

BROOKS PUBLIC LIBRARY
MINUTES
JANUARY 27, 2000

PRESENT: Rudy Esau, Gay Hemsing, Carol Secondiak, Jerri Schindeler, Cheryl Pierson, Earl Pierson, Henry Nadja, councillors Michelle Blydo, Rolf Bander and librarian Karen Armbruster.

ABSENT: Jonathan Jaikaran

Meeting called to order by Earl Pierson at 6:37 P.M. A welcome given to Carol Secondiak. Introductions were made.

MOTION: Approval of agenda
Cheryl / Rudy CARRIED

MOTION: Approval of minutes of November 25, 1999.
Gay / Rolf CARRIED

BUSINESS ARISING:

- Quotes regarding new photocopier
 - Cannon - \$6,595.00
 - Minolta - \$3,088.00 (used)
 - Minolta - \$9,870.00 (new) for same capabilities as Cannon. Willing to discount. Quote not up front about used equipment.
 - Toshiba - nothing new that compares at this time. Digital (very expensive) or used.

Brooks Library Foundation will contribute \$3,800 to purchase. The library equipment and furnishing reserve has just over \$3,000 in it. Old copier to be sold. Henry Nadja suggested that the library bring in Cannon for 1 month trial and that a decision to purchase with assistance from the Foundation be made at February's meeting.

- The Christmas Family Fun Night was well received.

CORRESPONDENCE:

- Letter from Shortgrass Director, Ray Lusty asking Brooks Board to nominate a member to replace Carreen Webber on the Shortgrass Board. If no one is willing to serve, someone from another community will be nominated, as this is a Lieutenant Governors appointment. The advantage to Brooks is two votes on the Shortgrass Board.
- Survey of children's programming in Alberta is being conducted by "The Storyteller Library", results will be sent to all libraries in the province when concluded.

- Marigold Newsletter
- Cancopy Copyright Agreement - agreement between Canadian Authors, Play Writers Union, the provinces and public libraries regarding copyrights for photocopying copyright materials. All libraries with photocopiers will be charged a flat rate according to population and number of photocopiers on premises. Brooks will have to pay \$80.00 per year, per copier. Alberta has agreed to fund the first two years of this agreement for all libraries in the province.
- Summer Reading Program information - Theme - "Bugs in Space - Mission 2000"
- Jasper Library Conference information - April 27, 30. Bursary funds will be available.
- TAL (The Alberta Library) Tales newsletter
- Letter of resignation from Karen Armbruster
- Cheque for \$384.24 from the EID - Carl J. Anderson Endowment Fund for the purchase of reference materials.

REPORTS:

Finance Report

Finance committee meeting held January 24, 8:30 A.M. to review January financial statements. Earl reported that the books have been taken over to the auditors.

MOTION: Approval of November expenses of \$15,451.29 and December expenses of \$17,951.33

Jerri / Carol CARRIED

Shortgrass Report

Rolf reviewed minutes from Shortgrass as printed and stated that the 2000 budget will have no increase in membership fees.

Librarian's Report

- Student Grace Yau has been hired to replace Arlene Hammer.
- Professional development day - Librarian would like to take staff to Lethbridge to tour the Chinook Arch Regional Headquarters, the Lethbridge Public Library and the University Library. Brooks uses all of these libraries for ILL purposes and it helps to put a face to people you deal with and to get acquainted with their procedures and loan requirements. A day in March will be selected if arrangements can be made.
- Staff and Board pictures will be taken at February's meeting for the annual report.
- Family Literacy Day lasted a week and was a success with a combined effort of the Medicine Hat College and the library. Nine storytelling sessions were given and book draws were made.
- Year-end statistics are being gathered and several reports have been completed.

NEW BUSINESS:

- Board to ask the Town of Brooks for a six month extension on Earl Pierson's appointment in order to complete the hiring process and transitional period of a new head librarian.

NEXT MEETING:

Finance committee - 8:30 A.M., February 14, 2000

General meeting - 6:30 P.M., February 17, 2000

ADJOURNMENT:

Meeting adjourned at 8:05 P.M.

Rolf / Carol CARRIED

Earl Pierson
Dawn Taylor

FINANCE COMMITTEE MEETING
JANUARY 24, 2000

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 November and December financial statements and Simply Accounting statistics. Recommend approval of expenses of \$15,451.29 for the month of November and \$17,951.33 for the month of December.
- Noted - Items that helped us reach our budget requirements for 1999 were: two Gov't temporary employment grants and higher than usual personal donations
- Financial books are ready for the auditor. Jonathan volunteered to take them over.

Meeting adjourned at 9:10 A.M.

Nov '11 ✓ ✓

ASSETS

CURRENT ASSETS

GIC Account	16,000.00 ✓
Signature Account	0.00 ✓
Don. & Shelving Reserve	2,004.54 ✓
Cash In Bank	<u>15,611.59 ✓</u>
TOTAL CURRENT ASSETS	<u>33,616.13</u>

TOTAL ASSETS

33,616.13

LIABILITIES

CURRENT LIABILITIES

GST Charged on Sales	0.00
GST Paid on Purchases	-1,311.65
GST Paid on Books	<u>-62.75</u>
Net GST Owing/Refund	-1,374.40 ✓
Accounts Payable	0.00
Vacation Payable	-154.84 ✓
EI Payable	87.93
CPP Payable	0.00
Income Tax Payable	<u>0.00</u>
Receiver General Payable	87.93
L.A.P.P. Payable	62.39 ✓
Blue Cross Payable	268.23 ✓
AB Health Payable	40.80 ✓
W.C.B. Payable	<u>0.00</u>
TOTAL CURRENT LIABILITIES	<u>-1,069.89</u>

TOTAL LIABILITIES

-1,069.89

EQUITY

EARNINGS

Unassigned Earnings	19,740.34
Retained Earnings	<u>14,945.68</u>
Total Earnings	<u>34,686.02</u>

TOTAL EQUITY

34,686.02

LIABILITIES AND EQUITY

33,616.13

REVENUE

REVENUE

City of Brooks	87,772.75
Government of Canada	2,769.00
Province of Alberta	46,744.00
County of Newell	14,660.42
Internet	454.00
Local Memberships	16,379.05
Interest Income	475.73
Miscellaneous	0.00
Fines, Book Sales & Services	15,379.72
Rural Memberships	2,310.00
Donations	2,414.39
Charitable Receipt Donations	2,580.00
Fundraisers	366.95
GST Recovery	1,137.93
TOTAL REVENUE	<u>193,443.94</u>

✓ OK

TOTAL REVENUE

193,443.94

EXPENSE

EXPENSES

Shortgrass Expense	35,695.70
Books & Materials	3,021.04
Internet Expense	394.94
New Library Furnishings	3,434.94
Library Supplies	2,596.24
Administration & Travel	1,252.43
Program Expense	1,642.86
Repair & Maintenance	217.19
Rebinding	3,350.96
Staff Training	897.90
Telephone Expense	1,268.84
Printer & Computer Costs	1,178.16
Security Monitoring	276.75
GST Expense	0.00
Freight & Postage	841.19
Professional Memberships	125.00
Publicity & Advertising	954.43
Audit & Insurance	1,430.00
Bank Charges	50.56
Miscellaneous	0.00
Wages	105,559.35
EI Expense	3,772.23
CPP Expense	2,859.25
WCB Expense	296.16
Blue Cross Expense	3,332.30
L.A.P.P. Expense	3,621.44
AB Health Expense	428.40
TOTAL EXPENSES	<u>178,498.26</u>

✓ OK

+ 1,069.89
179,568.15
178,498.26

TOTAL EXPENSE

178,498.26

NET INCOME

14,945.68

BROOKS PUBLIC LIBRARY
STATEMENT OF RECEIPTS AND EXPENDITURES FOR THE PERIOD ENDING Nov 30/1999

RECEIPTS

	<u>Annual Budget</u>	<u>Current Month</u>	<u>Total to Date</u>
Town of Brooks	<u>94,800.00</u>	-	✓ 87,772.75
Province of Alberta	<u>40,675.00</u>	-	✓ 46,744.00
County of Newell	<u>14,400.00</u>	-	✓ 14,660.42
Fines, Book Sales, Service Fees	<u>19,600.00</u>	<u>1,303.49</u>	14,834.40
Donations - Fundraisers	<u>4,000.00</u>	<u>737.19</u>	6,360.66
Interest Income	<u>800.00</u>	<u>1.68</u>	475.73
Local Memberships	<u>18,000.00</u>	<u>1,380.00</u>	16,379.05
Rural Memberships	<u>2,500.00</u>	-	2,310.00
Miscellaneous & GST Recovery	<u>1,100.00</u>	-	3,906.93
Total Receipts	<u>195,875.00</u>	<u>3,422.36</u>	<u>193,443.94</u>

EXPENDITURES

Shortgrass - Books	<u>33,300.00</u>	<u>26.88</u>	32,829.13
Dynix main & Data Com.	<u>6,000.00</u>	-	2,812.81
Salaries	<u>127,688.00</u>	<u>7,151.71</u>	77,679.92
Receiver General (UIC-CPP-Tax)	<u>119,625.81</u>	<u>2,373.00</u>	26,845.81
Benefits (BC-WCB-AHC-Pension)	<u> </u>	<u>1,433.61</u>	15,100.08
Staff Training	<u>1,200.00</u>	-	913.33
Materials			
Books, Periodicals, A-V	<u>4,200.00</u>	<u>148.45</u>	3,227.37
Library Supplies	<u>3,300.00</u>	<u>86.86</u>	3,327.96
Programming	<u>2,500.00</u>	<u>474.68</u>	1,462.93
Furniture & Equipment	<u>2,500.00</u>	-	3,157.64
Equipment Reserve	<u>1,000.00</u>	-	-
Maintenance			(149.80)
Copier & Computer Costs	<u>2,000.00</u>	<u>121.00</u>	1,381.62
Book Binding	<u>2,000.00</u>	<u>3,054.91</u>	3,585.52
Repairs & Maintenance	<u>750.00</u>	-	102.93
Internet	<u>550.00</u>	<u>42.36</u>	498.01
Administration			
Conferences & Travel	<u>2,200.00</u>	-	1,573.62
Security Monitoring	<u>440.00</u>	<u>26.75</u>	294.25
Bank Charges	<u>25.00</u>	-	50.56
Publicity & Advertising	<u>1,300.00</u>	<u>76.43</u>	1,015.99
Telephone	<u>1,700.00</u>	<u>114.58</u>	1,307.04
Audit	<u>1,600.00</u>	-	1,530.10
Postage, Freight	<u>850.00</u>	<u>195.07</u>	896.33
Professional Memberships	<u>180.00</u>	<u>125.00</u>	125.00
Miscellaneous	<u>500.00</u>	-	-
Total Expenditures	<u>195,783.00</u>	<u>15,451.29</u>	<u>179,568.15</u>

Dec 1-99

ASSETS

CURRENT ASSETS

GIC Account	12,000.00 ✓
Future Account	0.00
Furn. & Shelving Reserve	3,004.86 ✓
Cash In Bank	<u>4,905.36</u> ✓
TOTAL CURRENT ASSETS	<u>19,910.22</u> OK

TOTAL ASSETS

19,910.22

LIABILITIES

CURRENT LIABILITIES

GST Charged on Sales	0.00
GST Paid on Purchases	-1,653.93
GST Paid on Books	<u>-62.75</u>
Net GST Owing/Refund	-1,716.68
Accounts Payable	0.00
Vacation Payable	-154.84
EI Payable	87.93
CPP Payable	0.00
Income Tax Payable	<u>0.00</u>
Receiver General Payable	87.93
L.A.P.P. Payable	10.70
Blue Cross Payable	279.41
AB Health Payable	61.20
W.C.B. Payable	<u>0.00</u>
TOTAL CURRENT LIABILITIES	<u>-1,432.28</u>

TOTAL LIABILITIES

-1,432.28

EQUITY

EARNINGS

Unearned Earnings	19,740.34
Current Earnings	<u>1,602.16</u>
Total Earnings	<u>21,342.50</u>

TOTAL EQUITY

21,342.50

LIABILITIES AND EQUITY

19,910.22

REVENUE

REVENUE

Town of Brooks	87,772.75
Government of Canada - Summer Employ. P	2,769.00
Province of Alberta	40,675.00
AB. Temp. Employment Grants	6,069.00
County of Newell	14,660.42
Internet	454.00
Local Memberships	17,369.05
Interest Income	1,134.34
Miscellaneous	0.00
Fines, Book Sales & Services	16,490.61
Rural Memberships	2,647.50
Donations	2,427.81
Charitable Receipt Donations	2,715.00
Fundraisers	366.95
GST Recovery	1,137.93
TOTAL REVENUE	<u>196,689.36</u>

TOTAL REVENUE 196,689.36

EXPENSE

EXPENSES

Shortgrass Expense	36,596.37
Books & Materials	5,933.21
Internet Expense	434.56
New Library Furnishings	3,434.94
Library Supplies	3,222.82
Administration & Travel	1,252.43
Program Expense	2,253.30
Repair & Maintenance	877.19
Rebinding	3,350.96
Staff Training	897.90
Telephone Expense	1,375.01
Printer & Computer Costs	1,249.60
Security Monitoring	301.75
GST Expense	0.00
Freight & Postage	1,070.35
Professional Memberships	125.00
Publicity & Advertising	954.43
Audit & Insurance	1,430.00
Bank Charges	50.56
Miscellaneous	175.00
Wages	114,730.35
EI Expense	4,084.89
CPP Expense	3,033.15
WCB Expense	296.16
Blue Cross Expense	3,580.23
L.A.P.P. Expense	3,948.64
AB Health Expense	428.40
TOTAL EXPENSES	<u>195,087.20</u>

$GST + 1,482.28$
 $Transfer + 1,090.00$ # 197,519.48 OK

TOTAL EXPENSE 195,087.20

NET INCOME 1,602.16

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

RECEIPTS

	<u>Annual Budget</u>	<u>Current Month</u>	<u>Total to Date</u>
Town of Brooks	<u>87,772.75</u>	-	87,772.75
Province of Alberta	<u>40,675.00</u>	-	40,675.00
County of Newell	<u>14,400.00</u>	-	14,662.42
Fines, Book Sales, Service Fees <i>+Internet</i>	<u>19,600.00</u>	1,110.89	15,945.29
Donations - Fundraisers	<u>4,000.00</u>	148.42	6,509.08
Interest Income	<u>800.00</u>	658.29	1,134.02
Local Memberships	<u>18,000.00</u>	990.00	17,369.05
Rural Memberships	<u>2,500.00</u>	337.50	2,647.50
Miscellaneous & GST Recovery	<u>1,100.00</u>	-	1,137.93
<i>Govt. Canada - Summer Employ</i>		-	2,769.00
<i>AB Govt - Temp. Employ. - ACE</i>		-	6,069.00
	<u>188,847.75</u>	<u>3,245.10</u>	<u>196,689.04</u>

