

Town of Penhold Library Board Meeting
January 29, 2025
@ 6:35pm / Library

Prepared by Lynley Mainprize

Library Chair Signature _____

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

1. Call To Order

1.1. Additions and Deletions to Agenda

- Deletion of Reconciliation of 2024 for November and December (4.4.2)
 - Need to clarify some numbers before presenting. Will be presented with financial report on February 29.

Moved by Teresa Cunningham to approve the agenda's changes.

Carried.

2. Adoption of Minutes

2.1. Changes to November 27, 2024 Minutes.

- No changes to be made.

Moved by Brandi Filipchuk to approve November 27, 2024 minutes.

Carried

3. Correspondence

3.1. Information

- Advertisement went in The Reporter and shared with Red Deer and Springbrook.
- Letter outlining meeting with CESD submitted to town council.

3.2. Action

- Nothing to report for action.

4. Financial - Presented by Brandi Filipchuk

4.1. Mastercard Records

- Purchase of a PS5 console for around \$650. Will be popular for kids.

4.2. Reconciliation for 2024 November and December

- Deferred to next month.

4.3. 2024 Budget vs Actual

- Operation revenue is higher, paying more in bank interest. Will look into this.
- More people are faxing and photocopying.
- The GST rebate was higher than projected.
- More membership purchases than projected.

- Total programming income was up by double, as well as operational revenue.
- Development of library collection was higher, as well as honorarium.
- Discussion of contingency funds
- Maintenance work in the library (cleaning supplies, computer chairs, fireplace, etc).

4.4. 2025 Budget Revision

- Negotiations with CESD will be impacting the overall budget.
- Town will be giving \$178,137.00 (same as last year) and will not be increasing this number.
- \$10,000 should be deferred but has been advised to leave this at \$0.
- Manager is balancing the budget in hopes to not take anything away from staff and not take anything away from the community. The following are suggestions to help balance the budget:
 - Reduce the manager's hours by 5 hours (35 to 30 hours) as this will save \$10,000. Another week of vacation will be added.
 - Float hours can be reduced from \$9,300 to \$8,580.
 - Bring down janitorial to \$4,000.
 - Programming can be brought down to \$6,000.
 - Will save money in stationary because of the new copier.
- Discussion about charging for programs. Some programs will require a fee, such as 3D printing, while others will remain free.
- Budget will be resubmitted to the town council to show adjustments.

Motion made by Geralis Enns to reduce library manager's hours from 35 hours a week to 30 hours a week with an additional 1 week of vacation.

Carried.

5. PLSB - 2024 Survey and Statistics - Approval to submit

- Total collection is at 17,817 (higher)
- Total circulation is 31,639 (down from 2023)
- Interlibrary loans show that we are borrowing less items. Items we have lent have gone up by 13,478.
- In person visits is at 66,632 (up from 2023)
- 424 in-person sessions. Over 5000 participants (down from 2023).
- 503 total programs with over 6000 participants.
- Accomplishments will be sent to the Public Libraries Services Branch.
 - Noted to share this with CESD and town council.
- Stats will be shared with community and neighbouring communities.

Motion made by Teresa Cunningham to submit report and information to town council, Parkland, and CESD.

Carried.

6. Manager's Report

- 10 students signed up for ukulele lessons.
- Sent out advertisement for a summer programmer.
- There was vandalism to the library's book drop. Around \$166.00 worth of damage to books in the drop bin.
- Watercolouring journalism artist coming to the library. Will connect with the school about this presentation. Program will be presented either at the end of April or beginning of May.

7. Governance

- Discussion over mission statement, vision and public survey led by Linda Yareau.
- Board looked over the public service questionnaire to discuss changes or additions.
- Survey will be available online to the public and three \$25 gift cards will be purchased to award three participants whose names are drawn.
- Hopes to have the survey out by March.

8. Next meeting February 29, 2025

Motion by Geralis Enns to adjourn the meeting.

Carried.

Meeting adjourned at 8:51 pm.