

AGENDA
BROOKS PUBLIC LIBRARY
JANUARY 28, 1999

1. Call to Order
2. Approval of Agenda
3. Approval of Minutes
4. Business Arising
 - ?
5. Correspondence
 - Letter - Wild Rose Foundation annual report and info on "Vitalize 99" conference in Edmonton
 - Marigold Newsletter
 - Information on Banff book discussion weekend.
 - Nomination form for Senior citizen service award to be given by Provincial government.
6. Financial Report
7. Shortgrass Report
8. Librarian's Report
9. New Business
 - Election of officers
 - Internet policy or regulation
 - Amnesty
 - Annual reports
 - Dynix PAC terminal
10. Adjournment
 -

FINANCE COMMITTEE MEETING
JANUARY 25, 1999

Held in the Brooks Public Library at 8:30 A.M.

Attendance: Jerri Schindeler, Earl Pierson and librarian
Karen Armbruster

Topics discussed:

- Review of November and December financial statements and Bedford accounting. Recommend approval of expenses of \$13,350.27 for the month of November and \$18,108.62 for the month of December.
- Noted - without the one time grant of \$7,888 from the Lottery Fund, the receipts were very very close to the projected budget.
- Noted - Dynix maintenance and data communication costs were below budget this year due to a reduction in long distance charges and sharing the costs with two high school libraries in Medicine Hat. This reduction accounts for the \$3,000 difference between receipts and expenditures.
- Financial books ready to go to auditor.

Meeting adjourned at 9:00 A.M.

Dec 198
OK

Brooks Public Library
BALANCE SHEET Dec 31, 1998

ASSETS		LIABILITIES	
CURRENT ASSETS		CURRENT LIABILITIES	
GIC Account	13,000.00 ✓	GST Charged On Sales	0.00
Signature Account	0.00	GST Paid On Purchases	2,094.19-
Furn. & Shelving Reserve	2,000.00 ✓	GST Paid On Books	<u>0.00</u>
Cash In Bank	<u>4,740.34 ✓</u>	Net GST Owing/Refund	2,094.19-
Cash: Total	<u>19,740.34</u> ✓ OK	Accounts Payable	0.00
TOTAL CURRENT ASSETS	<u>19,740.34</u>	Vacation Payable	0.00
		UIC Payable	32.37
		CPP Payable	32.40-
		Income Tax Payable	<u>0.03</u>
		Receiver General Payable	0.00
		Loc. Auth. Pens. Payable	0.00
		Blue Cross Payable	0.01-
		Alta. Health Payable	61.20
		WCB Payable	<u>0.00</u>
		TOTAL CURRENT LIABILITIES	<u>2,033.00-</u>
			GST 87 .04
			<u>2,033.04</u>
TOTAL ASSETS	<u>19,740.34</u> =====	TOTAL LIABILITIES	<u>2,033.00-</u>
		EQUITY	
		EARNINGS	
		Retained Earnings	16,610.57
		Current Earnings	<u>5,162.77</u>
		TOTAL EARNINGS	<u>21,773.34</u>
		TOTAL EQUITY	<u>21,773.34</u>
		LIABILITIES AND EQUITY	<u>19,740.34</u> =====

HOME STATE
OKS PUBLIC

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Brooks Public Library
 INCOME STATEMENT Jan 1,1998 TO Dec 31,1998

REVENUE

EXPENSE

REVENUE

ADMINISTRATION

Town Of Brooks	84,260.00
Province Of Alberta	40,675.00
County Of Newell	14,407.82
Internet	1,570.05
Local Memberships	17,489.00
Interest Income	998.44
Miscellaneous	8,019.68
Fines, Booksales & Service	16,872.20
Rural Memberships	2,717.50
Fees For Services	0.00
Donations	692.65
Charitable Receipt Donatio	225.00
Fundraisers	1,119.66
GST Recovery	1,123.34
TOTAL REVENUE	190,170.34

Shortgrass Expense	35,500.12
Books & Materials	3,941.21
Internet Expense	470.72
New Library Furnishings	9,693.13
Library Supplies	3,446.42
Administration & Travel	1,927.49
Program Expense	2,076.61
Repair And Maintenance	484.99
Rebinding	2,030.20
Telephone Expense	1,297.68
Copier & Computer Costs	2,498.99
Security Monitoring	300.00
GST Expense	0.00
Freight & Postage	722.07
Professional Memberships	245.00
Publicity And Advertising	1,270.50
Audit And Insurance	1,430.00
Bank Charges	23.50
Miscellaneous	0.00
Wages	103,166.68
UIC Expense	3,742.19
CPP Expense	2,296.28
WCB Expense	318.54
Blue Cross Expense	4,607.26
Loc. Auth. Pens. Expense	2,885.59
Alta. Health Expense	632.40

TOTAL REVENUE

190,170.34

TOTAL ADMINISTRATION

185,007.57
2,033.04
 187,040.61

TOTAL EXPENSE

185,007.57

INCOME

5,162.77
 =====

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STATEMENT OF RECEIPTS AND EXPENDITURES FOR THE PERIOD ENDED Dec 1998

<u>RECEIPTS</u>	<u>Annual Budget</u>	<u>Current Month</u>	<u>Total to Date</u>
Town of Brooks	\$ 84,260.00	-	84,260.00
Province of Alberta	40,200.00	-	40,675.00
County of Newell	13,500.00	-	14,407.82
Fines, Book Sales	16,200.00	1,425.52	16,872.20
Donations - Fundraisers	3,100.00	25.00	2,037.31
Service Fees, Internet	2,500.00	136.00	1,570.05
Interest Income	500.00	57.53	1,000.77
Memberships	18,000.00	894.00	17,489.00
Rural Memberships	2,500.00	475.00	2,717.50
Miscellaneous & GST Recovery + Lottery Grant	1,100.00	41.68	9,140.69
Total Receipts	\$181,860.00	3,054.73	190,170.34
<u>EXPENDITURES</u>			
<u>Shortgrass -Brooks</u>	\$ 31,800.00	-	31,792.96
Dynix main & Data Com.	6,100.00	958.53	3,707.16
<u>Salaries</u>	117,685.00	8,380.17	75,620.74
Receiver General (UIC-CPP-TAX)		2,936.82	25,261.68
Benefits (BC-WCB-AHC-PENS.)		1,080.31	16,705.37
<u>Materials</u>			
Books, Periodicals, A-V	4,200.00	228.76	4,349.25
Library Supplies	3,100.00	29.93	3,691.58
Programming	2,500.00	250.00	2,181.72
<u>Capital</u>			
Lottery Grant Funds Furniture & Equipment	1,000.00		10,362.36
<u>Reserve</u>	2,000.00		
<u>Maintenance</u>			
Copier & Computer Costs	2,000.00	2,159.59	2,673.92
Book Binding	2,000.00	1,292.40	2,172.32
Repairs & Maintenance	750.00	16.04	516.14
Internet	550.00	42.36	503.54
<u>Administration</u>			
Conferences & Travel	2,200.00	43.45	1,852.64
Security Monitoring	440.00	26.75	321.00
Bank Charges	25.00	-	23.50
Publicity & Advertising	1,300.00	-	1,348.94
Telephone	1,500.00	137.23	1,388.27
Audit	1,400.00	-	1,530.10
Postage, Freight	850.00	347.78	788.92
Professional Memberships	180.00	178.50	248.50
Miscellaneous	500.00	-	
Total Expenditures	\$182,080.00	18,108.62	187,040.61

BROOKS PUBLIC LIBRARY
1998 YEAR END STATISTICAL SYNOPSIS

<u>POPULATION (1996 CENSUS)</u>		<u>CIRCULATION 1998</u>	
Brooks	10,093	Adult Print	51,861
Wards 5 & 10	<u>1,684</u>	Adult Non-Print	17,878
TOTAL	11,777	Juvenile Print	26,302
<u>LIBRARY MEMBERSHIP</u>		Juvenile Non-Print	9,028
Brooks Local	1,687	Periodicals	4,836
Non-Residents	<u>185</u>	Bulk Loans	1,850
TOTAL	1,872	Interlibrary loans:	
<u>1998 - BOARD MEMBERS</u>		Sent	9,965
Chairman - Earl Pierson		Received	7,294
Vice Chairman - Rudy Esau		Equipment Rentals	<u>11</u>
Secretary - Jerri Schindeler		TOTAL CIRCULATION	129,025
Treasurer - Jonathan Jaikaran		<u>LOAN PERIODS</u>	
Members - Gay Hemsing, Carreen		Books, cassettes, periodicals	
Webber, Henry Najda,		and interlibrary loans are	
Council Representatives -		allowed to circulate for 21	
Michelle Blydo, Rolf Bander		days. Videos and films are	
County Representative -		allowed to circulate for 7 days.	
Cheryl Pierson.		<u>LIBRARY HOURS</u>	
Total patron count	-64,636	Monday	-10:00 A.M. - 5:00 P.M.
Total weekly hours open	- 54	Tuesday	-10:00 A.M. - 9:00 P.M.
Total days open in 1998	- 302	Wednes.	-10:00 A.M. - 9:00 P.M.
		Thursday	-10:00 A.M. - 9:00 P.M.
		Friday	-10:00 A.M. - 5:00 P.M.
		Saturday	-10:00 A.M. - 5:00 P.M.

1998 YEAR END STATISTICAL SYNOPSIS - PAGE 2

LIBRARY MATERIALS

Books (all types)	35,393
Sound Recordings	2,887
CD ROMS	28
Computer Programs	46
Films, 16MM, Strips	89
Historical Photos	613
Maps	26
Multimedia Kits	248
Microfilm/fiche sets	66
Periodical Subscrip.	231
Newspaper Subscrip.	6
Transcripts	68
Videos	<u>1,301</u>
TOTAL MATERIALS	41,002

PROGRAM STATISTICS

Seniors book delivery	1,200
Pre-school storytimes	348
Death by Chocolate	250
Library Tours	396
Author Talks	84
Storytelling workshops	64
Special Events	275
Family Fun Nights	177
CORE bag deliveries (2)	
homes reached (6,600)	
Celebrity Read	76
Summer Funtastic	<u>472</u>
TOTAL PATRON COUNT	3,342

Staff visited 4 Villas and the Newbrook Lodge each week. Approximately 20 people check out books on each visit.

AGENDA
BROOKS PUBLIC LIBRARY
FEBRUARY 25, 1999

1. Call to Order
2. Approval of Agenda
3. Approval of Minutes
4. Business Arising
 - Seniors Service Award
 - Internet fees
 - ?
5. Correspondence
 - Letter - Bill Peterson
 - Alberta Library concerning Alberta Library Card
 - Minutes - Shortgrass System Board
 - Letter to Town requesting reappointment of Gay Hemsing for another term
 - Freedom of Information and Protection of Privacy workshop
6. Financial Report
7. Shortgrass Report
8. Librarian's Report
9. New Business
 - Christmas Staff Holidays
 - Jasper Conference
 - ?
10. Adjournment

BROOKS PUBLIC LIBRARY
MINUTES
FEBRUARY 25, 1999

PRESENT: Jonathan Jaikaran, Cheryl Pierson, Gay Hemsing,
councillor Michelle Blydo, Jerri Schindeler and librarian
Karen Armbruster

ABSENT: Earl Pierson, Henry Najda, Carreen Webber, Rudy Esau
and councillor Rolf Bander

MOTION: Approval of agenda
Cheryl / Gay CARRIED

MOTION: Approval of minutes of January 28, 1999
Michelle / Jerri CARRIED

BUSINESS ARISING:

- Wanda White's nomination did not meet the qualifications for the Senior Citizen Award
- Jasper Conference April 28 - May 2, keynote speakers are Knowlton Nash and Joseph James - no board members are able to attend. At least one staff will attend.
- Vitalize 99 (the Wild Rose Foundation Conference) in Edmonton - no interest from the board.
- Internet fees - A letter from the Alberta Library confirmed that libraries cannot charge for use of that computer. (Industry Canada ruling)

CORRESPONDENCE:

- Resignation of part time employee Bill Peterson. Arlene Hammer has been hired to replace him.
- Alberta Library Card - The Alberta Library wants to implement a universal card that will be used by all Albertans. A letter outlining the policy and procedures was presented. Issues such as collection of overdue books from patrons not in this area, postage costs to return items dropped off at the library, record keeping, number of items allowed on card, responsibilities of the home library, the lending library and the receiving library, were reviewed and discussed.

MOTION: That given the information available to us, the Brooks Library not participate in the Alberta Library Card program at this time.

Jonathan / Michelle CARRIED

- Freedom of Information and Protection of Privacy workshop to be held in Medicine Hat of March 31. At least one staff member required to attend.

REPORTS:

Shortgrass Report

No report

Finance Report

Report of the February 22 finance committee meeting was given by Jonathan Jaikaran

MOTION: The approval of expenses of \$9,524.06 for the month of January, 1998.

Jonathan / Cheryl CARRIED

Librarian's Report

- Preschool Storytime has begun for the spring session.
- Annual statistics report completed and handed out along with an updated Board member list.
- The application for the summer program grant has arrived. Several university students have already applied for the position.
- The woman hired through the Alberta Community Employment grant is working to update our Brooks Bulletin microfilm. She will be with us until August.
- Karen Harrison of the Investors Learning Centre has asked the library to host a free educational workshop on personal investing. The workshop will be conducted by 2 experts in the field with no company affiliations. It will be free of charge on April 26, 7:30 P.M.
- Amnesty Weeks are in progress (February 22 - March 6)

NEXT MEETING:

Finance Committee - 8:30 A.M., March 22, 1999

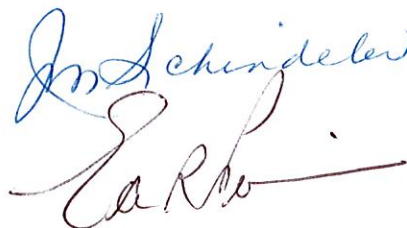
General Meeting - 6:30 P.M., March 25, 1999

ADJOURNMENT:

Meeting adjourned at 8:15 P.M.

Jerri

CARRIED



FINANCE COMMITTEE MEETING
FEBRUARY 22, 1999

Held in the Brooks Public Library at 8:30 A.M.

Attendance: Jerri Schindeler, Earl Pierson, Jonathan
Jaikaran and librarian Karen Armbruster

Topics discussed:

- Review of January financial statements. Recommend approval of expenses of \$9,524.06 for the month of January.
- A new Simply Accounting package for Windows 95/98 was recommended for purchase by the accountant. They no longer have DOS on their computers and our older DOS version was not 2000 compatible. A new Windows package has been ordered and will be installed as soon as it arrives.
- The auditors have completed the T4's and are presently working on the Pension and Provincial Government reports.
- A newsletter from the Alberta Library which will affect our Internet motion of last month was discussed and will be brought to the general meeting.

Meeting adjourned at 9:30 A.M.

BROOKS PUBLIC LIBRARY
STATEMENT OF RECEIPTS AND EXPENDITURES FOR THE PERIOD ENDING Jan 31/99

RECEIPTS

	<u>Annual Budget</u>	<u>Current Month</u>	<u>Total to Date</u>
Town of Brooks	94,800.00	19,815.00	19,815.00
Province of Alberta	40,675.00	-	-
County of Newell	14,400.00	-	-
Fines, Book Sales, Service Fees	19,600.00	753.55	753.55
Donations - Fundraisers	4,000.00	1,110.00	1,110.00
Interest Income	800.00	38.75	38.75
Local Memberships	18,000.00	621.05	621.05
Rural Memberships	2,500.00	-	-
Miscellanea & GST Recovery	1,100.00	-	-
Total Receipts	195,875.00	22,338.35	22,338.35

EXPENDITURES

Shortgrass - Books	33,300.00	-	-
Dynix main & Data Com.	6,000.00	-	-
Salaries	127,688.00	5,530.53	5,530.53
Receiver General (UIC-CPP-Tax)	-	2,129.24	2,129.24
Benefits (BC-WCB-AHC-Pension)	-	1,249.59	1,249.59
Staff Training	1,200.00	-	-
Materials			
Books, Periodicals, A-V	4,200.00	219.89	219.89
Library Supplies	3,300.00	163.93	163.93
Programming	2,500.00	-	-
Furniture & Equipment	2,500.00	-	-
Equipment Reserve	1,000.00	-	-
Maintenance			
Copier & Computer Costs	2,000.00	-	-
Book Binding	2,000.00	-	-
Repairs & Maintenance	750.00	-	-
Internet	550.00	42.36	42.36
Administration			
Conferences & Travel	2,200.00	5.46	5.46
Security Monitoring	440.00	26.75	26.75
Bank Charges	25.00	-	-
Publicity & Advertising	1,300.00	-	-
Telephone	1,700.00	125.91	125.91
Audit	1,600.00	-	-
Postage, Freight	850.00	30.40	30.40
Professional Memberships	180.00	-	-
Miscellanea	500.00	-	-
Total Expenditures	195,783.00	9,524.06	9,524.06

REVENUE

REVENUE

Town of Brooks	19,815.00
Province of Alberta	0.00
County of Newell	0.00
Internet	96.00
Local Memberships	621.05
Interest Income	38.75
Miscellaneous	0.00
Fines, Book Sales & Services	657.55
Rural Memberships	0.00
Donations	360.00
Charitable Receipt Donations	750.00
Fundraisers	0.00
GST Recovery	0.00
TOTAL REVENUE	<u>22,338.35</u> ✓

TOTAL REVENUE 22,338.35

EXPENSE

EXPENSES

Shortgrass Expense	0.00
Books & Materials	205.50
Internet Expense	39.62
New Library Furnishings	0.00
Library Supplies	153.55
Administration & Travel	5.10
Program Expense	0.00
Repair & Maintenance	0.00
Rebinding	0.00
Staff Training	0.00
Telephone Expense	117.73
Copier & Computer Costs	0.00
Security Monitoring	25.00
GST Expense	0.00
Freight & Postage	28.41
Professional Memberships	0.00
Publicity & Advertising	0.00
Audit & Insurance	0.00
Bank Charges	0.00
Miscellaneous	0.00
Wages	7,849.25
EI Expense	279.34
CPP Expense	215.21
WCB Expense	0.00
Blue Cross Expense	274.66
L.A.P.P. Expense	311.30
AB Health Expense	0.00
TOTAL EXPENSES	<u>9,504.67</u> ✓

+ 19.39
9,524.06 OK

TOTAL EXPENSE 9,504.67

NET INCOME 12,833.68

ASSETS

CURRENT ASSETS

GIC Account	13,000.00 ✓
Signature Account	0.00
Furn. & Shelving Reserve	2,000.00 ✓
Cash In Bank	17,554.63 ✓
TOTAL CURRENT ASSETS	<u>32,554.63</u>

TOTAL ASSETS

32,554.63

LIABILITIES

CURRENT LIABILITIES

GST Charged on Sales	0.00
GST Paid on Purchases	-2,119.59
GST Paid on Books	<u>-14.39</u>
Net GST Owning/Refund	-2,133.98
Accounts Payable	0.00
Vacation Payable	0.00
EI Payable	0.00
CPP Payable	0.00
Income Tax Payable	<u>0.00</u>
Receiver General Payable	0.00
L.A.P.P. Payable	0.00
Blue Cross Payable	-0.01
AB Health Payable	81.60
W.C.B. Payable	<u>0.00</u>
TOTAL CURRENT LIABILITIES	<u>-2,052.39</u>

~~-2,033.00~~
 19.39

TOTAL LIABILITIES

-2,052.39

EQUITY

EARNINGS

Retained Earnings	21,773.34
Current Earnings	<u>12,833.68</u>
Total Earnings	<u>34,607.02</u>

TOTAL EQUITY

34,607.02

LIABILITIES AND EQUITY

32,554.63

BROOKS PUBLIC LIBRARY
MINUTES
MARCH 25, 1999

PRESENT: Rudy Esau, Cheryl Pierson, Gay Hemsing, Jerri Schindeler,
Rolf Bander, Jonathan Jaikaran and librarian Karen
Armbruster

ABSENT: Carreen Webber, Henry Najda, Earl Pierson and councillor
Michelle Blydo

Meeting called to order by Vice Chairman Rudy Esau at
6:35 P.M.

MOTION: Approval of agenda
Gay / Rolf CARRIED

MOTION: Approval of minutes of February 25, 1999
Jerri / Cheryl CARRIED

BUSINESS ARISING:

- Amnesty Week - approximately 150 overdue books were
returned, however, donations to the food bank were
minimal
- Jasper Conference - Two staff members will be attending
- Alberta Library card was discussed

CORRESPONDENCE:

- Thank you note from Wanda White
- Letter from Town of Brooks appointing Gay Hemsing for
another term on the board
- Marigold newsletter
- Information sheet regarding the April 26 Investors
Education Seminar to be held in the library.
- Aztec Securities promotional letter

REPORTS:

Finance Report

Jonathan reviewed the February financial statements. The
1998 audited report was introduced for discussion under
new business.

MOTION: The approval of expenses of \$10,343.35 for the month of
February, 1999.

Jonathan / Rolf CARRIED

Shortgrass Report

Rolf reported that the Shortgrass budget was approved by
all municipalities. The Jasper Conference was also

discussed by the Shortgrass Board.

Librarian's Report

- Microfilm project is proceeding on schedule
- Membership is currently at 1844 individual cards. 578 are linked to at least one other family member. Discussion followed concerning family membership cards.
- The new APLEN computer has arrived

NEW BUSINESS:

- 1998 audited statement was presented by Jonathan.
- Bylaw revision.
 1. To strike out the sentence "There shall be no renewals on library owned 16 mm, computer software or videos" from section 6(2).
 2. To expand on section 6(5) Lost or Destroyed Items to cover people who may be abusing the system. Librarian to come up with a revised version for consideration at the next regular meeting in April.
- Christmas closing

MOTION: That the library facility shall close at 1:00 P.M. on Christmas Eve day.

Jonathan / Rolf CARRIED

NEXT MEETING:

Finance Committee - 8:30 A.M., April 19
General Meeting - 6:30 P.M., April 22

ADJOURNMENT:

Meeting adjourned at 7:50 P.M.

Rolf CARRIED

Bob Rolf
Ms. Schneider

FINANCE COMMITTEE MEETING
MARCH 24, 1999

Held in the Brooks Public Library at 8:30 A.M.

Attendance: Jerri Schindeler and librarian Karen Armbruster

Topics discussed:

- Review of February financial statements and accounting procedures. Recommend approval of expenses of \$ 10,343.35 for the month of February.
- New accounting package up and running smoothly.
- 1998 Financial Audit ready and reviewed. To be brought to the board meeting for questions and approval.
- CAP/APLEN computer arriving tomorrow. Current board bylaw must be revised.

Meeting adjourned at 9:15 A.M.

BROOKS PUBLIC LIBRARY
STATEMENT OF RECEIPTS AND EXPENDITURES FOR THE PERIOD ENDING Feb 28, '99

RECEIPTS

	Annual Budget	Current Month	Total to Date
Town of Brooks	94,800.00	-	19,815.00
Province of Alberta	40,675.00	-	-
County of Newell	14,400.00	-	-
Fines, Book Sales, Service Fees	19,600.00	1,333.93	2,087.48
Donations - Fundraisers	4,000.00	1,100.00	2,210.00
Interest Income	800.00	35.26	74.01
Local Memberships	18,000.00	1,368.00	1,989.05
Rural Memberships	2,500.00	-	-
Miscellanea & GST Recovery	1,100.00	-	-
Total Receipts	195,875.00	3,837.19	26,175.54

EXPENDITURES

Shortgrass - Books	33,300.00	-	-
Dynix main & Data Com.	6,000.00	-	-
Salaries	127,688.00	5,642.66	11,173.19
Receiver General (UIC-CPP-Tax)	-	2,081.86	4,211.10
Benefits (BC-WCB-AHC-Pension)	-	1,396.54	2,646.13
Staff Training	1,200.00	309.33	309.33
Materials			
Books, Periodicals, A-V	4,200.00	174.82	394.71
Library Supplies	3,300.00	31.83	195.76
Programming	2,500.00	-	-
Furniture & Equipment	2,500.00	404.67	404.67
Equipment Reserve	1,000.00	-	-
Maintenance			
Copier & Computer Costs	2,000.00	-	-
Book Binding	2,000.00	-	-
Repairs & Maintenance	750.00	25.15	25.15
Internet	550.00	42.36	84.72
Administration			
Conferences & Travel	2,200.00	-	5.46
Security Monitoring	440.00	26.75	53.50
Bank Charges	25.00	-	-
Publicity & Advertising	1,300.00	-	-
Telephone	1,700.00	125.58	251.49
Audit	1,600.00	-	-
Postage, Freight	850.00	81.80	112.20
Professional Memberships	180.00	-	-
Miscellanea	500.00	-	-
Total Expenditures	195,783.00	10,343.35	19,867.41

ASSETS

CURRENT ASSETS

GIC Account	16,000.00 ✓
Signature Account	0.00
Furn. & Shelving Reserve	2,000.00 ✓
Cash In Bank	<u>8,048.47 ✓</u>
TOTAL CURRENT ASSETS	<u>26,048.47</u>