EXPENDITURES

Shortgrass - Books	<u>33,300.00</u>	-	32,829.13
Dynix main & Data Com.	<u>6,000.00</u>	900.67	3,713.48
Salaries	<u>127,688.00</u>	6,853.64	84,533.56
Receiver General (UIC-CPP-Tax)		2,107.36	28,953.17
Benefits (BC-WCB-AHC-Pension)		1,291.80	16,391.88
Staff Training	<u>1,200.00</u>		913.33
Materials			
Books, Periodicals, A-V	<u>4,200.00</u>	3,107.65	6,335.02
Library Supplies	<u>3,300.00</u>	669.05	3,997.01
Programming	<u>2,500.00</u>	635.67	2,098.60
Furniture & Equipment	<u>2,500.00</u>		3,157.64
Equipment Reserve	<u>1,000.00</u>	1,000.00	1,000.00
			(149.80)
Maintenance			
Copier & Computer Costs	<u>2,000.00</u>	76.44	1,458.06
Book Binding	<u>2,000.00</u>	-	3,585.52
Repairs & Maintenance	<u>750.00</u>	706.20	809.13
Internet	<u>550.00</u>	42.36	540.37
Administration			
Conferences & Travel	<u>2,200.00</u>	-	1,573.62
Security Monitoring	<u>440.00</u>	26.75	321.00
Bank Charges	<u>25.00</u>	-	50.56
Publicity & Advertising	<u>1,300.00</u>	-	1,015.99
Telephone	<u>1,700.00</u>	113.54	1,420.58
Audit	<u>1,600.00</u>	-	1,530.10
Postage, Freight	<u>850.00</u>	245.20	1,141.53
Professional Memberships	<u>180.00</u>	-	125.00
Miscellaneous	<u>500.00</u>	175.00	175.00
Total Expenditures	<u>195,783.00</u>	<u>17,951.33</u>	<u>197,519.48</u>

BROOKS PUBLIC LIBRARY
MINUTES
FEBRUARY 17, 2000

PRESENT: Henry Najda, Earl Pierson, Jerri Schindeler, Rudy Esau, Gay Hemsing,
councillor Michelle Blydo and librarian Karen Armbruster.

ABSENT: Cheryl Pierson, Jonathan Jaikaran, Carol Secondiak and councillor
Rolf Bander.

Meeting called to order at 6:42 P.M.

MOTION: Approval of agenda
Jerri / Gay CARRIED

MOTION: Approval of minutes of January 27, 2000
Michelle / Rudy CARRIED

BUSINESS ARISING:

- Photocopier has not arrived yet. First one that arrived was damaged badly in shipping. New one to arrive this week.
- Shortgrass is asking for a volunteer from the Brooks Library Board to sit on the Shortgrass Board to replace Carreen Webber. Rudy Esau has offered to take the position. His name will be forwarded immediately.
- The Jasper Conference "Working Without Walls" will be held April 27- 30. Rudy has volunteered to be the delegate for the board.

CORRESPONDENCE:

- Thank you note and letter of resignation from Heidi Dyck who has quit to take a more lucrative job at Rosemary School.
- Town of Brooks - Corporate Services - new application form for potential board members. Standard for all board applicants.
- Letter to Town asking for an extension of service for Earl Pierson. Reply from Town approving a six month extension.
- Marigold Newsletter
- Information on children's literature conference "Kaleidoscope" on October 12-14 in Calgary.
- ALTA forms requesting nominations for Provincial Board of Directors, Trustee of the Year Award and Honorary Life Membership.

REPORTS:

Finance Report

Earl reviewed the financial report for January. The 1999 books are still at the auditors. The library has received a donation of \$700 from the Rotary Club.

MOTION: Approval of January expenses of \$11,303.88.

Henry / Jerri

CARRIED

Shortgrass Report

Nothing to report this month.

Hiring Committee Report

- Gay is working on the ad that will be in the papers and the net.
- Henry is looking into wages.
- Earl and Jonathan travelled to Medicine Hat to meet with their Board Chairman to discuss the necessary steps regarding the hiring of a new head librarian. Medicine Hat has been through the process 3 times in as many years and was very willing to share their knowledge.
- Town has requested a hiring budget be given to them by February 28, 2000.

Librarian's Report

- Maxine Meldrum has been off work for 10 days due to a back injury suffered while lifting a box of books.
- Tyler has been off work for 2 weeks recuperating from stomach surgery.
- The remaining staff have been very busy filling in.
- The ad for part-time positions has gone into the Brooks Bulletin and interviews will begin next week.
- There was a leak in the kitchen ceiling and a plumber had to be called. The humidifier sprung a leak and water was dripping through the ceiling, loosening chunks of stiplle and getting into the light fixtures.
- Kiddyland Daycare is coming for a tour and storytime on February 18.
- The first Family Night of the year will be March 10 with a husband and wife team of authors that will read and discuss their books. They write local histories about Alberta.
- A professional development day has been set for March 27. The staff will be travelling to Lethbridge to tour the public library , the university library and the Chinook Arch Regional Headquarters. It will be a very full and educational day.
- The Foundation has set April 7 for their annual "Death By Chocolate" tea and bake sale. It will be at the Legion Hall again this year and they will be looking for many bakers.

NEW BUSINESS:

- 2000 budget - Town has not approved the new budget yet so it will be postponed until next meeting.

NEXT MEETING

Finance committee- 8:30 A.M., March 20, 2000

General meeting - 6:30 P.M., March 23, 2000

ADJOURNMENT

Meeting adjourned at 8:05 P.M.

Henry / Rudy

CARRIED



Jan 31 / 00 OK ✓

ASSETS

CURRENT ASSETS

Account	20,000.00	✓
Future Account	0.00	
Furn. & Shelving Reserve	3,004.86	✓
Cash In Bank	<u>9,874.96</u>	✓
TOTAL CURRENT ASSETS	<u><u>32,879.82</u></u>	<i>OK</i>

TOTAL ASSETS

32,879.82

LIABILITIES

CURRENT LIABILITIES

GST Charged on Sales	0.00	
GST Paid on Purchases	-1,742.14	
GST Paid on Books	<u>-62.75</u>	
Net GST Owing/Refund	-1,804.89	
Accounts Payable	0.00	
Vacation Payable	-154.84	
El Payable	87.94	
CPP Payable	0.00	
Income Tax Payable	<u>0.00</u>	
Receiver General Payable	87.94	
L.A.P.P. Payable	10.90	
Great West Life	290.12	
AB Health Payable	20.40	
W.C.B. Payable	<u>0.00</u>	
TOTAL CURRENT LIABILITIES	<u>-1,550.37</u>	

1999 1,432.28
2000 118.09

TOTAL LIABILITIES

-1,550.37

EQUITY

EARNINGS

Retained Earnings	21,342.50
Current Earnings	<u>13,087.69</u>
Total Earnings	<u><u>34,430.19</u></u>

TOTAL EQUITY

34,430.19

LIABILITIES AND EQUITY

32,879.82

REVENUE

REVENUE

Town of Brooks	21,317.43
Government of Canada - Summer Employ. P	0.00
Province of Alberta	0.00
AB. Temp. Employment Grants	0.00
County of Newell	0.00
Internet	0.00
Local Memberships	1,380.00
Interest Income	29.59
Miscellaneous	0.00
Fines, Book Sales & Services	1,394.44
Rural Memberships	0.00
Donations	2.02
Charitable Receipt Donations	150.00
Fundraisers	0.00
GST Recovery	0.00
TOTAL REVENUE	<u>24,273.48</u>

✓ OK

TOTAL REVENUE

24,273.48

EXPENSE

EXPENSES

Shortgrass Expense	0.00
Books & Materials	122.47
Internet Expense	38.99
New Library Furnishings	0.00
Library Supplies	389.65
Administration & Travel	0.00
Program Expense	473.64
Repair & Maintenance	0.00
Rebinding	0.00
Staff Training	0.00
Telephone Expense	111.12
Printer & Computer Costs	9.00
Security Monitoring	97.25
GST Expense	0.00
Freight & Postage	9.55
Professional Memberships	0.00
Publicity & Advertising	75.00
Audit & Insurance	0.00
Bank Charges	7.00
Miscellaneous	8.99
Wages	8,596.60
EI Expense	288.87
CPP Expense	249.63
WCB Expense	0.00
Great West Life	247.93
L.A.P.P. Expense	317.30
AB Health Expense	142.80
TOTAL EXPENSES	<u>11,185.79</u>

GST + $\frac{118.09}{11,303.88}$

✓ OK

TOTAL EXPENSE

11,185.79

NET INCOME

13,087.69

BROOKS PUBLIC LIBRARY
STATEMENT OF RECEIPTS AND EXPENDITURES FOR THE PERIOD ENDING Jan 31, 2000

RECEIPTS

	<u>Annual Budget</u>	<u>Current Month</u>	<u>Total to Da</u>
Town of Brooks	124,802.00	21,317.43	21,317.43
Province of Alberta	41,000.00		
County of Newell	14,400.00		
Fines, Book Sales, Service Fees	17,500.00	1,394.44	1,394.44
Donations - Fundraisers	4,000.00	152.02	152.02
Interest Income	600.00	29.59	29.59
Local Memberships	18,000.00	1,380.00	1,380.00
Rural Memberships	2,700.00		
Miscellanea & GST Recovery	1,200.00		
Govt. Canada - Summer Employ			
AB Govt - Temp. Employ- ACE			
Total Receipts	<u>224,202.00</u>	<u>24,273.48</u>	<u>24,273.48</u>

EXPENDITURES

Shortgrass - Books	<u>33,300.00</u>		
Dynix main & Data Com.	<u>6,000.00</u>		
Salaries	<u>141,922.00</u>	<u>6,252.40</u>	<u>6,252.40</u>
Receiver General (UIC-CPP-Tax)		<u>2,194.40</u>	<u>2,194.40</u>
Benefits (BC-WCB-AHC-Pension)		<u>1,426.21</u>	<u>1,426.21</u>
Staff Training	<u>1,500.00</u>		
Materials			
Books, Periodicals, A-V	<u>12,000.00</u>	<u>131.04</u>	<u>131.04</u>
Library Supplies	<u>3,400.00</u>	<u>416.93</u>	<u>416.93</u>
Programming	<u>3,000.00</u>	<u>506.80</u>	<u>506.80</u>
Furniture & Equipment	<u>2,500.00</u>		
Equipment Reserve	<u>3,000.00</u>		
Maintenance			
Copier & Computer Costs	<u>2,000.00</u>	<u>9.63</u>	<u>9.63</u>
Book Binding	<u>2,100.00</u>		
Repairs & Maintenance	<u>2,700.00</u>		
Internet	<u>550.00</u>	<u>42.36</u>	<u>42.36</u>
Administration			
Conferences & Travel	<u>2,200.00</u>		
Security Monitoring	<u>350.00</u>	<u>104.06</u>	<u>104.06</u>
Bank Charges	<u>30.00</u>	<u>7.00</u>	<u>7.00</u>
Publicity & Advertising	<u>1,350.00</u>	<u>75.00</u>	<u>75.00</u>
Telephone	<u>1,700.00</u>	<u>118.84</u>	<u>118.84</u>
Audit	<u>3,000.00</u>		
Postage, Freight	<u>850.00</u>	<u>10.22</u>	<u>10.22</u>
Professional Memberships	<u>250.00</u>		
Miscellanea - lost book	<u>500.00</u>	<u>8.99</u>	<u>8.99</u>
Total Expenditures	<u>224,202.00</u>	<u>11,303.88</u>	<u>11,303.88</u>

BROOKS PUBLIC LIBRARY
MINUTES
MARCH 23, 2000

PRESENT: Mayor Don Weisbeck, councillors Michelle Blydo and Rolf Bander, Henry Najda, Carol Secondiak, Gay Hemsing, Cheryl Pierson, Rudy Esau, Jonathan Jaikaran, Jerri Schindeler and librarian Karen Armbruster

ABSENT: Earl Pierson

Meeting was called to order at 6:31 P.M. by vice chairman Rudy Esau who welcomed the mayor to the meeting.

MOTION: Approval of agenda

Carol / Henry CARRIED

MOTION: Approval of minutes of February 17, 2000 .

Michelle / Gay CARRIED

BUSINESS ARISING:

- Question - Has Rudy Esau received his ministerial appointment to the Shortgrass Board yet? Answer - he has not heard yet.
- Earl Pierson's term of office has been extended for 6 months.
- The new photocopier is working well. We were able to get an additional \$400.00 off the cost and we were able to sell the old photocopier for \$500.00.
- Two new part-time staff have been hired , Heather Harms and Erika Loewen.
- "Death By Chocolate" tickets are now available for \$5.00 each. The tea and bake sale will be held April 7 at the Legion Hall.

CORRESPONDENCE:

- Notice of a pre-conference workshop to be held just before the Jasper Conference.
- Alberta Community Development sent their new 3 year business plan.
- Received an invitation to attend the retirement party of Betty VanStaalduine, the Foremost librarian. The party will be held at the Foremost Library on April 13.
- The "Building Blocks" community action program for mothers and children has asked the library to co-host their weekly meetings by providing space and a display of books relating to the topics discussed at their meetings.
- Received Shortgrass 2000 revised budget.
- Marigold Newsletter
- Received information from the Investors Learning Centre re: the April 12 workshop.
- FOIP 2000 is having another training session in Edmonton on May 29-30.

MOTION: That the library partner with the "Building Blocks" community action program for one session of 5 weeks and assess the program and our involvement at the end of that period.

Carol / Henry CARRIED

REPORTS:

Finance Report

Finance committee meeting was held March 20, 8:30 A.M. Jonathan presented the report.

MOTION: Approval of February expenses of \$11,864.09.

Jonathan / Cheryl CARRIED

Hiring Committee Report

Gay gave a report on what has been done to date and read the advertisement that has been placed on the Internet and in the newspapers. No applications to date.

Shortgrass Report

Rolf stated that the Shortgrass budget has been revised and that the policies are being reviewed and updated where needed.

Librarian's Report

- Shortgrass is completing two Medicine Hat School recon projects for Ross Glen and Crestwood.
- Shortgrass and APLEN have agreed to co-ordinate staff training for the system libraries. There are several possibilities and nothing has been firmed up yet.
- The Graham Library in Suffield has joined the Shortgrass Library System.
- The Alberta Library (TAL) borrowing cards are circulating throughout the province and several problems have arisen, however, they are hoping to have them ironed out soon.

