

# Ponoka Jubilee Library Board Minutes

## March 27, 2023

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**Location:** The Crow Restaurant

**Present:** Current Board Members: Jeff Ramage [Chair], Sharon Rowland [Treasurer], Laeta Morskate, Alana Cissell, Alison Gorrell [Members at large], Cal David [Town of Ponoka Representative]  
Library Manager: Dan Galway

**Regrets:**

Kathleen Terry [Secretary], Theresa Therriault, Unnamed [Ponoka County Representative]

**Public Present:**

None

**1.0 Call to Order** at 7:04pm

1.1 Treaty Land Acknowledgement

1.2 Adoption of Agenda

**Motion: to adopt the agenda as circulated by L. Morskate. Carried.**

1.3 Reading and adoption of February 2023 minutes

**Motion: to adopt the minutes as circulated by A. Cissell. Carried.**

**2.0 Finance**

2.1 Financial Report for February 2023 (D. Galway)

2.1.1 Presentation of Financial Report for February 2023

2.1.2 Most expenses and incomes are at expected levels for the time of year

2.1.3 Membership fees expenses are higher than proportional due to billing schedules and are expected to remain in budget for the year

2.1.4 Programming costs are higher than proportional but are front loaded and are expected to remain in budget for the year

2.1.5 Materials costs for the 1000BBK program are higher than expected

2.1.6 Copier lease is coming to an end soon and D. Galway will be connected with vendor for options to report back to board

2.1.7 Staff appreciation for February higher than usual due to staff birthdays

**Motion: to adopt the February 2023 Financial Report by S. Rowland. Carried.**

2.2 PLSB Skill Development Grant

2.2.1 Ponoka Jubilee Library has been awarded a \$10,000 Skills Development for Rural Alberta Grant by Municipal Affairs

2.2.2 Resume and cover letter writing, job interview preparation, resume printing as well as professional clothing lending are the deliverables

2.2.3 The grant will cover significant training and supply costs

2.2.4 Prep and training starts in June with program delivery to run September through November

## 2.3 2023 Budget Amendment Discussion

- 2.3.1 The Government of Alberta has increased funding to libraries and changed the funding model which effectively increases the PJL Municipal Affairs grant amount by \$11,892 for a total of \$49,482 per year
- 2.3.2 County of Ponoka has increased their operations grant by \$3000 for a total of \$63,000 per year
- 2.3.3 Budget increases in the form of provincial, county and projected rural services grant increases will allow a return to periodical and book purchases as well an increase in programming costs while allowing for a surplus
- 2.3.4 Service hours will remain as they are
- 2.3.5 J. Ramage to ask PRL about Rural Services Grant size and timing
- 2.3.6 D. Galway to provide a side by side of current and proposed budget for approval at April meeting

## 3.0 Librarian's Report

### 3.1 Statistics

- 3.1.1 Patronage, circulation, and social media interactions remain strong

### 3.2 Collections

- 3.2.1 Half of PRL collection allotment will be spent by end of March as per PRL guidelines
- 3.2.2 Collections allotment has been targeted to deficient areas including board books and young adult
- 3.2.3 Discussion of budget amendment wherein the suggestion is to increase periodical funding to \$1250 and direct book purchases to \$1000 per year
- 3.2.4 Review of reconsideration of library materials and harassment zero-tolerance policy; library manager reviews considerations and appeals can be brought to board

### 3.3 Operations

- 3.3.1 New donation boxes have been installed in a secure way to prevent theft
- 3.3.2 Town of Ponoka has ordered and will be installing a replacement book drop box to replace the existing drop which leaks and doesn't work well
- 3.3.3 Collaboration has begun with Ponoka Secondary Campus to create a long term collection to be on loan onsite and to build a student membership process
- 3.3.4 New employee has been trained on ILS, library processes and procedures and is prepping for seed library launch in April
- 3.3.5 Ponoka Chamber of Commerce has reached out to see if Library is interested in a table at the upcoming Trade Show
  - 3.3.5.1 Staffing costs and lack of marketing return on investment will prevent library participation; D. Galway to reply
- 3.3.6 Lobby is currently displaying the work of local artist Edith Kane

### 3.4 Programming

- 3.4.1 Combined programming engagement for the month of February of 821 patrons across 13 programs in 34 scheduled times
- 3.4.2 Programming costs are within budget and are expected to remain so
- 3.4.3 383 patron connections with 1000 Books Before Kindergarten
- 3.4.4 127 patron connections with Hickory Dickory Tot's Neighborhood Place collaboration for the month of February
- 3.4.5 70 patron connections with Fairy Tale Picnic

### 3.5 Outreach

- 3.5.1 Outreach to Seasons, Rimoka, Centennial Centre, Northcott, Ponoka Hospital and residential shut-ins servicing 54 patrons for the month of February
- 3.5.2 Liaisons exist at all outreach centers to assist with tracking and locating materials
- 3.5.3 Most outreach patrons will be moved to PJJ only materials to prevent lost material costs for interlibrary loans
  - 3.5.3.1 Exceptions will be made for outreach patrons who have families that actively access the PJJ library
- 3.5.4 Considering billing institutions for missing/lost materials; new procedures to be designed for September implementation

## 4.0 Reports

### 4.1 Town of Ponoka Report (C. David)

- 4.1.1 Nothing to report

### 4.2 Advocacy Update (J. Ramage)

- 4.2.1 Shared correspondence with Ron Sheppard and honourable Rebecca Shulz regarding recent provincial funding increase
- 4.2.2 Shared correspondence with Charlie Cutforth regarding recent County of Ponoka funding increase
- 4.2.3 Shared correspondence with Mayor Ferguson regarding funding increases
- 4.2.4 UCP candidate for Lacombe-Ponoka, Jennifer Johnson, toured the library on March 14th
- 4.2.5 NDP candidate for Lacombe-Ponoka, Dave Dale, toured the library on March 15th
- 4.2.6 Green Party candidate for Lacombe-Ponoka, Taylor Lowry, has reached out to the Library Board and has been invited to tour the Library
- 4.2.7 Discussion around NDP Lacombe-Ponoka Association interest in "Meet the Candidate" event hosted at the Library
  - 4.2.7.1 Board is in agreement that the library must remain non-political and this kind of event is not in fitting with the purpose of the library
  - 4.2.7.2 J. Ramage to respond to NDP association with board decision

## 5.0 New Business

### 5.1 Library Rental Inquiry

- 5.1.1 Interest has been expressed by a patron to rent the library during non-operational hours for a personal event

5.1.2 Board recommends declining rental to individuals and groups due to insurance and other liabilities

5.2 Notice: Election of Board Chair April 2023

5.2.1 Chair J. Ramage expressed his intention to step down from the Chair position

**Next Meeting Date: April 17, 2023 7:00pm**

**Motion: to adjourn at 8:27pm by L. Morskate. Carried.**