

BROOKS PUBLIC LIBRARY

STATEMENT OF RECEIPTS AND EXPENDITURES FOR THE PERIOD ENDING August 2001

<u>RECEIPTS</u>	<u>Annual Budget</u>	<u>Current Month</u>	<u>Total to Date</u>
Town of Brooks	<u>107,160.00</u>	<u>4,256.94</u>	<u>84,628.44</u>
Province of Alberta	<u>40,675.00</u>	<u>-</u>	<u>40,675.00</u>
County of Newell	<u>14,900.00</u>	<u>5,557.00</u>	<u>6,807.00</u>
Fines, Book Sales, etc	<u>18,000.00</u>	<u>1,458.44</u>	<u>12,988.78</u>
Donations/Fundraisers	<u>4,000.00</u>	<u>25.00</u>	<u>4,411.85</u>
Interest Income	<u>-</u>	<u>-</u>	<u>144.99</u>
Local Memberships	<u>18,000.00</u>	<u>1,953.00</u>	<u>12,311.09</u>
Rural Memberships	<u>2,500.00</u>	<u>780.00</u>	<u>2,472.00</u>
Misc. / GST Recovery	<u>1,200.00</u>	<u>13,700.00</u>	<u>14,765.49</u>
Gov't Canada - Summer Employment	<u>-</u>	<u>-</u>	<u>-</u>
AB Gov't-Temp emp-ACE	<u>-</u>	<u>-</u>	<u>-</u>
Total Receipts	<u>206,435.00</u>	<u>27,426.58</u>	<u>179,204.64</u>

EXPENDITURES

Shortgrass - Brooks	<u>33,300.00</u>	<u>-</u>	<u>28,183.17</u>
Dynix main/Data Com.	<u>6,000.00</u>	<u>-</u>	<u>-</u>
Salaries	<u>136,200.00</u>	<u>8,003.38</u>	<u>75,222.84</u>
Receiver General (EI, CPP, FED)	<u>-</u>	<u>494.77</u>	<u>5,151.68</u>
Benefits (GW, LAPP, AHC)	<u>-</u>	<u>1331.11</u>	<u>9,542.81</u>
Staff Training	<u>1,200.00</u>	<u>-</u>	<u>99.81</u>
Materials			
Books, Periodicals, A-V	<u>7,000.00</u>	<u>59.97</u>	<u>2,104.47</u>
Library Supplies	<u>4,000.00</u>	<u>519.25</u>	<u>2,999.12</u>
Programming	<u>2,500.00</u>	<u>350.00</u>	<u>1,459.05</u>
Furniture & Equipment	<u>5,000.00</u>	<u>-</u>	<u>4,362.91</u>
Equipment Reserve	<u>3,500.00</u>	<u>-</u>	<u>-</u>
Maintenance			
Copier/Computer Costs	<u>2,200.00</u>	<u>-</u>	<u>918.41</u>
Book Binding	<u>2,100.00</u>	<u>-</u>	<u>-</u>
Repairs & Maintenance	<u>2,750.00</u>	<u>54.23</u>	<u>1,449.18</u>
Internet	<u>1,000.00</u>	<u>-</u>	<u>717.21</u>
Administration			
Conference & Travel	<u>2,000.00</u>	<u>125.00</u>	<u>1,549.16</u>
Security Monitoring	<u>350.00</u>	<u>50.00</u>	<u>200.00</u>
Bank Charges	<u>32.00</u>	<u>-</u>	<u>18.50</u>
Payroll Charges	<u>480.00</u>	<u>80.81</u>	<u>366.37</u>
Publicity & Advertising	<u>1,500.00</u>	<u>567.00</u>	<u>1,297.45</u>
Telephone/Fax	<u>2,000.00</u>	<u>228.16</u>	<u>1,406.45</u>
Audit	<u>3,000.00</u>	<u>-</u>	<u>1,856.00</u>
Postage/Freight	<u>900.00</u>	<u>-</u>	<u>522.93</u>
Professional Membership	<u>300.00</u>	<u>-</u>	<u>-</u>
Miscellaneous	<u>500.00</u>	<u>43.79</u>	<u>115.36</u>
Loss on Theft	<u>478.43</u>	<u>-</u>	<u>478.43</u>
GST Pd/Taxable Benefits	<u>-</u>	<u>5.95</u>	<u>-57.85</u>
Total Expenditures	<u>218,290.43</u>	<u>11,913.42</u>	<u>139,963.46</u>