NEW BUSINESS:

- Jonathan thanked Meyers Norris Penny for the audit and recommended that the librarian send them a thank you note and commemorate a book on their behalf. The audit has been sent to the town.
- Library budget 2000 - Rolf reported that the Town has finalized their budget and will release the figures to the public next Thursday.
- There are odds and ends of used computer equipment that are no longer needed in the library. The library would like to try to sell this equipment.
- Rudy Esau asked Karen to submit an application to the Lottery Fund for shelving for the library.

NEXT MEETING:

Finance committee - 8:30 A.M., April 24, 2000

General meeting - 6:30 P.M., April 27, 2000

ADJOURNMENT:

Meeting adjourned at 7:51 P.M.

Rolf / Henry CARRIED

Carl R. Lee
Laura Taylor

FINANCE COMMITTEE MEETING
MARCH 20, 2000

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

Attendance: Jerri Schindeler and librarian Karen Armbruster

Topics discussd:

- Review of February financial statements and Simply Accounting statistics. Recommend approval of expenses of \$11,864.09 for the month of February.
- Audited statement ready for presentation at the general meeting.
- Photocopier now installed and being used. Old one sold for \$500.00.

Meeting adjourned at 9:10 A.M.

Feb 29/00 *OK*

ASSETS

CURRENT ASSETS

GIC Account	0.00	✓
Signature Account	0.00	
Furn. & Shelving Reserve	3,004.86	✓
Cash In Bank	23,027.12	✓
TOTAL CURRENT ASSETS	<u>26,031.98</u>	<i>OK</i>

TOTAL ASSETS 26,031.98

LIABILITIES

CURRENT LIABILITIES

GST Charged on Sales	0.00	
GST Paid on Purchases	-1,902.15	
GST Paid on Books	-62.75	
Net GST Owing/Refund		-1,964.90
Accounts Payable		0.00
Vacation Payable		-235.54
EI Payable	87.96	
CPP Payable	0.00	
Income Tax Payable	0.00	
Receiver General Payable		87.96
L.A.P.P. Payable		11.10
Great West Life		290.13
AB Health Payable		40.80
W.C.B. Payable		0.00
TOTAL CURRENT LIABILITIES		<u>-1,770.45</u>
	1999	<u>1,432.28</u>
		<u>338.17</u>
TOTAL LIABILITIES		<u>-1,770.45</u>

EQUITY

EARNINGS

Retained Earnings	21,342.50
Current Earnings	6,459.93
Total Earnings	<u>27,802.43</u>

TOTAL EQUITY 27,802.43

LIABILITIES AND EQUITY 26,031.98

REVENUE

REVENUE

Town of Brooks	21,317.43
Gov't. of Canada - Summer Employ. P	0.00
Province of Alberta	0.00
AB. Temp. Employment Grants	0.00
County of Newell	0.00
Internet	0.00
Local Memberships	2,941.00
Interest Income	80.55
Miscellaneous	327.21
Fines, Book Sales & Services	2,792.28
Rural Memberships	495.00
Donations	1,086.26
Charitable Receipt Donations	250.00
Fundraisers	0.00
GST Recovery	0.00
TOTAL REVENUE	<u>29,289.73</u>

✓ OK

TOTAL REVENUE

29,289.73

EXPENSE

EXPENSES

Shortgrass Expense	26.88
Books & Materials	227.90
Internet Expense	78.61
New Library Furnishings	0.00
Library Supplies	794.43
Administration & Travel	190.00
Program Expense	473.64
Repair & Maintenance	0.00
Rebinding	0.00
Staff Training	0.00
Telephone Expense	219.38
Copier & Computer Costs	9.00
Security Monitoring	122.25
GST Expense	0.00
Freight & Postage	9.55
Professional Memberships	0.00
Publicity & Advertising	149.00
Audit & Insurance	1,530.00
Bank Charges	7.00
Miscellaneous	8.99
Wages	16,665.05
EI Expense	558.68
CPP Expense	487.28
WCB Expense	0.00
Great West Life	495.86
L.A.P.P. Expense	633.50
AB Health Expense	142.80
TOTAL EXPENSES	<u>22,829.80</u>

GST 338.17
23,167.97 ✓ OK

TOTAL EXPENSE

22,829.80

NET INCOME

6,459.93

BROOKS PUBLIC LIBRARY
STATEMENT OF RECEIPTS AND EXPENDITURES FOR THE PERIOD ENDING Feb 29, 2000

RECEIPTS

	<u>Annual Budget</u>	<u>Current Month</u>	<u>Total to Da</u>
Town of Brooks	124,802.00	-	21,317.43
Province of Alberta	41,000.00	-	-
County of Newell	14,400.00	-	-
Fines, Book Sales, Service Fees	17,500.00	1,397.84	2,792.28
Donations - Fundraisers	4,000.00	1,184.24	1,336.26
Interest Income	600.00	50.96	80.55
Local Memberships	18,000.00	1,561.00	2,941.00
Rural Memberships	2,700.00	495.00	495.00
Miscellanea & GST Recovery	1,200.00	-	-
Govt. Canada - Summer Employ	-	-	-
AB Govt - Temp. Employ- ACE <small>Workers Comp.</small>	-	327.21	327.21
Total Receipts	224,202.00	5,016.25	29,289.73

EXPENDITURES

Shortgrass - Books	<u>33,300.00</u>	-	-
Dynix main & Data Com.	6,000.00	26.88	26.88
Salaries	<u>141,922.00</u>	<u>5,799.20</u>	<u>12,051.60</u>
Receiver General (UIC-CPP-Tax)	-	2,180.70	4,375.10
Benefits (BC-WCB-AHC-Pension)	-	1,220.21	2,646.42
Staff Training	1,500.00	-	-
Materials			
Books, Periodicals, A-V	12,000.00	112.81	243.85
Library Supplies	3,400.00	433.12	850.05
Programming	3,000.00	-	506.80
Furniture & Equipment	2,500.00	-	-
Equipment Reserve	3,000.00	-	-
Maintenance			
Copier & Computer Costs	2,000.00	-	9.63
Book Binding	2,100.00	-	-
Repairs & Maintenance	2,700.00	-	-
Internet	550.00	42.36	84.72
Administration			
Conferences & Travel	2,200.00	190.00	190.00
Security Monitoring	350.00	26.75	130.81
Bank Charges	30.00	-	7.00
Publicity & Advertising	1,350.00	79.18	154.18
Telephone	1,700.00	115.78	234.62
Audit	3,000.00	1,637.10	1,637.10
Postage, Freight	950.00	-	10.22
Professional Memberships	250.00	-	-
Miscellanea	900.00	-	8.99
Total Expenditures	224,202.00	11,864.09	23,167.97

BROOKS PUBLIC LIBRARY
MINUTES
APRIL 27, 2000

PRESENT: Carol Secondiak, Jerri Schindeler, Jonathan Jaikaran, Henry Najda, Cheryl Pierson, councillors Michelle Blydo, Rolf Bander and librarian Karen Armbruster.

ABSENT: Gay Hemsing, Rudy Esau and Earl Pierson.

The meeting was called to order at 6:40 P.M. by Treasurer Jonathan Jaikaran

MOTION: Approval of agenda as printed
Henry / Rolf CARRIED

MOTION: Approval of the minutes of March 23, 2000.
Carol / Cheryl CARRIED

BUSINESS ARISING:

- Rudy's appointment to Shortgrass not yet approved.
- A book was purchased and an inscription plate inserted thanking MNP for their generous donation of time and talent again this year in the library audit.
- A Lottery Fund application and request was sent

CORRESPONDENCE:

- A letter from Leona Skriver of "Building Blocks" program outlining the next five weeks of programming.
- Ad put in Brooks Bulletin for sale of old and used computer parts, cables, etc.
- Minutes of the special meeting held on April 13 and a letter of the board's decision to approve an independent study were sent to the Town Council.
- Letter sent to Meyers Norris and Penny in appreciation of their continued support.
- Information presented on the summer program, Vitalize 2000 Conference held June 1-3 in Calgary and the CLA Conference held June 21-25 in Edmonton.
- Letter of invitation to the annual Town meeting, May 1, at 7:00 P.M.
- Librarian directed to write a thank-you letter to the Foundation for the "Death By Chocolate" tea and for all of the volunteer work and effort that they continue to do for the library.

REPORTS:

Finance Report

- The financial report for the month of March, 2000 was received and discussed.

MOTION: Approval of March expenses of \$16,665.48
Jonathan / Rolf CARRIED

- Karen reviewed for the board how the endowment fund is set up (ie.) Where the money comes from, what restrictions are attached, what the interest is used for.
- The Foundation has decided to purchase \$3,000.00 worth of videos and talking books for the library this year from their "Death By Chocolate" fundraiser.
- Discussion arose regarding library personal donating time and gas to take books to the Villa's, Newbrook Lodge and the Nursing Home on a regular basis and sorting mail at the provincial building for one month each year before coming to work. Karen was asked to compile a list of the volunteer duties that the staff perform on a regular basis without remuneration.

Hiring Committee Report

Jonathan reported that 11 applications were received. Four were declined as not qualified. The remaining resumes were reviewed and short listed to 5 applicants who will be interviewed by telephone. Jonathan, Earl and Karen will do these interviews. Jonathan felt that the committee has had a very good experience from this process.

Librarian's Report

- A grant application has been sent to the Lottery Fund for \$2,874.00 to purchase paperback shelving and a stand-up computer desk. No reply as yet.
- Our application to the Royal Purple for funding to purchase a series of children's educational video's has been accepted.
- Our summer student co-ordinator position has been partially funded by the federal government SCP grant. We must provide \$906.00 toward wages in order to get the \$2,891.

MOTION: That the library commit to hiring a summer student co-ordinator and carry on with our summer reading program as usual.
Henry / Carol CARRIED

- John Morrison from the Town was here to discuss the janitorial needs of the library plus the maintenance and upkeep concerns. He took notes and stated he would relay the concerns to the Town Office.

NEW BUSINESS:

- 3 Year Budget - Option for some library closure in order to pare library budget is tabled until next meeting.

NEXT MEETING:

Finance committee - 8:30 A.M., May 22, 2000
General Meeting - 6:30 P.M., May 25, 2000

ADJOURNMENT: 8:10 P.M. Carol / Henry CARRIED



BROOKS PUBLIC LIBRARY
SPECIAL MEETING
APRIL 13, 2000

PRESENT: Jonathan Jaikaran, Carol Secondiak, Michelle Blydo, Jerri Schindeler, Henry Najda, Earl Pierson, Cheryl Pierson and librarian Karen Armbruster

ABSENT: Gay Hemsing, Rudy Esau and Rolf Bander

MOTION: That the Brooks Library Board accept Town Council's proposal to have an independent study done to assess the level of funding designated to the library. The selection of the consultant to be completed by representatives of the Town of Brooks and the Brooks Library Board. The selection of the consultant and independent survey be initiated as soon as possible.

Jonathan / Jerri

DISCUSSION:

The terms of office for Earl Pierson, Rudy Esau, Jonathan Jaikaran and Henry Najda are up in 2000. If the independent study is conducted soon, it will allow new board members and the new librarian a time of orientation, adaptation and a chance to focus on goal setting without the worry and uncertainty of the 2001 library / town budget.

It will also allow the town to incorporate any recommendations that may come out of the study into the 2001 budget. It could ease pressure on both sides and be a very positive step.

MOTION CARRIED UNANIMOUSLY

Meeting adjourned at 7:25 P.M.

Henry / Michelle CARRIED.

FINANCE COMMITTEE MEETING
APRIL 24, 2000

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

Attendance: Jerri Schindeler and librarian Karen Armbruster

Topics discussed:

- Review of March financial statements and Simply Accounting statistics. Recommend approval of expenses of \$16,665.48 for the month of March.
- Performance of new photocopier.
- Library Foundation's "Death by Chocolate" fundraiser. A success that raised approximately \$3,250.00 before expenses.

Meeting adjourned at 9:10 A.M.

March 31/00

OK

ASSETS

CURRENT ASSETS

GIC Account	38,000.00 ✓
GST Recoverable	859.12 ✓
Endowment Fund	5,022.78 ✓
Furn. & Shelving Reserve	0.00 ✓
Cash In Bank	-3,801.79 ✓
TOTAL CURRENT ASSETS	<u>40,080.11</u> ✓

OK

TOTAL ASSETS

40,080.11

LIABILITIES

CURRENT LIABILITIES

GST Charged on Sales	0.00
GST Paid on Purchases	-635.02
GST Paid on Books	<u>0.00</u>
Net GST Owing/Refund	-635.02
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
Great West Life	0.00
AB Health Payable	0.00
W.C.B. Payable	<u>0.00</u>
TOTAL CURRENT LIABILITIES	<u>-635.02</u>

TOTAL LIABILITIES

-635.02 ✓

EQUITY

EARNINGS

Endowment Fund Reserves	5,022.78
Retained Earnings	20,769.34
Current Earnings	<u>14,923.01</u>
Total Earnings	<u>40,715.13</u>

TOTAL EQUITY

40,715.13

LIABILITIES AND EQUITY

40,080.11

REVENUE

REVENUE	
Town of Brooks	42,634.86
Gov't. of Canada - Summer Employ. P	0.00
Province of Alberta	0.00
AB. Temp. Employment Grants	0.00
County of Newell	0.00
Internet	0.00
Local Memberships	4,165.00
Interest Income	81.98
Miscellaneous	862.21
Fines, Book Sales & Services	4,534.13
Rural Memberships	495.00
Donations	1,088.26
Charitable Receipt Donations	260.00
Fundraisers	0.00
GST Recovery	0.00
TOTAL REVENUE	<u>54,121.44</u>

✓ OK

TOTAL REVENUE 54,121.44

EXPENSE

EXPENSES	
Shortgrass Expense	26.88
Books & Materials	1,503.07
Internet Expense	118.23
New Library Furnishings	2,803.74
Library Supplies	1,240.48
Administration & Travel	375.32
Program Expense	571.64
Repair & Maintenance	0.00
Rebinding	0.00
Staff Training	0.00
Telephone Expense	328.45
Copier & Computer Costs	9.00
Security Monitoring	147.25
GST Expense	0.00
Freight & Postage	239.60
Professional Memberships	0.00
Publicity & Advertising	707.00
Audit & Insurance	1,530.00
Bank Charges	7.00
Miscellaneous	8.99
Wages	25,831.75
EI Expense	863.93
CPP Expense	743.47
WCB Expense	310.27
Great West Life	733.06
L.A.P.P. Expense	956.50
AB Health Expense	142.80
TOTAL EXPENSES	<u>39,198.43</u>

