

Town of Penhold Library Board
Meeting
Wednesday, September 24, 2025 @
6:06pm

Prepared by Geralis Enns

Library Chair Signature

Present: Joan Schmelke (Chair), Myra Binnendyk (Manager), Brandi Filipchuk (Treasurer),
Teresa Cunningham, Geralis Enns

1. Board members were asked to volunteer for positions they could serve in.

Role	Primary	Secondary
Chair	Joan Schmelke	Crystal Schening
Vice Chair	Crystal Schening	
Secretary	Geralis Enns	Brandi Filipchuk
Treasurer	Brandi Filipchuk	
Governance Committee	Geralis Enns	Teresa Cunningham

Adjourned at 6:19pm

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Teresa Cunningham, Geralis Enns

1. Additions to the Agenda
- CESD added as item 6.0

Moved by Teresa Cunningham to approve the agenda as amended.

2. Minutes from June 18, 2025

- No changes to the minutes.

Moved by Brandi Filipchuk to accept the minutes as presented.

3. Correspondence:

- Very pleased with the Summer Reading program participation and prize draw entries numbers.
- October Reporter ad was reviewed.

4. Financials - Brandi Filipchuk

- a. GIC Summary - no changes to note. Will revisit at November meeting to be prepared for January renewal.

- b. Reconciliation for June 2025

- Statement beginning balance: \$117,405.63
- Cheques and payments cleared: \$24,066.32
- Deposits and credits:\$48,714.03
- Statement ending balance: \$142,053.34
- Uncleared transactions as of June 30, 2025: \$6,939.63
- Registered balance as of June 30, 2025: \$135,113.71
- Cleared transactions after June 30, 2025: \$0
- Uncleared after June 30, 2025 \$6,295.39
- Registered balance as of July 16, 2025: \$128,818.32

- Reconciliation for July 2025

- Statement beginning balance: \$142,053.34
- Cheques and payments cleared: \$22,894.67
- Deposits and credits:\$1,372.16
- Statement ending balance: \$120,530.83
- Uncleared transactions as of July 31, 2025: \$1,808.22
- Registered balance as of July 31, 2025: \$118,722.61
- Cleared transactions after July 31, 2025: \$0
- Uncleared after July 31, 2025 \$10,235.26
- Registered balance as of August 12, 2025: \$108,487.35

- Reconciliation for August 2025

- Statement beginning balance: \$120,530.83
- Cheques and payments cleared: \$23,201.97
- Deposits and credits:\$105,201.69
- Statement ending balance: \$202,530.55
- Uncleared transactions as of August 31, 2025: \$892
- Registered balance as of August 31, 2025: \$201,638.55
- Cleared transactions after August 31, 2025: 0
- Uncleared after August 31, 2025 \$8,932.25
- Registered balance as of September 9, 2025: \$192,706.30

- c. Budget vs. Actual
 - Budget is on track.

Moved by Teresa Cunningham to approve the June, July and August Financial Report as presented. Carried.

- d. Staff Salary Survey
 - Penhold Library was included in the 5000-10,000 population category by Parkland (including county residents)
 - Library board appreciates the Library staff and the work they do. Wages are comparable to other positions within Parkland Regional.
 - Wage grid: change to eligibility for Flex health account limit from 35 to 30hrs/ week worked
 - Will look at salary grid again in February 2026 to see if additional steps are needed.
- e. 2026 Budget
 - Proposed 2026 Budget was reviewed. Increase in ask to the Town of Penhold

Moved by Brandi Fllipchuk to approve the 2026 Budget and submit to the Town of Penhold. Carried.

Moved by Crystal Schening to adjust Flex Health eligibility hours amount from 35 to 30hrs/week. Carried.

- 5. Strategic Plan
 - Changed population graph to age pyramid
 - Strategic Plan will be sent to Town counsellors and County of Red Deer as well as other stakeholders.

Moved by Teresa Cunningham to approve Strategic Plan 2025-2030 and share with appropriate stakeholders. Carried.

- 6. Chinook's Edge
 - Town of Penhold has recommended CESD reach out to building inspector before the wall is built. This was not originally planned by CESD and has delayed building of the wall.
 - Town has requested a shared space agreement but no action has taken place towards this. The Board requests that the Town of Penhold presents Chinook's Edge with a proposed shared space agreement and requirements for notice of construction in the space. Teresa will follow up with the Town on the status of the shared space agreement.
 - High School Students ID cards still have Parkland logo on them as well as library barcode. Correspondence has been sent to school principal from the Library

Manager. The Board will send a letter to CESD advising that the use of the logo and library barcode should stop.

**Moved by Geralis Enns to send letter to CESD regarding student ID cards.
Carried.**

7. Manager's Report

- Community Christmas November 21
- Friends of Library AGLC account in progress. Looking at casino application.

Next meeting:

October 29, 2025 at 6pm

November 26, 2025 at 6pm

Adjourned: 8:11pm