TOTAL ASSETS

26,048.47

LIABILITIES

CURRENT LIABILITIES

GST Charged on Sales	0.00
GST Paid on Purchases	-2,182.47
GST Paid on Books	<u>-25.83</u>
Net GST Owing/Refund	-2,208.30
Accounts Payable	0.00
Vacation Payable	0.00
EI Payable	0.01
CPP Payable	0.00
Income Tax Payable	<u>0.00</u>
Receiver General Payable	0.01
L.A.P.P. Payable	62.39
Blue Cross Payable	-0.01
AB Health Payable	40.80
W.C.B. Payable	<u>0.00</u>
TOTAL CURRENT LIABILITIES	<u>-2,105.11</u>

TOTAL LIABILITIES

-2,105.11

EQUITY

EARNINGS

Retained Earnings	21,773.34
Current Earnings	<u>6,380.24</u>
Total Earnings	<u>28,153.58</u>

TOTAL EQUITY

28,153.58

LIABILITIES AND EQUITY

26,048.47

REVENUE

REVENUE	
Town of Brooks	19,815.00
Province of Alberta	0.00
County of Newell	0.00
Internet	250.50
Local Memberships	1,989.05
Interest Income	74.01
Miscellaneous	0.00
Fines, Book Sales & Services	1,836.98
Rural Memberships	0.00
Donations	860.00
Charitable Receipt Donations	1,350.00
Fundraisers	0.00
GST Recovery	0.00
TOTAL REVENUE	<u>26,175.54</u> ✓

TOTAL REVENUE 26,175.54

EXPENSE

EXPENSES	
Shortgrass Expense	0.00
Books & Materials	368.88
Internet Expense	79.24
New Library Furnishings	378.20
Library Supplies	183.30
Administration & Travel	5.10
Program Expense	75.00
Repair & Maintenance	23.50
Rebinding	0.00
Staff Training	219.00
Telephone Expense	235.15
Copier & Computer Costs	0.00
Security Monitoring	50.00
GST Expense	0.00
Freight & Postage	105.51
Professional Memberships	0.00
Publicity & Advertising	0.00
Audit & Insurance	0.00
Bank Charges	0.00
Miscellaneous	0.00
Wages	15,759.90
EI Expense	560.89
CPP Expense	426.27
WCB Expense	0.00
Blue Cross Expense	549.32
L.A.P.P. Expense	776.04
AB Health Expense	0.00
TOTAL EXPENSES	<u>19,795.30</u>

+ 72.11 19,867.41 ✓

TOTAL EXPENSE 19,795.30

NET INCOME 6,380.24

Mar 199 OK

Brooks Public Library
Balance Sheet As At 3/30/99

ASSETS

CURRENT ASSETS

GIC Account	38,315.00 ✓
Signature Account	0.00
Furn. & Shelving Reserve	2,000.00 ✓
Cash In Bank	<u>1,204.70 ✓</u>
TOTAL CURRENT ASSETS	<u>41,519.70</u>

OK

TOTAL ASSETS 41,519.70

LIABILITIES

CURRENT LIABILITIES

GST Charged on Sales	0.00
GST Paid on Purchases	-2,276.68
GST Paid on Books	<u>-19.71</u>
Net GST Owing/Refund	-2,296.37
Accounts Payable	0.00
Vacation Payable	0.00
EI Payable	0.00
CPP Payable	0.00
Income Tax Payable	<u>0.00</u>
Receiver General Payable	0.00
L.A.P.P. Payable	62.39
Blue Cross Payable	-0.01
AB Health Payable	61.20
W.C.B. Payable	<u>0.00</u>
TOTAL CURRENT LIABILITIES	<u>-2,172.79</u>

TOTAL LIABILITIES -2,172.79

EQUITY

EARNINGS

Retained Earnings	21,773.34
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Brooks Public Library
Balance Sheet As At 3/30/99

Current Earnings	<u>21,919.15</u>
Total Earnings	<u>43,692.49</u>

TOTAL EQUITY 43,692.49

LIABILITIES AND EQUITY 41,519.70

Brooks Public Library
Income Statement 1/1/99 to 3/30/99

REVENUE

REVENUE	
Town of Brooks	42,130.00
Province of Alberta	1,911.00
County of Newell	0.00
Internet	454.00
Local Memberships	3,861.05
Interest Income	74.01
Miscellaneous	0.00
Fines, Book Sales & Services	3,492.73
Rural Memberships	645.00
Donations	902.15
Charitable Receipt Donations	1,350.00
Fundraisers	0.00
GST Recovery	0.00
TOTAL REVENUE	<u>54,819.94</u>

TOTAL REVENUE 54,819.94 ✓

EXPENSE

EXPENSES	
Shortgrass Expense	26.88
Books & Materials	412.21
Internet Expense	118.86
New Library Furnishings	378.20
Library Supplies	478.48
Administration & Travel	277.10
Program Expense	110.00
Repair & Maintenance	23.50
Rebinding	0.00
Staff Training	219.00
Telephone Expense	347.37
Copier & Computer Costs	452.43
Security Monitoring	75.00
GST Expense	0.00
Freight & Postage	106.96

Brooks Public Library
Income Statement 1/1/99 to 3/30/99

Professional Memberships	0.00
Publicity & Advertising	0.00
Audit & Insurance	0.00
Bank Charges	27.00
Miscellaneous	0.00
Wages	25,953.60
EI Expense	924.80
CPP Expense	701.38
3 Expense	296.16
Cross Expense	876.22
L.A.P.P. Expense	1,097.64
AB Health Expense	0.00
TOTAL EXPENSES	<u>32,900.79</u>

GST 164.29

33,065.08

32,900.79

TOTAL EXPENSE

NET INCOME

21,919.15

✓ OK

BROOKS PUBLIC LIBRARY
STATEMENT OF RECEIPTS AND EXPENDITURES FOR THE PERIOD ENDING Mar 31, '99

RECEIPTS

	<u>Annual Budget</u>	<u>Current Month</u>	<u>Total to Date</u>
Town of Brooks	94,800.00	22,315.00	42,130.00
Province of Alberta	40,675.00	1,911.00	1,911.00
County of Newell	14,400.00	-	-
Fines, Book Sales, Service Fees	19,600.00	1,859.25	3,946.73
Donations - Fundraisers	4,000.00	42.15	2,252.15
Interest Income	800.00	-	74.01
Local Memberships	18,000.00	1,872.00	3,861.05
Rural Memberships	2,500.00	645.00	645.00
Miscellaneous & GST Recovery	1,100.00	-	-
Total Receipts	195,875.00	28,644.40	54,819.94

EXPENDITURES

Shortgrass - Books	33,300.00	-	-
Dynix main & Data Com.	6,000.00	-	-
Salaries	127,688.00	7,553.78	18,726.97
Receiver General (UIC-CPP-Tax)	-	2,564.22	6,775.32
Benefits (BC-WCB-AHC-Pension)	-	1,638.99	4,285.12
Staff Training	1,200.00	-	309.33
Materials			
Books, Periodicals, A-V	4,200.00	45.95	440.66
Library Supplies	3,300.00	340.57	536.33
Programming	2,500.00	37.45	37.45
Furniture & Equipment	2,500.00	-	404.67
Equipment Reserve	1,000.00	-	-
Maintenance			
Copier & Computer Costs	2,000.00	484.10	484.10
Book Binding	2,000.00	-	-
Repairs & Maintenance	750.00	-	25.15
Internet	550.00	42.36	127.08
Administration			
Conferences & Travel	2,200.00	291.04	296.50
Security Monitoring	440.00	26.75	80.25
Bank Charges	25.00	27.00	27.00
Publicity & Advertising	1,300.00	-	-
Telephone	1,700.00	120.01	371.50
Audit	1,600.00	-	-
Postage, Freight	850.00	1.45	113.65
Professional Memberships	180.00	-	-
Miscellaneous NSF returned	500.00	24.00	24.00
Total Expenditures	195,783.00	13,197.67	33,065.08

BROOKS PUBLIC LIBRARY
MINUTES
APRIL 23, 1999

PRESENT: Rudy Esau, Carreen Webber, Henry Najda, Jonathan Jaikaran, Cheryl Pierson, Jerri Schindeler, councillors Michelle Blydo, Rolf Bander and librarian Karen Armbruster

ABSENT: Gay Hemsing and Earl Pierson

MOTION: Approval of agenda
Rolf / Carreen CARRIED

MOTION: Approval of March 25 minutes
Henry / Cheryl CARRIED

BUSINESS ARISING - none

CORRESPONDENCE:

- Investors Learning Centre - Information seminar in library on Monday, April 26, at 7:30 P.M. Two professional speakers from Calgary will present "Understanding Investment Risk"
- Thank-you letter from Brooks Food Bank for donations received during our Amnesty Weeks.
- Report on Brooks Fire Department inspection
- Questionnaire from "Healthy Community Organizations"
- Marigold newsletter
- Information packet from FOIP workshop.
- Letter from EID informing us of EIDnet up-grades. Purchasing a dish to speed up Internet access was suggested.
- Registration form for Vitalize '99 was circulated

REPORTS:

Finance Report

- Report of the April 20 finance committee meeting was given by Jonathan Jaikaran.

MOTION: The approval of expenses of \$13,197.67 for the month of March.

Jonathan / Rolf CARRIED

Shortgrass Report

No report this month

Librarian's Report

- The federal summer student employment grant has been received. Erin Storch has been hired to co-ordinate the program this year.

- Librarian attended a one day workshop on the Freedom of Information and Privacy Act as it pertains to libraries. The act becomes law on October 1, 1999 for municipalities libraries and other public organizations.
- To celebrate Alberta Library Week, the library is having a colouring contest for school aged children. Posters and colouring sheets have been distributed to the elementary schools in Brooks and are available at the library for other students. Prizes will be awarded on a class level and an individual level.
- Preparations for "Death by Chocolate" are underway. The Foundation needs the help of the board to sell tickets and bake for the sale.

NEW BUSINESS:

Bylaw change:

Current wording 6(5)

The penalty on any lost or destroyed library item will be the list price of the item.

Proposed change 6(5) First reading

The penalty on any lost or destroyed library item will be as follows:

- a. The list price of the item plus a 10% processing fee for the first time on a patron card.
- b. The list price of the item plus 50% for the second time within two years on the same patron card.
- c. The list price of the item plus 100% for the third time within two years on the same patron card.
- d. Borrowing privileges will be revoked if any further offenses occur.

MOTION: That the bylaw change to subsection 6(5) be accepted.
Carreen / Rolf CARRIED

Discussion followed. Consensus was that item (d) should include the clause "Reinstatement must be applied for in writing to the library board after a period of one year."

MOTION: That the bylaw change to subsection 6(5) be amended to include the reinstatement clause.
Carreen / Rolf CARRIED

Committee established to develop policies as required by FOIP. Carreen, Henry, and Rudy volunteered to assist librarian.

NEXT MEETING:

Finance committee - 8:30 A.M., May 25
General meeting - 6:30 P.M., May 27

ADJOURNMENT:

Meeting adjourned at 8:00 P.M.

Rolf

FINANCE COMMITTEE MEETING
APRIL 19, 1999

Held in the Brooks Public Library at 9:30 A.M.

Attendance: Jonathan Jaikaran and librarian Karen Armbruster

Topics discussed:

- Review of March financial statements and Simply Accounting. Recommend approval of expenses of \$13,197.67 for the month of March.
- Have not had official word from the town about our 1999 budget. The second payment has been received.
- The federal grant for 1 summer student has been received. She will start May 3.

Meeting adjourned at 10:00 A.M.

BROOKS PUBLIC LIBRARY
MINUTES
MAY 27, 1999

PRESENT: Rudy Esau, Carreen Webber, Earl Pierson, Jerri Schindeler, Cheryl Pierson, Gay Hemsing, councillor Michelle Blydo and librarian Karen Armbruster

ABSENT: Henry Najda and Jonathan Jaikaran

MOTION: Approval of agenda
Rudy / Carreen CARRIED

MOTION: Approval of April 23/99 minutes.
Cheryl / Carreen CARRIED

BUSINESS ARISING:

- The ILC night was successful with 13 adults attending.
- Inquiry regarding an internet dish to provide faster
- "Death by Chocolate" raised approximately \$3,800. The Library Foundation will be purchasing a new printer for the library in addition to large print books and other needed items.

CORRESPONDENCE:

- Town of Brooks - Budget approval was not received. It was cut by approximately \$10,000.
- Prairie Pioneers - They are interested in obtaining an older computer for the Pioneer Centre. They would like to introduce the seniors to computers and also put their business on computer. Mary Bessey stated that they do not have funds so are looking for a free computer.
- The annual provincial grant of \$42,481 has been received
- Marigold newsletter

MOTION That the Prairie Pioneers be offered the old XT from the library for their use.
Jerri / Rudy CARRIED

REPORTS:

FINANCE REPORT

Town of Brooks grant will be \$85,270 rather than \$94,800. Board will have to decide on how to come up with needed funds.

MOTION: The approval of expenses of \$15,887.63 for the month Of May.
Carreen / Michelle CARRIED

SHORTGRASS REPORT

Carreen Webber attended the meeting and has attached a written report.

