

BROOKS PUBLIC LIBRARY
MINUTES
JANUARY 25, 2001

PRESENT: Henry Najda, Jerri Schindeler, Rudy Esau, Jonathan Jaikaran, Gay Hemsing, Ray Lusty – Director, Shortgrass Regional Library, and librarian Laura Taylor

ABSENT: Carol Secondiak, Michelle Blydo, and Cheryl Pierson

The meeting was called to order by Chairman Jonathan Jaikaran at 6:35 p.m.

MOTION: Agenda amended to move New Business from #9 to #5.
Jerri / Henry CARRIED

MOTION: To approve the minutes of the November 2000 Board meeting.
Jerri / Cheryl CARRIED

BUSINESS ARISING:

- Circulation Terminals – Laura reported that the terminals have arrived and are being installed. They will be used as soon as the new barcode readers arrive.
- Library Circulation and Family Memberships – Many people are taking advantage of the new memberships and increase in the number of materials that can be borrowed.
- Consultant Study – The study has been cancelled by the Town of Brooks.
- Accountability of Board Members – Laura reported that the Board Members are now covered under the Library insurance policy.

NEW BUSINESS

- Ray Lusty, Director of the Shortgrass Regional Library, reported about the meeting that he had with Margaret Douglas from the County of Newell, and Jonathan Jaikaran and Laura Taylor from the Brooks Public Library Board. The meeting was in regards to the agreement the Brooks Public Library has with the County of Newell Wards 5 and 10. The concern that he has is that the Brooks Library is providing services to Wards 5 and 10, but the Shortgrass Library System is not receiving any funds for this population. The costs of cataloguing, acquisitions, and other services are rising and the region must address this issue. Ray stated that he would set up a meeting between Government representatives, County of Newell Council, and the Library Boards of both Brooks and Shortgrass.
- Budget – Jonathan reported that the Town of Brooks has increased the yearly grant to the library by \$15,000 and an additional \$15,000 will be spent on building maintenance. The Brooks Public Library Board is pleased with the increase in funding to the library by the Town Council,

and is optimistic that the much needed funding increases will continue in the future.

- Board Application – Bill Stecyk has submitted an application to become a member on the library board.

MOTION: That the Brooks Public Library Board recommends Bill Stecyk to serve a three year term on the board.

Henry / Rudy CARRIED

- Alberta Lottery Grant – Laura said that she will look into obtaining applications for grants for the library.
- Young Canada Works in Heritage Institutions Grant – Laura said that she would apply for a grant to fund a student to continue indexing the Brooks Bulletin newspapers that are on microfilm.
- Alberta Library Card – Laura stated that she has received a number of requests for the Brooks Public Library to participate in the Alberta Library Card program. Laura recommends that the Brooks Public Library becomes a participant in the program.

MOTION: Brooks Public Library agrees, as a member library of The Alberta Library, to participate in The Alberta Library Card program, as approved by the Board of the Alberta Library.

Henry / Jerry CARRIED

CORRESPONDENCE:

- Town of Brooks – Council has appointed Henry, Jonathan, and Rudy to new 3-year terms.
- Town of Brooks – Change in Brooks Public Library insurance policy to include the Board Members.
- Marigold Library System newsletter.
- LAA / ALTA Conference – The Library Association of Alberta Conference information has been made available on the webpage. The conference is April 27-29 in Jasper.

REPORTS:

Finance Committee

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

MOTION: To approve expenses of \$13,815.32 for the month of November and \$17,412.32 for the month of December.

Henry / Jerri CARRIED

Shortgrass Report

Rudy reported that the Shortgrass Library System staff held a retreat in January. A key issue that was noted is that staff morale is low which can be attributed to low wages and poor job descriptions. In other news, libraries are eligible for

utility rebates. The Ralston Library has contracted services of the Shortgrass Library System. The Alberta Library Trustees Association president has resigned.

Librarian's Report

- See Attached Sheet

NEW BUSINESS:

- Staffing requirements discussed.
- The Board agreed to pay Karen Armbruster a fee of \$750 for her time spent training Laura for a week in September 2000.

NEXT MEETING:

Finance committee – 8:30 a.m., Wednesday, February 21, 2001
General Meeting – 6:30 p.m., Thursday, February 22, 2001

ADJOURNMENT:

The meeting was adjourned at 8:40 p.m.

Henry / Gay

CARRIED



A handwritten signature in blue ink, appearing to read "Laura Taylor", is written below a large, stylized blue scribble.

FINANCE COMMITTEE MEETING
January 24, 2001

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

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

Topics Discussed:

- Review of December financial statements and Simply Accounting statistics. Recommend approval of expenses of \$17,412.32 for the month of December.
- The Town of Brooks approved additional funding of \$15,000 for the library. Laura stated that at the next finance meeting, the budget will have to be adjusted since the library will not be receiving the full amount of funding requested.
- The financial records for 2000 are ready to be audited and Laura said that she would take them to Meyers Norris and Penny.

Meeting adjourned at 8:50 a.m.

Nov 2000

ASSETS

CURRENT ASSETS

ASIC Account	0.00
GST Recoverable	0.00
Endowment Fund	5,722.78
Furn. & Shelving Reserve	0.00
Cash In Bank	<u>30,625.14</u> ✓ OK
TOTAL CURRENT ASSETS	<u>36,347.92</u>

TOTAL ASSETS	<u>36,347.92</u>
---------------------	------------------

LIABILITIES

CURRENT LIABILITIES

GST Charged on Sales	0.00
GST Paid on Purchases	-1,713.44
GST Paid on Books	<u>-48.79</u>
Net GST Owing/Refund	-1,762.23
Accounts Payable	0.00
Vacation Payable	-259.45
EI Payable	-209.10
CPP Payable	-730.14
Income Tax Payable	<u>-4,263.20</u>
Receiver General Payable	-5,202.44
L.A.P.P. Payable	-248.83
Great West Life	-267.06
AB Health Payable	-20.40
W.C.B. Payable	<u>0.00</u>
TOTAL CURRENT LIABILITIES	<u>-7,760.41</u>

TOTAL LIABILITIES	<u>-7,760.41</u>
--------------------------	------------------

EQUITY

EARNINGS

Endowment Fund Reserves	5,022.78
Retained Earnings	19,910.22
Current Earnings	<u>19,175.33</u>
Total Earnings	<u>44,108.33</u>

TOTAL EQUITY	<u>44,108.33</u>
---------------------	------------------

LIABILITIES AND EQUITY	<u>36,347.92</u>
-------------------------------	------------------

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	17,003.00
Interest Income	543.77
Miscellaneous	9,961.24
Fines, Book Sales & Services	17,697.53
Rural Memberships	2,280.00
Donations	2,141.66
Charitable Receipt Donations	1,915.00
Fundraisers	205.00
GST Recovery	859.12
TOTAL REVENUE	<u>206,116.54</u>

TOTAL REVENUE 206,116.54

EXPENSE

EXPENSES	
Shortgrass Expense	36,180.82
Books & Materials	6,628.69
Internet Expense	456.75
New Library Furnishings	5,677.74
Library Supplies	2,636.46
Administration & Travel	2,678.50
Program Expense	1,975.81
Repair & Maintenance	1,645.74
Rebinding	344.00
Staff Training	0.00
Telephone Expense	1,201.40
Copier & Computer Costs	493.96
Security Monitoring	347.25
GST Expense	0.00
Freight & Postage	724.68
Professional Memberships	328.69
Publicity & Advertising	1,161.75
Audit & Insurance	1,530.00
Bank Charges	14.00
Miscellaneous	245.49
Wages	102,956.10
EI Expense	3,560.47
CPP Expense	3,106.21
WCB Expense	310.27
Great West Life	2,591.85
L.A.P.P. Expense	9,716.18
AB Health Expense	428.40
TOTAL EXPENSES	<u>186,941.21</u>
	<u>7,760.41</u> ✓ OK
TOTAL EXPENSE	<u>194,701.62</u>
	<u>186,941.21</u>
NET INCOME	<u>19,175.33</u>

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

RECEIPTS	Annual Budget	Current Month	Total to Da
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	1,269.30	16,932.53
Donations - Fundraisers	4,000.00	630.00	5,061.66
Interest Income	600.00	-	543.77
Local Memberships	18,000.00	1,236.00	17,003.00
Rural Memberships	2,700.00	-	2,280.00
Miscellanea & GST Recovery	1,200.00	-	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	3,135.30	206,116.54
EXPENDITURES			
Shortgrass - Books	33,300.00	-	32,829.13
Dynix main & Data Com.	6,000.00	-	3,324.81
Salaries	141,922.00	7,260.39	81,760.22
Receiver General (UIC-CPP-Tax)	-	4,716.03	27,557.33
Benefits (BC-WCB-AHC-Pension)	-	376.80	19,350.11
Staff Training	1,500.00	-	-
Materials	-	59.54	6,736.73
Books, Periodicals, A-V	12,000.00	632.00	3,252.91
Library Supplies	3,400.00	337.09	2,078.29
Programming	3,000.00	-	6,075.15
Furniture & Equipment	2,500.00	-	-
Equipment Reserve	3,000.00	-	-
Maintenance	-	-	640.83
Copier & Computer Costs	2,000.00	-	368.08
Book Binding	2,100.00	-	1,648.62
Repairs & Maintenance	2,700.00	-	489.07
Internet	550.00	46.41	-
Administration	-	35.00	2,673.68
Conferences & Travel	2,200.00	26.75	371.56
Security Monitoring	350.00	-	14.00
Bank Charges	30.00	-	1,298.92
Publicity & Advertising	1,350.00	-	1,284.88
Telephone	1,700.00	120.27	1,637.10
Audit	3,000.00	-	718.82
Postage, Freight	850.00	139.46	334.20
Professional Memberships	250.00	-	257.15
Miscellanea	500.00	65.58	-
Total Expenditures	227,202.00	13,815.32	194,701.62

Dec. 2000

ASSETS

CURRENT ASSETS

GIC Account	0.00	
GST Recoverable	0.00	
Endowment Fund	5,722.78	
Furn. & Shelving Reserve	0.00	
Cash In Bank	<u>16,467.91</u>	✓ ok
TOTAL CURRENT ASSETS	<u>22,190.69</u>	

TOTAL ASSETS 22,190.69

LIABILITIES

CURRENT LIABILITIES

GST Charged on Sales	0.00	
GST Paid on Purchases	-2,083.77	
GST Paid on Books	<u>-48.79</u>	
Net GST Owing/Refund		-2,132.56
Accounts Payable		0.00
Vacation Payable		-259.45
EI Payable	-442.01	
CPP Payable	-1,024.90	
Income Tax Payable	<u>-5,708.49</u>	
Receiver General Payable		-7,175.40
L.A.P.P. Payable		-518.43
Great West Life		-431.06
AB Health Payable		-20.40
W.C.B. Payable		<u>0.00</u>
TOTAL CURRENT LIABILITIES		<u>-10,537.30</u>

TOTAL LIABILITIES -10,537.30

EQUITY

EARNINGS

Endowment Fund Reserves	5,022.78	
Retained Earnings	19,910.22	
Current Earnings	<u>7,794.99</u>	
Total Earnings	<u>32,727.99</u>	

TOTAL EQUITY 32,727.99

LIABILITIES AND EQUITY 22,190.69

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	17,843.00
Interest Income	726.97
Miscellaneous	9,961.24
Fines, Book Sales & Services	18,894.42
Rural Memberships	2,880.00
Donations	2,141.66
Charitable Receipt Donations	2,350.00
Fundraisers	205.00
GST Recovery	859.12
TOTAL REVENUE	<u>209,371.63</u> ✓ OK

TOTAL REVENUE 209,371.63

EXPENSE

EXPENSES	
Shortgrass Expense	37,006.03
Books & Materials	8,467.33
Internet Expense	500.21
New Library Furnishings	5,677.74
Library Supplies	2,698.89
Administration & Travel	2,990.06
Program Expense	1,989.74
Repair & Maintenance	1,645.74
Rebinding	2,294.60
Staff Training	0.00
Telephone Expense	1,490.68
Copier & Computer Costs	493.96
Security Monitoring	372.25
GST Expense	5.06
Freight & Postage	821.37
Professional Memberships	328.69
Publicity & Advertising	1,208.25
Audit & Insurance	1,530.00
Bank Charges	14.00
Miscellaneous	608.49
Wages	110,311.92
EI Expense	3,886.54
CPP Expense	3,400.97
WCB Expense	310.27
Great West Life	2,974.27
L.A.P.P. Expense	10,053.18
AB Health Expense	496.40
TOTAL EXPENSES	<u>201,576.64</u>
	<u>10,537.30</u>
	<u>212,113.94</u> ✓ OK
TOTAL EXPENSE	<u>201,576.64</u>
NET INCOME	<u>7,794.99</u>

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

RECEIPTS	Annual Budget	Current Month	Total to Date
Town of Brooks	<u>124,800.00</u>	<u>-</u>	<u>92,160.00</u>
Province of Alberta	<u>40,675.00</u>	<u>-</u>	<u>43,549.00</u>
County of Newell	<u>14,400.00</u>	<u>-</u>	<u>14,910.22</u>
Fines, Book Sales, Service Fees	<u>17,500.00</u>	<u>1,196.89</u>	<u>18,129.42</u>
Donations - Fundraisers	<u>4,000.00</u>	<u>435.00</u>	<u>5,496.66</u>
Interest Income	<u>600.00</u>	<u>183.20</u>	<u>726.97</u>
Local Memberships	<u>18,000.00</u>	<u>840.00</u>	<u>17,843.00</u>
Rural Memberships	<u>2,700.00</u>	<u>600.00</u>	<u>2,880.00</u>
Miscellanea & GST Recovery Postage Ref.	<u>1,200.00</u>	<u>-</u>	<u>10,458.15</u>
Govt. Canada - Summer Employ	<u>2,891.00</u>	<u>-</u>	<u>2,891.00</u>
AB Govt - Temp. Employ- ACE	<u>-</u>	<u>-</u>	<u>327.21</u>
Total Receipts	<u>226,766.00</u>	<u>3,255.09</u>	<u>209,371.63</u>

EXPENDITURES			
Shortgrass - Books	<u>33,300.00</u>	<u>-</u>	<u>32,829.13</u>
Dynix main & Data Com.	<u>6,000.00</u>	<u>882.98</u>	<u>4,207.79</u>
Salaries	<u>144,922.00</u>	<u>7,355.82</u>	<u>89,116.04</u>
Receiver General (UIC-CPP-Tax)	<u>-</u>	<u>2,593.79</u>	<u>30,151.12</u>
Benefits (BC-WCB-AHC-Pension)	<u>-</u>	<u>1,221.02</u>	<u>20,571.13</u>
Staff Training	<u>1,500.00</u>	<u>-</u>	<u>-</u>
Materials			
Books, Periodicals, A-V	<u>12,000.00</u>	<u>1,964.82</u>	<u>8,701.55</u>
Library Supplies	<u>3,400.00</u>	<u>66.80</u>	<u>3,319.71</u>
Programming	<u>3,000.00</u>	<u>14.91</u>	<u>2,093.20</u>
Furniture & Equipment	<u>2,500.00</u>	<u>-</u>	<u>6,075.18</u>
Equipment Reserve	<u>3,000.00</u>	<u>-</u>	<u>-</u>
Maintenance			
Copier & Computer Costs	<u>2,000.00</u>	<u>-</u>	<u>640.83</u>
Book Binding	<u>2,100.00</u>	<u>2,087.14</u>	<u>2,455.22</u>
Repairs & Maintenance	<u>2,700.00</u>	<u>-</u>	<u>1,648.62</u>
Internet	<u>550.00</u>	<u>46.47</u>	<u>535.54</u>
Administration			
Conferences & Travel	<u>2,200.00</u>	<u>320.60</u>	<u>2,994.28</u>
Security Monitoring	<u>350.00</u>	<u>26.75</u>	<u>398.31</u>
Bank Charges	<u>30.00</u>	<u>-</u>	<u>14.00</u>
Publicity & Advertising	<u>1,350.00</u>	<u>49.76</u>	<u>1,348.68</u>
Telephone	<u>1,700.00</u>	<u>310.57</u>	<u>1,595.45</u>
Audit	<u>3,000.00</u>	<u>-</u>	<u>1,637.10</u>
Postage, Freight	<u>850.00</u>	<u>103.46</u>	<u>822.28</u>
Professional Memberships	<u>250.00</u>	<u>-</u>	<u>334.20</u>
Miscellanea	<u>500.00</u>	<u>367.43</u>	<u>624.58</u>
Total Expenditures	<u>227,202.00</u>	<u>17,412.32</u>	<u>212,113.94</u>

BROOKS PUBLIC LIBRARY
MINUTES
FEBRUARY 22, 2001

PRESENT: Henry Najda, Jerri Schindeler, Rudy Esau, Jonathan Jaikaran, Gay Hemsing, Carol Secondiak, Michelle Blydo, Bill Stecyk, Cheryl Pierson, and librarian Laura Taylor

ABSENT: None

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

Jonathan welcomed new board member, Bill Stecyk to the library board.

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

MOTION: To approve the minutes of the January 25, 2001 Board meeting.
Henry / Carol CARRIED

BUSINESS ARISING:

- Alberta Library Card – Laura explained what the program was about to the people that were absent at the January meeting. She stated that she is waiting for the material and promotional items before the card can be used.
- Insurance Coverage of Board members – Laura explained that the Board members are now covered by the library insurance policy.
- No meeting has been arranged yet between Ray Lusty, the Director of the Shortgrass Library System, County of Newell, and Brooks Public Library.

CORRESPONDENCE

- Alberta Library Trustees Association Election Kit is available to any board members
- Letter from the Town of Brooks appointing Bill Stecyk to a three-year term
- Board Development Program – Funded by Alberta Community Development. Carol explained the advantage of having this program. Suggested dates that the board could attend were May 5 and 6. Laura stated that she would see if the material could be condensed into one day.
- Alberta Library Conference – Laura and Rudy will be attending
- Letter to Dr. Lyle Oberg requesting more library funding

REPORTS

Finance Committee

Henry presented the financial report and recommended approval of expenses of \$14,192.69.

MOTION: To approve expenses of \$14,192.69 for the month of January.

Henry / Jerri

CARRIED

Henry also stated in his report that the draft of the 2000 audit has been received, and the completed audit will be available at the next meeting. The 2001 budget also needs to be readjusted to make up for the shortfall. Laura, Jonathan, and Henry will meet in the next few weeks to make the revisions.

Shortgrass Report

Rudy reported that there was a planning meeting to look at things that will be needed in the coming year. The committee might have a survey to see if other services need to be provided by the system or services changed.

Librarian's Report

- See attached sheet

NEW BUSINESS

- Jonathan discussed the possibility of the library advertising in the Brooks Bulletin and Q13 Radio. Once a month, the library could run a small ad in the paper. It was discussed by the Board various places that free publicity exists such as Monarch Cable, Connections Magazine. The library can place advertisements in these publications about upcoming events in the library.
- Benefits – Jonathan stated that there is not a policy by the library about the period for when eligible staff can receive benefits or begin contributing to the pension.

MOTION: All full-time employees and the librarian will contribute to the pension plan after three months.

- Review of Librarian – The Board agreed that Laura has completed her probationary period successfully and is to get a 3% pay increase that is effective March 1, 2001.
- Discussed the need for computer terminals for both the staff and public and where funding will come from. Laura stated that she had written a letter to TransCanada Pipelines and will see if there are some grants to get funding for computers.

NEXT MEETING:

Finance committee – 8:30 a.m., Wednesday, March 21, 2001

General Meeting – 6:30 p.m., Thursday, March 22, 2001

ADJOURNMENT:

The meeting was adjourned at 7:32 p.m.

Henry / Rudy

CARRIED

Laura Taylor

FINANCE COMMITTEE MEETING
February 21, 2001

Held in the Brooks Public Library at 8:39 a.m.

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

Topics Discussed:

- Review of January financial statements and Simply Accounting statistics.
Recommend approval of expenses of \$14,192.69 for the month of January.
- Discussed the need to readjust the budget to make up for the \$15,000.00 shortfall for the 2001 budget. Henry and Laura will have to arrange a time when Jonathan can meet.
- The audit of the financial records for 2000 should be ready by Thursday before the Board meeting.

Meeting adjourned at 8:53 a.m.

ASSETS

CURRENT ASSETS

GIC Account	20,000.00	✓
GST Recoverable	0.00	
Endowment Fund	6,472.78	✓
Furn. & Shelving Reserve	0.00	
Cash On Hand / Float	50.00	✓
Cash In Bank	<u>12,481.29</u>	✓
TOTAL CURRENT ASSETS	<u>39,004.07</u>	

OK

TOTAL ASSETS 39,004.07

LIABILITIES

CURRENT LIABILITIES

GST Charged on Sales	0.00	
GST Paid on Purchases	-2,151.21	
GST Paid on Books	<u>-48.79</u>	
Net GST Owing/Refund		-2,200.00
Accounts Payable		0.00
Vacation Payable		-259.45
EI Payable	-665.10	
CPP Payable	-1,362.34	
Income Tax Payable	<u>-7,124.59</u>	
Receiver General Payable		-9,152.03
L.A.P.P. Payable		-806.85
Great West Life		-566.18
AB Health Payable		-20.40
W.C.B. Payable		<u>0.00</u>
TOTAL CURRENT LIABILITIES		<u>-13,004.91</u>

TOTAL LIABILITIES -13,004.91

EQUITY

2000 10,537.30
2001 2,467.61

EARNINGS

Endowment Fund Reserves	5,022.78
Retained Earnings	27,705.21
Current Earnings	<u>19,280.99</u>
Total Earnings	<u>52,008.98</u>

TOTAL EQUITY 52,008.98

LIABILITIES AND EQUITY 39,004.07

REVENUE

REVENUE

Town of Brooks	26,790.00
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	1,764.09
Interest Income	0.00
Miscellaneous	0.00
Fines, Book Sales & Services	1,876.98
Rural Memberships	75.00
Donations	0.00
Charitable Receipt Donations	500.00
Fundraisers	0.00
GST Recovery	0.00
TOTAL REVENUE	<u>31,006.07</u>

TOTAL REVENUE 31,006.07 ✓

EXPENSE

EXPENSES

Shortgrass Expense	0.00
Books & Materials	271.31
Internet Expense	43.41
New Library Furnishings	0.00
Payroll Expense	0.00
Library Supplies	56.89
Administration & Travel	20.50
Program Expense	325.00
Repair & Maintenance	0.00
Rebinding	0.00
Staff Training	0.00
Telephone Expense	150.30
Copier & Computer Costs	78.52
Security Monitoring	25.00
GST Expense	1.75
Freight & Postage	197.85
Professional Memberships	0.00
Publicity & Advertising	54.25
Audit & Insurance	0.00
Bank Charges	0.00
Miscellaneous	0.00
Wages	8,264.76
EI Expense	312.33
CPP Expense	337.44
WCB Expense	177.40
Great West Life	315.18
L.A.P.P. Expense	645.84
AB Health Expense	0.00
Loss on Theft	447.35
TOTAL EXPENSES	<u>11,725.08</u>

+ 2,467.61
14,192.69 ✓ OK
11,725.08

TOTAL EXPENSE

NET INCOME

19,280.99

BROOKS PUBLIC LIBRARY
STATEMENT OF RECEIPTS AND EXPENDITURES FOR THE PERIOD ENDING *January 2001*

RECEIPTS

	Annual Budget	Current Month	Total to Da
Town of Brooks	123,012.00	26,790.00	26,790.00
Province of Alberta	43,500.00	-	-
County of Newell	14,900.00	-	-
Fines, Book Sales, Service Fees	18,000.00	1,876.98	1,876.98
Donations - Fundraisers	4,000.00	500.00	500.00
Interest Income	-	-	-
Local Memberships	18,000.00	1,764.09	1,764.09
Rural Memberships	2,500.00	75.00	75.00
Miscellanea & GST Recovery	1,200.00	-	-
Govt. Canada - Summer Employ	-	-	-
AB Govt - Temp. Employ- ACE	-	-	-
Total Receipts	225,112.00	31,006.07	31,006.07

EXPENDITURES

Shortgrass - Books	33,300.00	-	-
Dynix main & Data Com.	6,000.00	-	-
Salaries	136,200.00	8,264.76	8,264.76
Receiver General (UIC-CPP-Tax)	-	2,626.40	2,626.40
Benefits (BC-WCB-AHC-Pension)	-	1,561.96	1,561.96
Staff Training	1,800.00	-	-
Materials			
Books, Periodicals, A-V	13,000.00	280.52	280.52
Library Supplies	4,000.00	60.87	60.87
Programming	3,500.00	325.00	325.00
Furniture & Equipment	5,000.00	-	-
Equipment Reserve	3,500.00	-	-
Maintenance			
Copier & Computer Costs	2,200.00	84.02	84.02
Book Binding	2,100.00	-	-
Repairs & Maintenance	2,750.00	-	-
Internet	550.00	46.45	46.45
Administration			
Payroll Expense	480.00	-	-
Conferences & Travel	2,400.00	21.94	21.94
Security Monitoring	350.00	26.75	26.75
Bank Charges	32.00	-	-
Publicity & Advertising	1,500.00	58.05	58.05
Telephone / Fax	1,750.00	160.82	160.82
Audit	3,000.00	-	-
Postage, Freight	900.00	211.70	211.70
Professional Memberships	300.00	-	-
Miscellanea	500.00	-	-
Loss on Theft	-	463.45	463.45
Total Expenditures	225,112.00	14,192.69	14,192.69

Librarian's Report
February 2001

- On Saturday, January 27, 2001, the Library was robbed. Unfortunately, it appears that there was no forced entry, and therefore, the suspect must have been hiding in the library when the library closed. In total, \$463.45 was the loss that the library experienced. \$217.35 was stolen from the cash register, and to repair the damaged till cost \$246.10. The police were called to the crime scene and fingerprints were taken, but no suspects were located. The loss is not covered by insurance since the amount stolen and damages were under \$1,000. The staff is now more careful at closing to ensure that no one is in the library. I have also spoken and gone over with the staff the proper procedures for closing such as doing a thorough job of making sure that nobody is left in the library. A lock is going to be installed on the door leading to the basement so that it will restrict access by unauthorized individuals. The lock should be installed in the next few days.
- The Family Literacy Day program was successful with 25 people attending the event on January 27th.
- The Valentine's Day program on Saturday, February 10th was another success with 37 children attending. For both programs, we received some excellent publicity by the Brooks Bulletin, which the library is always grateful to receive.
- The January circulation figures were significantly higher from December with an increase of 36%. December tends to be a slow month, but there has been a definite increase in the number of people using and borrowing materials from the library. Also, the library has been registering a lot of new patrons.
- I have registered to attend the Library Association of Alberta Conference in Jasper that is from April 26-29, 2001. Please let me know if anyone else is attending.
- I have applied for two grants for summer students. One grant is through the Young Canada Works program for a person to index the microfilm and add the records into the online public access newspaper index. The other grant is through the Human Resources Development Canada Summer Placement Program for a student for the summer reading program.
- The annual report that is required by the Strategic Information Libraries Branch was sent in yesterday. Much of the information that is put on this report is made available when the annual report is printed for the Brooks Public Library.
- We have received a lot of positive comments from the public about separating the children's non-fiction from the rest of the non-fiction collection. More children are using the children's non-fiction section than ever before. Other changes that have been made are that the biographies were separated from the regular non-fiction, and the non-fiction videos were moved next to the other videos. An advantage of the changes is that the circulation of materials in these areas has increased.
- New signs were made in the library by Iwaasa Industries for the children's non-fiction, biographies, and new releases sections.

BROOKS PUBLIC LIBRARY
MINUTES
MARCH 22, 2001

PRESENT: Henry Najda, Jerri Schindeler, Rudy Esau, Jonathan Jaikaran, Gay Hemsing, Carol Secondiak, Michelle Blydo, Bill Stecyk, Cheryl Pierson, and librarian Laura Taylor

ABSENT: None

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

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

MOTION: To approve the minutes of the February 22, 2001 Board meeting.
Jerri / Bill CARRIED

BUSINESS ARISING:

- Library Staff Benefits – Head Librarian position is subject to a six month probationary period before he/she is eligible for benefits. All other full-time staff are eligible for benefits after a three month period.
Henry / Gay CARRIED
- Board Development Program – All Board Members except Jonathan and possibly Michelle will be able to attend the program on May 4 and 5, 2001.

CORRESPONDENCE

- Wildrose Foundation – Meeting on March 29, 2001 at the Medicine Hat College – Brooks Campus. Laura stated that she would attend since the information covered might be relevant to the library.
- FOIP 2001 Conference – June 7-8 in Edmonton, Alberta
- ALTA (Alberta Library Trustees Association) Trustee Orientation Workshop on March 31, 2001 in Lethbridge, Alberta.
- Letter to Dr. Lyle Oberg was put into the Brooks Bulletin on behalf of the library board and Brooks Library Foundation.

REPORTS

Finance Committee

Henry presented the 2000 audited financial statements to the Board. A copy of the audit was delivered to the Town of Brooks by Jonathan. Jonathan stated that a book should be purchased in appreciation of Meyers Norris Penny doing the audit for the Brooks Public Library. Henry also presented the financial report of the March Finance Committee Meeting and recommended approval of expenses of \$17,648.86.

MOTION: To approve expenses of \$17,648.86 for the month of March.
Henry / Cheryl CARRIED

Shortgrass Report

Rudy gave the Shortgrass report.

Librarian's Report

- See attached sheet

NEW BUSINESS

- The Brooks Library Foundation has cancelled the "Death By Chocolate" Fundraiser this year.
- Revised 2001 Budget – Henry presented the revised budget. The revisions were done after the Brooks Public Library was notified that they would not receive the full funding that was requested. The reserve fund will be reduced by approximately \$9,000.00.

MOTION: To approve the revised 2001 budget as printed.
Henry / Bill CARRIED

- The fee for auditing the records for the Brooks Public Library by Meyers Norris Penny was approximately \$1,600.00. It was agreed to purchase a book in the company's honour to show the library's appreciation.

NEXT MEETING:

Finance committee – 8:30 a.m., Wednesday, April 25, 2001
General Meeting – 6:30 p.m., Wednesday, April 25, 2001

ADJOURNMENT:

The meeting was adjourned at 7:40 p.m.
Carol / Henry CARRIED



Jana Taylor

FINANCE COMMITTEE MEETING
March 21, 2001

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

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

Topics Discussed:

- Review of January financial statements and Simply Accounting statistics.
Recommend approval of expenses of \$17,648.86 for the month of February.
- The 2000 audited report was examined and Jonathan volunteered to deliver the audit to the Town of Brooks.

Meeting adjourned at 9:10 a.m.

ASSETS

CURRENT ASSETS

GIC Account	10,000.00
GST Recoverable	0.00
Endowment Fund	6,472.78
Furn. & Shelving Reserve	0.00
Cash On Hand / Float	50.00
Cash In Bank	8,295.71 ✓ ok
TOTAL CURRENT ASSETS	<u>24,818.49</u>

TOTAL ASSETS 24,818.49

LIABILITIES

CURRENT LIABILITIES

GST Charged on Sales	0.00
GST Paid on Purchases	-2,614.29
GST Paid on Books	<u>-48.79</u>
Net GST Owning/Refund	-2,663.08
Accounts Payable	0.00
Vacation Payable	-259.45
EI Payable	-872.98
CPP Payable	-1,657.64
Income Tax Payable	<u>-8,225.90</u>
Receiver General Payable	-10,756.52
L.A.P.P. Payable	-1,077.12
Great West Life	-701.30
AB Health Payable	-20.40
W.C.B. Payable	0.00
TOTAL CURRENT LIABILITIES	<u>-15,477.87</u>

TOTAL LIABILITIES -15,477.87

EQUITY

2000 10,537.30
2001 4,940.57

EARNINGS

Endowment Fund Reserves	5,022.78
Retained Earnings	27,705.21
Current Earnings	<u>7,568.37</u>
Total Earnings	<u>40,296.36</u>

TOTAL EQUITY 40,296.36

LIABILITIES AND EQUITY 24,818.49

REVENUE

REVENUE

Town of Brooks	0.00
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	1,350.00
Interest Income	64.00
Miscellaneous	0.00
Fines, Book Sales & Services	1,416.78
Rural Memberships	457.50
Donations	50.00
Charitable Receipt Donations	125.00
Fundraisers	0.00
GST Recovery	0.00
TOTAL REVENUE	<u>3,463.28</u> ✓ OK

TOTAL REVENUE 3,463.28

EXPENSE

EXPENSES

Shortgrass Expense	0.00
Books & Materials	115.28
Internet Expense	43.41
New Library Furnishings	4,362.91
Payroll Expense	43.75
Library Supplies	1,269.55
Administration & Travel	178.38
Program Expense	62.60
Repair & Maintenance	0.00
Rebinding	0.00
Staff Training	0.00
Telephone and Fax Expense	150.81
Copier & Computer Costs	339.18
Security Monitoring	25.00
GST Expense	4.82
Freight & Postage	39.04
Professional Memberships	0.00
Publicity & Advertising	54.25
Audit & Insurance	0.00
Bank Charges	20.00
Miscellaneous	0.00
Wages	7,229.52
EI Expense	291.03
CPP Expense	295.30
WCB Expense	0.00
Great West Life	315.18
L.A.P.P. Expense	335.89
AB Health Expense	0.00
Loss on Theft	0.00
TOTAL EXPENSES	<u>15,175.90</u>

+ 2,472.96 ✓ OK
17,648.86

TOTAL EXPENSE 15,175.90

NET INCOME -11,712.62

BROOKS PUBLIC LIBRARY

STATEMENT OF RECEIPTS AND EXPENDITURES FOR THE PERIOD ENDING February 2001

<u>RECEIPTS</u>	<u>Annual Budget</u>	<u>Current Month</u>	<u>Total to Date</u>
Town of Brooks	123,012.00	-	26,790.00
Province of Alberta	43,500.00	-	-
County of Newell	14,900.00	-	-
Fines, Book Sales, etc	18,000.00	1,416.78	3,293.76
Donations/Fundraisers	4,000.00	175.00	675.00
Interest Income	-	64.00	64.00
Local Memberships	18,000.00	1,350.00	3,114.09
Rural Memberships	2,500.00	457.50	532.50
Misc. / GST Recovery	1,200.00	-	-
Gov't Canada-Summer employment	-	-	-
AB Gov't -Temp emp-ACE	-	-	-
Total Receipts	225,112.00	3,463.28	34,469.35

EXPENDITURES

Shortgrass - Brooks	33,300.00	-	-
Dynix main/Data Com.	6,000.00	-	-
Salaries	-	7,229.52	15,494.28
Receiver General(EI,etc)	-	2,190.82	4,817.22
Benefits(GW,LAPP,AHC)	-	1,056.46	2,618.42
Staff Training	1,800.00	-	-
Materials	-	123.35	403.87
Books, Periodicals, A-V	13,000.00	1,358.29	1,419.16
Library Supplies	4,000.00	66.98	391.98
Programming	3,500.00	4,668.31	4,668.31
Furniture & Equipment	5,000.00	-	-
Equipment Reserve	3,500.00	-	-
Maintenance	-	362.95	446.97
Copier/Computer Costs	2,200.00	-	-
Book Binding	2,100.00	-	-
Repairs & Maintenance	2,750.00	-	-
Internet	550.00	46.45	92.90
Administration	-	190.87	212.81
Conference & Travel	2,400.00	26.75	53.50
Security Monitoring	350.00	20.00	20.00
Bank Charges	32.00	46.82	46.82
Payroll Charges	480.00	58.05	116.10
Publicity & Advertising	1,500.00	161.37	322.19
Telephone/Fax	1,750.00	-	-
Audit	3,000.00	41.87	253.57
Postage/Freight	900.00	-	-
Professional Membership	300.00	-	-
Miscellaneous	500.00	-	-
Loss on Theft	-	-	463.45
Total Expenditures	225,112.00	17,648.86	31,841.55

REVENUE

REVENUE

Town of Brooks	26,790.00
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	3,114.09
Interest Income	64.00
Miscellaneous	0.00
Fines, Book Sales & Services	3,293.76
Rural Memberships	532.50
Donations	50.00
Charitable Receipt Donations	625.00
Fundraisers	0.00
GST Recovery	0.00
TOTAL REVENUE	<u>34,469.35</u>

TOTAL REVENUE 34,469.35 ✓

EXPENSE

EXPENSES

Shortgrass Expense	0.00
Books & Materials	386.59
Internet Expense	86.82
New Library Furnishings	4,362.91
Payroll Expense	43.75
Library Supplies	1,326.44
Administration & Travel	198.88
Program Expense	387.60
Repair & Maintenance	0.00
Rebinding	0.00
Staff Training	0.00
Telephone and Fax Expense	301.11
Copier & Computer Costs	417.70
Security Monitoring	50.00
GST Expense	6.57
Freight & Postage	236.89
Professional Memberships	0.00
Publicity & Advertising	108.50
Audit & Insurance	0.00
Bank Charges	20.00
Miscellaneous	0.00
Wages	15,494.28
EI Expense	603.36
CPP Expense	632.74
WCB Expense	177.40
Great West Life	630.36
L.A.P.P. Expense	981.73
AB Health Expense	0.00
Loss on Theft	447.35
TOTAL EXPENSES	<u>26,900.98</u>

TOTAL EXPENSE 26,900.98

NET INCOME 7,568.37

4940.57
 31,841.55 ✓

BROOKS PUBLIC LIBRARY
MINUTES
APRIL 25, 2001

PRESENT: Henry Najda, Jerri Schindeler, Rudy Esau, Jonathan Jaikaran, Carol Secondiak, Michelle Blydo, Bill Stecyk, and librarian Laura Taylor

ABSENT: Gay Hemsing, Cheryl Pierson

The meeting was called to order by Chairman Jonathan Jaikaran at 6:40 p.m.

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

MOTION: To approve the minutes of the March 22, 2001 Board meeting.
Henry / Rudy CARRIED

BUSINESS ARISING:

- Step Stools for Library Workers – Laura showed some prices of stools from the Brodart catalogue. It was decided not to purchase new stools at the moment.
- Board Development Program – Laura reminded the board that the Board Development Program is on May 4 and 5, 2001. A snack will be provided on Friday evening and lunch will be served in the Boardroom on Saturday.
- Fundraising Ideas – charitable receipt and regular donations are up, book sale near the entrance to the library continues to be popular, files are being cleaned out and overdue notices are being sent to patrons and the library is receiving money for old unpaid charges.
- Wildrose Foundation Meeting – Laura attended and said that she would wait to see what is approved for the Community Lottery Grant. The deadline for the Wildrose foundation is in July.
- Community Lottery Grant – Laura stated that she applied for approximately \$20,000 for three items: microfilm reader with printing capabilities, paperback shelving unit, and 2 computers for staff use.

CORRESPONDENCE

- Town of Brooks Annual Meeting is on May 7, 2001 at 7:00 p.m.
- Article from Calgary Herald – “Declining Library Use Blamed on Lack of Funding by the Alberta Government.”
- Brooks Public Library is mentioned in the Coffee News Newsletter in April.
- Canadian Library Association Conference Registration Package – The conference is in June, in Winnipeg, but Laura will not be attending.



REPORTS

Finance Committee

Henry presented the financial report of the April Finance Committee Meeting and recommended approval of expenses of \$15,616.43.

MOTION: To approve expenses of \$15,616.43 for the month of April.
Henry / Carol CARRIED

Shortgrass Report

Rudy reported on the Program and Services Committee. The Shortgrass board meeting will be held next month.

Librarian's Report

- See attached sheet

NEW BUSINESS

- Trustee Orientation Video – The ALTA video will be shown at the May 24, 2001 board meeting.
- Air Conditioner – The air circulation is very poor and it is very hot in the library. Len and other maintenance staff have been trying to fix the problem. Laura will write a letter to the Town of Brooks asking for the air conditioner to be checked, and also to see if an air quality test can be done.

NEXT MEETING:

Finance committee – 8:30 a.m., Wednesday, May 23, 2001
General Meeting – 6:30 p.m., Thursday, May 24, 2001

ADJOURNMENT:

The meeting was adjourned at 7:40 p.m.
Henry / Bill CARRIED

FINANCE COMMITTEE MEETING
April 25, 2001

Held in the Brooks Public Library at 8:33 a.m.

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

Topics Discussed:

- Review of March financial statements and Simply Accounting statistics. Recommend approval of expenses of \$15,616.43 for the month of March.
- Laura stated that the second installment grant from the Town of Brooks had been received. Also, the first of several installments from the County of Newell was received during March.
- There were several donations including a \$500 donation from the Brooks Bulletin.
- The expense for the audit is slightly higher than last month because the \$20.00 bank charge for the accountants to access the Brooks Public Library bank account was put into the audit line rather than a bank charge.
- The \$0.18 that is in miscellaneous is from an amount that was out from the 2000 fiscal year.

Meeting adjourned at 9:10 a.m.

ASSETS

CURRENT ASSETS

GIC Account	20,000.00	✓
GST Recoverable	1,063.38	
Endowment Fund	6,472.78	
Furn. & Shelving Reserve	0.00	
Cash On Hand / Float	50.00	
Cash In Bank	18,165.60	✓ OK
TOTAL CURRENT ASSETS	<u>45,751.76</u>	

TOTAL ASSETS 45,751.76

LIABILITIES

CURRENT LIABILITIES

GST Charged on Sales	0.00	
GST Paid on Purchases	-697.16	
GST Paid on Books	0.00	
Net GST Owning/Refund		-697.16
Accounts Payable		0.00
Vacation Payable		0.00
EI Payable	0.00	
CPP Payable	0.00	
Income Tax Payable	0.00	
Receiver General Payable		0.00
L.A.P.P. Payable		1,052.12
Great West Life		945.54
AB Health Payable		0.00
W.C.B. Payable		0.00
TOTAL CURRENT LIABILITIES		<u>1,300.50</u>

TOTAL LIABILITIES 1,300.50

EQUITY

EARNINGS

Endowment Fund Reserves	5,722.78	
Retained Earnings	18,443.03	
Current Earnings	20,285.45	
Total Earnings	<u>44,451.26</u>	

TOTAL EQUITY 44,451.26

LIABILITIES AND EQUITY 45,751.76

REVENUE

REVENUE

Town of Brooks	53,581.00
Gov't. of Canada - Summer Employ. P	0.00
Province of Alberta	0.00
AB. Temp. Employment Grants	0.00
County of Newell	1,250.00
Internet	0.00
Local Memberships	4,888.09
Interest Income	93.18
Miscellaneous	0.00
Fines, Book Sales & Services	5,019.61
Rural Memberships	772.50
Donations	983.23
Charitable Receipt Donations	1,475.00
Fundraisers	0.00
GST Recovery	0.00
TOTAL REVENUE	<u>68,062.61</u> ✓

TOTAL REVENUE 68,062.61

EXPENSE

EXPENSES

Shortgrass Expense	0.00
Books & Materials	668.36
Internet Expense	130.23
New Library Furnishings	4,362.91
Payroll Expense	149.00
Library Supplies	1,568.03
Administration & Travel	230.40
Program Expense	387.60
Repair & Maintenance	0.00
Rebinding	0.00
Staff Training	0.00
Telephone and Fax Expense	460.40
Copier & Computer Costs	537.21
Security Monitoring	75.00
GST Expense	19.11
Freight & Postage	244.89
Professional Memberships	0.00
Publicity & Advertising	124.00
Audit & Insurance	1,601.00
Bank Charges	0.00
Miscellaneous	0.18
Wages	30,380.04
EI Expense	933.33
CPP Expense	967.05
WCB Expense	177.40
Great West Life	1,891.08
L.A.P.P. Expense	2,391.51
AB Health Expense	0.00
Loss on Theft	478.43
TOTAL EXPENSES	<u>47,777.16</u>
	+ 1,300.50 ✓ OK
TOTAL EXPENSE	<u>49,077.66</u>
NET INCOME	<u>20,285.45</u>

REVENUE

REVENUE	
Town of Brooks	26,791.00
Gov't. of Canada - Summer Employ. P	0.00
Province of Alberta	0.00
AB. Temp. Employment Grants	0.00
County of Newell	1,250.00
Internet	0.00
Local Memberships	1,774.00
Interest Income	29.18
Miscellaneous	0.00
Fines, Book Sales & Services	1,725.85
Rural Memberships	240.00
Donations	933.23
Charitable Receipt Donations	100.00
Fundraisers	0.00
GST Recovery	0.00
TOTAL REVENUE	<u>32,843.26</u>

TOTAL REVENUE 32,843.26

EXPENSE

EXPENSES	
Shortgrass Expense	0.00
Books & Materials	281.77
Internet Expense	43.41
New Library Furnishings	0.00
Payroll Expense	105.25
Library Supplies	241.59
Administration & Travel	31.52
Program Expense	0.00
Repair & Maintenance	0.00
Rebinding	0.00
Staff Training	0.00
Telephone and Fax Expense	159.29
Copier & Computer Costs	119.51
Security Monitoring	25.00
GST Expense	12.54
Freight & Postage	8.00
Professional Memberships	0.00
Publicity & Advertising	15.50
Audit & Insurance	1,581.00
Bank Charges	0.00
Miscellaneous	0.18
Wages	10,475.71
EI Expense	329.97
CPP Expense	334.31
WCB Expense	0.00
Great West Life	630.36
L.A.P.P. Expense	715.32
AB Health Expense	0.00
Loss on Theft	0.00
TOTAL EXPENSES	<u>15,110.23</u>

+ 506.20
15,616.43
 15,110.23

TOTAL EXPENSE

NET INCOME 17,733.03

BROOKS PUBLIC LIBRARY

STATEMENT OF RECEIPTS AND EXPENDITURES FOR THE PERIOD ENDING March 2001

<u>RECEIPTS</u>	<u>Annual Budget</u>	<u>Current Month</u>	<u>Total to Date</u>
Town of Brooks	107,160.00	26,791.00	53,581.00
Province of Alberta	43,500.00	-	-
County of Newell	14,900.00	1,250.00	1,250.00
Fines, Book Sales, etc	18,000.00	1,725.85	5,019.61
Donations/Fundraisers	4,000.00	1,033.23	2,458.23
Interest Income	-	29.18	93.18
Local Memberships	18,000.00	1,774.00	4,888.09
Rural Memberships	2,500.00	240.00	772.50
Misc. / GST Recovery	1,200.00	-	-
Gov't Canada-Summer employment	-	-	-
AB Gov't -Temp emp-ACE	-	-	-
Total Receipts	209,260.00	32,843.26	68,062.61

EXPENDITURES

Shortgrass - Brooks	33,300.00	-	-
Dynix main/Data Com.	6,000.00	-	-
Salaries	136,200.00	10,475.71	30,380.04
Receiver General(EL,etc)	-	664.28	1,900.38
Benefits(GW,LAPP,AHC)	-	1,345.68	4,459.99
Staff Training	1,200.00	-	-
Materials	-	-	-
Books, Periodicals, A-V	7,000.00	281.77	668.36
Library Supplies	4,000.00	241.59	1,568.03
Programming	2,500.00	-	387.60
Furniture & Equipment	5,000.00	-	4,362.91
Equipment Reserve	3,500.00	-	-
Maintenance	-	-	-
Copier/Computer Costs	2,200.00	119.51	537.21
Book Binding	2,100.00	-	-
Repairs & Maintenance	2,750.00	-	-
Internet	1,000.00	43.41	130.23
Administration	-	-	-
Conference & Travel	2,000.00	31.52	230.40
Security Monitoring	350.00	25.00	75.00
Bank Charges	32.00	-	-
Payroll Charges	480.00	105.25	149.00
Publicity & Advertising	1,500.00	15.50	124.00
Telephone/Fax	2,000.00	159.29	460.40
Audit	3,000.00	1,581.00	1,601.00
Postage/Freight	900.00	8.00	244.89
Professional Membership	300.00	-	-
Miscellaneous	500.00	.18	.18
Loss on Theft	478.43	-	478.43
GST PD/Taxable Benefits	-	518.74	1,319.61
Total Expenditures	218,290.43	15,616.43	49,077.66

Librarian's Report
April 2001

- The Summer Student grant that I applied for through the HRDC (Human Resources Development Canada) was approved for a rate of \$2.90 an hour for 14 weeks. The student will not begin employment until the end of May. We have enough money budgeted for the summer student to pay the additional money for the salary.
- PanCanadian approved the Brooks Public Library as a non-profit organization to have a summer student employed here during the summer. The student that has been hired is Shawna Duckett and she will work in coordination with the HRDC student to run the Summer Reading Program. Shawna begins employment on May 1, 2001. PanCanadian will pay for her entire wages and will do the payroll for her. In exchange for the summer student, the library will provide reduced fees for PanCanadian employees who would like to register their children in the Summer Reading Program.
- I have applied for funding through the Community Lotteries Board for funding of approximately \$20,000. The items that I have asked for are a new microfilm reader with printing capabilities, a paperback shelving unit and two computers for staff use. I am hoping that the library will be successful in receiving funds for all of the much-needed requested items.
- All of the April programs were well-attended and received positive comments such as the Easter Decorating and Easter Egg Hunt on April 4 and the Saturday program for children on April 7.
- There are many school tours coming to the library throughout May and June.
- The owner of Brooks Window Cleaning and Janitor Service is retiring at the end of May and the Town is tendering for cleaners at the moment.
- Tomorrow, I am leaving for the Library Conference in Jasper, Alberta.
- The library organized a jelly bean contest before Easter as a fundraising event. In total, \$22.00 was raised. If the library was to do the event next year, we would begin earlier so that we could generate more money.

BROOKS PUBLIC LIBRARY
MINUTES
MAY 24, 2001

PRESENT: Henry Najda, Jerri Schindeler, Rudy Esau, Jonathan Jaikaran, Gay Hemsing, Carol Secondiak, Bill Stecyk, Cheryl Pierson, and librarian Laura Taylor

ABSENT: Michelle Blydo

The meeting was called to order by Chairman Jonathan Jaikaran at 6:40 p.m.

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

MOTION: To approve the minutes of the April 25, 2001 Board meeting.
Carol / Rudy CARRIED

BUSINESS ARISING:

- Jonathan thanked everyone for attending the Board Development Program on May 4 and 5, 2001.
- Jonathan stated that there will have to be a Human Resources and Policy Development Committee set up. Board members will be appointed to each committee
- Air Condititoner – Laura stated that since the last meeting the maintenance department has been working to fix the problems with the air conditioner and heating unit. The town is aware that more work needs to be done on the unit so that it will work properly throughout the year.
- The Trustee Orientation Video that was to be viewed at the May meeting has been tabled until the meeting in July.

CORRESPONDENCE

- Letter from Kevin Bridges of the Town of Brooks regarding additional funding to libraries and further spending on the APLEN Project by the Provincial Government.

REPORTS

Finance Committee

Henry presented the financial report for the month of April and recommended approval of expenses of \$13,585.04.

MOTION: To approve expenses of \$13,585.04 for the month of April.
Henry / Jerri CARRIED

Henry also stated in his report that Chapters had requested that two cheques be reissued for purchases made in 2000 by the library since Chapters misplaced

them. Shortgrass Library System has also billed the library for 2000 and 2001 for payments owing by the Library for the agreement that exists between the County of Newell – Wards 5 and 10 and the Brooks Public Library. Shortgrass Library System should have been invoicing Brooks each year for money that Brooks receives from the County of Newell. Since the Brooks Library has not received invoices for several years, the money received from Newell was budgeted into the operating expenses of the library. The amount is for \$5,052.00 in 2000 and \$5,052.00 for 2001.

Shortgrass Report

Rudy reported that there was a meeting at the Shortgrass Library System in May. Ray Lusty has resigned from his position as Director of the system effective July 2001. Some members of the Shortgrass Library board attended the 20th anniversary celebration that was held by the Marigold Library System in Strathmore.

Librarian's Report

- See attached sheet

NEW BUSINESS

- ALTA (Alberta Library Trustees Association) Survey – The board filled out the survey as a group during the meeting.
- July and August Board Meetings – July and August meetings will be held this summer. The Finance Committee will also meet on the Wednesday morning before the board meeting.
- Semi-Annual Report – Laura to draft a report to the Town of Brooks, Kevin Bridges and Don Weisbeck about events that have occurred at the library.
- Lettter – Jonathan read Laura's letter of resignation that is effective June 22, 2001.
- Recruitment Committee – Jonathan, Henry, Gay, and Carol will organize the recruitment committee. