

Ponoka Jubilee Library Board Minutes

September 16, 2024

Location: Ponoka Jubilee Library

Current Board Members: Alison Gorrell [Chair], Sharon Rowland [Treasurer], Kathleen Macaulay [Secretary], Laeta Morskate, Alana Cissell, Diamond Reid, Janice Rarick [Members at Large], Cal David [Town of Ponoka], Carla Lloyd [Town of Ponoka], Deanna Cundliffe [Library Manager],

Board Present: Alison Gorrell [Chair], Kathleen Macaulay [Secretary], Laeta Morskate, Diamond Reid, Alana Cissell, Janice Rarick [Members at Large], Cal David [Town of Ponoka], Carla Lloyd [Town of Ponoka], Deanna Cundliffe [Library Manager]

Regrets: Sharon Rowland [Treasurer],

CALL TO ORDER 6:32 pm

1.0 Treaty Land Acknowledgement

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.

1.1 Adoption of Agenda

1.2.1 Motion to Adopt agenda made by A. Cissell, seconded by J. Rarick. Carried

1.2 Adoption of June 2024 Minutes

1.2.1 Motion to adopt the May 2024 minutes made by C. Lloyd seconded by A. Gorrell. Carried

2.0 FINANCE

2.1 Financial Report for June-July 2024

- 2.1.1 Advertising budget was utilized for printing flyers for the library so is almost used up.
- 2.1.2 Copier and Lease, Program costs are higher in July due to summer programming costs.
- 2.1.3 Miscellaneous recovery substantially higher in July than previous months (i.e. sale of headphones)

2.2 Adoption of Financial report: Motion to approve financial report as read made by L. Morskate, seconded by C. Lloyd . Carried

3.0 LIBRARIAN'S REPORT

3.1 Statistics

3.1.1 Circulation up 3% from this period last year Circulation: 16447

3.1.2 Summer Average Circulation: 5482 ↑ 232 Circulation is up 4.5% from May

3.1.3 Overall circulation is up 3% from last year. Circulation (YTD) 43 006

Patrons 2750 which is down by 68. PRL is getting more efficient at deleting expired accounts

3.1.4 Social Media - Facebook: 1624 ↑ 11 Instagram: 237 ↑ 2 Twitter: 727 (no change)

3.2 Operations

- Received our Municipal Affairs and Rural Services funding in July.
- Parkland reached out to us offering us a free 1/4 page advertisement in Ponoka News. Information regarding new and returning programs has been provided for the advertisement, which should be run in the beginning of October.
- The library had two T Rex exhibits displayed in the atrium during the summer.
- Parkland put out a survey to request feedback and address ongoing concerns regarding library websites.
- “Name That Tune” Fundraiser has been moved to Ponoka Jubilee Library

3.3 Programming Report

- Central Alberta Fanfest took place on August 17th and had 186 participants.

Name That Tune was cancelled in July due to lack of interest.

- The Summer Reading Club had fewer than usual participants in the upper age categories. This may be because we did not change programs for kids who weren't school-aged, instead sticking with the regular programs for children who were younger than kindergarten.

- After a Programmer's' Meeting in July, discussion was had on the structure of fall programs. Two programs have been put on hiatus for the fall months: Lego Club and Thinkers and Tinkers. Three new programs will occur instead: Teen Art Explosion (13+), Gigglers Guild (5-8), and Loony Loony Crafternoon (9- 12) in the hopes of reigniting interest in our children's programs for school-aged kids.

- I will be running a Young Adult book club for 16+ individuals, which will meet monthly, starting in October.

3.4 Outreach Report

- After determining the ongoing costs of lost items, we have decided to no longer provide access to our print collection to Centennial Centre -- instead we will help interested patrons set up access to online resources. A. Cissell will see if she is able to track down missing books.
- We have continued to utilize some of the FCSS grant to purchase additional large print items specifically for outreach programs.

4.0 REPORTS

4.1 Town of Ponoka – C. David and C. Lloyd

4.1.1 C. David attended the PRL meeting virtually on Sept. 12

- Still not joining the Alberta Municipal Libraries. It was put to a vote and was voted down.
- Budget was endorsed in May of 2024. There was a drop due to a population

decrease Town went from 7518-7331 which also means a increase to pay. There was a 1.9% increase to the budget but inflation rates are higher than that.,

- There was a vacant seat as J. Coston from Rimbey has resigned. Mark Mouseau from Parkland Beach is the new member
- Advocacy committee (Stettler) Gord Lawlor recommended a wine survivor fundraiser. He stated that it is a very successful fundraiser.
- Innisfail has a human library fundraiser that is also successful
- Bentley Library is having their 75 anniversary as is Provost Library.

4.1.2 PRL is addressing the website issues so that it more user friendly

4.1.3 Updated the Libraries Act. Municipalities no longer have to be part of library boards. PJL board needs to make changes that reflect this. Invite member of Town Council to attend rather than having them appointed. Board members were set to be reappointed in November 2024. Municipal boards can appoint up to 2 councilors to a municipal library board.

4.1.4 Homelessness is still an issue in town. Some of this is due to justice placing people in the community that are not originally from the community.

4.1.5 Town Council Board Members are attending the AB municipalities conference next meeting.

4.1.6 Discussed posting library updates on the town page of the local newspaper.

4.2 HR Committee Update – A. Cissell – no updates

4.3 Policy Committee – D. Reid

4.3.1 Policy review document will be sent out prior to the PJL board meeting on October 21st for the board to review.

4.3.2 Key documents tracker needs to be updated

4.3.3 Personnel policy needs finalized

4.3.4 Finance policy for expenses being claimed. D. Reid has added meals, mileage conferences and accommodations to the policy. The timeline to submit expenses. Minimum expense to claim is \$50 and the claim must be submitted within two weeks of the expense incurred. Expenses for the previous month will be paid by the first business day of the following month.

4.3.5 D. Reid is working on the finance policy for expenses being claimed. It will be updated to include dollar amounts and deadlines to make a claim.

Petty cash may be used at the discretion of the library manager.

5.0 New Business

5.1 Presentation on Local Appropriation and 2025 Library Budget Submission (Alison G., Alana C., Deanna C.)

5.1.1 PJL is the lowest funded out of 36 comparable libraries in the region.

5.1.2 Local appropriation is \$96 660 compared to the others who range from \$172 887 – \$246 975. 96% of the budget goes towards salaries.

5.1.3 Discussion around future funding and where does the PJL board go from here. D. Cundliffe will engage in aggressive grant writing but if this is not successful the cost saving will be derived through staff reduction.

6.0 For Information

6.1 Upcoming Board Meeting Dates for 2024/2025

October 21, 2024;
November 19, 2024;
December 16, 2024
January 20, 2025; (executive Elections)
February 24, 2025;
March 17, 2025; (plan of service development)
April 28, 2025;
May 26, 2025;
June 16, 2025.

6.2 September 16, 2024 to present and discuss 2025 budget; March 17, 2024 will be devoted to discussions around Plan of Service.

6.3 Meeting on September 24 @6:30 @ PJL regarding budget and budget approval. Proposed budget will be submitted to town finance following the meeting.

Next Meeting Date: October 21, 2024 at 6:30 pm at PJJ

Move to adjourn @ 8:48 pm made by L. Morskate , seconded by K. Macaulay . Carried

Signature – A. Gorrell, PJJ board chair

Signature K. Macaulay, PJJ secretary