Brooks Public Library Board Minutes
Thursday, Oct. 25, 2001

Present: Julia Reinhart (Librarian), Jonathan Jaikaran, Jerri Schindeler, Rudy Esau, Henry Najda, Gay Hemsing.

Absent: Cheryl Pierson, Kerry Crapo, Carol Secondiak.

Time: Meeting called to order by Jonathan Jaikaran (Chairman) at 6:40 PM.

Welcome Julia Reinhart to Brooks.

Motion: To approve agenda as printed. Moved by Henry. Seconded by Rudy. **Carried.**

Motion: Approve minutes of September 29, 2001 as printed. Moved by Gay. Seconded by Henry. **Carried.**

Business Arising from Minutes:

- Ad running in Brooks Bulletin to advertise for Board vacancy. Some interest has been expressed by three or four persons.

Correspondence:

- Letter of Resignation from Bill Stecyk.
- Letter of Resignation from Shirley Schrenk.
- Letter from Alberta Government giving library \$6,000.00 to meet population increase.
- Letters sent to elected Councilors and Mayor inviting them to tour library.
- E-mail to Punch Jackson, Director of Alberta Community Development Strategic Information and Libraries, stating we are facing funding cuts next year.

Financial Report:

- Henry reported on the Finance Committee meeting and changes to be made to the statement for presentation. Reviewed financial statement.
- Henry moved approval of \$8,206.60 expenditures for the month of September. Seconded by Jerri. **Carried.**

Laura (Ex-Librarian) came in as a consultant for a day to help Julia with various items and questions.

Librarian:

- Brooks Genealogy Society housing seminar at the Library.
- Guest Author, Jacqueline Guest, on October 26 at 7:00 PM.
- Authors also coming in December and January
- Book Weeding Project: uncirculated books to be removed from shelves.
- Library Statistics: keeping track of people coming in and using library and computer lab.
- Netspeed Conference 2001: Julia reported on the conference and her ideas of what information is available, where to find it, and how to incorporate what she learned into our library
- Future Summit Alberta 2002: what we think the library will require in the future.
- Staffing changes: Have had two resignations. Hire a page to do reshelving and some of the legwork (high school student). Staff workloads, job description, and staff meetings.

New Business:

- Budget presentation will be made on Nov. 20 or 21 to the Town of Brooks.
- Book Sale in Cassils Mall sometime in January.
- Microfilm reader for \$15,255.00 and a maintenance contract of \$1,403. 00 annually.

Motion: That the library purchase a Minolta Reader/Printer and the maintenance contract. Moved by Jonathan. Seconded by Gay. **Carried.**

- Discuss what to do with old microfilm reader.
- Brooks Public Library 50 Th Anniversary. Christmas party in first week of December (tentative).
- Computers used by public. Some people are playing computer games.
- Computers to be used for information retrieval only. Priority will be given to patrons who use them for this purpose.
- Send thank you cards to Rolf Bander and Michelle Blydo for their time with the Library Board.

Next Board Meeting:

- General Meeting: November 22, 2001 at 6:30 PM.
- Finance Meeting: November 21, 2001 at 8:30 am.

Meeting adjourned at 8:41 PM. Moved by Henry. Seconded by Rudy. **Carried.**

The image shows two handwritten signatures. The top signature is in black ink and is highly stylized and illegible. The bottom signature is in blue ink and is more legible, appearing to read "Henry".

FINANCE COMMITTEE MEETING
October 24, 2001

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

Attendance: Henry Najda, Jerri Schindeler, and Julia Reinhart

Topics Discussed:

- Review of September financial statements and Simply Accounting statistics. Recommend approval of expenses of \$8206.60 for the month of September.
- Changes and updates to current "Statement of receipts and expenditures" – Julia is going to come up with a draft form that will better reflect the lines as they are printed from Simply Accounting, as well as make a few other adjustments such as adding a new line for Other Grants
- Book Purchases – Julia would like to know if she can go ahead and use some of the money in the Materials budget to purchase books in the next month
- Second installment of \$6009 received from Ministry of Community Development for operation of library – up to per capita funding based on population for year 2000
- Discussed possibility of purchasing a GIC at beginning of 2002 to generate extra income
- Discussed looking into explanation for Staff Training expense of \$107 – Julia determined that this was the Netspeed 2001 Conference fee

Meeting adjourned at 9:20 a.m.

Brooks Public Library Board Minutes
Thurs. Nov. 22, 2001

Present: Kerry Crapo, Council representative, Jerri Schindeler, Rudy Esau, Gay Hemsing, Henry Nadja, Julia Reinhart (Librarian), Jonathan Jaikaran, Cheryl Pierson.

Absent: Carol Secondiak.

Time: Meeting called to order by Jonathan at 6:40 p.m.

Motion: To approve agenda as amended in Shortgrass report.
New Business – Vacant Board Position.
Moved by Henry. Seconded by Rudy. **Carried**

Motion: Approve minutes of Oct. 25, 2001 as printed.
Moved by Jerri. Seconded by Gay. **Carried**

Business Arising: No items.

New Business - Budget for 2002 presented to Council on Nov. 21, 2001.
Jonathan reviewed proposed budget.
- Had information package for Council.
- Vacant Board position: Ad was run in Brooks Bulletin. One application Received from Cathy Gill. Interest has been shown in position.

Correspondence – Invitation to celebrate 50 th Anniversary of Brooks Library. Date Is Dec. 4, 2001 from 2-6 p.m.
- Letter advising Library Board of Kerry Crapo's appointment.

Finance Report: Wed. Nov. 21, 2001 finance committee met and reviewed Oct. financial report.

Motion: Approve of Oct. expenditures of \$34, 392.66.
Moved by Henry. Seconded by Cheryl. **Carried.**

Shortgrass Report: Rudy, the Shortgrass representative, gave a brief review of today's meeting.

Librarian's Report – Book weeding project in progress now. Julia explained process.
- 50 th Anniversary Celebration plans are well under way for Dec. 4, 2001.
- New microfiche reader/printer has arrived and will be set up in the next week or so.
- Staff changing. Janna Hill hired. Lori Bellisle has resigned but has offered to do programs.
- Daily library statistics were kept for the past month.
- Guest author: no one showed up.

Henry moved Adjournment. **Carried.**

Next Meeting on January 24, 2002 at 6:30 p.m.
Finance Committee Meeting on January 23, 2002 at 8:30 a.m.




**Minutes of Financial Meeting
November 20th, 2001**

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

Attendance: Jonathan Jaikaran, Henry Najda, and Julia Reinhart

Topics Discussed:

- Review of October financial statements and Simply Accounting statistics.
Recommend approval of \$34,392.66 expenditure for the month of October.

Meeting adjourned at 8:45 a.m.

BROOKS PUBLIC LIBRARY

STATEMENT OF RECEIPTS AND EXPENDITURES FOR THE PERIOD ENDING Oct 31, 2001

<u>RECEIPTS</u>	<u>Annual Budget</u>	<u>Current Month</u>	<u>Total to Date</u>
Town of Brooks	107,160.00	0	111,418.94
Province of Alberta	40,675.00	0	46,684.00
County of Newell	14,900.00	0	16,910.22
Fines, Book Sales, etc	18,000.00	1568.59	16,050.84
Donations/Fundraisers	4,000.00	200.00	1968.23/2196.42
Interest Income	-	0	144.99
Local Memberships	18,000.00	1470.00	15,113.09
Rural Memberships	2,500.00	333.00	3,495.00
Misc. / GST Recovery	1,200.00	-948.50	14,455.40 - Grant
Gov't Canada - Summer Employment	-	723.00	723.00 + 1065.49
AB Gov't-Temp emp-ACE	-	0	0
Total Receipts	206,435.00	3348.09	230,672.82

EXPENDITURES

Shortgrass - Brooks	33,300.00	18675.14	46,853.31 ✓
Dynix main/Data Com.	6,000.00	0	0
Salaries	136,200.00	9795.82	90,738.32 ✓
Receiver General (EI, CPP, FED)		634.47	5,784.55
Benefits (GW, LAPP, AHC)		485.32	10,338.82
Staff Training	1,200.00	220.50	427.31
Materials	Recruitment exp.	1500.00	2500.00
Books, Periodicals, A-V	7,000.00	86.48	2256.95
Library Supplies	4,000.00	240.90	3373.32
Programming	2,500.00	19.49	1481.91
Furniture & Equipment	5,000.00	1779.00	6141.91
Equipment Reserve	3,500.00	0	0
Maintenance			
Copier/Computer Costs	2,200.00	18.65	937.06
Book Binding	2,100.00	0	0
Repairs & Maintenance	2,750.00	0	1483.66
Internet	1,000.00	47.66	764.87
Administration			
Conference & Travel	2,000.00	473.34	2022.50
Security Monitoring	350.00	35.00	250.00
Bank Charges	32.00	0	18.50
Payroll Charges	480.00	72.05	1475.77
Publicity & Advertising	1500.00	62.00	1434.45
Telephone/Fax	2,000.00	164.14	1785.91
Audit	3,000.00	0	1856.00
Postage/Freight	900.00	0	651.93
Professional Membership	300.00	0	0
Miscellaneous	500.00	88.50	203.86
Loss on Theft	478.43	0	478.43
GST Pd/Taxable Benefits		4.20	-51.90
Total Expenditures	218,290.43	34,392.66	182,562.72

+ 8862.28 liabilities
185432.00

Account: 1080 Cash In Bank Deposit No.: *** all *** By statement end date: N
 Cleared: Y, Deposit error: Y, Payment error: Y, NSF: Y, Reversed: Y, Void: Y, Adjustment: Y, Outstanding: Y

Date	Comment	Source	Debits	Credits	Deposit No.	C	Status
9/30/2004	J574	Sept04, Local A...	1637	-	914.54	N	Outstanding
10/4/2004	J575	Oct04, DocuCom	1638	-	1,658.80	N	Outstanding
10/8/2004	J576	Local Members...	Deposit	312.00	-	N	Outstanding
10/8/2004	J577	Fines. etc	Deposit	339.96	-	N	Outstanding
10/8/2004	J578	Rural Members...	Deposit	120.00	-	N	Outstanding
10/8/2004	J579	County of Newell	Deposit	15,990.16	-	N	Outstanding
10/8/2004	J580	Oct 2004, CNL ...	1639	-	21.35	N	Outstanding
10/8/2004	J581	Oct 2004, Brodart	1640	-	232.80	N	Outstanding
10/8/2004	J582	Oct 2004, Brook...	1641	-	53.50	N	Outstanding
10/8/2004	J583	Oct 2004, Ikon ...	1642	-	34.94	N	Outstanding
10/8/2004	J584	Oct 2004, Brook...	1643	-	77.89	N	Outstanding
10/8/2004	J585	Oct 2004, Brook...	1644	-	4.71	N	Outstanding
10/8/2004	J586	Oct 2004, Purol...	1645	-	19.12	N	Outstanding
10/8/2004	J587	Oct 2004, Mem...	1646	-	1,300.05	N	Outstanding
9/30/2004	J588	Securitek	debit	-	26.75	Y	Cleared
9/30/2004	J589	Alberta Health	Debit	-	44.00	Y	Cleared
9/30/2004	J590	Destination Fee	Debit	-	5.00	Y	Cleared
9/30/2004	J591		Debit	-	17.00	Y	Cleared
9/24/2004	J592	Fines	Debit	352.02	-	Y	Cleared
9/24/2004	J593	Local Members...	Debit	390.00	-	Y	Cleared
10/1/2004	J594	Fines etc.	Deposit	356.02	-	N	Outstanding
10/1/2004	J595	Resident cardho...	Deposit	354.00	-	N	Outstanding
10/1/2004	J596	Non-resident ca...	Deposit	180.00	-	N	Outstanding
10/1/2004	J597	HRDC Summer ...	Deposit	1,410.00	-	N	Outstanding
10/1/2004	J598	Town of Brooks ...	Deposit	31,250.00	-	N	Outstanding
10/1/2004	J599	Reversing J545....	ADJDeposit	-	257.55	N	Outstanding
9/10/2004	J600	Fines etc.	Deposit	257.55	-	N	Outstanding
			310,128.16	272,065.75			