LIBRARIAN'S REPORT

- A shredder has been donated by the Toronto Dominion Bank.
- Met with Kevin Bridges and Noel Moriyami on May 11 to discuss library taking over maintenance of the building. Town has budgeted \$27,500 this year which would be turned over to the library and the library would then be responsible for janitor service, utilities, repairs, etc.
- Maxine Meldrum and Karen attended the Jasper Conference on behalf of the Board and Staff. An oral report on the conference was given by Karen.
- June 9th there will be a Senior's Tea with storytelling and songs by Erin Storch. This is to celebrate the Year of the Senior Citizen.
- Karen attended a FOIP workshop in Medicine Hat. It was very informative. The library will have to establish policies and procedures by October 1999. This is when it will go into effect for all public organizations in Alberta.

NEW BUSINESS:

- Bylaw changes to sections 6-2 and 6-7 to have third and final reading.

MOTION: To accept changes as presented.

Carreen / Cheryl CARRIED

- Discussion concerning Town proposal for maintenance and budget shortfall followed. Earl volunteered to approach the Mayor and hopefully Town Council concerning our funding requirements. Librarian asked to contact other municipalities for current financial data.

NEXT MEETING:

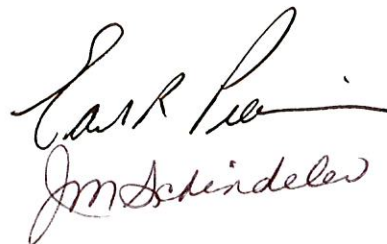
FINANCE COMMITTEE - 8:30 a.m., June 21, 1999

GENERAL MEETING - 6:30 p.m., June 24, 1999

ADJOURNMENT:

Meeting adjourned at 9:10 p.m.

Michelle / Carreen CARRIED



Earl
Maxine Meldrum

BROOKS PUBLIC LIBRARY
STATEMENT OF RECEIPTS AND EXPENDITURES FOR THE PERIOD ENDING April 30 '99

RECEIPTS	Annual Budget	Current Month	Total to Date
Town of Brooks	94,800.00	-	42,130.00
Province of Alberta	40,675.00	42,481.00	44,392.00
County of Newell	14,400.00	-	-
Fines, Book Sales, Service Fees	19,600.00	1,531.58	5,478.31
Donations - Fundraisers	4,000.00	50.00	2,302.15
Interest Income	800.00	60.53	134.54
Local Memberships	18,000.00	1,092.00	4,953.05
Rural Memberships	2,500.00	-	645.00
Miscellaneous & GST Recovery	1,100.00	1,137.93	1,137.93
Total Receipts	195,875.00	46,353.04	101,172.98
EXPENDITURES			
Shortgrass - Books	33,300.00		
Dynix main & Data Com.	6,000.00		
Salaries	127,688.00	6,607.03	25,334.00
Receiver General (UIC-CPP-Tax)		2,374.88	9,150.20
Benefits (BC-WCB-AHC-Pension)		1,536.53	5,821.65
Staff Training	1,200.00		309.33
Materials			
Books, Periodicals, A-V	4,200.00	546.69	987.35
Library Supplies	3,300.00	129.23	665.56
Programming	2,500.00		37.45
Furniture & Equipment	2,500.00	1,066.02	1,470.69
Equipment Reserve	1,000.00		
Maintenance			
Copier & Computer Costs	2,000.00	182.59	666.69
Book Binding	2,000.00	530.61	530.61
Repairs & Maintenance	750.00		25.15
Internet	550.00	42.36	169.44
Administration			
Conferences & Travel	2,200.00	1,178.42	1,474.92
Security Monitoring	440.00	26.75	107.00
Bank Charges	25.00		27.00
Publicity & Advertising	1,300.00		
Telephone	1,700.00	113.86	485.36
Audit	1,600.00	1,530.10	1,530.10
Postage, Freight	850.00	22.56	136.21
Professional Memberships	180.00		
Miscellaneous	500.00		
Total Expenditures	195,783.00	15,887.63	48,928.71

Brooks Public Library
Income Statement 1/1/99 to 4/30/99

REVENUE

REVENUE	
Town of Brooks	42,130.00
Province of Alberta	44,392.00
County of Newell	0.00
Internet	454.00
Local Memberships	4,953.05
Interest Income	134.54
Miscellaneous	0.00
Fines, Book Sales & Services	5,024.31
Rural Memberships	645.00
Donations	902.15
Charitable Receipt Donations	1,400.00
Fundraisers	0.00
GST Recovery	1,137.93
TOTAL REVENUE	<u>101,172.98</u> ✓ OK

TOTAL REVENUE 101,172.98

EXPENSES

EXPENSES	
Shortgrass Expense	26.88
Books & Materials	921.70
Internet Expense	158.48
New Library Furnishings	1,403.19
Library Supplies	597.25
Administration & Travel	1,378.43
Program Expense	110.00
Repair & Maintenance	23.50
Rebinding	495.90
Staff Training	219.00
Telephone Expense	453.84
Copier & Computer Costs	623.08
Security Monitoring	100.00
GST Expense	0.00
Freight & Postage	129.52

Brooks Public Library
Income Statement 1/1/99 to 4/30/99

Professional Memberships	0.00
Publicity & Advertising	0.00
Audit & Insurance	1,430.00
Bank Charges	27.00
Miscellaneous	0.00
Wages	35,072.40
EI Expense	1,250.33
CPP Expense	949.08
UBC Expense	296.16
Life Cross Expense	1,203.12
L.A.P.P. Expense	1,413.54
AB Health Expense	142.80
TOTAL EXPENSES	<u>48,425.20</u>
	508.51
+ GST	<u>48,933.71</u> ✓ OK
TOTAL EXPENSE	<u>48,425.20</u>
NET INCOME	<u>52,747.78</u>

TOWN OF BROOKS LIBRARY

OPERATING EXPENDITURES

	1994 Actuals	1995 Actuals	1996 Actuals	1997 Actuals	1998 Actuals	1999 Budget
Wages	462	245	367	316	332	400
Employee Benefits	82	48	59	58	48	72
Insurance	3,039	3,258	2,937	2,948	2,788	2,788
Building & Grounds Maintenance	11,175	20,075	14,889	13,195	13,172	13,500
Contracted Services	0	0	0	0	0	0
Miscellaneous, Donations, Other	0	0	0	0	5,000	0
Supplies	136	0	0	0	0	0
Utilities	16,975	16,228	14,185	14,187	12,242	14,000
Contributed to Other Operating	0	0	0	0	0	0
Contributions to Capital	0	0	0	0	0	0
Contributions to Reserve	0	0	0	0	0	0
Contribution to Own Agencies	108,974	108,974	108,974	108,974	116,053	118,072
Debenture Debt - Principle	0	0	0	0	0	0
Debentures - Interest	0	0	0	0	0	0
TOTAL OPERATING EXPENDITURES	140,843	148,829	141,411	139,678	149,636	148,832

al Brooks

*- Shortness
Library op*

TOWN OF BROOKS LIBRARY

OPERATING

	1994 Actuals	1995 Actuals	1996 Actuals	1997 Actuals	1998 Actuals	1999 Budget
Building & Grounds Maintenance						
Air Conditioning - Clean Coils				78		
Air Conditioning - Clean Condensor					341	
Air Conditioning - Repairs		1,066				
Air Conditioning - Replace Condensor Fan			1,170			
Air Conditioning - Replace Filter				354		
Boiler - Repairs					301	
Blower Motor - 5hp - Install		1,012				
Circulation Pump - Repair	199					
Compressor - Remove & Reinstall		3,241				
Electric Doors - Offset Pivot		220				
Electric Doors - Repairs				287		
Engineering Charges		769				
Fire Extinguishers - Service		31	31	31	31	
Freight			15			
Furnace - Service				119		
Heating System - Check		2,693	343			
Heating System - Clean & Flush	1,133					
Heating System - Repair Hot Water Leak					158	
Heating System - Repair Valve	39					
Janitorial	8,961	9,132	8,961	11,279	11,742	12,200
Lighting - Ballasts/Bulbs/Repairs		1,088	3,359	569	263	
Local Improvement Charges		381				
Misc. Supplies - Magic Wrap/Cloth Tape			51	25		
Motion Censor Light Installed	74					
Picker Rental - 14-ton		227				
Roof Repairs	618					
Roof Repairs - Drains		82	335			
Toilet - Unplug		40				
Toilet Tissue/Hand Towels/Soap	150	93	502	414	337	
Washroom Repairs			122	39		
TOTAL BLDG. & GROUNDS MAINT.	11,175	20,075	14,889	13,195	13,172	13,500
Miscellaneous, Donations, Other						
Carl J. Anderson Endowment					5,000	
TOTAL MISC., DONATIONS, OTHER	0	0	0	0	5,000	0
Utilities						
C.W.N.G.	2,579	1,791	1,716	2,257	2,468	
Town of Brooks (Utilities)	303	382	370	319	371	
Town of Brooks (Surface Irrigation)	262	0	0	0	0	0
Transalta	13,831	14,055	12,098	11,611	9,404	
TOTAL UTILITIES	16,975	16,228	14,185	14,187	12,242	14,000
TOTAL OPERATING EXPENDITURES	28,150	36,303	29,074	27,382	30,415	27,500

**TOWN OF BROOKS
LIBRARY**

CAPITAL

	1994 Actuals	1995 Actuals	1996 Actuals	1997 Actuals	1998 Actuals	1999 Budget
Capital Expenditures - Buildings						
Library - Lighting Retrofit				14,135		
TOTAL CAPITAL EXPENDITURES - BUILDINGS	0	0	0	14,135	0	0
Contribution to Other Capital						
TOTAL CONTRIBUTION TO OTHER CAPITAL	0	0	0	0	0	0
Contribution to Reserves						
Lighting - Underexpenditure				170		
TOTAL CONTRIBUTION TO RESERVES	0	0	0	170	0	0
TOTAL CAPITAL EXPENDITURES	0	0	0	14,305	0	0

BROOKS PUBLIC LIBRARY
MINUTES
JUNE 24, 1999

PRESENT: Earl Pierson, Carreen Webber, Gay Hemsing, Henry Najda, councillor
Rolf Bander, Jerri Schindeler, and librarian Karen Armbruster

ABSENT: Rudy Esau, Cheryl Pierson, Jonathan Jaikaran and councillor Michelle
Blydo

Chairman Earl Pierson called the meeting to order at 6:35 P.M.

MOTION: Approval of agenda
Gay / Rolf CARRIED

MOTION: Approval of May 27/99 minutes as printed
Carreen / Henry CARRIED

BUSINESS ARISING:

- Senior's Tea had a very good turn out with 35 senior's and 18 pre-school children.
- Meeting with Town Council went very well with over 80 library supporters in attendance.
- Rolf informed the Board of Council 's function on financial matters. A discussion ensued regarding budget preparation and presentation..

CORRESPONDENCE:

- Shortgrass Library Board minutes
- Marigold newsletter
- Alberta Library newsletter
- Proposal from Commtel concerning ways to speed up Internet connection for network user. Two methods were proposed: a wireless connection with a relay tower for approximately \$10,000. And a DSL connection for a rental of \$50.00 per month plus initial copper wire installation of approximately \$5,000.

REPORTS:

FINANCE REPORT
Third installment of Town Grant received.

MOTION: The approval of expenses of \$28,848.09 for the month of May.
Jerri / Carreen CARRIED

SHORTGRASS REPORT
Nothing to report this month

LIBRARIAN'S REPORT

- The summer student has been busy with year end class tours
- Information was gathered for the Town Meeting
- Librarian will be taking a one week holiday from July 1-7
- A book buying trip is planned for Monday.

NEW BUSINESS:

- Board meetings will not be held in July or August unless necessary
- Finance committee will meet to discuss current and next year's budget. Dates to be set when treasurer returns.

NEXT REGULAR MEETINGS:

- FINANCE COMMITTEE - 8:30 a.m., Sept. 20, 1999
- GENERAL MEETING - 6:30 p.m., Sept. 23, 1999

ADJOURNMENT:

Meeting adjourned at 8:00 p.m.

Carreen / Henry

CARRIED

Carl H. Schindler
m. Schindler

FINANCE COMMITTEE MEETING
JUNE 21, 1999

Held in the Brooks Public Library at 8:30 A.M.

Attendance: Jerrri Schindeler, Earl Pierson and librarian Karen Armbruster

Topics discussed:

Review of May financial statements and Simply accounting. Recommend approval of expenses of \$28,848.09 for the month of May.

Meeting adjourned at 9:20 as Karen had a librarian's meeting at Shortgrass headquarters ~~at~~ 10:00.

