Ponoka Jubilee Library Board Minutes
October 20, 2025

Location: Ponoka Jubilee Library

Present: Alison Gorrell[Chair], Kathleen Macaulay[secretary], Sharon Rowland [Treasurer], Laeta Morskate, Alana Cissell, Diamond Reid, Janice Rarick [members at large], Cal David [Town of Ponoka representative], Deanna Cundliffe[library manager], unnamed[county of Ponoka Representative]

Regrets: Carla Lloyd

1.0 Call to Order 6:01pm

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 by S. Rowland seconded by J. Rarick. Carried.

1.3 Reading and adoption of June 2025 minutes.

Motion: to adopt the September minutes with amendments made by L. Morskate seconded by J. Rarick. Carried.

2.0 Finance

2.1 Financial Report for September 2025

2.1.1 Tabled due to a delay in Treasurer receiving the reports. September and October reports will be reviewed in November.

~~**Motion: to accept the Financial Report for September 2025 and as presented made by seconded by . Carried.**~~

3.0 Librarian's Report

3.1 **Statistics**

3.1.1 79 Membership Renewals, 29 New Card Holders

3.1.2 Total Items Lent to Other Libraries: 1,227

3.1.3 Total Items Borrowed from Other Libraries: 1,808

3.1.4 Total Borrowed eContent Items: 675

3.1.5 Number of Items Circulated: 4,882, a 4% increase from September 2024

3.1.6 Total Circulation (YTD): 50,210 Patrons: 2799 decrease by 2 Overall yearly circulation increase by 6%

3.1.7 Facebook: 1,711 7 Instagram: 299 (no change)

3.2 **Operations**

3.2.1 PJL hired a new casual clerk to ensure adequate clerk coverage.

3.2.2 PJL Manager, program coordinator and Board Chair met with the Town of Ponoka to discuss a collaboration on our resources during the teacher's strike. Agreed to facilitate one program a week at the Town's day camps, as well as creating a Town of Ponoka library card to allow them to check out and utilize materials off site for their programs.

3.2.3 Board Chair and PJL manager met to go over the Plan of Service.

3.2.4 PJL staff attended and had a table at Empty Bowls this year. PJL Manager introduced the new program coordinator to a number of different organizations in Ponoka so that we can continue to build relationships and develop partnership opportunities.

3.2.5 PJL practicum student began his practicum at the library, and has been working with the program coordinator on program facilitation and development.

3.2.6 Continuing to monitor post workers' strike to ensure that any invoices are paid in a timely manner.

3.2.7 The front desk patron counter broke this month after being knocked off the front desk. An order has been placed for a new one.

3.3 **Programming**

3.3.1 A community member, Reg Gallup, approached the library to offer volunteer tech assistance. PJL manager agreed and has set up Tech Tuesdays, where the community can book a time with Reg to receive tech help. This is already a very popular offering, with Reg being entirely booked within a week until the end of November.

3.3.2 PJL had good turnout for the Orange Shirt Day beading project, with 20 people showing up to participate. There are currently have enough supplies to offer this activity again next year.

3.3.3 Overall high attendance this month, including new programs.

3.3.4 Lego club made a return at a once per month basis, feedback is that the timing and frequency better fits the attendees' availability.

3.3.5 One of PJL's most popular children's programs, Fairy Tale Picnic, has seen significant increases in attendance; to the point that there are more attendees than there is room for in our program room. Consideration is being made to switch to pre-registration or running an additional program if needed.

3.4 Outreach Report

3.4.1 One outreach session to Seasons and Rimoka had to be cancelled due to staff illness

3.4.2 Slightly lower use statistics due to fewer visits.

3.5 Patron Report

3.5.1 PJL received a formal complaint from some Cree speakers. They have stated that the spelling on our signage within the library is incorrect and incompatible with

spelling conventions in Cree. They have requested we change the signs and wanted to know who our original translator was. PJL manager will connect with Maskwacis library Manager to to review.

4.0 Reports

4.1 **Town of Ponoka Report - (C. David and C. Lloyd)**

4.1.1 Public expressed interest in how the Library is supported during the Town Council campaign.

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 November Board meeting.

4.3.2 Card Holder policy

4.3.2.1 Tabled until November Board meeting.

5.0 Old Business

5.1 Capital Reserves Account Update

5.1.1 A. Gorrell was able to connect with P. Baron @ Servus Credit Union regarding the deactivated account which has now been reactivated. If it is not used in the next 6 months it will be deactivated again.

S. Rowland moved that the $12 485.76 in Capital reserves line number 10040 be moved to operational reserves line # 10030. Carried

5.2 Budget 2026 Proposals

5.2.1 Due to elections occurring on October 20 , 2025 the proposed budget to Town Council will either occur on November 10 or 17th. Deliberation will occur on November 25 and 26, 2025. November 29, 2025 is the tentative presentation by the Library to County Council.

S. Rowland moved that the 3 proposed budget scenarios be brought forward to both Town and County Councils with amendments as discussed at the October board meeting seconded by A. Gorrell. Carried

Motion made to have PJL agenda and minutes on paper but all other documents will be presented/provided online, seconded by S. Rowland. Carried

5.3 Ryan Dowd Conflict De-escalation Training - Update

5.3.1 Ponoka/ Rimbey Campus Alberta Central, Adult Learning Society, Town of Ponoka and PJL will participate in this training at a cost of $1269.00 for all four parties. This may potentially be paid for by FCSS.

6.0 New Business

6.1 Plan of Service 2026-2028 Draft

6.1.1 Review will occur by Board members prior to the November Board meeting and will be discussed at the November meeting in its entirety.

6.1.2 A copy of the needs assessment results will be given to Town Council ahead of time.

6.2 Program Room Use – Outside Organizations

6.2.1 Tabled until the November meeting so PJL manager has time to look into insurance and liability.

6.3 Conference Reports

6.3.1 PJL staff provided comprehensive reports and feedback regarding the conferences and sessions they attended. THe conferences were Stronger Together and PRL conference. Staff are excited to integrate their new learning into programs and were pleased with the opportunity to connect with others.

6.4 Black Press Media Account

6.4.1 Program Coordinator reached out to Black Media Press regarding advertising. PJL used to have an account with them but it is no longer active. BMP advised PJL to talk to the Town regarding partnering with them on their info page.

7.0 For Information

7.1 Tenant Meeting with CAC, Adult Learning, Town of Ponoka, and PJL – Oct. 7, 2025

7.1.1 A. Gorrell and K. Macaulay will collect Workplace H&S checklists from their employers to begin the process of creating one for the library

Next Meeting Date: November 17, 2025 @ 6:30. Location: PJL

<u>Motion</u>: to adjourn at 7:56 made by L. Morskate, seconded by K. Macaulay.