	Budget 01	Budget 2002 Proposed
ADMINISTRATION		
1 Audit	\$4,500	\$5,000
2 Bank Charges	\$400	\$400
3 Conf/Workshops/Cont Educati	\$5,000	\$7,500
4 Equipment Maintenance	\$1,500	\$1,500
5 Memberships/Subscriptions	\$1,500	\$1,500
6 Software Support	\$500	\$500
7 Stationary/Computer supplies	\$1,500	\$2,000
8 Staff Travel	\$1,000	\$2,000
9 Interview Expenses	\$0	\$0
10 Salaries & Benefits	\$103,714	\$117,100
11 Worker's Compensation Board	\$800	\$800
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TOTAL ADMINISTRATION	\$120,414	\$138,300

ACQUISITIONS & CATALOGUING		
16 Acquisitions Tools/Software	\$2,150	\$2,150
17 Cataloguing Tools/Software	\$6,500	\$7,500
18 Processing Supplies	\$4,000	\$4,000
19 Stationary/Computer Supplies	\$2,500	\$2,500
20 Equipment Maintenance	\$1,000	\$1,000
21 Dynix/HP Maintenance	\$45,835	\$49,000
22 APLEN, SLS	\$18,088	\$0
23 ACD, Data Grant	\$19,000	\$0
24 APLEN /Gates Grant	\$0	\$0
25 Graham Community Library	\$0	\$0
26 Paliser Health	\$0	\$0
27 Salaries & Benefits	\$192,739	\$226,816
28 Project Cataloguer	\$20,000	\$21,000
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TOTAL ACQ & CAT SERVI	\$311,812	\$313,966

PROMOTIONS/PR		
33 Advertising & Printing	\$2,000	\$6,000
34 Promotions/Cards & Gifts	\$4,000	\$3,000
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36 TOTAL PROMOTIONS/PR	\$6,000	\$9,000