3%

May 1999 OK

Brooks Public Library
Balance Sheet As At 5/31/99

ASSETS

CURRENT ASSETS

GIC Account	38,315.00	✓
Signature Account	0.00	
Furn. & Shelving Reserve	2,000.00	✓
Cash In Bank	29,100.10	✓
TOTAL CURRENT ASSETS	<u>69,415.10</u>	OK

TOTAL ASSETS

69,415.10

LIABILITIES

CURRENT LIABILITIES

GST Charged on Sales	0.00	
GST Paid on Purchases	-606.70	
GST Paid on Books	<u>-19.71</u>	
Net GST Owing/Refund		-626.41
Accounts Payable		0.00
Vacation Payable		0.00
EI Payable	0.00	
CPP Payable	0.00	
Income Tax Payable	<u>0.00</u>	
Receiver General Payable		0.00
L.A.P.P. Payable		62.39
Blue Cross Payable		-0.01
AB Health Payable		40.80
W.C.B. Payable		<u>0.00</u>
TOTAL CURRENT LIABILITIES		<u>-523.23</u>

TOTAL LIABILITIES

-523.23

EQUITY

EARNINGS

Retained Earnings	19,740.34
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Brooks Public Library
Balance Sheet As At 5/31/99

Current Earnings	<u>50,197.99</u>
Total Earnings	<u>69,938.33</u>

TOTAL EQUITY

69,938.33

LIABILITIES AND EQUITY

69,415.10

Brooks Public Library
Income Statement 1/1/99 to 5/31/99

REVENUE

REVENUE	
Town of Brooks	63,952.32
Government of Canada	1,384.00
Province of Alberta	44,392.00
County of Newell	0.00
Internet	454.00
Local Memberships	6,153.05
Interest Income	208.75
Miscellaneous	0.00
Fines, Book Sales & Services	6,463.86
Rural Memberships	982.50
Donations	902.15
Charitable Receipt Donations	1,420.00
Fundraisers	0.00
GST Recovery	1,137.93
TOTAL REVENUE	<u>127,451.56</u>

TOTAL REVENUE 127,451.56

EXPENSES

EXPENSES	
Shortgrass Expense	16,428.01
Books & Materials	980.28
Internet Expense	198.10
New Library Furnishings	1,772.19
Library Supplies	850.35
Administration & Travel	1,378.43
Program Expense	110.00
Repair & Maintenance	23.50
Rebinding	495.90
Staff Training	219.00
Telephone Expense	558.42
Copier & Computer Costs	623.08
Security Monitoring	125.00
GST Expense	0.00

Brooks Public Library
Income Statement 1/1/99 to 5/31/99

Freight & Postage	223.27
Professional Memberships	0.00
Publicity & Advertising	0.00
Audit & Insurance	1,430.00
Bank Charges	27.00
Miscellaneous	0.00
Wages	45,274.95
EI Expense	1,614.56
CPP Expense	1,224.51
UBC Expense	296.16
UBC Cross Expense	1,530.02
L.A.P.P. Expense	1,728.04
AB Health Expense	142.80
TOTAL EXPENSES	<u>77,253.57</u>

GST + 523.23
77,776.80

✓ OK

TOTAL EXPENSE 77,253.57

NET INCOME 50,197.99

BROOKS PUBLIC LIBRARY
STATEMENT OF RECEIPTS AND EXPENDITURES FOR THE PERIOD ENDING May 31, 1999

RECEIPTS

	<u>Annual Budget</u>	<u>Current Month</u>	<u>Total to Date</u>
Town of Brooks	94,800.00	21,822.32	63,952.32
Province of Alberta	40,675.00	-	44,392.00
County of Newell	14,400.00	-	-
Fines, Book Sales, Service Fees	19,600.00	1,439.55	6,917.86
Donations - Fundraisers	4,000.00	20.00	2,322.15
Interest Income	800.00	75.21	209.75
Local Memberships	18,000.00	1,200.00	6,153.05
Rural Memberships	2,500.00	337.50	982.50
Miscellanea & GST Recovery <small>Summer Program</small>	1,100.00	1,384.00	2,521.93
Total Receipts	195,875.00	26,278.58	127,451.56

EXPENDITURES

Shortgrass - Books	33,300.00	16,401.13	16,401.13
Dynix main & Data Com.	6,000.00	-	-
Salaries	127,688.00	7,543.26	32,877.26
Receiver General (UIC-CPP-Tax)	-	2,589.91	11,740.11
Benefits (BC-WCB-AHC-Pension)	-	1,330.03	7,151.68
Staff Training	1,200.00	-	309.33
Materials			
Books, Periodicals, A-V	4,200.00	62.68	1,050.03
Library Supplies	3,300.00	270.82	936.38
Programming	2,500.00	-	37.45
Furniture & Equipment	2,500.00	369.00	-
Equipment Reserve	1,000.00	-	1,839.69
Maintenance			
Copier & Computer Costs	2,000.00	-	666.69
Book Binding	2,000.00	-	530.61
Repairs & Maintenance	750.00	-	25.15
Internet	550.00	42.36	211.80
Administration			
Conferences & Travel	2,200.00	-	1,474.92
Security Monitoring	440.00	26.75	133.75
Bank Charges	25.00	-	27.00
Publicity & Advertising	1,300.00	-	-
Telephone	1,700.00	111.84	597.20
Audit	1,600.00	-	1,530.10
Postage, Freight	850.00	100.31	236.52
Professional Memberships	180.00	-	-
Miscellanea	500.00	-	-
Total Expenditures	195,783.00	28,848.09	77,776.80

Brooks Public Library
Minutes
September 9, 1999

Present: Rudy Esau, Henry Najda, Carreen Webber, Jerri Schindeler, Earl Pierson, councillor Michelle Blydo and librarian Karen Armbruster

Absent: Gay Hemsing, Cheryl Pierson, Jonathan Jaikaran and councillor Rolf Bander

Chairman Earl Pierson called the meeting to order at 6:45 p.m.

Motion: To approve the agenda for September 9 meeting with the addition of "Potential board members" added by Carreen Webber.

Amended agenda Carreen / Rudy CARRIED

Motion: To approved minutes of June 24th meeting as presented.

Henry / Rudy CARRIED

Business Arising:

- The budget for the year 2000 is due to be submitted to the Town of Brooks by October 1, 1999.

Correspondence:

- "Understanding Newcomers, Immigration and Cultures" conference to be held in Medicine Hat on October 13, with Marlene Gross presenter.
- "Building Communities From the Inside Out" conference to be held in Red Deer from September 30 to October 2.
- National Youth Savings Bonds contest sponsored by Canada Post coming to all libraries across Canada. Children may enter at their local libraries or on the Internet.
- Medicine Hat Rotary Club as sent approximately 10,000 used books to be sold as a fund raiser for the Brooks Public Library. A thank You letter has been sent to the club.

Financial Report:

- Financial reports for the months of June, July and August were reviewed.

Motion: That expenses in the amounts of \$17,591.42 for the month of June, \$14,505.34 for the month of July and \$29,432.45 for the month of August be accepted.

Carreen / Rudy CARRIED

Motion : That the Board transfer \$1,600.00 plus GST from the furnishing reserve to The current account for the purchase of a CD storage unit.

Henry / Jerri CARRIED

Reports:

Shortgrass Report

- July 15 - Report on Alberta Library Trustees
- Four instructional videos on FOIP ordered for system libraries
- Shortgrass policies and job descriptions reviewed
- October Shortgrass Board meeting to be held in Brooks

Librarian's Report

- Book sale in the mall to be held September 16,17 and 18
- Library Netscape Conference in Edmonton is full. Karen and Tyler have been put on the waiting list.
- Summer spent gathering information and statistics for the Library Board and the Town.
- Erin Storch, co-ordinator of the summer program did an excellent job. We had many positive responses.
- Tyler Andruschak, a recent graduate of the MHC computer technology program has been hired as a ½ time library aide.
- Brooks Internet computers now hooked to the Shortgrass mainframe.

New Business:

- Work schedule for the book sale circulated for everyone to sign
- Henry Najda handed out and reviewed information on how the Freedom of Information Protection and Privacy Act (FOIP) will affect the library. The province is requiring all public libraries to have by-laws and policies regarding the implementation of this Act

Motion: Proposed by-law 7.1, by-law 7.2 and by-law 7.3 be accepted.
First reading Henry / Carreen CARRIED
Second reading Carreen / Rudy CARRIED
On second reading Carreen Webber moved that the phrase "initial application fee \$27.00 be included.
Carreen / Rudy CARRIED

Motion: That policy 9B - 1999 FOIP and User Confidentiality be accepted.
Henry / Rudy CARRIED

Motion: That policy 13 - Records Retention be accepted .
Henry / Carreen

- A three year detailed projected budget will be worked on for presentation to the Town as soon as possible. The finance committee and all interested board members will meet on Tuesday, September 14 at 7 p.m.

- New Board Members - Carreen inquired if it was okay to approach people to see if they were willing to sit on the Library Board.

Adjournment:

Meeting adjourned at 8:50 p.m.

Next Meeting: General meeting - October 28, 1999 at 6:30 p.m.

Jack P. Schindler

June 1999 OK

ASSETS

CURRENT ASSETS

CCC Account	68,315.00	✓
Signature Account	0.00	✓
Furn. & Shelving Reserve	2,002.86	✓
Cash In Bank	<u>-13,295.78</u>	✓
TOTAL CURRENT ASSETS	<u>57,022.08</u>	

TOTAL ASSETS

57,022.08

LIABILITIES

CURRENT LIABILITIES

GST Charged on Sales	0.00	
GST Paid on Purchases	-746.07	
GST Paid on Books	<u>-62.75</u>	
Net GST Owning/Refund		-808.82
Accounts Payable		0.00
Vacation Payable		0.00
EI Payable	0.00	
CPP Payable	0.00	
Income Tax Payable	<u>0.00</u>	
Receiver General Payable		0.00
L.A.P.P. Payable		62.39
Blue Cross Payable		-0.01
AB Health Payable		61.20
W.C.B. Payable		<u>0.00</u>
TOTAL CURRENT LIABILITIES		<u>-685.24</u>

TOTAL LIABILITIES

-685.24

EQUITY

EARNINGS

Retained Earnings	19,740.34
Current Earnings	<u>37,966.98</u>
Total Earnings	<u>57,707.32</u>

TOTAL EQUITY

57,707.32

LIABILITIES AND EQUITY

57,022.08

REVENUE

REVENUE	
Town of Brooks	63,952.32
Government of Canada	1,384.00
Province of Alberta	44,392.00
County of Newell	0.00
Internet	454.00
Local Memberships	8,331.05
Interest Income	268.55
Miscellaneous	0.00
Fines, Book Sales & Services	8,015.46
Rural Memberships	982.50
Donations	1,802.15
Charitable Receipt Donations	1,930.00
Fundraisers	0.00
GST Recovery	1,137.93
TOTAL REVENUE	<u>132,649.96</u>

✓ OK

TOTAL REVENUE 132,649.96

EXPENSE

EXPENSES	
Shortgrass Expense	19,240.82
Books & Materials	2,575.03
Internet Expense	237.72
New Library Furnishings	1,822.19
Library Supplies	1,215.98
Administration & Travel	1,528.43
Program Expense	217.38
Repair & Maintenance	23.50
Rebinding	495.90
Staff Training	219.00
Telephone Expense	670.21
Copier & Computer Costs	849.47
Security Monitoring	150.00
GST Expense	0.00
Freight & Postage	225.41
Professional Memberships	0.00
Publicity & Advertising	250.00
Audit & Insurance	1,430.00
Bank Charges	32.00
Miscellaneous	0.00
Wages	55,668.85
EI Expense	1,985.63
CPP Expense	1,506.64
WCB Expense	296.16
Blue Cross Expense	1,856.92
L.A.P.P. Expense	2,042.94
AB Health Expense	142.80
TOTAL EXPENSES	<u>94,682.98</u>

GST + 685.24
95,368.22

✓ OK

TOTAL EXPENSE 94,682.98

NET INCOME 37,966.98

BROOKS PUBLIC LIBRARY
STATEMENT OF RECEIPTS AND EXPENDITURES FOR THE PERIOD ENDING June 30, 1977

RECEIPTS

	<u>Annual Budget</u>	<u>Current Month</u>	<u>Total to Date</u>
Town of Brooks	<u>94,800.00</u>	-	163,952.35
Province of Alberta	<u>40,675.00</u>	-	44,392.00
County of Newell	<u>14,400.00</u>	-	-
Fines, Book Sales, Service Fees	<u>19,600.00</u>	1,551.60	8,469.46
Donations - Fundraisers	<u>4,000.00</u>	1,410.00	3,732.15
Interest Income	<u>800.00</u>	58.80	268.55
Local Memberships	<u>18,000.00</u>	2,178.00	8,331.05
Rural Memberships	<u>2,500.00</u>	-	982.50
Miscellaneous & GST Recovery	<u>1,100.00</u>	-	2,521.97
Total Receipts	<u>195,875.00</u>	<u>5,195.54</u>	<u>132,649.96</u>

