Ponoka Jubilee Library Board Minutes
September 15, 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

Public Present:

1.0 Call to Order 6:31 pm

1.1 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 A. Cissell seconded by D. Reid

1.3 Reading and adoption of June 2025 minutes.

Motion: to adopt the June minutes made by S. Rowland seconded by J. Rarick. Carried.

2.0 Finance

2.1 Financial Report for Summer 2025

2.1.1 June and July saw a surplus in revenue. August was in a deficit due to three pay periods in that month. YTD is holding a surplus in revenue.

2.1.2 Programming is higher than budgeted for but is explained by the increase in program costs over the summer months.

2.1.3 Staff training looks to be over budget - this explained but the one time cost of staff paying ahead of time to attend the Stronger Together Conference.

2.1.4 Many budget lines showing overages (Fines, Periodicals, Advertising, Membership fees) are due to one time purchasing events so will balance or be below budget by the end of the fiscal year.

2.1.5 Program costs will go over budget at the end of the fiscal year due to summer programming expenses.

2.1.6 Overall the budget is where it should be and will balance at the end of the fiscal year.

Motion: to accept the Financial Report for January - December 2025 and as presented made by L. Morskate seconded by K. Macaulay . Carried.

3.0 Librarian's Report

3.1 **Statistics**

3.1.1 300 Membership Renewals

3.1.2 79 New Card Holders

3.1.3 Total Items Lent to Other Libraries: 3,746 Total Items Borrowed from Other Libraries: 5,754

3.1.4 Total Borrowed eContent Items: 1452

3.1.5 Total Circulation (YTD): 44,608

3.1.6 Patrons: 2801 increase by 77

3.1.7 Overall yearly circulation increase by 4%

3.2 **Operations**

3.2.1 Parkland has informed that PC Reservation (the computer monitoring and reservation software) is approaching end of life, and will likely become unsupported by the originating company in 2026. Parkland has asked member libraries to consider if they should migrate to the upgraded software (CloudNine) in the future. No final decision has been made as of yet, but a change in software would come with an increased cost.

3.2.2 Needs assessment survey results arrived in July.

3.2.3 A new Program Coordinator has been hired.

3.2.4 Parkland has created an advisory committee for e-Resources, as requested by library managers via letters earlier in the year.

3.2.5 The Alberta government issued a ministerial order that has had the result of banning many books in school libraries. The provincial government has since modified the order to broaden the definitions of books not to be in school libraries.

3.2.6 The Alberta Teacher's Association has issued a strike notice. If a strike occurs, more traffic is expected in the library.

3.3 **Programming**

3.3.1 Summer Reading Club doubled the number of children registered over 2024, 80 to 171 participants. During the summer there were 7 programs for the club run every week, with an increase both in registration and program attendance.

3.3.2 (Gigglers' Guild) after school programs , is being discontinued. Another program aimed at young children is being revitalized and renamed to target babies and toddlers in the fall.

3.3.3 Centennial Centre has begun to bring in some of its clients in for Seniors Tea on a bi-monthly basis.

3.3.4 Tunes and Trivia is now averaging 20 participants per event.

3.3.5 Central Alberta Fanfest was held in July this year, with a modest increase in attendance (192 over 186 last year).

3.3.6 Alberta author (Jacqueline Louie) to come in for an author reading and discussion on October 4th, who has written a non-fiction book with a local history connection.

3.3.7 A special event for National Day of Truth and Reconciliation – a local artisan is going to run a session on orange shirt pins

3.4 Outreach Report

3.4.1 Slightly lower use at Seasons/Rimoka/Centennial due to other summer activities.

3.4.2 Volunteers from Centennial Centre, as well as additional volunteers coming in to assist for SRC this year

3.4.3 Our new program coordinator has scheduled time to attend some schools open houses to advertise programs/services to students and parents

3.5 Patron Report

3.5.1 Summer saw an increase in incidents at the library, with emergency services being called by the library on one occasion.

4.0 Reports

4.1 Town of Ponoka Report

4.1.1 Meeting was held on Sept. 9, 2025. Discussed that other committees have access to Town Facilities but because the PJL board gets an honorarium they will not have free access. This is not an issue with the Board.

4.1.2 PRL regional - it was decided COLA is a 2.3% increase but staff getting both a staff salary grid increase and COLA was voted down. There will just be a salary grid increase.

4.1.3 LIBBY is still debating virtual or in person meetings or moving to a hybrid model.

4.1.4 There is a need for more delivery vans.

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 table until October to allow time to align content more closely with the Town's policy.

4.3.2 Card Holder policy will be reviewed in October

5.0 Old Business

5.1 Line -Item Clarifications in Finance Report

5.1.1 Capital assets budget line had previously been showing as negative. Rowland and Parker clarified that these had been categorized incorrectly. This has not been corrected.

5.1.2 Capital Reserves Plan #2 has not yet been transferred. This will be done as soon as the bank is able to connect with the PJL Board Chair.

6.0 New Business

6.1 Needs Assessment Survey Results

6.1.1 Responses to the Needs Survey were up. Online responses were less than 10%.

6.1.2 PJL Manager has advised the Program Coordinator to start up an advisory panel to review the teen collection

6.1.3 Areas of growth - Hours of operation and PJL website. There are a number of libraries that pay for their own website as a result of patron feedback. If PJL does this it would have to be built and maintained by PJL.

6.2 Budget 2026 Proposals

6.2.1 Town budget meeting is October 27, 2025. A. Gorrell will rhea out to the Town prior to then.

6.3 New Logo Proposal

6.3.1 A new PJL logo was presented to the PJL Board. A discussion ensued and it was decided to table this for the time being.

6.4 Combined Training Opportunity (Ryan Dowd Conflict De-escalation Training)

6.4.1 The PJL manager is still pursuing some details regarding this training. Will be re-visited in October.

6.5 PJL Winter Holiday Closure

6.5.1 Motion made by A. Cissell that the PJL will be closed from December 22, 2025 and reopening on January 4, 2026. Seconded by A. Gorrell.

7.0 For Information

7.1 Upcoming Board Meeting Dates

7.1.1 October 20, 2025; November 17, 2025; December 15, 2025; January 19, 2026; February 23, 2026; March 16, 2026; April 20, 2026; May 25, 2026; June 15, 2026.
* Some dates do not land on the third Monday due to statutory holidays.

7.2 Security/Building Discussion with Town of Ponoka Update

7.2.1 Mtg held August 19 with Chris Jonston, Andrew Jones, Deanna and Alison in attendance to discuss security/building safety. Points discussed:

- optics of enhanced security in town admin with no communication with PJL
- PJL asked to be invited to building safety meeting and tenants meetings
- PJL incident reports will be sent to Andrew Jones and Sandra Lund.
- combined training opportunity for conflict de-escalation training
- building purchase agreement between Landrix and town in litigation

7.3 One Library Board Term is to be vacated as of December 31, 2025

7.3.1 There is a clause in the Library Act stating that a board member can go beyond three terms if ⅔ of the whole board are in support. This will go on October's agenda to discuss and decide on action.

Next Meeting Date: October 20 , 2025 @ 6:30. Location: PJL

<u>Motion</u>: to adjourn at 8.28 made by A.Gorrell , seconded by K. Macaulay.