	Budget 01	Budget 2002 Proposed
CONSULTATION/PROGRAMS		
40 Workshops	\$1,000	\$2,000
41 Summer Reading Program	\$2,500	\$2,000
Author Tours	\$500	\$500
43 Member Libraries travel	\$1,000	\$1,200
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TOTAL CONSULTATION	\$5,000	\$5,700
 BUILDING COSTS		
48 Maintenance	\$15,000	\$16,500
49 Materials & Supplies	\$2,000	\$2,500
50 Insurance	\$3,000	\$3,300
51 Utilities	\$24,000	\$24,000
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TOTAL BUILDING COSTS	\$44,000	\$46,300
 DELIVERY & COMMUNICATIONS		
56 Postage	\$1,700	\$1,700
57 Equip Support/Supplies	\$800	\$800
58 Telephone (Rent & DDD)	\$3,000	\$3,000
59 Calling Card/ILL	\$500	\$500
60 Fax	\$500	\$500
61 Data Communications	\$18,000	\$21,000
62 Internet	\$5,000	\$4,500
63 Van Operating	\$5,500	\$7,000
64 Van Insurance	\$1,000	\$1,000
65 Contract Services	\$0	\$500
66 Salaries & Benefits	\$20,350	\$20,000
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TOTAL DELIVERY & COM	\$56,350	\$60,500
 BOARD EXPENSES		
71 Conferences/Workshops	\$6,000	\$6,000
72 Meetings	\$1,500	\$3,000
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TOTAL BOARD EXPENSES	\$7,500	\$9,000
 MATERIALS		
77 Bow Island	\$11,324	\$12,056
78 Brooks	\$41,522	\$42,282
79 Foremost	\$8,779	\$7,924
80 Medicine Hat	\$200,137	\$190,555
81 Redcliff	\$14,159	\$14,980
82 Circ Block Collection	\$1,000	\$1,000
83 Paperbacks Deposit Collection	\$500	\$500
84 AB Human Rights & Citizensh	\$0	\$0
85 Headquarters Reference	\$500	\$500
86 Materials Programs	\$6,000	\$6,000
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TOTAL MATERIALS	\$283,921	\$275,796

<i>RESOURCE CENTRE</i>	Budget 01	Budget 2002 Proposed
3 Resource Centre Services	\$12,000	\$12,000
94 Projects	\$0	\$0
95 Alberta Library	\$4,324	\$4,441
96 Rural Services Payment	\$9,000	\$9,000
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TOTAL RESOURCE CENTR	\$25,324	\$25,441
RESERVES		
97 Van Reserve	\$0	\$2,500
98 Equipment Reserve	\$0	\$0
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TOTAL RESERVES	\$0	\$2,500
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101 TOTAL EXPENSES	\$860,321	\$886,503
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OPERATING INCOME	Budget 01	Budget 2002 Proposed
107 Community Development -'Op	\$204,014	\$218,934
108 Community Development -Rur	\$13,017	\$13,017
109 Special Grants	\$0	\$0
110 APLEN - SLS	\$18,088	\$0
111 APLEN - Data Grant	\$19,000	\$0
112 APLEN - Rosemary Library	\$0	\$0
113 AB Human Rights & Citizensh	\$0	\$0
114 Paliser Health Grant	\$0	\$0
115 Graham Lib, Dynix & New ma	\$0	\$5,000
116 Municipalities	\$257,177	\$272,086
117 Library Boards	\$234,890	\$248,507
118 MHSD, Dynix Maint & Suppo	\$35,000	\$22,660
119 MHSD, Recon & New material	\$20,000	\$35,000
120 Automation & Datacom	\$20,000	\$28,000
121 Materials (C/O from previous	\$22,530	\$0
122 Non-resident membership fees	\$6,000	\$8,800
123 Brooks Wards 5 & 10	\$0	\$5,000
124 Investment Income	\$9,000	\$15,000
125 Other Income	\$2,500	\$2,500
126 Project Income	\$0	\$0
127 Carryover Surplus 2001		\$12,000
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128 TOTAL OPERATING INC	\$861,216	\$886,503
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	Budget 01	Budget 2002 Proposed
133 TOTAL OPERATING INC	\$861,216	\$886,503
134 TOTAL OPERATING EXP	\$860,321	\$886,503
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136 SURPLUS (DEFICIT)	\$895	\$0
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Librarian's Report for November 2001