EXPENDITURES

Shortgrass - Books	<u>33,300.00</u>	-	<u>16,401.13</u>
Dynix main & Data Com.	<u>6,000.00</u>	2,812.81	2,812.81
Salaries	<u>127,688.00</u>	<u>7,688.55</u>	<u>40,515.81</u>
Receiver General (UIC-CPP-Tax)	<u> </u>	2,649.22	14,389.33
Benefits (BC-WCB-AHC-Pension)	<u> </u>	1,332.73	8,482.41
Staff Training	<u>1,200.00</u>	-	309.33
Materials			
Books, Periodicals, A-V	<u>4,200.00</u>	1,705.96	2,755.97
Library Supplies	<u>3,300.00</u>	498.61	1,434.99
Programming	<u>2,500.00</u>	-	37.45
Furniture & Equipment	<u>2,500.00</u>	50.00	1,889.67
Equipment Reserve	<u>1,000.00</u>	-	-
Maintenance			
Copier & Computer Costs	<u>2,000.00</u>	242.24	908.93
Book Binding	<u>2,000.00</u>	-	530.16
Repairs & Maintenance	<u>750.00</u>	-	25.15
Internet	<u>550.00</u>	42.36	254.16
Administration			
Conferences & Travel	<u>2,200.00</u>	150.00	1,1624.75
Security Monitoring	<u>440.00</u>	26.75	160.50
Bank Charges	<u>25.00</u>	5.00	38.00
Publicity & Advertising	<u>1,300.00</u>	267.50	267.50
Telephone	<u>1,700.00</u>	119.55	716.75
Audit	<u>1,600.00</u>	-	1,530.10
Postage, Freight	<u>850.00</u>	2.14	238.66
Professional Memberships	<u>180.00</u>	-	-
Miscellaneous	<u>500.00</u>	-	-
Total Expenditures	<u>195,783.00</u>	<u>17,591.42</u>	<u>95,368.22</u>

July 1999 OK

ASSETS

CURRENT ASSETS

GIC Account	41,000.00	✓
Signature Account	0.00	
Term. & Shelving Reserve	2,002.86	✓
Cash In Bank	8,875.70	✓
TOTAL CURRENT ASSETS	<u>51,878.56</u>	

TOTAL ASSETS	<u>51,878.56</u>
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LIABILITIES

CURRENT LIABILITIES

GST Charged on Sales	0.00	
GST Paid on Purchases	-888.97	
GST Paid on Books	<u>-62.75</u>	
Net GST Owning/Refund		-951.72
Accounts Payable		0.00
Vacation Payable		0.00
EI Payable	12.50	
CPP Payable	0.00	
Income Tax Payable	<u>0.00</u>	
Receiver General Payable		12.50
L.A.P.P. Payable		62.39
Blue Cross Payable		-0.01
AB Health Payable		20.40
W.C.B. Payable		<u>0.00</u>
TOTAL CURRENT LIABILITIES		<u>-856.44</u>

TOTAL LIABILITIES	<u>-856.44</u>
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EQUITY

EARNINGS

Retained Earnings	19,740.34
Investment Earnings	<u>32,994.66</u>
Total Earnings	<u>52,735.00</u>

TOTAL EQUITY	<u>52,735.00</u>
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LIABILITIES AND EQUITY	<u>51,878.56</u>
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REVENUE

REVENUE	
Town of Brooks	63,952.32
Government of Canada	1,384.00
Province of Alberta	44,392.00
County of Newell	5,557.20
Internet	454.00
Local Memberships	10,443.05
Interest Income	408.30
Miscellaneous	0.00
Fines, Book Sales & Services	9,156.33
Rural Memberships	982.50
Donations	2,064.15
Charitable Receipt Donations	2,080.00
Fundraisers	0.00
GST Recovery	1,137.93
TOTAL REVENUE	<u>142,011.78</u>

TOTAL REVENUE 142,011.78 ✓

EXPENSE

EXPENSES	
Shortgrass Expense	19,240.82
Books & Materials	2,690.65
Internet Expense	277.34
New Library Furnishings	1,822.19
Library Supplies	2,132.37
Administration & Travel	1,252.43
Program Expense	492.38
Repair & Maintenance	26.19
Rebinding	495.90
Staff Training	219.00
Telephone Expense	788.62
Copier & Computer Costs	893.22
Security Monitoring	175.00
IT Expense	0.00
Freight & Postage	448.77
Professional Memberships	0.00
Publicity & Advertising	808.00
Audit & Insurance	1,430.00
Bank Charges	50.56
Miscellaneous	0.00
Wages	66,479.02
EI Expense	2,371.53
CPP Expense	1,795.61
WCB Expense	296.16
Blue Cross Expense	2,183.82
L.A.P.P. Expense	2,361.94
AB Health Expense	285.60
TOTAL EXPENSES	<u>109,017.12</u>

GST: 856.44 ✓
109,873.56 ok

TOTAL EXPENSE

NET INCOME 32,994.66

BROOKS PUBLIC LIBRARY
STATEMENT OF RECEIPTS AND EXPENDITURES FOR THE PERIOD ENDING July 31, 99

RECEIPTS

	<u>Annual Budget</u>	<u>Current Month</u>	<u>Total to Date</u>
Town of Brooks	94,800.00	-	63,952.32
Province of Alberta	40,675.00	-	44,392.00
County of Newell	14,400.00	5,557.20	5,557.20
Fines, Book Sales, Service Fees	19,600.00	1,140.87	9,610.33
Donations - Fundraisers	4,000.00	412.00	4,144.15
Interest Income	800.00	139.75	408.30
Rural Memberships	18,000.00	2,112.00	10,443.05
Rural Memberships	2,500.00		982.50
Miscellaneous & GST Recovery	1,100.00		2,521.93
Total Receipts	195,875.00	9,361.82	142,011.78

EXPENDITURES

Shortgrass - Books	33,300.00		16,401.13
Dynix main & Data Com.	6,000.00		2,812.81
Salaries	127,688.00	8,116.69	48,682.50
Receiver General (UIC-CPP-Tax)		2,643.22	17,032.55
Benefits (BC-WCB-AHC-Pension)		1,542.13	10,024.54
Staff Training	1,200.00		309.33
Materials			
Books, Periodicals, A-V	4,200.00	123.71	2,879.70
Library Supplies	3,300.00	980.53	2,415.52
Programming	2,500.00	275.00	312.45
Furniture & Equipment	2,500.00		1,889.69
Equipment Reserve	1,000.00		
Maintenance			
Copier & Computer Costs	2,000.00	46.81	955.74
Book Binding	2,000.00		530.61
Repairs & Maintenance	750.00	2.88	28.03
Internet	550.00	42.36	296.52
Administration			
Conferences & Travel	2,200.00	(276.00)	1,348.92
Security Monitoring	440.00	26.75	187.25
Bank Charges	25.00	18.56	50.56
Publicity & Advertising	1,300.00	597.06	864.56
Telephone	1,700.00	126.64	843.39
Audit	1,600.00		1,530.10
Postage, Freight	850.00	239.00	477.66
Professional Memberships	180.00		-
Miscellaneous	500.00		-
Total Expenditures	195,783.00	14,505.34	109,873.56

FINANCE COMMITTEE MEETING
AUGUST 30, 1999

Held in the Brooks Public Library at 8:30 A.M.

Attendance : Earl Pierson, Jerri Schindeler and librarian Karen Armbruster

Topics discussed:

Review of financial statements for the summer months of June, July and August.
Review of Simply Accounting entries for those months. Recommend approval of expenses of \$17,591.42 for the month of June, \$14,505.34 for the month of July, and \$29,432.45 for the month of August.

Discussed statistics gathered by Town and forthcoming meeting.

Discussed need for CD storage unit and transfer of funds from the furnishing reserve account to pay for it. Item to be brought to September general meeting.

Meeting adjourned at 10:45.

August 1999 OK

ASSETS

CURRENT ASSETS

GIC Account	16,000.00	✓
Signature Account	0.00	✓
Donation & Shelving Reserve	2,002.86	✓
Cash In Bank	10,258.24	✓
TOTAL CURRENT ASSETS	<u>28,261.10</u>	OK

TOTAL ASSETS 28,261.10

LIABILITIES

CURRENT LIABILITIES

GST Charged on Sales	0.00	
GST Paid on Purchases	-920.75	
GST Paid on Books	<u>-62.75</u>	
Net GST Owning/Refund		-983.50
Accounts Payable		0.00
Vacation Payable		-154.84
EI Payable	12.50	
CPP Payable	0.00	
Income Tax Payable	<u>0.00</u>	
Receiver General Payable		12.50
L.A.P.P. Payable		62.39
Blue Cross Payable		-0.01
AB Health Payable		40.80
W.C.B. Payable		<u>0.00</u>
TOTAL CURRENT LIABILITIES		<u>-1,022.66</u>

TOTAL LIABILITIES -1,022.66

EQUITY

EARNINGS

Retained Earnings	19,740.34
Investment Earnings	<u>9,543.42</u>
Unrealized Earnings	<u>29,283.76</u>

TOTAL EQUITY 29,283.76

LIABILITIES AND EQUITY 28,261.10

REVENUE

REVENUE

Town of Brooks	63,952.32
Government of Canada	1,384.00
Province of Alberta	46,744.00
County of Newell	5,557.20
Internet	454.00
Local Memberships	11,919.05
Interest Income	474.05
Miscellaneous	0.00
Fines, Book Sales & Services	10,492.57
Rural Memberships	1,492.50
Donations	2,114.15
Charitable Receipt Donations	2,105.00
Fundraisers	0.00
GST Recovery	1,137.93
TOTAL REVENUE	<u>147,826.77</u>

TOTAL REVENUE 147,826.77

EXPENSE

EXPENSES

Shortgrass Expense	35,668.82
Books & Materials	2,728.63
Internet Expense	316.33
New Library Furnishings	1,822.19
Library Supplies	2,271.77
Administration & Travel	1,402.23
Program Expense	492.38
Repair & Maintenance	96.19
Rebinding	495.90
Staff Training	219.00
Telephone Expense	896.33
Copier & Computer Costs	998.12
Security Monitoring	200.00
Expense	0.00
Light & Postage	448.77
Professional Memberships	0.00
Publicity & Advertising	808.00
Audit & Insurance	1,430.00
Bank Charges	50.56
Miscellaneous	0.00
Wages	77,306.22
EI Expense	2,763.59
CPP Expense	2,092.90
WCB Expense	296.16
Blue Cross Expense	2,510.72
L.A.P.P. Expense	2,682.94
AB Health Expense	285.60
TOTAL EXPENSES	<u>138,283.35</u>

+ GST 1,022.66
139,306.01
138,283.35

✓ OK

TOTAL EXPENSE

NET INCOME 9,543.42

BROOKS PUBLIC LIBRARY
STATEMENT OF RECEIPTS AND EXPENDITURES FOR THE PERIOD ENDING August 31, '99

RECEIPTS

	<u>Annual Budget</u>	<u>Current Month</u>	<u>Total to Date</u>
Town of Brooks	<u>94,800.00</u>	-	63,952.32
Province of Alberta	<u>40,675.00</u>	<u>2,352.00</u>	<u>46,744.00</u>
County of Newell	<u>14,400.00</u>	-	<u>5,557.20</u>
Fines, Book Sales, Service Fees	<u>19,600.00</u>	<u>1,336.24</u>	<u>10,946.57</u>
Donations - Fundraisers	<u>4,000.00</u>	<u>75.00</u>	<u>4,219.15</u>
Interest Income	<u>800.00</u>	<u>65.75</u>	<u>474.05</u>
Local Memberships	<u>18,000.00</u>	<u>1,476.00</u>	<u>11,919.05</u>
Rural Memberships	<u>2,500.00</u>	<u>510.00</u>	<u>1,492.50</u>
Miscellaneous & GST Recovery	<u>1,100.00</u>	-	<u>2,521.93</u>
Total Receipts	<u>195,875.00</u>	<u>5,814.99</u>	<u>147,826.77</u>