✓ OK

TOTAL EXPENSE 39,198.43

NET INCOME 14,923.01

BROOKS PUBLIC LIBRARY
STATEMENT OF RECEIPTS AND EXPENDITURES FOR THE PERIOD ENDING Mar 31, 2000

RECEIPTS	Annual Budget	Current Month	Total to Da
Town of Brooks	_____	21,317.43	42,634.86
Province of Alberta	_____	-	-
County of Newell	_____	-	-
Fines, Book Sales, Service Fees	_____	1,741.85	4,534.13
Donations - Fundraisers	_____	12.00	1,348.24
Interest Income	_____	1.43	81.98
Local Memberships	_____	1,224.00	4,165.00
Rural Memberships	_____	-	495.00
Miscellanea & GST Recovery	_____	535.00	535.00
Govt. Canada - Summer Employ	_____	-	-
AB Govt - Temp. Employ- ACE	_____	-	327.21
Total Receipts	_____	24,830.28	54,121.44

EXPENDITURES

Shortgrass - Books	_____	-	-
Dynix main & Data Com.	_____	-	26.88
Salaries	_____	6,628.41	18,680.01
Receiver General (UIC-CPP-Tax)	_____	2,336.87	6,711.97
Benefits (BC-WCB-AHC-Pension)	_____	1,543.38	4,189.80
Staff Training	_____	-	-
Materials	_____	_____	_____
Books, Periodicals, A-V	_____	1,364.43	1,608.28
Library Supplies	_____	475.77	1,325.82
Programming	_____	98.00	604.80
Furniture & Equipment	_____	3,000.00	3,000.00
Equipment Reserve	_____	-	-
Maintenance	_____	_____	_____
Copier & Computer Costs	_____	-	9.63
Book Binding	_____	-	-
Repairs & Maintenance	_____	-	-
Internet	_____	42.36	127.08
Administration	_____	_____	_____
Conferences & Travel	_____	123.32	313.32
Security Monitoring	_____	26.75	157.56
Bank Charges	_____	-	7.00
Publicity & Advertising	_____	663.40	817.58
Telephone	_____	116.64	351.26
Audit	_____	-	1,637.10
Postage, Freight	_____	246.15	256.37
Professional Memberships	_____	-	-
Miscellanea	_____	-	8.99
Total Expenditures	_____	16,665.48	39,833.45

BROOKS PUBLIC LIBRARY
MINUTES
MAY 11, 2000

PRESENT: Councillor Rolf Bander, Jonathan Jikaran, Jerri Schindeler, Rudy Esau,
Henry Najda, Cheryl Pierson, Earl Pierson and librarian Karen Armbruster

ABSENT: Gay Hemsing, Carol Secondiak and Michelle Blydo

The meeting was called to order at 6:35 P.M. by chairman Earl Pierson.

MOTION: To approve the agenda but to change the order of business and have
item 10 moved to position 5.

Rolf / Henry CARRIED

MOTION: Approval of the minutes of the April 27th meeting.

Jerri / Cheryl CARRIED

BUSINESS ARISING:

- "Building Blocks" program has started with 12 mothers and 14 children attending.
- A thank-you letter was sent to the Library Foundation.
- A staff voluntarism list was compiled as instructed.

NEW BUSINESS:

- Discussion about budget - The consensus was to leave the budget as it was approved in September. If changes need to be made, they will be made at a future date.

- Election of officers for the remainder of 2000.
Chairman - Jonathan Jaikaran Earl / Rolf CARRIED
Vice - Chair - Rudy Esau to complete his term
Finance Chairman - Henry Najda Jonathan / Rolf CARRIED
Secretary - Jerri Schindeler to complete her term

Jonathan took the chair at this point and thanked Earl for his years of service.

- Rudy reported on his trip to the Jasper Conference with several points of interest such as videos for the blind, Internet for the young and elderly, Banff Library has abolished their membership fees.

CORRESPONDENCE:

- Letter and survey from Community Learning Centre.
- Marigold Report
- CLA Conference program - Edmonton, June 21-25.

REPORTS:

Finance Report

The financial report for the month of April, 2000 was received and discussed.

MOTION: Approval of April expenses of \$11,489.01.

Earl / Henry

CARRIED

Shortgrass Report

The next meeting of the Shortgrass Board will be May 18th. Rudy has been invited to attend.

Librarian's Report

- A formal letter will be sent to the Lions Club of Brooks requesting a donation for a small collection of classical movies on video for the visually impaired. These videos have been produced by AudioVision Canada a division of the National Broadcast Reading Service Inc., a registered Canadian charity with the unique mandate of making visual media accessible to Canadians with vision restrictions.
- Lindsay Horton has been hired as our summer reading program co-ordinator. She will start May 15.

Hiring Committee Report

The committee has completed 4 telephone interviews. From those 4, the committee has chosen two candidates for personal interviews. Melody Wood from Moose Jaw, Sask. has been interviewed already and Krista Stromberg from Whitehorse, Yukon will be interviewed on May 17. The committee has met every Tuesday and feel they are on schedule.

NEW BUSINESS:

Jonathan received a fax from Kevin Bridges this afternoon regarding the consultants report. Board members are encouraged to read it over the week-end and attend a short meeting on Monday morning May 15 to voice any concerns or opinions. Jonathan and Earl will meet with Kevin on Tuesday.

NEXT MEETING:

Finance committee - 8:30 A.M., June 19, 2000

General meeting - 6:30 P.M., June 22, 2000

ADJOURNMENT:

Meeting adjourned at 7:50 P.M.

Henry / Earl

CARRIED



FINANCE COMMITTEE MEETING
MAY 8, 2000

Held in the Brooks Public Library at 8:50 A.M.

Attendance: Jonathn Jaikaran and librarian Karen Armbruster

Topics discussed:

- Review of April financial statements and Simply Accounting statistics. Recommend approval of expenses of \$11,489.01 for the month of April.
- Jonathan recommended that the reimbursement cheque for expenses for Melody Wood, in the amount of \$200.00, be ready for her to take after her interview on Monday. The hiring committee will meet with her at 4:00 P.M.
- The endowment fund received a donation of \$500.

Meeting adjourned at 9:15 A.M.

apr 12000 OK
OK

ASSETS

CURRENT ASSETS

GIC Account	20,000.00	✓
GST Recoverable	0.00	✓
Endowment Fund	5,022.78	✓
Furn. & Shelving Reserve	0.00	✓
Cash In Bank	6,172.42	✓
TOTAL CURRENT ASSETS	<u>31,195.20</u>	<i>OK</i>

TOTAL ASSETS 31,195.20

LIABILITIES

CURRENT LIABILITIES

GST Charged on Sales	0.00	
GST Paid on Purchases	-714.26	
GST Paid on Books	<u>0.00</u>	
Net GST Owing/Refund	-714.26	
Accounts Payable	0.00	
Vacation Payable	0.00	
EI Payable	0.00	
CPP Payable	0.00	
Income Tax Payable	<u>-250.91</u>	
Receiver General Payable	-250.91	
L.A.P.P. Payable	0.00	
Great West Life	0.01	
AB Health Payable	-40.80	
W.C.B. Payable	<u>0.00</u>	
TOTAL CURRENT LIABILITIES	<u>-1,005.96</u>	

TOTAL LIABILITIES -1,005.96

EQUITY

EARNINGS

Endowment Fund Reserves	5,022.78	
Retained Earnings	19,910.22	
Current Earnings	<u>7,268.16</u>	
Total Earnings	<u>32,201.16</u>	

TOTAL EQUITY 32,201.16

LIABILITIES AND EQUITY 31,195.20

REVENUE

REVENUE	
Town of Brooks	42,634.86
Gov't. of Canada - Summer Employ. P	0.00
Province of Alberta	0.00
AB. Temp. Employment Grants	0.00
County of Newell	0.00
Internet	0.00
Local Memberships	5,005.00
Interest Income	141.16
Miscellaneous	862.21
Fines, Book Sales & Services	5,826.55
Rural Memberships	907.50
Donations	1,088.26
Charitable Receipt Donations	260.00
Fundraisers	0.00
GST Recovery	859.12
TOTAL REVENUE	<u>57,584.66</u>

TOTAL REVENUE 57,584.66

EXPENSE

EXPENSES	
Shortgrass Expense	26.88
Books & Materials	1,541.85
Internet Expense	157.85
New Library Furnishings	2,803.74
Library Supplies	1,240.48
Administration & Travel	1,029.72
Program Expense	653.28
Repair & Maintenance	0.00
Rebinding	0.00
Staff Training	0.00
Telephone Expense	435.15
Copier & Computer Costs	134.00
Security Monitoring	172.25
GST Expense	0.00
Freight & Postage	239.60
Professional Memberships	0.00
Publicity & Advertising	769.00
Audit & Insurance	1,530.00
Bank Charges	7.00
Miscellaneous	8.99
Wages	34,567.70
EI Expense	1,157.47
CPP Expense	994.38
WCB Expense	310.27
Great West Life	980.99
L.A.P.P. Expense	1,270.30
AB Health Expense	285.60
TOTAL EXPENSES	<u>50,316.50</u>

TOTAL EXPENSE 50,316.50

NET INCOME 7,268.16

+ 1,005.96
51,322.46
50,316.50

✓ OK

BROOKS PUBLIC LIBRARY
STATEMENT OF RECEIPTS AND EXPENDITURES FOR THE PERIOD ENDING April 30, 2000

RECEIPTS

	Annual Budget	Current Month	Total to Da
Town of Brooks	124,800.00		42,634.86
Province of Alberta	41,000.00		-
County of Newell	14,400.00		-
Fines, Book Sales, Service Fees	17,500.00	1292.42	5,826.50
Donations - Fundraisers	4,000.00		1,348.20
Interest Income	600.00	59.18	141.16
Local Memberships	18,000.00	840.00	5,005.00
Rural Memberships	2,700.00	412.50	907.50
Miscellanea & GST Recovery	1,200.00	859.12	1,394.11
Govt. Canada - Summer Employ			
AB Govt - Temp. Employ- ACE			327.20
Total Receipts	224,202.00	3,463.22	57,584.66

EXPENDITURES

Shortgrass - Books	33,300.00	-	-
Dynix main & Data Com.	6,000.00	-	26.88
Salaries	141,922.00	6,333.01	25,013.02
Receiver General (UIC-CPP-Tax)		2,523.81	9,235.78
Benefits (BC-WCB-AHC-Pension)		1,419.81	5,609.61
Staff Training	1,500.00		-
Materials			
Books, Periodicals, A-V	12,000.00	41.50	1,649.78
Library Supplies	3,400.00		1,325.82
Programming	3,000.00	87.36	692.16
Furniture & Equipment	2,500.00		3,000.00
Equipment Reserve	3,000.00		-
Maintenance			
Copier & Computer Costs	2,000.00	133.75	143.38
Book Binding	2,100.00		-
Repairs & Maintenance	2,700.00		-
Internet	550.00	42.36	169.44
Administration			
Conferences & Travel	2,200.00	700.21	1,013.53
Security Monitoring	350.00	26.75	184.31
Bank Charges	30.00		7.00
Publicity & Advertising	1,350.00	66.34	883.92
Telephone	1,700.00	114.11	465.37
Audit	3,000.00		1,637.10
Postage, Freight	850.00		256.37
Professional Memberships	250.00		-
Miscellanea	500.00		8.99
Total Expenditures	224,202.00	11,489.01	51,322.46

BROOKS PUBLIC LIBRARY
MINUTES
JUNE 6, 2000

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

ABSENT: Carol Secondiak, Henry Najda, Michelle Blydo and Rolf Bander

The meeting was called to order by chairman Jonathan Jaikaran.

MOTION: To approve the agenda but to change the order of business.
Gay / Cheryl CARRIED

MOTION: To approve the minutes of the May 11 meeting.
Jerri / Rudy CARRIED

BUSINESS ARISING:

- The "Building Blocks" program is finished. It was well attended and a success. On average 20 mothers and children attended for 5 Tuesdays in May.
- The Lions Club proposal for audio vision videos for the visually impaired was approved. A cheque for \$350 has been received and 20 videos have been ordered.
- CLA conference confirmation has been received. Jonathan will be in Edmonton at that time and will try to attend on behalf of the Library Board.

HIRING COMMITTEE REPORT:

All desirable candidates have declined or taken other positions. The committee will reconvene next Tuesday to start the search anew.

NEW BUSINESS:

- Terms of reference for the library study - Earl Pierson and Jonathan Jaikaran met with Michelle Blydo, Bev Nelson, Kevin Bridges and Don Weisbeck to discuss the proposal put forth by the Corporate Services committee. They felt it was a "good" meeting with a desire by all parties for openness, frankness and trust.

Jonathan left the meeting at this time due to illness. Vice-chairman Rudy Esau took over the remainder of the meeting

CORRESPONDENCE:

- Thank you card from Leona Skriver
- Reply from Lottery Board re our grant application. It has been approved in full. The \$2,874.00 will be spent on shelving and a stand up computer desk.
- ALTA letter to the chairman regarding provincial funding linked to census.

- Information regarding a leadership seminar in Lethbridge on June 14,2000.
- Marigold newsletter
- Minutes of the May 18 Shortgrass System Board meeting.

REPORTS:

Finance Report

The financial report for the month of April, 2000 was received and discussed.

MOTION: Approval of May expenses of \$33,628.87 .

Jerri / Cheryl

CARRIED

Librarian's Report

- All 4 grants applied for this year have been approved, Summer Program, Lions, Royal Purple, Lottery.
- The Provincial funding has been received but the county grant has not arrived yet.
- Karen will continue to work and split her holidays over the summer months due to the fact that there is no new librarian at this time.

NEXT MEETING:

There will be a meeting in July. The date will be set later.

ADJOURNMENT:

Meeting adjourned at 7:34 P.M.