- 1) Book Weeding Project – staff have been working diligently on removing materials from the non-fiction section which have not been used in the last five years. The books are pased by me and are either returned to the shelf, recatalogued, or discarded and boxed for up coming Book Sale.
- 2) 50th Anniversary Celebration- Tues. Dec. 4th- Gay Hamsing is in charge of cake and some decorations. I'm taking care of promotions, including a commemorative bookmark to be given out, and I'm also setting up the free entertainment. Other staff members are looking after refreshments, and a display table.
- 3) New Microfiche Reader/ Printer – Has arrived, and I am in the process of getting a hold of Docucom's customer service department. Will need to set up an appointment for the company to install the machine in the A.V. room.
- 4) Staffing: changes and solutions – I hired Janna Hill, our new library assistant I, two weeks ago and things are going well. I, however, just received word yesterday that one of other library assistants, Lori Bellisle, has decided to resign her position as Library Assistant I.
- 5) Daily library statistics – We have been collecting these for a month now, and I have them with me to show all of you. On average, according to the door counter, 162 patrons use the library each day.

BROOKS PUBLIC LIBRARY 3 YEAR BUDGET PROPOSAL

RECEIPTS	2002	2003	2004
Town of Brooks	\$ 128,523.00	\$ 140,030.00	\$ 153,675.00
Province of Alberta	\$ 46,684.00	\$ 46,684.00	\$ 46,684.00
County of Newell	\$ 16,910.00	\$ 16,910.00	\$ 16,910.00
Fines, Book Sales, Service fees	\$ 18,000.00	\$ 18,000.00	\$ 18,000.00
Donations	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00
Interest Income	\$ 0.00	\$ 0.00	\$ 0.00
Local Memberships	\$ 18,000.00	\$ 18,000.00	\$ 18,000.00
Rural Memberships	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00
Miscellaneous & GST Recovery	\$ 1,200.00	\$ 1,200.00	\$ 1,200.00
TOTAL RECEIPTS	\$ 235,817.00	\$ 247,324.00	\$ 260,969.00
EXPENDITURES			
Shortgrass - Brooks	\$ 42,429.00	\$ 42,429.00	\$ 42,429.00
Dynix main. & Data Communication	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00
Salaries	\$ 134,203.00	\$ 143,015.00	\$ 150,000.00
Receiver General (EI, CPP, TAX)			
Benefits (AHC, Pension, Great West)			
Staff Training	\$ 2,100.00	\$ 2,400.00	\$ 2,400.00
Materials			
Books, Periodicals, A-V	\$ 12,000.00	\$ 12,000.00	\$ 15,000.00
Library Supplies	\$ 4,500.00	\$ 4,700.00	\$ 5,000.00
Programming	\$ 4,000.00	\$ 4,500.00	\$ 4,500.00
Furniture & Equipment	\$ 6,000.00	\$ 7,000.00	\$ 7,000.00
Equipment Reserve	\$ 4,000.00	\$ 5,000.00	\$ 5,000.00
MAINTENANCE			
Copier & Computer Costs	\$ 2,500.00	\$ 2,500.00	\$ 3,000.00
Book Binding	\$ 3,100.00	\$ 2,200.00	\$ 2,500.00
Repairs & Maintenance	\$ 2,800.00	\$ 2,900.00	\$ 3,500.00
Internet	\$ 550.00	\$ 550.00	\$ 750.00
ADMINISTRATION			
Conference & Travel	\$ 2,600.00	\$ 2,800.00	\$ 3,500.00
Security Monitoring	\$ 350.00	\$ 400.00	\$ 500.00
Bank Charges	\$ 35.00	\$ 40.00	\$ 40.00
Payroll Charges	\$ 500.00	\$ 520.00	\$ 550.00
Publicity & Advertising	\$ 1,600.00	\$ 1,700.00	\$ 2,000.00
Telephone	\$ 1,800.00	\$ 1,850.00	\$ 2,000.00
Audit	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00
Postage, Freight	\$ 950.00	\$ 1,000.00	\$ 1,200.00
Professional Memberships	\$ 300.00	\$ 320.00	\$ 320.00
Miscellaneous	\$ 500.00	\$ 500.00	\$ 500.00
TOTAL EXPENDITURES	\$ 235,817.43	\$ 247,324.00	\$ 260,969.00