

Town of Penhold Library Board Meeting
February 26, 2025
@ 6:33pm / 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, Brian Constantine

1. Call To Order
 - 1.1. Additions and Deletions to Agenda
 - CESD information added to Correspondence (4.3).
 - Correct numbering order on agenda.

Moved by Geralis Enns to approve the agenda's changes. Carried.

2. Adoption of Minutes
 - 2.1. Changes to January 29, 2025 Minutes
 - Correction of name spelling in governance.
 - Correction of date. Change February 29 to February 26.

Moved by Brandi Filipchuk to approve changes made to January, 2024 minutes. Carried

3. Strategic Planning (Guests Linda Yargeau and Brian Constantine)
 - 3.1. Review of Survey
 - Survey seems thorough and user friendly. Library is able to look over data and sort through responses based on specific age groups.
 - Posters will be made that summarize data from the survey. These posters will be shared with the public.
 - Survey will be launched on February 28, 2025.
 - Posters with a web link and QR code will be put up at local businesses in the community. Will also be shared with local schools to be included with newsletters and social media sites. Survey will run for three weeks (deadline is March 21, 2025).
 - 3.2. Meeting with the Stakeholders
 - Library will set up a meeting/dinner with community members/stakeholders on April 16, 2025. Library will be able to present data collected from surveys and discuss the library's vision for the upcoming years.
 - Board will meet March 26, 2025 to review data collected from the survey.

- Discussion of guest list. Looking to invite around 20 stakeholders. Will confirm numbers with a caterer.
4. Correspondence
- 4.1. Information
- Letter was sent to the town council to inform of the library's stats, accomplishments and new budget. A copy of the letter was also sent to CESD and Red Deer County (minus the budget.)
- 4.2. Action
- Send a request to CESD for budget information that was promised to board at our November meeting with CESD.
 - Reach out to Parkland Libraries that have agreements with CESD and discuss what their agreements look like. Teresa will ask at the next PRLS meeting.
- 4.3. CESD Information
- In the last town council package, there has been a request for the governance committee to meet about the current agreement for a joint wall.
5. Financials (Presented by Brandi Filipchuk)
- Review of October 2024 cheques that caused numbers to not match up. Discovered that a staff member cashed a cheque early. Numbers were accurate in November.
- 5.1. Mastercard Records
- Regular supply and cost numbers.
 - Purchase of library bags (used for the Love Bug Boogie Dance and will be given out during summer reading program).
- 5.2. Reconciliation for 2024 November, December and 2025 January
- November 2024
 - Statement beginning balance: \$144,525.96
 - Cheques and payments cleared: \$25,330.19
 - Deposits and credits cleared: \$22,168.25
 - Statement ending balance: \$141,364.02
 - Uncleared transactions as of 30/11/2024: \$11,532.26
 - Registered balance as of 30/11/2024: \$129,831.76
 - Cleared transactions after 30/11/2024: \$0.00
 - Uncleared transactions after 30/11/2024: \$5,393.38
 - Registered balance as of 13/12/2024: \$124,438.38
 - December 2024
 - Statement beginning balance: \$141,364.02
 - Cheques and payments cleared: \$28,346.32
 - Deposits and credits cleared: \$1,000.49
 - Statement ending balance: \$114,018.19
 - Uncleared transactions as of 31/12/2024: \$3,549.48
 - Registered balance as of 31/12/2024: \$110,468.71
 - Cleared transactions after 31/12/2024: \$0.00

- Uncleared transactions after 31/12/2024: \$4,226.72
- Registered balance as of 10/01/2025: \$106,241.99
- January 2025
 - Statement beginning balance: \$114,018.19
 - Cheques and payments cleared: \$13,652.71
 - Deposits and credits cleared: \$157.40
 - Statement ending balance: \$100,522.88
 - Uncleared transactions as of 31/01/2025: \$734.00
 - Registered balance as of 31/01/2025: \$99,788.88
 - Cleared transactions after 31/01/2025: \$0.00
 - Uncleared transactions after 31/01/2025: \$13,498.48
 - Registered balance as of 21/02/2025: \$86,290.40

5.3. Budget vs. Actual

- Minimal information to share as it is the beginning of the year.

5.4. 2024 Financial Statement from RSM

- Overpaid for RSP. Will be completed in equal amounts (4 times a year) and first payment will be in March.
- Budget presented. Assets are at \$110,479.00 in cash. Policy states 25% to 35% reserved of the current budget. 35% was taken.
- Term deposit is up from the previous year.
- Purchases include a new copier, new vacuum cleaner and wet dry vacuum, door counter, and a google phone.
- Repairs include fireplace, carpet cleaning, computer chairs recovered.
- Programs, telescope, PS5.
- Manager is confident with spending.
- 2024 Actual: Brought in \$270,488.00.

Motion made by Geralis Enns to receive the financial report as information and accept the financial statement.

Carried

6. Manager's Report

- Library has not really received a lot of resumes for the summer programmer position. One candidate is being considered but is not returning to school at the end of the summer. This may impact grant money set aside for summer programming students. Manager noted that the library is not getting as many resumes for summer programming position.
- Discussion of building a new cabinet in the library that will display some book collections. Will not cost the library anything.

7. Next board meeting will be March 26, 2025.

Motion by Teresa Cunningham to adjourn the meeting.

Carried.

Meeting adjourned at 8:32pm.