

Ponoka Jubilee Library Board Minutes

December 16, 2024



Location: Ponoka Jubilee Library

Present: Current Board Members: Alison Gorrell [Chair], Sharon Rowland [Treasurer] Laeta Morskate, Janice Rarick [Members at large]. Kathleen Macaulay [Secretary], Cal David [Town of Ponoka representative], Diamond Reid, Deanna Cundliffe [Library Manager] Unnamed [County of Ponoka representative]

Regrets: Alana Cissell, Carla Lloyd [Town of Ponoka representative]

Public Present:

1.0 Call to Order at 6:33 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

Motion: to adopt agenda made by S. Rowland. Carried

1.3 Reading and adoption of November 18, 2024 minutes.

Motion: to adopt the November Minutes made by S. Rowland. Carried.

2.0 Finance

2.1 Financial Report for November 2024

2.1.1 Donations in November were high due to hosting 2 fundraisers with a partnering business.

2.1.2 Revenues are 6% higher than projected and expenses are 4% lower than projected.

2.1.3 There is a YTD surplus of \$31 063.87 largely due to not having a library manager for 5 months. S. Rowland will review and compare the budget to ensure that the budget reflects accurate \$ amounts

Motion: to accept the Financial Report for November 2024 as presented by L. Morskate seconded by J. Rarick. Carried.

3.0 Librarian's Report

3.1 Statistics

- 3.1.1 123 Membership Renewals
- 3.1.2 22 New Card Holders
- 3.1.3 Total Items Lent to Other Libraries: 1309 Total Items
- 3.1.4 Borrowed from Other Libraries: 2028
- 3.1.5 Number of Items Circulated: 5206 Circulation down 5% from November 2023
- 3.1.6 Overall Circulation down 0.8 % from last year
- 3.1.7 Circulation (YTD): 52,351
- 3.1.8 Patrons: 2733 25
- 3.1.9 Facebook: 1638 ↑ 3
- 3.1.10 Instagram: 248 ↑ 3

3.2 Operations

- 3.2.1 Parkland has created a new Limited Borrower - Junior patron code for patrons under 18 who cannot provide parental consent will be created in Polaris
- 3.2.2 D. Cundliffe and A. Gorrell met with Sandra Lund to discuss future collaboration/resource sharing. S. Lund passed along the Town's recently reviewed sponsorship policy
- 3.2.3 Several member libraries have some major concerns around the website offering of Parkland. Several libraries are asking to meet with Parkland via Zoom on January 6th, 2025.
- 3.2.4 Staff performance reviews are scheduled to occur in December.
- 3.2.5 A staff meeting was held November 25th to discuss year end and any additional program ideas/concepts in the future.
- 3.2.6 Slower than usual month in check-outs and usage. We'd like to look at options to increase sign-ups at different locations in the new year

3.3 Programming

- 3.3.1 High attendance for children's programming this month, with slightly lower adult attendance
- 3.3.2 "Name That Tune" had a lower than usual turnout rate, likely due to inclement weather (heavy snow and icy conditions)
- 3.3.3 Many programs that are funded by the FCSS grant still have a lot of allocated funds left; library staff expect to front load some of those costs now for next year

3.4 Patron Feedback

- 3.4.1 Several patrons have dropped off notes or cards of appreciation in the last week of November
- 3.4.2 Many of the individuals signed up for the holiday fundraiser expressed excitement that PJJ were hosting the event.

4.0 Reports

4.1 Town of Ponoka Report (C. David)

- 4.1.1 S. Lund is working with A. Gorrell and D. Cundliffe to discuss further collaboration
- 4.1.2 Town Council is happy with where library documents are at

4.2 HR Committee Update (Alana Cissell) – N/A

4.3 Policy Committee (Diamond Reid)

- 4.3.1 Drafted an OHS policy. Now need to go through it with the Library Board Chair and Library manager
- 4.3.2 Public Relations – update on public attending and parameters around them attending.

5.0 Old Business

5.1 Board Development – Ken Allen with PLSB stated his availability would either be March 17th or 31st.

- 5.1.1 Virtual board orientation – specifically looking at a plan of service and reviewing the Library Act. This is a 2-hour session and will be held on March 31st, 2025 @ 6:30 pm. Location is PJL.

6.0 New Business

6.1 Letters of Concern regarding Parkland website

- 6.1.1 Blackfalds Library Board wrote a letter to PRL regarding a general dissatisfaction with the operation, management and maintenance of the PJL website. Library staff and board members are not feeling heard when concerns are being brought forward. This has also been voiced by other libraries boards.

6.2 Update regarding County Budget Presentation

- 6.2.1 Presentation was well received.
- 6.2.2 County council was introduced to D. Cundliffe and informed of her qualifications

6.3 Raffle License

- 6.3.1 D. Cundliffe investigated the AB licensing and gaming commission regarding what is required to qualify for a raffle license. PJL meets the requirements to acquire a license for raffle licenses under \$20 000. The raffle money must go towards supporting library programs.

6.4 Single Day Fine Forgiveness/Food for Fines push

- 6.4.1 Will run for a week starting on January 20, 2025 and ending January 25, 2025

7.0 For Information

- 7.1 PJJ year end closure – PJJ will be closed from December 23, 2024 to January 2, 2025 to do clean up and organization related to the storage units that were purchased.
- 7.2 Christmas greeting sent from the Rick McIver Minister of Municipal Affairs.

Next Meeting Date: January 20, 2025 at 6:30 pm in the Ponoka Jubilee Library.

Motion: to adjourn at 7:43 pm by L. Morskate. Carried.