Ponoka Jubilee Library Board Minutes
March 16, 2026

Location: Ponoka Jubilee Library

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

Present: Alison Gorrell [Chair], Sharon Rowland [Treasurer], Janice Rarick, Alana Cissell, [members at large], Teri Underhill [Town of Ponoka representatives], Deanna Cundliffe [library manager], unnamed[county of Ponoka Representative]

Regrets: Kathleen Macaulay, Carla Lloyd, Diamond Reid

Call to Order: 6:08 pm

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 with amendments made by S. Rowland seconded by L. Morskate. Carried.

1.3 Reading and adoption of February 23, 2026 minutes.

Motion: to adopt the February 23, 2026 minutes made by A. Cissell seconded by A. Gorrell. Carried

2.0 Finance Report for February 2026

2.1 Finance Report for February 2026

2.1.1 Budget is in great shape

2.1.2 Still awaiting confirmation from the County in regards to the grant. Potentially will hear by April 2026.

2.1.3 Periodicals front loaded due to renewals

2.1.4 February was a three pay period month

Motion: to accept the Financial Report for February 2026 as presented made by A. Cissell, seconded by J. Rarick. Carried

3.0 Librarian's Report

3.1 Statistics

3.1.1 61 Membership Renewals

3.1.2 28 New Card Holders

3.1.3 Total Items Lent to Other Libraries: 1,280

3.1.4 Total Items Borrowed from Other Libraries: 1,756

3.1.5 Total Borrowed eContent Items: 770

3.1.6 35 new patrons

3.1.7 Social media platforms stable

3.2 Operations

3.2.1 The Parkland e-Resources committee wrapped-up in February, with several new selections being made for access to news media, professional development, and multi-lingual children's audio books. These are going to be rolled out through Parkland over the next several months.

3.2.2 PJL's Parkland consultant has agreed to assist staff with some weeding support for our collection and have agreed to assist us in helping us to redesign our space for better safety and accessibility for staff and users.

3.2.3 PJL's Plan of Service was submitted and accepted by the Public Library Services Branch.

3.2.4 PJL closed for one day in February due to staffing shortages and weather

3.3 Programming Report

3.3.1 Tunes and Trivia had 47 attendees in February and continues to be PJL's largest and best attended adult program.

3.3.2 A few larger restaurants have been approached asking that they be included in the rotation to accommodate the growing popularity of this program.

3.3.3 Fairytale Picnic (0- 5 literacy program) has been split into two sessions, as the program room was not able to accommodate the number of participants.

3.3.4 Two special programs in February (blind date with a book, hot chocolate jar workshop), which were both very popular.

3.3.5 Overall high attendance to programs this month, with many being at maximum capacity

3.4 Outreach Report

3.4.1 One outreach session had to be cancelled this month due to weather.

3.5 Patron Report

3.5.1 One incident was reported in the library in February.

4.0 Reports

4.1 **Town of Ponoka Report - (T. Underhill & C. Lloyd)**

4.1.1 T. Underhill attended the Parkland Library meeting

4.1.1.1 Made sure Board members know what PRL does.

4.1.1.2 Advocating for funding from the government

4.1.2 The Town has completed strategic planning for 3 projects. More information is coming.

4.2 HR Committee Update (A. Cissell)

4.2.1 Safe guards have been implemented so that emails are secure and only sent if appropriate.

4.3 Policy Committee (D. Reid)

4.3.1 Bylaws

4.3.1.1 The PJL Board reviewed this policy. D. Cundliffe and A. Gorrell adjusted the document as needed. The Bylaw policy will be sent to Board members to review and a motion will be passed to accept the policy with amendments.

4.3.2 Patron and Child Conduct Policy

4.3.2.1 D. Cundliffe and A. Gorrell reviewed the Patron and Child Conduct Policy. This policy will be reviewed completely at the April 2026 Board meeting.

5.0 Old Business

5.1 **Lease Agreement – Update**

5.1.1 The lease agreement has been sent to S. Lund for review. A meeting will be organized to review concerns raised by the board.

5.2 **Safety Audit – Update**

5.2.1 The Board is in contact with the Town regarding this. Information was requested on December 1, 2025 with no response by February 24, 2026

6.0 New Business

6.1 Perception of Public Libraries Omnibus Research

6.1.1 The research is suggesting that Albertans trust public libraries.

6.1.2 Funding should be increased as population and inflation rates increase.

7.0 For Information

7.1 Parkland 2025 Budget Report

7.1.1 Alberta's library funding model has not kept pace with dramatic population growth and economic challenges. Despite serving more Albertans than ever, library funding from the Province has stalled while operational demands have accelerated.

7.1.2 We are asking the Government of Alberta to:

7.1.2.1 increase the per-capita Library Services grant from $5.60 to $6.94

7.1.2.2 Increase the per-capita Operating Grant for regional systems from $4.75 to $5.90

7.1.2.3 Allocate funding based on current population data, and to update those figures annually

7.1.2.4 Index per-capita grants to inflation going forward

7.1.3 Combined Service Population 10,000+ (Blackfalds, Camrose, Innisfail, Lacombe, Olds, Ponoka, Rocky Mountain House, Stettler, Sylvan Lake)

7.1.4 Total Income Average - $570,141.37

7.1.5 Total Expense Average - $574,737.41

7.1.6 Over/Under Average -$4,596.41

Next Meeting Date: April 20, 2026 @ 6pm at the Ponoka Jubilee Library

Motion to adjourn made by L. Morskate seconded by A. Gorrell.

Adjourned @ 7:49 pm