EXPENDITURES

Shortgrass - Books	<u>33,300.00</u>	<u>16,401.12</u>	<u>32,802.25</u>
Dynix main & Data Com.	<u>6,000.00</u>	-	<u>2,812.81</u>
Salaries	<u>127,688.00</u>	<u>8,197.78</u>	<u>56,880.28</u>
Receiver General (UIC-CPP-Tax)	<u> </u>	<u>2,759.38</u>	<u>19,791.93</u>
Benefits (BC-WCB-AHC-Pension)	<u> </u>	<u>1,341.73</u>	<u>11,366.27</u>
Staff Training	<u>1,200.00</u>	-	<u>309.33</u>
Materials			
Books, Periodicals, A-V	<u>4,200.00</u>	<u>40.64</u>	<u>2,920.34</u>
Library Supplies	<u>3,300.00</u>	<u>170.56</u>	<u>2,586.08</u>
Programming	<u>2,500.00</u>	-	<u>312.45</u>
Furniture & Equipment	<u>2,500.00</u>	-	<u>1,889.69</u>
Equipment Reserve	<u>1,000.00</u>	-	-
Maintenance			
Copier & Computer Costs	<u>2,000.00</u>	<u>112.24</u>	<u>1,067.98</u>
Book Binding	<u>2,000.00</u>	-	<u>530.61</u>
Repairs & Maintenance	<u>750.00</u>	<u>74.90</u>	<u>102.93</u>
Internet	<u>550.00</u>	<u>42.36</u>	<u>338.87</u>
Administration			
Conferences & Travel	<u>2,200.00</u>	<u>149.80</u>	<u>1,498.72</u>
Security Monitoring	<u>440.00</u>	<u>26.75</u>	<u>214.00</u>
Bank Charges	<u>25.00</u>	-	<u>50.50</u>
Publicity & Advertising	<u>1,300.00</u>	-	<u>864.56</u>
Telephone	<u>1,700.00</u>	<u>115.19</u>	<u>958.58</u>
Audit	<u>1,600.00</u>	-	<u>1,530.10</u>
Postage, Freight	<u>850.00</u>	-	<u>477.66</u>
Professional Memberships	<u>180.00</u>	-	-
Miscellaneous	<u>500.00</u>	-	-
Total Expenditures	<u>195,783.00</u>	<u>29,432.45</u>	<u>139,306.01</u>

BROOKS PUBLIC LIBRARY 3-YEAR BUDGET REQUEST

RECEIPTS	1999	2000	2001	2002
Town of Brooks	\$88,300.00	\$124,802.00	\$141,952.00	\$160,964.49
Province of Alberta	\$40,675.00	\$41,000.00	\$41,000.00	\$41,000.00
County of Newell	\$14,400.00	\$14,400.00	\$14,400.00	\$14,400.00
Fines, Book Sales, Service Fees	\$19,600.00	\$17,500.00	\$18,000.00	\$18,000.00
Donations	\$4,000.00	\$4,000.00	\$4,000.00	\$4,000.00
Interest Income	\$800.00	\$600.00	\$600.00	\$600.00
Local Memberships	\$18,000.00	\$18,000.00	\$18,500.00	\$19,000.00
Rural Memberships	\$2,500.00	\$2,700.00	\$2,725.00	\$2,750.00
Miscellanea & GST Recovery	\$1,100.00	\$1,200.00	\$1,200.00	\$1,200.00
TOTAL RECEIPTS	\$189,375.00	\$224,202.00	\$242,377.00	\$261,914.49
Percent Increase/Decrease		18.4%	8.1%	8.1%
 EXPENDITURES				
Shortgrass - Brooks	\$33,300.00	\$33,300.00	\$33,300.00	\$33,300.00
Dynix main & Data Com.	\$6,000.00	\$6,000.00	\$6,000.00	\$6,000.00
 Salaries	 \$127,688.00	 \$141,922.00	 \$154,990.00	 \$170,819.49
Receiver General (EI-CPP-Tax)				
Benefits (BC-WCB-AHC-PENSION)				
Staff Training	\$1,200.00	\$1,500.00	\$1,800.00	\$2,100.00
 Materials				
Books, Periodicals,A-V	\$4,200.00	\$12,000.00	\$13,000.00	\$14,000.00
Library Supplies	\$3,300.00	\$3,400.00	\$3,550.00	\$3,700.00
Programming	\$2,500.00	\$3,000.00	\$4,500.00	\$5,000.00
Furniture & Equipment	\$2,500.00	\$2,500.00	\$3,500.00	\$4,000.00
Equipment Reserve	\$1,000.00	\$3,000.00	\$3,500.00	\$4,000.00
 MAINTENANCE				
Copier & Computer Costs	\$2,000.00	\$2,000.00	\$2,200.00	\$2,500.00
Book Binding	\$2,000.00	\$2,100.00	\$2,150.00	\$2,200.00
Repairs & Maintenance	\$750.00	\$2,700.00	\$2,750.00	\$2,800.00
Internet	\$550.00	\$550.00	\$550.00	\$550.00
 ADMINISTRATION				
Conference & Travel	\$2,200.00	\$2,200.00	\$2,400.00	\$2,600.00
Security Monitoring	\$440.00	\$350.00	\$350.00	\$350.00
Bank Charges	\$25.00	\$30.00	\$32.00	\$35.00
Publicity & Advertising	\$1,300.00	\$1,350.00	\$1,400.00	\$1,450.00
Telephone	\$1,700.00	\$1,700.00	\$1,750.00	\$1,800.00
Audit	\$1,600.00	\$3,000.00	\$3,000.00	\$3,000.00
Postage, Freight	\$850.00	\$850.00	\$900.00	\$950.00
Professional Memberships	\$180.00	\$250.00	\$255.00	\$260.00
Miscellanea	\$500.00	\$500.00	\$500.00	\$500.00
 TOTAL EXPENDITURES	 \$195,783.00	 \$224,202.00	 \$242,377.00	 \$261,914.49
Percent Increase		14.5%	8.1%	8.1%
Deficit/Surplus	-\$6,408.00	\$0.00	\$0.00	\$0.00

BROOKS PUBLIC LIBRARY
MINUTES
OCTOBER 28, 1999

PRESENT: Councillors Michelle Blydo and Rolf Bander, Jonathan Jaikaran, Jerri Schindeler, Carreen Webber, Henry Najda, Rudy Esau and Cheryl Pierson.

ABSENT: Gay Hemsing, Earl Pierson and librarian Karen Armbruster

Meeting was called to order by Rudy Esau at 6:34 p.m.

MOTION: To approve agenda for the October 28th meeting as reviewed.
Carreen / Henry CARRIED

MOTION: To approve the minutes of the September 9th meeting as amended to read approach persons about serving on library board, not present a list.

Jonathan / Michelle CARRIED

BUSINESS ARISING:

- September book sale in the mall went very well, however many boxes of books are still in storage at the mall.
- Third reading of the FOIP by-law as printed.

MOTION: To accept the FOIP By-law as printed.
Henry / Carreen CARRIED

- Schedule 1, fees schedule for FOIP requests was approved as policy.

CORRESPONDENCE:

- APLEN: Dynix licenses- the Alberta Libraries will pay for licenses directly.
- Shortgrass Library System Board had a meeting and presentation at the Brooks Campus of Medicine Hat College on October 21, 1999.
- Thank-you received from the Brooks Food Bank.
- Letter from the Town of Brooks appointing Michelle Blydo and Rolf Bander for another year as town representatives on the library board.

REPORTS:

Financial Report

Jonathan Jaikaran presented the September financial report.

MOTION: That the financial report be approved and the September 1999 bills be paid.
Jonathan / Cheryl CARRIED

Shortgrass Report

No meeting this month

Librarian's Report

Received apology that Karen Armbruster cannot attend. First meeting missed in 29 years. A written report was submitted.

- Another books sale will be held in the mall on November 4,5,6 to try to get rid of books remaining from last sale.
- Millennium writing contest sponsored by the library, the college and the Brooks Writers Group received only 12 entries. The contest has been cancelled but the entrants have been invited to read their short stories and poems at a public reading in the Brooks Public Library on November 5, at 7:00 p.m.
- Pre-school storytime will run from November 10 to December 17.
- Wendy Berner, storyteller will be here for Family Fun Night November 23.

NEW BUSINESS:

- Book Sale will be held at the mall on November 4,5,and 6. Anyone willing to help please contact Bessie Jacowishen.
- Budget proposal for the years 2000, 2001 and 2002 was handed out and discussed.

MOTION: That the proposed 3 year budget plan be accepted as printed.

Jonathan / Jerri

CARRIED

6 YES, 1 NO

- Tentative date of November 15 set for the budget to be presented to the Town of Brooks.
- Board members missed Karen's neat packages of minutes and pertinent information.

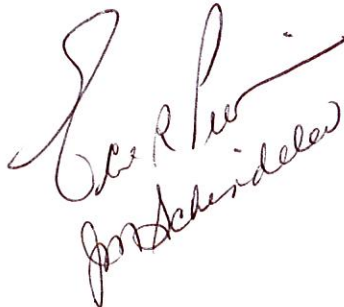
ADJOURNMENT:

Meeting adjourned at 7:42 by Jonathan Jaikararn.

NEXT MEETING:

Finance committee - November 21, 1999

General meeting - November 24, 1999



Jonathan Jaikararn

BY-LAW OF THE BROOKS MUNICIPAL LIBRARY BOARD

The Brooks Municipal Library Board enacts the following by-law pursuant to The Libraries Act, R.S.A., Chapter L-12.1, 1983, Section 40.

INTERPRETATION

- 1(1) For the purpose of this by-law expression:
- a) "The Libraries Act" refers to R.S.A., Chapter L-12.1, 1983.
 - b) "Board" means the Brooks Library Board
 - c) "member" means a person to whom a library membership card has been issued.
 - d) "librarian" means the person charged by the Board with the operation of the Brooks Library.
 - e) "resident" means a person who has a permanent address in the Town of Brooks or in Division 5 or 10 of the County of Newell and makes his/her home at that address for most of the year.
 - f) "non-resident" means a person who resides outside the Town of Brooks or Division 5 or 10 of the County of Newell.
 - g) "library materials" include all formats of material in the collection of or borrowed by the Brooks Public Library.
 - h) "library" means the Brooks Public (municipal) Library.
- 1(2) Where a stated time limit falls on a day when the library is closed to the public, the time shall be extended to the next open day thereafter.

LIBRARY FACILITY

- | | |
|-------------------------|--|
| Access | 2(1) The Library shall be open to the public free of charge at the hours posted. |
| Multi Purpose Rooms | 2(2) The Board shall establish policies regarding the use of the building. |
| Conduct in the Building | 2(3) Any person using the library building shall conduct her/himself so as not to disturb other library users. |

MEMBERSHIP

Eligibility 3(1) Library membership is open to all.

Temporary Card

3(2) An individual who does not have a permanent local address may obtain a temporary card for a fee of \$12.00. This card is valid for 90 days and has a 2 item limit. If a permanent address is obtained within the 90 days, an annual card will be issued.

Annual Card 3(3) A resident may obtain an annual card for a fee of 12.00. This card is valid for 12 months from date of purchase.

Children's Card

3(4) An annual member in good standing may obtain cards for his/her children to use the collection in the children's area free of charge. Children using the "general" collection must have their own annual card.

Non-Resident Card

3(5) A non-resident may become a member of the library upon paying an annual fee as established by the Shortgrass System.

Application & Issuance of Cards

- 3(6) For library purposes, a family consists of parents or guardians and dependent children living in the same household.
- 3(7) Each individual is entitled to only one membership card.
- 3(8) No person will be denied library service due to economic disadvantage.
- 3(9) Application for membership shall be made in writing according to the procedures established by the library.
- 3(10) Membership cards shall be issued to persons making proper application and providing identification according to the procedures of the library.
- 3(11) A membership card may only be used by the person to whom it is issued.
- 3(12) If a membership card is lost, there will be a \$2.00 re-issuing fee for a new card.

MEMBER

RESPONSIBILITIES

- 4(1) A member shall return any library item to the library on or before the due date. Items due and returned after library hours shall be considered overdue when checked in the following day.
- 4(2) A member shall notify the librarian of any change of address or telephone number.
- 4(3) A member is responsible for the proper care of any library item entrusted to him/her.
- 4(4) A member is responsible for all fines incurred on his/her membership card.
- 4(5) A member shall produce his/her card each time materials are charged out of the library.

LOAN OF
MATERIALS

- 5(1) In accordance with the "Libraries Act" there shall be no charge for the "in house" use of library materials.
- 5(2) At the discretion of the Board there may be a fee for materials acquired from other sources.

Loan Period

- 5(3) All circulating materials with the exception of 16MM films, computer software and videos shall be loaned for a period of twenty one (21) days.
- 5(4) 16MM films, software and videos shall be loaned for a period of seven (7) days.

Reserves

- 5(5) Library materials may be reserved according to the procedures established by the library.

Renewals

- 5(6) Library materials may be renewed according to the procedures established by the library.

PENALTY
PROVISIONS

Fines for Late
Returns

- 6(1) With the exception of 16MM films, computer software and videos, a fine of twenty cents (.20) per day shall be charged on each library owned item kept in excess of twenty one (21) days without renewal. Seven dollars (\$7.00) shall be the maximum fine on each of these overdue items in addition to any previous overdue fines that have been attached to the item.

