

Ponoka Jubilee Library Board Minutes

November 18, 2024



Location: Ponoka Jubilee Library

Present: Current Board Members: Alison Gorrell [Chair], Sharon Rowland [Treasurer] Laeta Morskate, Alana Cissell, Janice Rarick [Members at large] Carla Lloyd [Town of Ponoka representative].

Regrets:

Kathleen Macaulay [Secretary]
Cal David [Town of Ponoka representative]
Diamond Reid
Unnamed [County of Ponoka representative]

Public Present:

1.0 Call to Order at 6:30 PM

- 1.1 Treaty and Land Acknowledgement
- 1.2 Adoption of Agenda

Motion: to adopt amended agenda by Alana Cissell . Carried

- 1.3 Reading and adoption of October 21, 2024 minutes.

Motion: to adopt the Minutes with amendments by Carla Lloyd. Carried.

2.0 Finance

2.1 Financial Report for October 2024

- 2.1.1 June, July and August was reflected in the donation line. S. Rowland will revise and update the spreadsheet to reflect accurate amounts.
- 2.1.2 There is a budget surplus of about \$26 000 which will not be enough to meet the 15 month budget.
- 2.1.3 D. Cundliffe broke down detailed grant line items.

Motion: to accept the Financial Report for October 2024 as presented by Carla Lloyd. Carried.

3.0 Librarian's Report

3.1 Statistics

- 3.1.1 123 Membership renewals, 23 new card holders, Total items lent to other libraries – 1309, Total items borrowed from other libraries – 2028
- 3.1.2 Number of items circulated – 5201. Circulation up 3% from October 2023
- 3.1.3 Overall circulation up 1.8% from last year
- 3.1.4 Social media: Facebook up 3, Instagram up 2

- 3.1.5 On average patrons have saved 4360.68 to date this year which is up \$208.04 from last year.

3.2 Operations

- 3.2.1 Several staff opted to take vacations during the month of October
- 3.2.2 Several staff who run programs have complained about the lack of storage space available in the library for items they need for their programs
- 3.2.3 We are putting together a fundraiser with a local business (Leen's Greens) for the holiday season. There will be a couple of workshops to produce some holiday decor, costing \$50 per person with \$15 per person going to the library
- 3.2.4 The Canada Summer Jobs grant was paid out in October.

3.3 Programming

- 3.3.1 We had high attendance for programs this month, likely due to a 5 week month and our special event
- 3.3.2 Our collaboration with the Moose Hall on the Family Halloween Party had 180 attendees
- 3.3.3 Attendance is picking up for the new programs we started last month
- 3.3.4 Outreach maintains consistent use
- 3.3.5 A new staff member was trained to run outreach for vacation coverage this month

3.4 Patron Report

- 3.4.1 PJJ has received several calls offering support for our food pantry and having Coats for the Cold rack in the library
- 3.4.2 There have been several requests regarding directing people to the food pantry and winter clothing as an available resource

4.0 Reports

4.1 Town of Ponoka Report (Carla Lloyd)

- 4.1.1 Budget discussions are ongoing

4.2 HR Committee Update (Alana Cissell)

- 4.2.1 No report

4.3 Policy Committee (Diamond Reid)

- 4.3.1 No report

5.0 Old Business

5.1 Proposed employee wage grid for 2025

Motion: to table approval of proposed employee wage grid until a PJI budget is approved by Town and County councils by Alison Gorrell. Carried.

6.0 New Business

6.1 PJI Board Development

6.1.1 Board development proposed date are March 3 or 10, 2025 @ 6:30 pm. Alison will confirm with Ken Allen, library advisor through Gov't of AB.

6.2 Storage Unit Purchase Proposal

6.2.1 Motion to approve, as proposed by the library manager, the purchase of 3 storage units at the total cost of \$2895.78 to come from the remaining operating reserves proposed A. Cissell. Carried

6.3 Seasonal Hours Proposal

6.3.1 Discussion around seasonal operational hours. More data is needed to make an informed decision.

7.0 For Information

7.1 Tenure of Alison Gorell was renewed on November 12, 2024, through to October 2027.

Next Meeting Date: December 16, 2024, at 6:30 pm in the Ponoka Jubilee Library.

Motion: to adjourn at 7:47 pm by Laeta Morskate. Carried.