) and B. Liddle (County Representative) to discuss next steps.

**6.0 New Business**

6.1 Public Library Services Branch Symposium

    6.1.1 Move that the Board supports D. Cundliffe, Library manager, attending the Public Library Services Branch Symposium with a budget of up to $250.00 made by A. Cissell, seconded by L. Morskate

6.2 The Young Canada Works grant was accepted. Wage is $18.04/hour. The grant covers 75% of this wage. $3000 will be taken from the library budget to cover the remainder.

6.3 Canada Summer Jobs grant was withdrawn due to a wage discrepancy and short 8 week timeline $15.00/hour. D. Cundliffe will track the impact of not having this grant.

**Motion to grant a budget of $650.00 for promotional materials made by C. Lloyd, seconded by L. Morskate. Carried**

**7.0 For Information**

7.1 Year End Financial Review - We have received our year-end review from Rowland Parker and Associates.

7.2 Doing a little better financially this year but still not great.

**Next Meeting Date: May 26 , 2025 @ 6:30. Location: PJL**

**<u>Motion</u>: to adjourn at 7:45 made by C. Lloyd, seconded by A. Gorrell.**

Alison L Gorrell
PJL Library Board Chair
K Macaulay
PJL Secretary