Earl / Gay

CARRIED



May 31 / 2000 OK

ASSETS

CURRENT ASSETS

CIC Account	60,675.00	✓
Recoverable	0.00	
Endowment Fund	5,522.78	✓
Furn. & Shelving Reserve	0.00	
Cash In Bank	3,125.48	✓
TOTAL CURRENT ASSETS	<u>69,323.26</u>	OK

TOTAL ASSETS

69,323.26

LIABILITIES

CURRENT LIABILITIES

GST Charged on Sales	0.00	
GST Paid on Purchases	-818.06	
GST Paid on Books	0.00	
Net GST Owing/Refund	<u>-818.06</u>	
Accounts Payable	0.00	
Vacation Payable	0.00	
EI Payable	-0.01	
CPP Payable	0.00	
Income Tax Payable	<u>-250.91</u>	
Receiver General Payable	-250.92	
L.A.P.P. Payable	0.00	
Great West Life	0.02	
AB Health Payable	-20.40	
W.C.B. Payable	0.00	
TOTAL CURRENT LIABILITIES	<u>-1,089.36</u>	

TOTAL LIABILITIES

-1,089.36

EQUITY

EARNINGS

Endowment Fund Reserves	5,022.78
Retained Earnings	19,910.22
Current Earnings	45,479.62
Total Earnings	<u>70,412.62</u>

TOTAL EQUITY

70,412.62

LIABILITIES AND EQUITY

69,323.26

REVENUE

REVENUE	
Town of Brooks	69,120.00
Government of Canada - Summer Employ. P	1,455.00
Province of Alberta	40,675.00
AB. Temp. Employment Grants	0.00
County of Newell	0.00
Internet	0.00
Local Memberships	5,893.00
Interest Income	141.16
Miscellaneous	1,055.20
Fines, Book Sales & Services	7,007.45
Rural Memberships	907.50
Donations	1,468.16
Charitable Receipt Donations	760.00
Fundraisers	0.00
GST Recovery	859.12
TOTAL REVENUE	<u>129,341.59</u>

✓ OK

TOTAL REVENUE

129,341.59

EXPENSE

EXPENSES

Shortgrass Expense	16,428.01
Books & Materials	2,018.63
Internet Expense	197.47
New Library Furnishings	2,803.74
Library Supplies	1,528.81
Administration & Travel	1,229.72
Program Expense	653.28
Repair & Maintenance	0.00
Funding	344.00
Training	0.00
Telephone Expense	543.10
Printer & Computer Costs	309.96
Security Monitoring	197.25
GST Expense	0.00
Freight & Postage	294.66
Professional Memberships	0.00
Publicity & Advertising	769.00
Audit & Insurance	1,530.00
Bank Charges	7.00
Miscellaneous	8.99
Wages	48,462.08
EI Expense	1,548.93
CPP Expense	1,330.15
WCB Expense	310.27
Great West Life	1,228.92
L.A.P.P. Expense	1,832.40
AB Health Expense	285.60
TOTAL EXPENSES	<u>83,861.97</u>

✓ OK

+ 108936
84951.33
83,861.97

TOTAL EXPENSE

83,861.97

NET INCOME

45,479.62

BROOKS PUBLIC LIBRARY
STATEMENT OF RECEIPTS AND EXPENDITURES FOR THE PERIOD ENDING May 31, 2000

RECEIPTS

	Annual Budget	Current Month	Total to Da
Town of Brooks	124,800.00	26,485.14	169,120.00
Province of Alberta	40,675.00	40,675.00	40,675.00
County of Newell	14,400.00	-	-
Fines, Book Sales, Service Fees	17,500.00	1,215.90	7,042.45
Donations - Fundraisers	4,000.00	879.90	2,228.16
Interest Income	1,000.00	-	141.16
Local Memberships	18,000.00	888.00	5,893.00
Rural Memberships	2,700.00	-	907.50
Miscellaneous & GST Recovery Postage Ref.	1,200.00	157.99	1,552.11
Govt. Canada - Summer Employ	2,891.00	1,455.00	1,455.00
AB Govt - Temp. Employ- ACE	-	-	327.21
Total Receipts	226,766.00	71,721.93	129,341.59

EXPENDITURES

Shortgrass - Books	33,300.00	16,401.13	16,401.13
Dynix main & Data Com.	6,000.00	-	26.88
Salaries	144,922.00	10,642.80	35,655.82
Receiver General (UIC-CPP-Tax)	-	3,094.93	12,330.71
Benefits (BC-WCB-AHC-Pension)	-	1,673.51	7,283.12
Staff Training	1,500.00	-	-
Materials			
Books, Periodicals, A-V	12,000.00	509.88	2,159.66
Library Supplies	3,400.00	306.79	1,632.61
Programming	3,000.00	-	692.16
Furniture & Equipment	2,500.00	-	3,000.00
Equipment Reserve	3,000.00	-	-
Maintenance			
Copier & Computer Costs	2,000.00	188.28	331.66
Book Binding	2,100.00	368.08	368.08
Repairs & Maintenance	2,700.00	-	-
Internet	550.00	42.36	211.80
Administration			
Conferences & Travel	2,200.00	200.00	1213.53
Security Monitoring	350.00	26.75	211.06
Bank Charges	30.00	-	7.00
Publicity & Advertising	1,350.00	-	883.92
Telephone	1,700.00	115.44	580.81
Audit	3,000.00	-	1,637.10
Postage, Freight	850.00	58.92	315.29
Professional Memberships	250.00	-	-
Miscellaneous	500.00	-	8.99
Total Expenditures	227,202.00	33,628.87	84,951.33

BROOKS PUBLIC LIBRARY
MINUTES
AUGUST 24, 2000

PRESENT: Henry Najda, Gay Hemsing, Jerri Schindeler, Cheryl Pierson, Jonathan Jaikaran, councillor Rolf Bander and librarian Karen Armbruster

ABSENT: Rudy Esau, Carol Secondiak

The meeting was called to order by chairman Jonathan Jaikaran at 6:37 P.M.

MOTION: To approve the agenda as printed.
Rolf / Henry CARRIED

MOTION: To approve the minutes of the June 6, 2000 meeting.
Gay / Cheryl CARRIED

BUSINESS ARISING:

- Councillors Rolf Bander and Michelle Blydo have stated that their absences at the last two meetings have been due to date changes which have conflicted with their schedules.
- The consultants study was put on hold for the summer. There has been no update, but Jonathan will contact the Town committee for meeting this fall.

CORRESPONDENCE:

- Letter - Brooks Fire Department inspection - deficiencies listed. Deficiencies have been corrected by the Town. The air conditioning has not been working properly this summer and the Town has been working on it, but the problem seems to have everyone stumped.
- Grace Yau, a part-time employee, submitted her resignation in July.
- Laura Taylor accepted the offer of the head librarian position and will begin work on September 5.
- Information on the Netspeed 2000 Conference has been received.
- Marigold Newsletter
- Expenses for recruitment turned over to Jonathan.

REPORTS:

Finance Committee

The report of the finance committee meeting given by Henry Najda the new Finance Chairman.

MOTION: To approve expenses of \$13,542.97 for the month of June and \$38,224.75 for the month of July.

Henry / Jerri CARRIED



MOTION: To approve a one year maintenance contract by Docucom Services for our Minolta microfilm/fiche reader/printer.

Jerri / Jonathan

Discussion: Each time a service man comes out from Calgary to repair or service the reader, it costs a minimum of \$700 (\$350 - travel, \$350 technician's rate from the time he leaves Calgary, plus parts). He has been out twice in the past year and is needed again. A service contract is \$1,126.00 per year which includes parts, labour and travel. There is no Minolta service closer than Calgary and the machine is too big and heavy to fit into a car trunk or van.

CARRIED

- New librarian unfamiliar with Simply Accounting software and payroll duties. Karen asked to check into Royal Bank's Payroll Service. Full service includes: staff payroll issued by cheque or direct deposit, Receiver General automatically submitted, cheques issued for LAPP Pension, Great West Assurance, Alberta Health and sent to employers for forwarding along with pay stubs and monthly reports, T-4's and annual report tapes sent to Revenue Canada. Cost: base of \$22 per month plus \$1.25 per employee (\$32.00 per month with current number of 8 employees).

MOTION: That the board subscribe to the Royal Bank Payroll Service beginning in September 2000.

Henry / Rolf

CARRIED

Extra grants, donations and registration funds received during the summer months include: Summer Fun registrations - \$1,100.00; raffle ticket money (CD discman donated) - \$205.00; lottery fund grant - \$2,874.00; Royal Purple donation - \$650.00; Lions donation - 350.00.

Hiring Committee

- Laura Taylor starts September 5, 2000. She will commute from Strathmore.

Librarian's Report

- Family Fun Night for August the "Mad Scientist" was a huge success with 75 to 80 children and adults in attendance.
- The Family Fun entertainment for September will be Storybook Theatre from Calgary presenting "A Little Bit of Magic".

NEW BUSINESS:

- Library policies requiring revision
 - (a) Employment vacation time - committee Henry & Jonathan
 - (B) Head librarian's job description & duties - committee Gay & Cheryl
- Ad for board member replacement to be put in Brooks Bulletin

- Library closure

MOTION Library to close at 3:00 P.M. on August 28 to prepare for "Farewell Party".

Gay / Jerri

CARRIED

NEXT MEETING:

Finance committee - 8:30 A.M., Wednesday, Sept. 27, 2000

General meeting - 6:30 P.M., Thursday, Sept. 28, 2000

ADJOURNMENT: 7:50 P.M.

Gay / Henry

CARRIED

FINANCE COMMITTEE MEETING
AUGUST 23, 2000

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

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

Topics discussed:

- Review of June and July financial statements and Simply Accounting statistics. Recommend approval of expenses of \$13,542.97 for the month of June and \$38,224.75 for the month of July.
- Discussed new librarian's unfamiliarity with Simply Accounting software and payroll duties. Karen was asked to check into Royal Bank's Payroll Service. For a cost of \$32.00 per month, they will provide a full service. Information sheet to be presented at general meeting with a recommendation from the finance committee to try the service.
- Extra grants, donations and registration funds received during the summer months include: Summer Fun registrations - \$1,100.00; raffle ticket money (CD discman donated) - \$205.00; lottery fund grant - \$2,874.00; Royal Purple donation - \$650.00 Lions donation - \$350.00.
- Changes in signing authority and names on company charge cards discussed. Karen to type letters of change for Jonathan.

Meeting adjourned at 9:30 A.M.

Information on Royal Bank Payroll Services

1. Company used : ADP Canada
2. Software package used : Pay Day Program
3. Cost: Base of \$22 per month plus \$1.25 per employee (\$32.00 per month at present)
4. Services provided:
 - a. Staff payroll issued by cheque or direct deposit two days before end of month
 - b. Receiver General submitted automatically
 - c. Cheques issued for LAPP pension, Great West Assurance, Alberta Health and sent to employer for forwarding along with pay stubs and monthly reports
 - d. T-4's and annual report tapes sent to Revenue Canada, etc. plus duplicates given to employer for employee records and auditors
 - e. Technical support
 - f. Information may be sent in by entering on computer using software package or phoning in staff hours each month.

June 30 / 2000

ASSETS

CURRENT ASSETS

GIC Account	40,000.00	✓
GST Recoverable	0.00	
Endowment Fund	5,722.78	✓
Furn. & Shelving Reserve	0.00	
Cash In Bank	14,747.10	✓
TOTAL CURRENT ASSETS	<u>60,469.88</u>	

TOTAL ASSETS

60,469.88

LIABILITIES

CURRENT LIABILITIES

GST Charged on Sales	0.00	
GST Paid on Purchases	-847.42	
GST Paid on Books	<u>-48.79</u>	
Net GST Owning/Refund		-896.21
Accounts Payable		0.00
Vacation Payable		0.00
EI Payable	336.39	
CPP Payable	12.00	
Income Tax Payable	<u>-250.91</u>	
Receiver General Payable		97.48
L.A.P.P. Payable		0.00
Great West Life		0.03
AB Health Payable		0.00
W.C.B. Payable		<u>0.00</u>
TOTAL CURRENT LIABILITIES		<u>-798.70</u>

TOTAL LIABILITIES

-798.70

EQUITY

EARNINGS

Endowment Fund Reserves	5,022.78
Retained Earnings	19,910.22
Current Earnings	<u>36,335.58</u>
Total Earnings	<u>61,268.58</u>

TOTAL EQUITY

61,268.58

LIABILITIES AND EQUITY

60,469.88

*No finance meeting
in June because of
early date of general
meeting.*

REVENUE

REVENUE

Town of Brooks	69,120.00
Gov't. of Canada - Summer Employ. P	1,455.00
Province of Alberta	40,675.00
AB. Temp. Employment Grants	0.00
County of Newell	250.00
Internet	0.00
Local Memberships	7,955.00
Interest Income	363.77
Miscellaneous	1,055.20
Fines, Book Sales & Services	8,842.43
Rural Memberships	907.50
Donations	1,491.66
Charitable Receipt Donations	1,060.00
Fundraisers	0.00
GST Recovery	859.12
TOTAL REVENUE	<u>134,034.68</u>

✓ OK

TOTAL REVENUE

134,034.68

EXPENSE

EXPENSES

Shortgrass Expense	16,454.89
Books & Materials	2,863.39
Internet Expense	237.09
New Library Furnishings	2,803.74
Library Supplies	1,226.60
Administration & Travel	1,381.20
Program Expense	753.28
Repair & Maintenance	414.80
Rebinding	344.00
Staff Training	0.00
Telephone Expense	658.74
Copier & Computer Costs	309.96
Security Monitoring	222.25
GST Expense	0.00
Freight & Postage	333.03
Professional Memberships	0.00
Publicity & Advertising	769.00
Audit & Insurance	1,530.00
Bank Charges	10.50
Miscellaneous	8.99
Wages	59,534.43
EI Expense	1,920.98
CPP Expense	1,650.21
WCB Expense	310.27
Great West Life	1,476.85
L.A.P.P. Expense	2,199.30
AB Health Expense	285.60
TOTAL EXPENSES	<u>97,699.10</u>

792.70
98,497.80 ✓ OK
97,699.10

TOTAL EXPENSE

NET INCOME

36,335.58

BROOKS PUBLIC LIBRARY
STATEMENT OF RECEIPTS AND EXPENDITURES FOR THE PERIOD ENDING June 30/2000

RECEIPTS

	<u>Annual Budget</u>	<u>Current Month</u>	<u>Total to Da</u>
Town of Brooks	124,800.00		69,120.00
Province of Alberta	40,675.00		40,675.00
County of Newell	14,400.00	250.00	250.00
Fines, Book Sales, Service Fees	17,500.00	1,858.28	8,877.4
Donations - Fundraisers	4,000.00	300.00	2,551.6
Interest Income	600.00	168.25	363.7
Local Memberships	18,000.00	2,062.00	7,955.00
Rural Memberships	2,700.00		907.5
Miscellanea & GST Recovery <small>Postage Ref.</small>	1,200.00		1,552.1
Govt. Canada - Summer Employ	2,891.00		1,455.0
AB Govt - Temp. Employ- ACE			327.2
Total Receipts	<u>226,766.00</u>	<u>4,438.53</u>	<u>134,034.6</u>

