

Town of Penhold Library Board
Meeting
Wednesday, January 28, 2026 @
6:06pm

Present: Joan Schmelke (Chair), Myra Binnendyk (Manager), Teresa Cunningham, Geralis Enns, Alisha Benedict

1. Additions to the Agenda

Moved by Teresa Cunningham to approve the agenda as presented. Carried.

Brandi Filipchuk joined the meeting at 6:10pm.

2. Minutes from December 3, 2025

Moved by Brandi Filipchuk to accept the minutes as presented. Carried.

3. Correspondence:

- Town of Penhold approved our budget request. Letter outlines operating budget, along with total contribution including utilities, space and Parkland Regional fees. We appreciate the Town's support of the Library.
- Myra circulated some thank you cards from patrons.

4. Financials - Brandi Filipchuk

a. Reconciliation for November

- Statement beginning balance: \$170,198.35
- Cheques and payments cleared: \$17,737.67
- Deposits and credits: \$878.85
- Statement ending balance: \$153,339.53
- Uncleared transactions as of December 30, 2025: \$25,594.33
- Registered balance as of December 30, 2025: \$127,745.20
- Cleared transactions after December 30, 2025: \$0
- Uncleared after December 30, 2025: \$4,292.88
- Registered balance as of January 8, 2026: \$123,452.32
- Reconciliation for December
 - Statement beginning balance: \$153,339.53
 - Cheques and payments cleared: \$25,701.05
 - Deposits and credits: \$1,193.64
 - Statement ending balance: \$128,832.12

- Uncleared transactions as of December 31, 2025: \$7,204.85
 - Registered balance as of December 31, 2025: \$121,627.27
 - Cleared transactions after December 31, 2025: \$0
 - Uncleared after December 31, 2025: \$4,292.88
 - Registered balance as of January 12, 2026: \$117,334.39
- b. Budget vs. Actual
- Approximate budget surplus of \$12,000 due to grants coming in higher.
 - Suggestions: Look at investing a portion into the GIC for future furniture/carpet upgrades, dyslexia collection, WonderBooks
- c. GIC
- Funds have been redeposited into the account. Will wait for finalized financial statements in February to make decision on amount to invest.

Financials approved as presented by Geralis Enns.

5. Strategic Plan
- Brochure of strategic plan was developed by Brian. Very engaging and nice overview of the plan.
6. Annual Report
- Need to submit statistics report to Alberta Libraries branch. Most data provided by Parkland Regional, but Penhold Library is responsible for some information.
 - Myra will send Annual Report to Penhold Town Council, Red Deer County, and local schools, along with Strategic Plan.

Motion to approve Stats, Plan of Service, Annual Report and send to Penhold Town Council, Red Deer County, CESD by Teresa Cunningham. Carried.

7. Manager's Report
- Myra reviewed her report.
 - Watercolour session for families being planned.
 - Winter gardening workshop Feb 28
 - Applied for Canada Summer Jobs grant.
 - Myra completed performance reviews for the staff.
 - Monitor in lobby is down as laptop isn't working, looking at replacement options.
 - Brian is looking at building an independent website, will present to board in future.
 - Myra presented her resignation letter, with last day to be March 6, 2026. The Board and Penhold Library will dearly miss Myra and the way she has made this such a strong library and the heart of our community. We wish her all the best in this next stage.
8. Town of Penhold Update

- Town Council strategic plan will be shared soon.
- Conversations around future of Memorial Hall scheduled in March, looking at doing a display in the Library with information.
- Fire Hall construction looks to be under budget.

Adjourned: 7:51pm