

**November 27, 2024**

## **Library Board Meeting with CESD**

### **Attendance**

Library Board - Joan, Crystal, Myra, Brandi, Lynley, Geralis, Teresa, Gayle

Reps from CESD - Jason Drent (Associate Superintendent) and Clark Peters (Principal of Penhold Crossing Secondary School)

Meeting @ 6:00 pm

- Met with CESD back in May 2024 to discuss the agreement between library and CESD. Board members were notified of termination of the previous agreement. CESD provided a new draft agreement which was reviewed. The board is hoping for more clarity as to what the relationship between library and CESD will look like. Current agreement expires in June 2025.

### **Opening Discussion from CESD Reps:**

- CESD expressed 3 reasons for renewal:
  - All relations between the division and all community learning commons are different and have unique situations.
    - Making sure there is equity and alignment for all of the communities in CESD.
    - Financial challenges.
  - CESD wants to standardize agreements with all learning commons.
    - Have to wait until their budget reports are in (usually around March).
    - Are not willing to give too much information at this date as this may impact current job responsibilities.
  - New learning commons space will be opening up in the new school.
    - Would like the opportunity for the new middle school to access the library space and program/presentation opportunities.

### **Board Comment:**

- Penhold library agreement is unique. After reviewing the drafted agreement, there seems to be an expectation that the library will service all three schools at no cost.

### **CESD Reply:**

- If that is not attainable, CESD is willing to discuss what is.
- Willing to make modifications to drafted agreement. Would like to know what could be offered to all students.

**Board Comment:**

- Parkland consultant report. Stats are high because students have use of library and access to resources. To build this collection, \$3000 was paid to the library from CESD and an additional \$10 for every student over 300 school population. Important to keep students reading so new materials need to be purchased. Town of Penhold provides allotment dollars (\$8000) but this will not cover all costs of building collections.

**CESD Reply:**

- Have to consider the sustainability of long term agreement. It may not be cost effective.

**Board Comment:**

- Students having full access to the library is a benefit to the school. They are developing relationships, building a sense of community, utilizing space, have access to enrichment (piano), etc. Without help from CESD, more stress will be put on the library. There is limited staff and wages do not reflect the added responsibilities they will experience.

**CESD Reply:**

- Have to consider their very limited funding they have for learning commons space.
- Money would have to come out of Instruction budgets.
- There has to be equity and alignment across all communities based on that community's needs.
- The library needs to communicate what they are willing and not willing to provide.

**Board Comment/Question:**

- Library has a high traffic flow of students, families, etc. Will that be a consideration for sustainability?

**CESD Reply:**

- There is a review of the student population (funding per student).
- Wants to make sure there is equality among all students and that it is equitable between communities.

**Board Question:**

- Which other schools are connected with their libraries?

**CESD Reply:**

- Sundre (free flow through main entrance) and Carstairs Elementary.
- There is no other school that has the same situation as this library and school.

**Board Comment/Question:**

- Looking over the drafted agreement is surprising. A lot of time was put into creating the previous agreement which created a relationship between library and CESD where both sides benefited. The library will not have the \$18,000 coming in anymore. Would like to know the reason behind this decision.

**CESD Reply:**

- There is no other relationship in the division that receives that amount of money for learning commons.
- Still waiting to find out their budget. Possibility of receiving money from the government that can be directed towards learning commons.

**Board Question:**

- Will the division be using the new learning commons at the new school?

**CESD Reply:**

- Not sure.

**Board Question:**

- What are the expectations for the elementary schools?

**CESD Reply:**

- If teachers are interested in having their class attend an event at the library, the division would like the library to give them access, if their funding allows for these students.
- They understand that lack of funding may prevent all students from attending.

**Board Question:**

- What do you anticipate for student growth over the next 4-5 years?

**CESD Reply:**

- There will be growth.
- Penhold is in the top 4 high growth communities in the division.

**Board Comment:**

- We can't forget about the importance of the children who access this library. If we cannot collect the \$18,000, how can we provide services, programs and resources to them? It is the children who will suffer. Students will have to come outside of school hours to experience the library.

**CESD Reply:**

- Always seek advice from parent councils before making decisions like this.
- Parent council could possibly help with fundraising to raise money for programs/presentations.
- There are budget challenges so fundraising could be a possibility.
- Usually they have about \$2000 a year for learning commons spaces (not sure if this meant for just our school or in total of all schools...)

**Board Comment:**

- More fundraising feels like more of the burden put on families. Family expenses are already tight.

**CESD Reply:**

- Understanding that if some communities are experiencing this, division needs to make a decision to do something differently.

**Board Question:**

- Does the division have per child funding as well?

**CESD Reply:**

- Yes it does. Called Waited Moving Average. Challenging for high growth communities.
- Offers stability.

**Board Comment/Question:**

- Draft agreement is in alignment with other communities in the division. It feels like there is not really any opportunity to negotiate any funding from the division yet the division wants services for all students in Penhold. Is this correct?