EXPENDITURES

Shortgrass - Books	33,300.00	26.88	16,428.0
Dynix main & Data Com.	6,000.00		26.88
Salaries	144,922.00	8,162.60	43,818.40
Receiver General (UIC-CPP-Tax)		2,534.27	14,864.90
Benefits (BC-WCB-AHC-Pension)		1,313.61	8,596.7
Staff Training	1,500.00		
Materials			
Books, Periodicals, A-V	12,000.00	547.79	2,707.45
Library Supplies	3,400.00	69.72	1,702.30
Programming	3,000.00	100.00	792.11
Furniture & Equipment	2,500.00		3,000.0
Equipment Reserve	3,000.00		
Maintenance			
Copier & Computer Costs	2,000.00		331.60
Book Binding	2,100.00		368.00
Repairs & Maintenance	2,700.00	443.84	443.80
Internet	550.00	42.36	254.16
Administration			
Conferences & Travel	2,200.00	151.48	1,365.01
Security Monitoring	350.00	26.75	237.81
Bank Charges	30.00		10.50
Publicity & Advertising	1,350.00		883.92
Telephone	1,700.00	123.67	704.48
Audit	3,000.00		1,637.10
Postage, Freight	850.00		315.29
Professional Memberships	250.00		
Miscellanea	500.00		8.99
Total Expenditures	<u>227,202.00</u>	<u>13,542.97</u>	<u>98,497.8</u>

July 31, 2000

ASSETS

CURRENT ASSETS

GIC Account	20,000.00 ✓
GST Recoverable	0.00
Endowment Fund	5,722.78 ✓
Furn. & Shelving Reserve	0.00
Cash In Bank	<u>10,498.39</u> ✓
TOTAL CURRENT ASSETS	<u>36,221.17</u>

OK

TOTAL ASSETS

36,221.17

LIABILITIES

CURRENT LIABILITIES

GST Charged on Sales	0.00
GST Paid on Purchases	-1,259.18
GST Paid on Books	<u>-48.79</u>
Net GST Owing/Refund	-1,307.97
Accounts Payable	0.00
Vacation Payable	-96.70
EI Payable	336.39
CPP Payable	12.00
Income Tax Payable	<u>-250.91</u>
Receiver General Payable	97.48
L.A.P.P. Payable	0.00
Great West Life	0.04
AB Health Payable	-40.80
W.C.B. Payable	<u>0.00</u>
TOTAL CURRENT LIABILITIES	<u>-1,347.95</u>

*No board meeting
in July*

TOTAL LIABILITIES

-1,347.95

EQUITY

EARNINGS

Endowment Fund Reserves	5,022.78
Retained Earnings	19,910.22
Current Earnings	<u>12,636.12</u>
Total Earnings	<u>37,569.12</u>

TOTAL EQUITY

37,569.12

LIABILITIES AND EQUITY

36,221.17

REVENUE

REVENUE	
Town of Brooks	69,120.00
Gov't. of Canada - Summer Employ. P	1,455.00
Province of Alberta	43,549.00
AB. Temp. Employment Grants	0.00
County of Newell	5,807.00
Internet	0.00
Local Memberships	10,283.00
Interest Income	483.77
Miscellaneous	1,055.20
Fines, Book Sales & Services	11,129.47
Rural Memberships	862.50
Donations	2,141.66
Charitable Receipt Donations	1,060.00
Fundraisers	205.00
GST Recovery	859.12
TOTAL REVENUE	<u>148,010.72</u> ✓ OK

TOTAL REVENUE 148,010.72

EXPENSE

EXPENSES	
Shortgrass Expense	36,153.94
Books & Materials	4,970.10
Internet Expense	282.91
New Library Furnishings	5,677.74
Library Supplies	1,388.92
Administration & Travel	1,540.70
Program Expense	753.28
Repair & Maintenance	519.74
Rebinding	344.00
Staff Training	0.00
Telephone Expense	765.87
Copier & Computer Costs	493.96
Security Monitoring	247.25
GST Expense	0.00
Freight & Postage	546.90
Professional Memberships	0.00
Publicity & Advertising	769.00
Audit & Insurance	1,530.00
Bank Charges	14.00
Miscellaneous	8.99
Wages	70,105.30
EI Expense	2,279.41
CPP Expense	1,958.34
WCB Expense	310.27
Great West Life	1,724.78
L.A.P.P. Expense	2,560.80
AB Health Expense	428.40
TOTAL EXPENSES	<u>135,374.60</u>
	+ 1,347.95
	<u>136,722.55</u> ✓ OK
TOTAL EXPENSE	<u>135,374.60</u>

NET INCOME 12,636.12

BROOKS PUBLIC LIBRARY
STATEMENT OF RECEIPTS AND EXPENDITURES FOR THE PERIOD ENDING July, 2000

RECEIPTS

	<u>Annual Budget</u>		<u>Current Month</u>	<u>Total to Da</u>
Town of Brooks	124,800.00		-	69,120.00
Province of Alberta	40,675.00	Lottery Grant →	2,874.00	43,549.00
County of Newell	14,400.00		5,557.00	5,807.00
Fines, Book Sales, Service Fees	17,500.00		1,487.04	10,364.4
Donations - Fundraisers	4,000.00		1,655.00	4,206.6
Interest Income	600.00		120.00	483.7
Local Memberships	18,000.00		2,328.00	10,283.00
Rural Memberships	2,700.00	NSF	(- 45.00)	862.50
Miscellaneous & GST Recovery Postage Ref.	1,200.00		-	1,552.11
Govt. Canada - Summer Employ	2,891.00		-	1,455.00
AB Govt - Temp. Employ- ACE			-	327.21
Total Receipts	<u>226,766.00</u>		<u>13,976.04</u>	<u>148,010.70</u>

EXPENDITURES

Shortgrass - Books	<u>33,300.00</u>		<u>16,401.12</u>	<u>32,829.13</u>
Dynix main & Data Com.	<u>6,000.00</u>		<u>3,297.93</u>	<u>3,324.81</u>
Salaries	<u>144,922.00</u>		<u>7,888.74</u>	<u>51,707.16</u>
Receiver General (UIC-CPP-Tax)			<u>2,730.50</u>	<u>17,595.48</u>
Benefits (BC-WCB-AHC-Pension)			<u>1,507.91</u>	<u>10,104.64</u>
Staff Training	<u>1,500.00</u>			<u>-</u>
Materials				
Books, Periodicals, A-V	<u>12,000.00</u>		<u>2,233.18</u>	<u>4,940.63</u>
Library Supplies	<u>3,400.00</u>		<u>173.68</u>	<u>1,876.01</u>
Programming	<u>3,000.00</u>			<u>792.16</u>
Furniture & Equipment	<u>2,500.00</u>		<u>3,075.18</u>	<u>6,075.18</u>
Equipment Reserve	<u>3,000.00</u>			
Maintenance				
Copier & Computer Costs	<u>2,000.00</u>		<u>309.17</u>	<u>640.83</u>
Book Binding	<u>2,100.00</u>			<u>368.08</u>
Repairs & Maintenance	<u>2,700.00</u>			<u>443.84</u>
Internet	<u>550.00</u>		<u>49.00</u>	<u>303.16</u>
Administration				
Conferences & Travel	<u>2,200.00</u>		<u>163.67</u>	<u>1,528.68</u>
Security Monitoring	<u>350.00</u>		<u>26.75</u>	<u>264.56</u>
Bank Charges	<u>30.00</u>		<u>3.50</u>	<u>14.00</u>
Publicity & Advertising	<u>1,350.00</u>			<u>883.92</u>
Telephone	<u>1,700.00</u>		<u>114.57</u>	<u>819.05</u>
Audit	<u>3,000.00</u>			<u>4,637.10</u>
Postage, Freight	<u>850.00</u>		<u>249.85</u>	<u>565.14</u>
Professional Memberships	<u>250.00</u>			
Miscellaneous	<u>500.00</u>			<u>8.99</u>
Total Expenditures	<u>227,202.00</u>		<u>38,224.75</u>	<u>136,722.55</u>

aug 12000

ASSETS

CURRENT ASSETS

GIC Account	0.00
GST Recoverable	0.00
Endowment Fund	5,722.78
Furn. & Shelving Reserve	0.00
Cash In Bank	21,125.12
TOTAL CURRENT ASSETS	<u>26,847.90</u>

✓ OK

TOTAL ASSETS 26,847.90

LIABILITIES

CURRENT LIABILITIES

GST Charged on Sales	0.00
GST Paid on Purchases	-1,364.60
GST Paid on Books	<u>-48.79</u>
Net GST Owing/Refund	-1,413.39
Accounts Payable	0.00
Vacation Payable	-259.45
EI Payable	436.39
CPP Payable	83.03
Income Tax Payable	<u>-250.91</u>
Receiver General Payable	268.51
L.A.P.P. Payable	0.00
Great West Life	0.05
AB Health Payable	-20.40
W.C.B. Payable	<u>0.00</u>
TOTAL CURRENT LIABILITIES	<u>-1,424.68</u>

TOTAL LIABILITIES -1,424.68

EQUITY

EARNINGS

Endowment Fund Reserves	5,022.78
Retained Earnings	19,910.22
Current Earnings	<u>3,339.58</u>
Total Earnings	<u>28,272.58</u>

TOTAL EQUITY 28,272.58

LIABILITIES AND EQUITY 26,847.90

REVENUE

REVENUE	
Town of Brooks	69,120.00
Gov't. of Canada - Summer Employ. P	1,455.00
Province of Alberta	43,549.00
AB. Temp. Employment Grants	0.00
County of Newell	5,807.00
Internet	0.00
Local Memberships	12,407.00
Interest Income	543.77
Miscellaneous	1,055.20
Fines, Book Sales & Services	13,087.31
Rural Memberships	1,312.50
Donations	2,141.66
Charitable Receipt Donations	1,085.00
Fundraisers	205.00
GST Recovery	859.12
TOTAL REVENUE	<u>152,627.56</u>

TOTAL REVENUE 152,627.56

EXPENSE

EXPENSES	
Shortgrass Expense	36,153.94
Books & Materials	5,665.70
Internet Expense	326.40
New Library Furnishings	5,677.74
Library Supplies	1,687.67
Administration & Travel	1,540.70
Program Expense	1,080.38
Repair & Maintenance	519.74
Rebinding	344.00
Staff Training	0.00
Telephone Expense	869.06
Copier & Computer Costs	493.96
Security Monitoring	272.25
GST Expense	0.00
Freight & Postage	561.05
Professional Memberships	0.00
Publicity & Advertising	769.00
Audit & Insurance	1,530.00
Bank Charges	14.00
Miscellaneous	8.99
Wages	81,174.20
EI Expense	2,656.78
CPP Expense	2,293.04
WCB Expense	310.27
Great West Life	1,972.71
L.A.P.P. Expense	2,938.00
AB Health Expense	428.40
TOTAL EXPENSES	<u>149,287.98</u>

+ 1,424.68 ✓ OK
150,712.66
149,287.98

TOTAL EXPENSE

NET INCOME 3,339.58

BROOKS PUBLIC LIBRARY
STATEMENT OF RECEIPTS AND EXPENDITURES FOR THE PERIOD ENDING August 2000

RECEIPTS

	Annual Budget	Current Month	Total to Date
Town of Brooks	124,800.00	—	69,120.00
Province of Alberta	40,675.00	—	43,549.00
County of Newell	14,400.00	—	5,807.00
Fines, Book Sales, Service Fees	17,500.00	1,957.84	12,322.31
Donations - Fundraisers	4,000.00	25.00	4,231.46
Interest Income	600.00	—	483.77
Local Memberships	18,000.00	2,124.00	12,407.00
Rural Memberships	2,700.00	450.00	1,312.50
Miscellaneous & GST Recovery	1,200.00	—	1,552.11
Govt. Canada - Summer Employ	2,871.00	—	1,455.00
AB Govt - Temp. Employ- ACE	—	—	1,327.21
Total Receipts	226,766.00	4,556.84	152,567.55

EXPENDITURES

Shortgrass - Books	33,300.00	—	32,829.18
Dynix main & Data Com.	6,000.00	—	3,324.81
Salaries	144,922.00	8,271.16	59,978.32
Receiver General (UIC-CPP-Tax)	—	2,774.04	20,369.52
Benefits (BC-WCB-AHC-Pension)	—	1,332.21	11,436.85
Staff Training	1,500.00	—	—
Materials			
Books, Periodicals, A-V	12,000.00	744.29	5,684.92
Library Supplies	3,400.00	334.81	2,210.82
Programming	3,000.00	350.00	1,142.16
Furniture & Equipment	2,500.00	—	6,075.18
Equipment Reserve	3,000.00	—	—
Maintenance			
Copier & Computer Costs	2,000.00	—	640.83
Book Binding	2,100.00	—	368.08
Repairs & Maintenance	2,700.00	—	443.84
Internet	550.00	46.50	349.66
Administration			
Conferences & Travel	2,200.00	—	1,528.68
Security Monitoring	350.00	26.75	291.31
Bank Charges	30.00	—	14.00
Publicity & Advertising	1,350.00	—	883.92
Telephone	1,700.00	110.35	929.40
Audit	3,000.00	—	1,637.10
Postage, Freight	250.00	—	565.14
Professional Memberships	250.00	—	—
Miscellaneous	500.00	—	8.99
Total Expenditures	227,202.00	13,990.11	150,712.66

BROOKS PUBLIC LIBRARY
MINUTES
SEPTEMBER 28, 2000

PRESENT: Carol Secondiak, Henry Najda, Jerri Schindeler, Rudy Esau, and librarian
Laura Taylor

ABSENT: Cheryl Pierson, Gay Hemsing, Rolf Bander, Michelle Blydo, and Jonathan
Jaikaran

The meeting was called to order by Vice-chairman Rudy Esau at 6:39 p.m.

MOTION: To approve the agenda as printed.
Carol / Henry CARRIED

MOTION: To approve the minutes of the August 24, 2000 meeting.
Jerri / Carol CARRIED

BUSINESS ARISING:

- There is no information to date regarding the consultant's study.
- The air conditioner is still not working well.
- The library purchased a one-year maintenance contract with DocuCom for the Minolta microfilm/fiche reader/printer. Laura stated that she has requested a copy of the contract, but it has not arrived yet.
- This is the first month that the library used the Royal Bank Payroll service, and everything went smoothly.
- Several library policies need to be updated, but this is a task that can be done during the next year.

