Ponoka Jubilee Library Board Minutes
December 15, 2025

Location: Ponoka Jubilee Library

Present: Alison Gorrell[Chair], Sharon Rowland [Treasurer], Laeta Morskate, Janice Rarick [members at large], Carla Lloyd and [Town of Ponoka representatives], Deanna Cundliffe[library manager], unnamed[county of Ponoka Representative]

Regrets: Kathleen Macaulay, Teri Underhill, Diamond Reid

Call to Order 6:40pm

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

1.2.1 Addition 6.1 Board Executive positions

1.2.2 Addition 7.3 for information - Board meeting packages

Motion: to adopt agenda with additions by J. Rarick seconded by L. Morskate. Carried.

1.3 Reading and adoption of November 17, 2025 minutes.

Motion: to adopt the November 17, 2025 minutes made by C. Lloyd seconded by J. Rarick. Carried.

2.0 Finance Report for October 2025

2.1 Monthly variance for November showed an overall surplus of $3200.03 and year to date surplus of $21 917.90

Motion: to accept the Financial Report for November 2025 as presented made by S. Rowland seconded by L. Morskate. Carried.

3.0 Librarian's Report

3.1 **Statistics**

3.1.1 71 Membership Renewals

3.1.2 34 New Card Holders

3.1.3 Total Items Lent to Other Libraries: 1,263

3.1.4 Total Items Borrowed from Other Libraries: 1,829

3.1.5 Total Borrowed eContent Items: 719

3.1.6 Number of Items Circulated: 5,101, a 2% decrease from November 2024

3.1.7 Total Circulation (YTD): 61,239 Patrons: 2753 decrease by 46 Overall yearly circulation increase by 7%

3.2 **Operations**

3.2.1 Applied for summer student roles through Young Canada Works and Canada Summer Jobs grants.

3.2.2 Met with Parkland, Rimbey, and Maskwacis library to discuss Parkland services and needs, especially around recommendations for staff development and training.

3.2.3 Staff meeting was held on November 21st

3.2.4 Parkland has made the decision to purchase CloudNine for the entire region (this is the upgraded version of PC Reservation, which is used to monitor our computer usage), and is working on rolling out the software to member libraries.

3.2.5 Continuing to work on grants to pursue funding for programs next year.

3.3 **Programming**

3.3.1 The first Lightsaber Dueling Club was held in December, to great success

3.3.2 The wreaths and centrepieces fundraiser had 14 participants, and was another successful partnership event.

3.3.3 Adult programming this month had strong turnout, with many people expressing excitement over the changes in programs this fall

3.3.4 Tech Tuesday remains very busy, even with last-minute cancellations due to illness. Anticipating a spike in demand after the holidays.

3.3.5 Children's programs remain popular and well attended.

3.3.6 Surveys are to be distributed in December to program attendees to receive feedback on programs for next year.

3.4 Outreach Report

3.4.1 Steady use in November Additional requests in December are anticipated to slow down, as many people focus on the holidays

3.4.2 We continue to offer assistance to users if they prefer to utilize Libby or

3.4.3 CloudLibrary, with staff spending some time this month in assisting patrons in setting up those accounts

3.5 Patron Report

3.5.1 One incident occurred in the library in November

4.0 Reports Town of Ponoka Report - (C. Lloyd)

4.1.1 Budget deliberations held at the end of November with interim budgets approved

4.1.2 Alberta municipalities are hosting a series of webinars around grants. C. Lloyd will provide further information

4.1.3 C. Lloyd will follow up with CAO Sandra Lund regarding the sublease with Town/Library

4.2 HR Committee Update (Alana Cissell)

4.2.1 N/A

4.3 Policy Committee (Diamond Reid)

4.3.1 Workplace Health and Safety policy - update

4.3.1.1 Tabled until the January 19, 2026 board meeting.

5.0 Old Business

5.1 Plan of service 2026-2028 draft

5.1.1 Board chair presented "A message from the board "which was accepted for inclusion in the document , further review completed with recommendations next review January 19, 2026 meeting

5.2 Board membership extension request has gone to council and will be meeting early January

6.0 New Business

6.1 Board Executive Positions

6.1.1 Positions to be held at the January 19 meeting include board chair, treasurer(vice chair) and secretary

7.0 For Information

7.1 Bill C15 …. Deanna reviewed the impact that this Bill has on libraries ,discussion ensued the board will write a letter to our MP and MLA expressing

7.2 Safety audit request no response received yet

7.3 Board meeting packages a reminder that effective January 19 2026 meeting members will receive the PJL agenda and minutes printed other documents will be presented on screen

Next Meeting Date: January 19, 2026 @ 6:30. Location: PJL

<u>Motion</u>: to adjourn at 7:50pm.