

Ponoka Jubilee Library Board

Minutes

October 21, 2024

Location: Ponoka Jubilee Library

Current Board Members: Alison Gorrell [Board Chair], Sharon Rowland [Treasurer], Kathleen Macaulay [secretary], Laeta Morskate, Diamond Reid, Alana Cissell, Janice Rarick [members at large], Cal David {Town representative}, Carla Lloyd {Town representative}, Deanna Cundliffe [Library Manager]

Board Present: Alison Gorrell [Board Chair], Sharon Rowland [Treasurer], Kathleen Macaulay [secretary], Laeta Morskate, Diamond Reid, Alana Cissell, Janice Rarick [members at large], Carla Lloyd {Town representative}, Deanna Cundliffe [Library Manager]

Regrets: Cal David {Town representative}

1.0 CALL TO ORDER 6:31 pm

1.1 Treaty 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

- 1.2.1 Motion to Adopt agenda made by C. Lloyd, seconded by A. Gorrell. Carried

1.3 Adoption of September 16, 2024 Minutes

- 1.3.1 Motion to adopt the September 2024 minutes as amended made by L. Morskate seconded by A. Cissell. Carried

1.4 Adoptions of Ad Hoc Meeting Minutes for September 24, 2024

- 1.4.1 Motion to adopt the September 2024 Ad Hoc minutes made by A. Cissell seconded by L. Morskate. Carried

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2.0 FINANCE

2.1 Financial Report for September 2024

- 2.1.1 Overall expenses were at a deficit for the month of August 2024 due to it

- having three pay periods
- 2.1.2 Programming revenue was at zero for the months of June, July and August. D. Cundliffe will investigate where this revenue is.
 - 2.1.3 YTD revenues from fines are higher than expected
 - 2.1.4 Budget line 48495 – other grants should also list the endowment grant.
 - 2.1.5 Overall year to date revenues are higher than predicted.
 - 2.1.6 YTD permanent salary expenses are only at 49.38% due to there being no Library Manager for 3 months in the fiscal year.
 - 2.1.7 New expense line – permanent employee bonus 3% - this is instead of paying benefits.
 - 2.1.8 Program costs are very high in September due to purchases over the summer and preparing for programming in the fall.
 - 2.1.9 Book purchase expenses appear high. The amount does not reflect that the Schmidt Endowment Fund is also used for book purchases.

Motion to adopt as presented made by C. Lloyd, seconded by S. Rowland. Carried

2.2 Trending Local Appropriation over the past 10 years

- 2.2.1 Just the Town County will be presented to in November
- 2.2.2 PJL 10 Yr historical trend – 2022 the population went up so appropriation per capita went down.

3.0 LIBRARIAN'S REPORT

3.1 Statistics

- 94 Membership Renewals
- 18 New Card Holders
- Total Items Lent to Other Libraries: 1107
- Total Items Borrowed from Other Libraries: 1856
- Number of Items Circulated: 4688, equal to Sept. 2023
- +2% S
- Social Media:
 - Facebook: 1632 ↑ 8
 - Instagram: 243 ↑ 5
 - X: 727 (no change)
 - On average patrons have saved \$325.12 to date this year, which is up from \$196.73 this time last year September 2024
 - Stats Overall Circulation up 2% from last year Circulation (YTD): 47162 Patrons: 2758 ↑ 8

3.2 Operations

- Four staff members attended the Parkland Conference on September 23rd.
- Advertisement for library programs for the fall was run in Ponoka News in early October.
- Approached BGC Youth Centre about potential collaboration during summer programming, to be revisited in January. Collaboration has happened in the past
- Autumn-Winter typically has many grants opening for submission. D. Cundliffe has begun the process of researching and writing for several grants.
- Grant application for Young Canada Works has begun.
- D. Cundliffe Attended the FCSS interagency meeting in September to discuss potential organizations to collaborate with and determine if there are overlaps in services

3.3 Programming Report

- Slightly lower than usual program attendance during September for programs. The first two weeks of the month had a program hiatus as there was a program refresh
- “Name That Tune” successfully ran in the library
- Launched three new brand new programs, as well as the addition of Campfire Stories (returning from last year)
- Fairy Tale Picnic (ages 0-6). There has been significant positive feedback in recent weeks from numerous patrons. There are upwards of 20 attendees each week.
- Hickory Dickory Tots, a partnership with the gymnastics club, resumed in September and is enjoying continued high attendance rates.

3.4 Outreach Report

- 3 new patrons signed up for outreach services this month
- There is an increasing demand for audiobooks for these patrons

3.5 Patron Feedback

- We did receive a patron complaint about being closed on Sept. 30th, A letter explaining that September 30 is a Federally recognized holiday was provided to the patron. There has been no further response was received from the patron.

3.6 Conference Reports

- [Conference Reports.pdf](#)

4.0 REPORTS

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

- 4.1.1 Last two council meetings have been listening to budget presentations. There is an understanding and willingness to move forward collaboratively. October 29 and 3 are two full days of budget reviews.
- 4.1.2 PJL's budget presentation was well received. Lots of front end worked helped this process.
- 4.1.3 The primary focus of Council currently is finalizing budgets presented.

4.2 HR Committee Update – A. Cissell

4.2.1 Terms end dates:

- A. Cissell Dec. 2025
- S. Rowland Oct. 2025
- K. macaulay Oct. 2026
- L. Morskate will contact V. Somerville to find out when her term is complete.

4.3 Policy Committee – D. Reid

4.3.1 The following will be updated:

- Personnel is updated and needs to be shared in the larger document

4.3.2 All policies that have been mandatory to review have been reviewed. Next policies to be reviewed are open.

4.3.3 Some questions arose regarding policies

- Payroll – are payroll records kept ie time sheets. Answer N, timesheets are no longer submitted. Sling is the program used to clock in and out. D. Cundliffe reconciles through Sling and compares to the staffing schedule. Staff are paid for hours worked, not what is on the schedule.
- Dress code – Smart casual. Clean, simple cut pieces. Not branded

5.0 OLD BUSINESS

5.1 Town and County members are not required to be a part of library boards.

- 5.1.1 Update – discussion was had regarding this not being a change. participation was always optional. Further review of this will be done to ensure that the requirements for town councillors to attend has been changed to a 'may'.

Motion to annually invite 2 Town Councilors to sit on the PJL board. This would be done by September 30 of each year. Motion made by L. Morskate and seconded by S. Rowland.
Carried

6.0 NEW BUSINESS

- 6.1** Proposed employee wage grid for 2025
Tabled until the November 18, 2024 PJL board meeting

7.0 INFORMATION ITEMS

- 7.1** A. Gorrell's tenure ends in October. Board must vote on Chair position and pass it along to Ponoka Town Council.

- 7.1.1 A. Gorrell has submitted a written letter of interest to remain board chair.

- 7.1.2 S. Rowland - presentation to the Town went well and seemed to be well received.

- 7.1.3 FCSS alluded to not being able to provide PJL with funds in 2025. PJL looking at how to generate funds (i.e. look at examples like the Handivan fundraiser)

Next Meeting Date: November 18, 2024 at 6:30 pm at PJL

Motion to adjourn made by L. Morskate
Adjourned @ 8:05