CORRESPONDENCE:

- One library board application was received, but the applicant is a resident of Tilley.
- Letter – Town of Brooks. John Morrison sent a letter requesting the 3-year budget proposal for the library to be submitted by September 29, 2000. Laura stated that Jonathan had written a letter requesting an extension.
- Letter – Town of Brooks. Information about a Volunteer Recruitment & Retainment Workshop on October 13, 2000
- Information on an ALTA workshop that is hosted by the County of Newall Library Board. Topics covered will be the responsibility of board members and trustees. The workshop will be held on October 23, 2000 from 10-3 p.m. at the Medicine Hat College, Brooks Campus. The cost is \$35.00.

REPORTS:

Finance Committee

The report of the finance committee meeting was presented by the Finance Chairman, Henry Najda.

MOTION: To approve expenses of \$13,990.11 for the month of August.
Henry / Carol CARRIED

Shortgrass Report

Rudy Esau reported that he was approved to be a representative on the Shortgrass Library System Board for the Brooks Public Library Board.

Librarian's Report

- The Summer Reading Program was a success with a total of 274 children registered.
- On September 8, I stuffed 3300 Core bags at the Recreation Center.
- Story Time began for a six-week session on September 20, and there are a total of 17 children registered.
- Family Fun Night is tomorrow evening at 8:00 p.m. The entertainment is Storybook Theatre from Calgary; they are doing a program called "A Little Bit of Magic."
- On Wednesday, October 25 at 7:00 p.m., author/illustrator Kady MacDonald Denton will be at the library.
- I have begun creating a daily procedures manual for the staff.
- Tyler and I have started to work together to update the Brooks Public Library web page. Please let Laura know if you have any suggestions for things that you would like added to the page.
- I attended a Shortgrass Librarian's meeting on September 11, 2000. A needs assessment survey of the system was handed out, and Laura asked that the board return it to her before the end of October.

NEW BUSINESS:

- Staffing requirements and work habits discussed.
- The Board welcomed Laura.
- The budget proposal for the library has been delayed, but a tentative date to meet by the Finance Committee was set for October 18, 2000.
- There was no information available regarding the Consultant Study at the meeting.

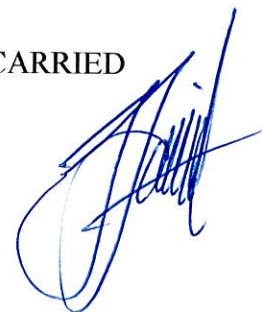
NEXT MEETING:

Finance committee – 8:30 a.m., Wednesday, October 25, 2000
General Meeting – 6:30 p.m., Thursday, October 26, 2000

ADJOURNMENT:

The meeting was adjourned at 7:28 p.m.
Henry / Carol

CARRIED



FINANCE COMMITTEE MEETING
September 27, 2000

Held in the Brooks Public Library at 8:30 a.m.

Attendance: Jerri Schindeler, Henry Najda, and Librarian Laura Taylor

Topics discussed:

- Review of August financial statements and Simply Accounting statistics.
Recommend approval of expenses of \$13,990.11 for the month of August 2000.
- At the end of September, deductions for the Royal Bank's Payroll Service (ADP Canada) will come into effect. It was decided that for the remainder of the year, the deductions would come from the miscellanea portion of the budget under Administration. Once the budget is created for next year, a new line for payroll expenses will be added to the budget.
- Discussed the deadline of submitting the 3-year budget for town council. Laura stated that a letter had been sent to Town Council requesting an extension beyond the September 29, 2000 deadline.

Meeting adjourned at 8:57 a.m.

Aug 12000

Laura's Copy

ASSETS

CURRENT ASSETS

CCC Account	0.00
ST Recoverable	0.00
Endowment Fund	5,722.78
Furn. & Shelving Reserve	0.00
Cash In Bank	21,125.12
TOTAL CURRENT ASSETS	<u>26,847.90</u>

✓ OK

TOTAL ASSETS

26,847.90

LIABILITIES

CURRENT LIABILITIES

GST Charged on Sales	0.00
GST Paid on Purchases	-1,364.60
GST Paid on Books	<u>-48.79</u>
Net GST Owing/Refund	-1,413.39
Accounts Payable	0.00
Vacation Payable	-259.45
EI Payable	436.39
CPP Payable	83.03
Income Tax Payable	<u>-250.91</u>
Receiver General Payable	268.51
L.A.P.P. Payable	0.00
Great West Life	0.05
AB Health Payable	-20.40
W.C.B. Payable	<u>0.00</u>
TOTAL CURRENT LIABILITIES	<u>-1,424.68</u>

TOTAL LIABILITIES

-1,424.68

EQUITY

EARNINGS

Endowment Fund Reserves	5,022.78
Retained Earnings	19,910.22
Current Earnings	<u>3,339.58</u>
Total Earnings	<u>28,272.58</u>

TOTAL EQUITY

28,272.58

LIABILITIES AND EQUITY

26,847.90

REVENUE

REVENUE

Town of Brooks	69,120.00
Govt. of Canada - Summer Employ. P	1,455.00
Province of Alberta	43,549.00
AB. Temp. Employment Grants	0.00
County of Newell	5,807.00
Internet	0.00
Local Memberships	12,407.00
Interest Income	543.77
Miscellaneous	1,055.20
Fines, Book Sales & Services	13,087.31
Rural Memberships	1,312.50
Donations	2,141.66
Charitable Receipt Donations	1,085.00
Fundraisers	205.00
GST Recovery	859.12
TOTAL REVENUE	<u>152,627.56</u>

TOTAL REVENUE 152,627.56

EXPENSE

EXPENSES

Shortgrass Expense	36,153.94
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Rebinding	344.00
Staff Training	0.00
Telephone Expense	869.06
Printer & Computer Costs	493.96
Security Monitoring	272.25
GST Expense	0.00
Freight & Postage	561.05
Professional Memberships	0.00
Publicity & Advertising	769.00
Audit & Insurance	1,530.00
Bank Charges	14.00
Miscellaneous	8.99
Wages	81,174.20
EI Expense	2,656.78
CPP Expense	2,293.04
WCB Expense	310.27
Great West Life	1,972.71
L.A.P.P. Expense	2,938.00
AB Health Expense	428.40
TOTAL EXPENSES	<u>149,287.98</u>

+ 1,424.68 ✓ OK
150,712.66
149,287.98

TOTAL EXPENSE

NET INCOME 3,339.58

BROOKS PUBLIC LIBRARY
STATEMENT OF RECEIPTS AND EXPENDITURES FOR THE PERIOD ENDING August 2000

RECEIPTS

	Annual Budget	Current Month	Total to Date
Town of Brooks	124,800.00		69,120.00
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Miscellaneous & GST Recovery	1,200.00		1,552.11
Govt. Canada - Summer Employ	2,891.00		1,455.00
AB Govt - Temp. Employ- ACE			327.21
Total Receipts	226,766.00	4,616.84	152,627.56

EXPENDITURES

Shortgrass - Books	33,300.00		32,829.18
Dynix main & Data Com.	6,000.00		3,324.81
Salaries	144,922.00	8,271.16	59,978.30
Receiver General (UIC-CPP-Tax)		2,774.04	20,369.52
Benefits (BC-WCB-AHC-Pension)		1332.21	11,436.85
Staff Training	1,500.00		
Materials			
Books, Periodicals, A-V	12,000.00	744.29	5,684.92
Library Supplies	3,400.00	334.81	2,210.82
Programming	3,000.00	350.00	1,142.16
Furniture & Equipment	2,500.00		6,075.18
Equipment Reserve	3,000.00		
Maintenance			
Copier & Computer Costs	2,000.00		640.83
Book Binding	2,100.00		368.08
Repairs & Maintenance	2,700.00		443.84
Internet	550.00	46.50	349.66
Administration			
Conferences & Travel	2,200.00		1,528.68
Security Monitoring	350.00	26.75	291.31
Bank Charges	30.00		14.00
Publicity & Advertising	1,350.00		883.92
Telephone	1,700.00	110.35	929.40
Audit	3,000.00		1,637.10
Postage, Freight	850.00		565.14
Professional Memberships	250.00		
Miscellaneous	500.00		8.99
Total Expenditures	227,202.00	13,990.11	150,712.66

BROOKS PUBLIC LIBRARY
MINUTES
OCTOBER 26, 2000

PRESENT: Carol Secondiak, Henry Najda, Jerri Schindeler, Rudy Esau, Michelle Blydo, Jonathan Jaikaran, Cheryl Pierson, Mayor Don Weisbeck and librarian Laura Taylor

ABSENT: Gay Hemsing

The meeting was called to order by Chairman Jonathan Jaikaran at 6:30 p.m.

MOTION: To approve the agenda as printed.
Jerri / Henry CARRIED

MOTION: To approve the minutes of the September 28, 2000 meeting.
Carol / Rudy CARRIED

BUSINESS ARISING:

- Letter to John Morrison regarding the library's request of an extension of the budget to the town.
- Problems are still arising with the heating in the library, and Laura stated that maintenance has been in the library to see what is causing the problem.
- The Royal Bank Payroll service is working smoothly.
- Laura stated that she spoke with the Town of Brooks and the Tilley resident who applied for the Board position is not eligible because she does not live in Brooks.

CORRESPONDENCE:

- Application received from Trevor Forden for Board position.
- Brooks and District Health Foundation inviting library to a donor mural unveiling on November 9, 2000. Carol stated that she will be attending and will represent the library board.
- Letter – Town of Brooks. Mayor Don Weisbeck informed the library board of the councillor appointments. Michelle Blydo will be the Town representative and Diane Murray will be the alternate for one-year terms.
- Marigold Library System newsletter.
- It was discussed that an active member from the Brooks Public Library Board should be a representative on the Shortgrass Library System Board. Michelle reported that Rolf Bander would remain on the Shortgrass Board as Council Representative until his term is completed.

REPORTS:

Finance Committee

The Finance Chairman, Henry Najda, presented the report of the October finance committee meeting.

MOTION: To approve expenses of \$13,986.83 for the month of September.
Henry / Carol CARRIED

Shortgrass Report

Rudy Esau reported that there will be a special recognition evening for the librarians who retired this year, Karen from Brooks and Betty from Foremost, on December 7, 2000. The next Shortgrass meeting will be held on November 16.

Librarian's Report

- September's Family Fun Night was a success with 44 people attending.
- Author/Illustrator, Kady MacDonald Denton was at the library on October 25, and 28 people attended the event.
- The part-time library assistant position was posted and I hope to begin interviewing candidates soon.
- The vacant library board position was again posted in the paper and I am hoping that we will get a greater response from the public.
- Pre-school storytime begins for another session on November 15th for six weeks.
- On Monday, October 30th, I will be attending a Windows NT workshop in Medicine Hat, which is funded by the Shortgrass Library System.
- On October 30th, I will also be holding a staff meeting with all of the library staff at Brooks once the library is closed.

NEW BUSINESS:

- The three-year budget proposal for the library was presented to the board. Michelle asked that a list of the benefits of being a member of the Shortgrass Library System be given to her for the Town of Brooks. Laura said that she would contact the Province of Alberta to see if the library is eligible to receive retroactive pay since Brooks has experienced a population increase.

MOTION: That the three-year budget proposal for the Brooks Public Library be approved as printed.

Henry / Rudy CARRIED

- Although the Board would like a person with a library background to do the Consultant Study of the Brooks Public Library, the Board agreed that the study must get done. Jonathan stated that he would contact Kevin Bridges from the Town of Brooks to begin the study.
- Renewal of Henry Najda's term for another three years on the library board.

MOTION: That Henry be appointed for another term on the library board.

Michelle / Carol CARRIED

NEXT MEETING:

Finance committee – 8:30 a.m., Wednesday, November 22, 2000
General Meeting – 6:30 p.m., Thursday, November 23, 2000

ADJOURNMENT:

The meeting was adjourned at 8:30 p.m.

Henry / Carol

CARRIED

A handwritten signature in blue ink, consisting of several overlapping loops and a vertical line extending upwards from the right side.

FINANCE COMMITTEE MEETING
October 26, 2000

Held in the Brooks Public Library at 8:30 a.m.

Attendance: Jerri Schindeler, Henry Najda, Jonathan Jaikaran, and Librarian Laura Taylor

Topics Discussed:

- Review of September financial statements and Simply Accounting statistics. Recommend approval of expenses of \$13,986.83 for the month of September.
- Laura stated that the final payment had been received for both the Summer Student Grant and reimbursement of moving expenses from the Town of Brooks.
- The proposed three-year budget was discussed in preparation for the Library Board Meeting.

Meeting adjourned at 9:30 a.m.

Sept 2000

ASSETS

CURRENT ASSETS

GIC Account	0.00
ST Recoverable	0.00
owment Fund	5,722.78
Furn. & Shelving Reserve	0.00
Cash In Bank	<u>46,375.61</u> ✓ OK
TOTAL CURRENT ASSETS	<u>52,098.39</u>

TOTAL ASSETS

52,098.39

LIABILITIES

CURRENT LIABILITIES

GST Charged on Sales	0.00
GST Paid on Purchases	-1,502.33
GST Paid on Books	<u>-48.79</u>
Net GST Owing/Refund	-1,551.12
Accounts Payable	0.00
Vacation Payable	-259.45
EI Payable	-87.63
CPP Payable	-474.59
Income Tax Payable	<u>-1,641.05</u>
Receiver General Payable	-2,203.27
L.A.P.P. Payable	-126.84
Great West Life	-1.55
AB Health Payable	-20.40
W.C.B. Payable	<u>0.00</u>
TOTAL CURRENT LIABILITIES	<u>-4,162.63</u>

TOTAL LIABILITIES

-4,162.63

EQUITY

ARNINGS	
owment Fund Reserves	5,022.78
Retained Earnings	19,910.22
Current Earnings	<u>31,328.02</u>
Total Earnings	<u>56,261.02</u>

TOTAL EQUITY

56,261.02

LIABILITIES AND EQUITY

52,098.39

REVENUE

REVENUE	
Town of Brooks	92,160.00
Govt. of Canada - Summer Employ. P	2,891.00
Province of Alberta	43,549.00
AB. Temp. Employment Grants	0.00
County of Newell	14,910.22
Internet	0.00
Local Memberships	14,027.00
Interest Income	543.77
Miscellaneous	2,516.72
Fines, Book Sales & Services	15,006.39
Rural Memberships	1,770.00
Donations	2,141.66
Charitable Receipt Donations	1,285.00
Fundraisers	205.00
GST Recovery	859.12
TOTAL REVENUE	<u>191,864.88</u>

TOTAL REVENUE 191,864.88

EXPENSE

EXPENSES	
Shortgrass Expense	36,180.82
Books & Materials	5,699.20
Internet Expense	369.89
New Library Furnishings	5,677.74
Library Supplies	1,687.67
Administration & Travel	2,540.70
Program Expense	1,644.42
Repair & Maintenance	1,645.74
Rebinding	344.00
Staff Training	0.00
Telephone Expense	973.26
Printer & Computer Costs	493.96
Security Monitoring	297.25
GST Expense	0.00
Freight & Postage	574.34
Professional Memberships	0.00
Publicity & Advertising	893.00
Audit & Insurance	1,530.00
Bank Charges	14.00
Miscellaneous	8.99
Wages	89,204.13
EI Expense	2,656.78
CPP Expense	2,293.04
WCB Expense	310.27
Great West Life	1,972.71
L.A.P.P. Expense	3,096.55
AB Health Expense	428.40
TOTAL EXPENSES	<u>160,536.86</u>

+ 4,162.63
164,699.49 ✓ ok.