- 6(2) A fine of one dollar (\$1.00) per day shall be charged on each 16MM, computer software or video kept in excess of seven (7) days. Ten dollars (\$10.00) shall be the maximum fine on each overdue item.
- 6(3) Overdue materials borrowed through inter-library loan shall be subject to the penalties imposed by the individual lending institution and shall be paid by the patron. Local amnesty will not apply to these items.
- 6(4) Fines totalling three dollars (\$3.00) or more on a membership card must be paid before any additional material can be checked out of the library.

Lost or
Destroyed

- 6(5) The penalty on any lost or destroyed library item will be as follows:
- The list price of the item(s) plus a 10% processing fee for the first penalty on a patron's card.
 - The list price of the item(s) plus 50% for the second time within two years on the same patron's card.
 - The list price of the item(s) plus 100% for the third time within two years on the same patron's card.
 - Borrowing privileges will be revoked if any further offenses occur. After a period of one year, reinstatement may be applied for in writing to the Board.

Damaged

- 6(6) The penalty or fine on a damaged item shall be the costs to repair the item.
- 6(7) A membership card may be revoked by the librarian if fines are not paid or items are not returned after a period of six months.

Appeal

- 6(8) A person who has had his/her membership card revoked pursuant to 6(7)j may within thirty (30) days of such revocation make an appeal to the Board in writing, setting out the grounds of the appeal.
- 6(9) The decision of the Board, at its next regular meeting, in an appeal pursuant to 6(7) is final and not subject to further appeal.

- Prosecution 6(10) In cases of serious dereliction the Board may prosecute an offence under The Libraries Act, Section 45, the maximum penalty for which is \$500.00 and or six months imprisonment, as provided by S. 722 of the Criminal Code of Canada, RSC 1970 c C-34.
- 6(11) Any fine or penalty imposed pursuant to an offence under 6(10) ensures to the benefit of the Brooks Library Board in accordance with The Libraries Act, Section 46.


FOIP

- 7(1) The Brooks Municipal Public Library shall abide by the Alberta Freedom of Information and protection of Privacy Act (FOIP).
- 7(2) The head librarian will be responsible for FOIP and FOIP requests.
- 7(3) Pursuant to Section 87 and 89 of the FOIP Act, the Board may set any fees payable to the Board for services in accordance the the Act and Regulations, and as amended from time to time or any successor Regulation that sets fees for information from the province.
- 7(4) This comes into effect on October 1, 1999.


Read the first time _____

Read the second time _____

Read the third time and adopted this 28 day of October, 1999



Chairman



Treasurer

FINANCE COMMITTEE MEETING
OCTOBER 19, 1999

Held in the Brooks Public Library at 8:30 A.M.

Attendance: Jerri Schindeler, Jonathan Jaikaran, and
librarian Karen Armbruster

Topics discussed:

- Review of September financial statements and Bedford accounting. Recommend approval of expenses of \$10,697.76 for the month of September.
- Final quarterly grant from the Town of Brooks has been received.
- Draft of 1999 budget will be presented to the board for discussion.

Meeting adjourned at 9:30 A.M.

Sept/99

ASSETS

CURRENT ASSETS

GIC Account	16,000.00	✓
Signature Account	0.00	✓
...n. & Shelving Reserve	2,002.86	✓
Cash In Bank	14,070.36	✓
TOTAL CURRENT ASSETS	<u>32,073.22</u>	

OK

TOTAL ASSETS

32,073.22

LIABILITIES

CURRENT LIABILITIES

GST Charged on Sales	0.00	
GST Paid on Purchases	-920.75	
GST Paid on Books	<u>-62.75</u>	
Net GST Owning/Refund		-983.50
Accounts Payable		0.00
Vacation Payable		-154.84
EI Payable	0.00	
CPP Payable	0.00	
Income Tax Payable	<u>549.63</u>	
Receiver General Payable		549.63
L.A.P.P. Payable		-56.61
Blue Cross Payable		140.09
AB Health Payable		61.20
W.C.B. Payable		<u>0.00</u>
TOTAL CURRENT LIABILITIES		<u>-444.03</u>

TOTAL LIABILITIES

-444.03

EQUITY

EARNINGS

Retained Earnings	19,740.34
...ent Earnings	<u>12,776.91</u>
Total Earnings	<u>32,517.25</u>

TOTAL EQUITY

32,517.25

LIABILITIES AND EQUITY

32,073.22

REVENUE

REVENUE

Town of Brooks	63,952.32
Government of Canada	2,769.00
Province of Alberta	46,744.00
County of Newell	14,660.42
Internet	454.00
Local Memberships	13,887.05
Interest Income	474.05
Miscellaneous	0.00
Fines, Book Sales & Services	13,110.51
Rural Memberships	1,492.50
Donations	2,114.15
Charitable Receipt Donations	2,430.00
Fundraisers	0.00
GST Recovery	1,137.93
TOTAL REVENUE	<u>163,225.93</u>

✓ OK

TOTAL REVENUE

163,225.93

EXPENSE

EXPENSES

Shortgrass Expense	35,668.82
Books & Materials	2,812.10
Internet Expense	316.33
New Library Furnishings	2,249.94
Library Supplies	2,280.17
Administration & Travel	1,252.43
Program Expense	1,168.18
Repair & Maintenance	96.19
Rebinding	495.90
Staff Training	293.90
Telephone Expense	1,059.48
Copier & Computer Costs	998.12
Security Monitoring	226.75
GST Expense	0.00
Print & Postage	466.43
Professional Memberships	0.00
Publicity & Advertising	883.00
Audit & Insurance	1,430.00
Bank Charges	50.56
Miscellaneous	0.00
Wages	86,768.17
EI Expense	3,101.38
CPP Expense	2,352.61
WCB Expense	296.16
Blue Cross Expense	2,897.96
L.A.P.P. Expense	2,998.84
AB Health Expense	285.60
TOTAL EXPENSES	<u>150,449.02</u>

✓ OK

+ 44.03
150,493.05

TOTAL EXPENSE

150,449.02

NET INCOME

12,776.91

BROOKS PUBLIC LIBRARY
STATEMENT OF RECEIPTS AND EXPENDITURES FOR THE PERIOD ENDING Sept 30, 1999

RECEIPTS

	<u>Annual Budget</u>	<u>Current Month</u>	<u>Total to Date</u>
Town of Brooks	94,800.00	-	63,952.35
Province of Alberta	40,675.00	-	46,744.00
County of Newell	14,400.00	9,103.22	14,660.22
Fines, Book Sales, Service Fees	19,600.00	1,588.62	12,535.15
Donations - Fundraisers	4,000.00	1,354.32	5,573.47
Interest Income	800.00	-	474.05
Local Memberships	18,000.00	1,968.00	13,887.05
Rural Memberships	2,500.00	-	1,492.50
Miscellaneous & GST Recovery <i>Summer Prog</i>	1,100.00	1,385.00	3,906.97
<i>Final payment</i> Total Receipts	195,875.00	15,399.16	163,225.95

EXPENDITURES

Shortgrass - Books	<u>33,300.00</u>	-	32,802.25
Dynix main & Data Com.	<u>6,000.00</u>	-	2,812.81
Salaries	<u>127,688.00</u>	7,046.71	63,926.99
Receiver General (UIC-CPP-Tax)		1,884.48	21,676.41
Benefits (BC-WCB-AHC-Pension)		1,252.77	12,619.04
Staff Training	<u>1,200.00</u>		309.35
Materials			
Books, Periodicals, A-V	<u>4,200.00</u>	83.47	3,003.81
Library Supplies	<u>3,300.00</u>	436.15	3,022.23
Programming	<u>2,500.00</u>	675.80	988.25
Furniture & Equipment	<u>2,500.00</u>		1,889.69
Equipment Reserve	<u>1,000.00</u>		
Maintenance			
Copier & Computer Costs	<u>2,000.00</u>		1,067.92
Book Binding	<u>2,000.00</u>		530.61
Repairs & Maintenance	<u>750.00</u>		102.93
Internet	<u>550.00</u>	42.36	381.24
Administration			
<i>Newspaper refund</i>		(149.80)	(149.80)
Conferences & Travel	<u>2,200.00</u>	74.90	1,573.62
Security Monitoring	<u>440.00</u>	26.75	240.75
Bank Charges	<u>25.00</u>		50.56
Publicity & Advertising	<u>1,300.00</u>	75.00	939.56
Telephone	<u>1,700.00</u>	120.79	1,079.37
Audit	<u>1,600.00</u>		1,530.10
Postage, Freight	<u>850.00</u>	17.66	495.32
Professional Memberships	<u>180.00</u>		
Miscellaneous	<u>500.00</u>		
Total Expenditures	<u>195,783.00</u>	11,588.04	150,893.05

This is the bylaw of the Brooks Municipal Public Library to abide by the Alberta Freedom of Information and Protection of Privacy Act

7.1 The head librarian will be responsible for FOIP and FOIP requests.

7.2 The fee schedule for FOIP requests are listed in Schedule 1

Schedule 1 - Fees Schedule for FOIP Requests - Brooks Municipal Public Library

The amount of the fees set out in this Schedule are the maximum that can be charged to applicants.

1. Initial application fee including GST	\$27.00
2. For locating and retrieving a record	\$6.75 per 1/4 hour
3. For producing a record from an electronic record	
a) computer processing and related charges	actual amount charged to library
b) computer programming	\$10.00 per 1/4 hour
4. For preparing and handling a record for disclosure	\$6.75 per 1/4 hour
5. For Supervising the examination of a record	\$6.75 per 1/4 hour
6. For shipping a record or a copy	actual amount incurred
7. For copying a record:	
a) photocopies, hard copy laser print & computer printouts	\$0.25 per page
b) floppy disks	\$10.00 per disk
c) computer tapes	\$55.00 per tape
d) microfiche (diaz film)	\$0.50 per fiche
e) duplication of 16mm microfilm	\$25.00 per roll
f) duplication of 35mm microfilm	\$32.00 per roll
g) duplication microfilm or microfiche to paper	\$2.00 per page
h) photographs (color or black and white from negative)	
i) 4" x 5"	\$10.00
ii) 5" x 7"	\$13.00
iii) 8" x 10"	\$19.00
iv) 11" x 14"	\$26.00
v) 16" x 20"	\$40.00
i) plans and blueprints	\$0.50 per sq. ft.
j) duplication of slide	\$2.00 per slide
k) duplication of audio cassette	\$5.00 per tape
l) duplication of video cassette (1/4", 1/2" or 8mm- 1 hour)	\$20.00 per tape
m) duplication of video cassette (1/4", 1/2" or 8mm - 2 hour)	\$25.00 per tape
n) duplication of video cassette (3/4" - 30 minutes)	\$18.00 per tape
o) duplication of video cassette (3/4" - 1 hour)	\$23.00 per tape
p) any other media not listed above	actual cost

This is the bylaw of the Brooks Municipal Public Library to abide by the Alberta Freedom of Information and Protection of Privacy Act (FOIP)

7.1 The head librarian will be responsible for FOIP and FOIP requests.

7.2 Pursuant to Sections 87 and 89 of the Freedom of Information and Protection of Privacy Act, the Brooks Municipal Public Library Board may set any fees payable to the Board for services in accordance with the Act and Regulations, and as amended from time to time or any successor Regulation that sets fees for information from the province.

7.3 The bylaw comes into effect on October 1, 1999.

BROOKS PUBLIC LIBRARY
MINUTES
NOVEMBER 25, 1999

PRESENT: Gay Hemsing, Jerri Schindler, Jonathan Jaikaran, Cheryl Pierson, Earl Pierson, councillor Rolf Bander and librarian Karen Armbruster

ABSENT: Henry Najda, Rudy Esau and councillor Michelle Blydo

Chairman Earl Pierson called the meeting to order at 6:37 P.M.

MOTION: Approval of agenda with addition of Town of Brooks Christmas Party.
Gay / Rolf -CARRIED

MOTION: Approval of minutes of October 28, 1999.
Rolf / Jonathan CARRIED

BUSINESS ARISING:

- Book sale profits - September / \$1,137.93; October / \$363.05. The remainder of the books were taken to the recycling depot.

CORRESPONDENCE:

- Letter from Town of Brooks informing us of the additional \$2,503.00 funding.
- Letter of resignation from the board by Carreen Webber.
- Letter from Marigold with a fundraising idea, a "reading tree".
- ALTA membership renewal and information about annual conference in Jasper on Apr 27 - 30. Roberta Bondar will be the keynote speaker.
- Thank you note from Comact for the library tour.
- CENALTA Futures - Information on funds available for rural community projects. On a matching basis.

REPORTS:

Finance Report

No finance committee meeting held in October. Board reviewed financial statements.

MOTION: To accept financial statements and approve expenditures of \$13,223.81 for the month of October.

Jonathan / Jerri CARRIED

Shortgrass Report

Rolf Bander suggested that we use the Shortgrass minutes as printed for informational purposes.

- Shortgrass Christmas dinner - December 9, 12:30 P.M.