**CESD Reply:**

- They do not expect anything. Asking what can be provided and not having any expectations.
- Not all other libraries have agreements with the division but if an opportunity for a presentation/program arises that could benefit the students, approach the division with this opportunity so it can be discussed if the school or division can offer some funding for just that opportunity.
- Principals have the ability to allocate some of their funds to this.
- The division is giving us a number of 0 and asking us what we can provide. If money is needed for certain programs, contact the principal and they can allocate some money.

**Next Steps for CESD**

Corporate secretary will look over draft agreement and fill in information that shows alignment with the other communities. This can be shared with the library in the new year and shared with the board to review and determine what they can work with and what will not work.

In the spring, more information will be shared about the new learning commons space and also student numbers.

**Next Steps for the Board**

A letter will be drafted to send to the Town Council, informing them of this meeting, and the draft agreement. Board members will attend a town meeting to present their concern.

Town of Penhold Library Board Meeting  
November 27, 2024  
@ 7:35pm / Library

Prepared by Lynley Mainprize

Library Chair Signature \_\_\_\_\_

Present: Joan Schmelke, Crystal Schening (Vice-Chair), Myra Binnendyk (Manager), Lynley Mainprize (Secretary), Brandi Filipchuk (Treasurer), Geralis Enns (Governance), Teresa Cunningham, Gail Maki

1. Call To Order
  - 1.1. Additions and Deletions to Agenda
    - No additions or deletions to be made.

**Moved by Teresa Cunningham to approve the agenda as adopted. Carried.**

2. Adoption of Minutes
  - 2.1. Changes to October 23, 2024 Minutes.
    - Correction of name spelling in section 6.

**Moved by Gail Maki to approve changes made to October 23, 2024 minutes. Carried**

3. Correspondence
  - 3.1. Information
    - Town of Penhold - Teresa Cunninham has been appointed to the Library Board for another year.
    - Town of Penhold letter with regards to library budget. Town will be providing the same amount as last year. Asking the board to prepare a presentation for town council meeting and to continue to negotiate with CESD.
    - Letter from board to Mayor Yargeau and town council. Letter is to notify the town about meeting with CESD.
    - December 7th - Merry Mingle event.
    - Book club - "Half Baked Harvest." Including Friends of the Library to help make the event more inclusive and to build community relationships.
  - 3.2. Action
    - Send letter to the town council.
4. Financial - Presented by Brandi Filipchuk
  - 4.1. Mastercard Records
    - Review of October purchases
  - 4.2. Reconciliation for October 2024

- Statement beginning balance: \$169,836.85
  - Cheques and payments cleared: \$78,083.37
  - Deposits and credits cleared: \$52,772.48
  - Statement ending balance: \$144,525.96
  - Uncleared transactions as of 31/10/2024: \$3,761.93
  - Registered balance as of 31/10/2024: \$141,519.38
  - Cleared transactions after 31/10/2024: \$755.35
  - Uncleared transactions after 31/10/2024: \$4,700.17
  - Registered balance as of 12/11/2024: \$136,063.86
- 4.3. 2024 Budget vs. Actual
- Donations are up slightly.
  - Clarification about fines. Question was brought up if we charge fines. A lot of fines are waived. Prefer to not see it as revenue.
  - Memberships have increased.
  - Programming income has doubled.
  - Collection development is up.
  - Honorarium is higher than budgeted.
  - Office supplies are slightly over budgeted.
  - Spent a little more on maintenance. Year was a little more busy with upgrades and repairs. Amount spent was worth it. Computer chairs are the next priority.

**Financial records have been presented and accepted.**

5. Governance Policies

5.1. Strategic Plan / Plan of Service

- This is due in December 2025.
- Manager has spoken to Linda Yargeau to help work on a strategic plan. She has had a lot of experience with these plans and will map out a new plan in hopes to make it more meaningful.

5.2. Linda Yargeau to facilitate Community Needs Process

- Linda Yargeau would like to hear from the board and our comments can be sent to her.

5.3. Review and discuss questions for Strategic Plan

- Important for community members to share why they access the library.
- Discussion about including presentation opportunities.
- Have library staff respond to questions. The board can review responses to help make impactful decisions around governance.
- Questions will be available to the public. Will be posted on the library website, social media, and have qr codes.
- Discussion about how to differentiate between services you use and services you think are important to have (even if you don't use them). How do you communicate this on the questionnaire?
  - Change the format of the questionnaire.
- To encourage participation, offer a prize for engagement.

6. Manager's Report

- Library is offering ukulele lessons on Wednesday nights.
- New printer has been delivered. Library is not paying for servicing and saved around \$200.
- Piano is still in great condition.
- Door counter reports around 275 people on average.
- 341 Santa photos
- Bought a new cordless vacuum for \$589.
- Library has bought a PS5 for \$645.
- Children's computer desk has been moved and altered. It's smaller and will give more room. Will be able to put in more learning centers.
- Heroclix Alberta Tournament - 20 people participated.

7. Next meeting January 14, 2025

- UPDATE: This meeting has been moved to January 29, 2025.

**Moved to adjourn the meeting.**

**Carried.**

Meeting adjourned at 8:14 pm.