TOTAL EXPENSE

NET INCOME 31,328.02

BROOKS PUBLIC LIBRARY
STATEMENT OF RECEIPTS AND EXPENDITURES FOR THE PERIOD ENDING Sept. 2000

RECEIPTS

	Annual Budget	Current Month	Total to Da
Town of Brooks	124,800.00	23,040.00 ✓	92,160.00
Province of Alberta	40,675.00		43,549.00
County of Newell	14,400.00	9,103.22 ✓	14,910.22
Fines, Book Sales, Service Fees	17,500.00	1,919.08 ✓	14,241.39
Donations - Fundraisers	4,000.00	200.00 ✓	4,431.66
Interest Income	600.00	-	543.77
Local Memberships	18,000.00	1,620.00 ✓	14,027.00
Rural Memberships	2,700.00	457.50 ✓	1,770.00
* Miscellanea & GST Recovery	1,200.00	1,461.52 ✓	3,013.63
Govt. Canada - Summer Employ	2,891.00	1,436.00 ✓	2,891.00
AB Govt - Temp. Employ- ACE			327.21
Total Receipts	226,766.00	39,237.32	191,864.88

* Reim moving expenses 1,325
 postage 91.52
 sale of computer equip 45

EXPENDITURES

Shortgrass - Books	33,300.00	-	32,829.13
Dynix main & Data Com.	6,000.00	-	3,324.81
Salaries	144,922.00	8,029.93	68,008.25
Receiver General (UIC-CPP-Tax)		2,471.78	22,841.30
Benefits (BC-WCB-AHC-Pension)		286.99	11,723.84
Staff Training	1,500.00		
Materials			
Books, Periodicals, A-V	12,000.00	35.85	5,720.77
Library Supplies	3,400.00	26.88	2,237.70
Programming	3,000.00	599.04	1,741.20
Furniture & Equipment	2,500.00	-	6,075.18
Equipment Reserve	3,000.00	-	-
Maintenance			
Copier & Computer Costs	2,000.00	-	640.83
Book Binding	2,100.00	-	368.02
Repairs & Maintenance	2,700.00	1,204.78	1,648.62
Internet	550.00	46.50	396.16
Administration			
Conferences & Travel	2,200.00	1000.00	2,528.68
Security Monitoring	350.00	26.75	318.06
Bank Charges	30.00	-	14.00
Publicity & Advertising	1,350.00	132.68	1,016.60
Telephone	1,700.00	111.43	1,040.83
Audit	3,000.00	-	1,637.10
Postage, Freight	850.00	14.22	579.36
Professional Memberships	250.00	-	-
Miscellanea	500.00	-	8.99
Total Expenditures	227,202.00	13,986.83	164,699.49

BROOKS PUBLIC LIBRARY
MINUTES
NOVEMBER 23, 2000

PRESENT: Henry Najda, Jerri Schindeler, Rudy Esau, Jonathan Jaikaran, Gay Hensing, Cheryl Pierson, and librarian Laura Taylor

ABSENT: Carol Secondiak, Michelle Blydo

The meeting was called to order by Chairman Jonathan Jaikaran at 6:38 p.m.

MOTION: To approve the agenda as printed.
Henry / Rudy CARRIED

MOTION: To approve the minutes of the October 26, 2000 meeting.
Jerri / Cheryl CARRIED

BUSINESS ARISING:

- Budget presented to Town Council on Wednesday, November 15, 2000. The presentation and questioning period was positive. The presentation covered benefits of Shortgrass Library System and lack of maintenance by the town. Salaries, books, and equipment are raising the budget for the next several years.
- Consultant Study – Jonathan reported that he met with Kevin Bridges on October 30, 2000 to get the study going.
- Discussion regarding the County of Newell's support of the library. There was a question of amalgamating library with school libraries and other questions asked by Council members.
- Library Circulation and Family Memberships – Our limit of allowing only 10 items per card is very low and it was discussed to have an unlimited number of items be borrowed. There will still remain a 10 item limit for videos, audiocassettes, compact disks, and books on tape.

MOTION: Membership dues for the library are as follows:

Family	\$18.00 annually
Individual	\$12.00 annually
Child	12 years and under free

Once a dependent is over 18 years old, he or she is no longer eligible for a family membership. The membership changes will come into effect January 1, 2001.

Henry / Jerry CARRIED

MOTION: Moved that the number of books and magazines borrowed by individual And family borrowers change to an unlimited number of items. For videos, audiocassettes, compact disks, and books on tapes, the number that can be borrowed will remain at 10 items per person or 10 items per family.

Temporary memberships and probationary members (for a period of 3 months) will remain at the 10 items per card restriction.

Rudy / Henry CARRIED

CORRESPONDENCE:

- Invitation to the Shortgrass Library System Christmas Party on December 7, 2000 in Medicine Hat.
- Nomination forms were received from the Alberta Library Trustees Association for Honorary Trustee Award, and Outstanding Trustee Award. The deadline for submission is January 10, 2001.

REPORTS:

Finance Committee

The Finance Chairman, Henry Najda, presented the report of the November finance committee meeting.

MOTION: To approve expenses of \$16,186.81 for the month of October.

Henry / Carol CARRIED

Shortgrass Report

Budget - The Shortgrass Library System meeting was held on November 16, 2000. For the 2001 budget, there will be a \$0.20 per capita increase in the municipal and library Board levies. The Director, Ray Lusty, has met with most of the towns such as Foremost, Bow Island, County of 90 Mile and they have all approved the increase. The Foremost Public Library Board has written a letter to MLA, Dr. Lorne Taylor regarding assistance with further funding since there has been a funding freeze by the Alberta government for several years.

Board - Vic Lutz, the Chairperson of the Board is retiring, and Corinna Roth-Beacome is the new Chairperson, the new vice-chair is Anne Bernhardt.

Copyright - Alberta Community Development is paying the fees associated with the copyright agreement and will be paying the license for 2000 and 2001. After 2001, libraries will be required to cover the costs, which is based on the number of photocopiers that are in each location.

Librarian's Report

- See Attached Sheet

NEW BUSINESS:

- Circulation Terminals and Network Cabling - Some of the circulation terminals need to be replaced because they have faded and create eyestrain. There will be a need for upgrading the computer equipment.

MOTION: That the library purchase a new computer terminal at a cost of approximately \$3,000.00 plus upgrading of cabling, and the purchase of a new barcode reader.

Gay / Cheryl CARRIED

- Henry talked about the accountability of Board Members and asked if the board members were covered by insurance in the event that a person sues the library and board for negligence. These issues had been discussed at the library trustee's workshop that he attended on October 28, 2000. Laura stated that she would contact Kevin Bridges from the town to see what is covered by the insurance.
- Both Rudy Esau and Jonathan Jaikaran's terms on the library board expire on December 3, 2000. Both Rudy and Jonathan stated that they would like to sit on the library board for another term of three years.
- The Board discussed that Staff Christmas Bonuses be \$25.00 for part-time employees and \$50.00 for full-time employees.
- The Town Christmas Party is going to be on December 11, 2000. This is also the same day of the Staff Christmas Party.

NEXT MEETING:

Finance committee – 8:30 a.m., Wednesday, December 13, 2001
Finance committee – 8:30 a.m., Wednesday, January 24, 2001
General Meeting – 6:30 p.m., Thursday, January 25, 2001

ADJOURNMENT:

The meeting was adjourned at 8:15 p.m.

Cheryl / Henry

CARRIED



Laura Taylor

FINANCE COMMITTEE MEETING
November 22, 2000

Held in the Brooks Public Library at 8:35 a.m.

Attendance: Jerri Schindeler, Henry Najda, and Librarian Laura Taylor

Topics Discussed:

- Review of October financial statements and Simply Accounting statistics.
Recommend approval of expenses of \$16,186.81 for the month of October.
- Laura stated that the Miscellaneous and GST portion of revenue was high for the month of October because she had repaid her pay advance of \$1,000 from September. Also, the Brooks Library had to make a payment of \$6,444.52 to the Local Authorities Pension Plan on behalf of Karen Armbruster to complete her back payment of pension. Karen repaid the same amount to the library in October.

Meeting adjourned at 8:53 a.m.

Oct. 2000

ASSETS

RENT ASSETS

GIC Account	0.00	
GST Recoverable	0.00	
Endowment Fund	5,722.78	
Furn. & Shelving Reserve	0.00	
Cash In Bank	<u>41,305.16</u>	✓ OK
TOTAL CURRENT ASSETS	<u>47,027.94</u>	

TOTAL ASSETS

47,027.94

LIABILITIES

CURRENT LIABILITIES

GST Charged on Sales	0.00	
GST Paid on Purchases	-1,638.38	
GST Paid on Books	<u>-48.79</u>	
Net GST Owing/Refund		-1,687.17
Accounts Payable		0.00
Vacation Payable		-259.45
EI Payable	218.05	
CPP Payable	-195.78	
Income Tax Payable	<u>-1,641.05</u>	
Receiver General Payable		-1,618.78
L.A.P.P. Payable		-248.83
Great West Life		-160.76
AB Health Payable		-20.40
W.C.B. Payable		<u>0.00</u>
TOTAL CURRENT LIABILITIES		<u>-3,995.39</u>

TOTAL LIABILITIES

-3,995.39

EQUITY

EARNINGS

Endowment Fund Reserves	5,022.78	
Retained Earnings	19,910.22	
Current Earnings	<u>26,090.33</u>	
Total Earnings	<u>51,023.33</u>	

TOTAL EQUITY

51,023.33

LIABILITIES AND EQUITY

47,027.94

REVENUE

REVENUE	
Town of Brooks	92,160.00
Gov't. of Canada - Summer Employ. P	2,891.00
Province of Alberta	43,549.00
AB. Temp. Employment Grants	0.00
County of Newell	14,910.22
Internet	0.00
Local Memberships	15,767.00
Interest Income	543.77
Miscellaneous	9,961.24
Fines, Book Sales & Services	16,428.23
Rural Memberships	2,280.00
Donations	2,141.66
Charitable Receipt Donations	1,285.00
Fundraisers	205.00
GST Recovery	859.12
TOTAL REVENUE	<u>202,981.24</u>

TOTAL REVENUE 202,981.24

EXPENSE

EXPENSES	
Shortgrass Expense	36,180.82
Books & Materials	6,573.05
Internet Expense	413.38
New Library Furnishings	5,677.74
Library Supplies	2,045.81
Administration & Travel	2,643.50
Program Expense	1,644.42
Repair & Maintenance	1,645.74
Binding	344.00
Staff Training	0.00
Telephone Expense	1,089.00
Copier & Computer Costs	493.96
Security Monitoring	322.25
GST Expense	0.00
Freight & Postage	594.34
Professional Memberships	328.69
Publicity & Advertising	1,161.75
Audit & Insurance	1,530.00
Bank Charges	14.00
Miscellaneous	182.24
Wages	95,695.71
EI Expense	2,962.46
CPP Expense	2,571.85
WCB Expense	310.27
Great West Life	2,343.97
L.A.P.P. Expense	9,693.56
AB Health Expense	428.40
TOTAL EXPENSES	<u>176,890.91</u>

+ 3,995.39 ✓ OK
180,886.30

TOTAL EXPENSE 176,890.91

NET INCOME 26,090.33

BROOKS PUBLIC LIBRARY
STATEMENT OF RECEIPTS AND EXPENDITURES FOR THE PERIOD ENDING Oct 31, 2000

RECEIPTS

	Annual Budget	Current Month	Total to Date
Town of Brooks	124,800.00	-	92,160.00
Province of Alberta	40,675.00	-	43,549.00
County of Newell	14,400.00	-	14,910.22
Fines, Book Sales, Service Fees	17,500.00	1,421.84	15,663.23
Donations - Fundraisers	4,000.00	-	4,431.66
Interest Income	600.00	-	543.77
Local Memberships	18,000.00	1,740.00	15,767.00
Rural Memberships	2,700.00	510.00	2,280.00
* Miscellaneous & GST Recovery	1,200.00	7,444.52	10,458.15
Govt. Canada - Summer Employ	2,891.00	-	2,891.00
AB Govt - Temp. Employ- ACE	-	-	327.21
Total Receipts	226,766.00	11,116.36	202,981.24
Repayment of Sept pay Advances 1,000 - L. Taylor	-	-	-
Repayment of LAPP Payment 6,444.52 - K. Armbruster	-	-	-

EXPENDITURES

Shortgrass - Books	33,300.00	-	32,829.13
Dynix main & Data Com.	6,000.00	-	3,324.81
Salaries	141,922.00	6,491.58	74,499.83
Receiver General (UIC-CPP-Tax)	-	-	22,841.30
Benefits (BC-WCB-AHC-Pension)	-	7,249.47	18,973.31
Staff Training	1,500.00	-	-
Materials			
Books, Periodicals, A-V	12,000.00	956.42	6,677.19
Library Supplies	3,400.00	383.21	2,620.91
Programming	3,000.00	-	1,741.20
Furniture & Equipment	2,500.00	-	6,075.18
Equipment Reserve	3,000.00	-	-
Maintenance			
Copier & Computer Costs	2,000.00	-	640.83
Book Binding	2,100.00	-	368.08
Repairs & Maintenance	2,700.00	-	1,648.62
Internet	550.00	46.50	442.66
Administration			
Conferences & Travel	2,200.00	110.00	2,638.68
Security Monitoring	350.00	26.75	344.81
Bank Charges	30.00	-	14.00
Publicity & Advertising	1,350.00	282.32	1,298.92
Telephone	1,700.00	123.78	1,164.61
Audit	3,000.00	-	1,637.10
Postage, Freight	850.00	-	579.36
Professional Memberships	250.00	334.20	334.20
Miscellaneous	500.00	182.58	191.57
Total Expenditures	227,202.00	16,186.81	180,886.30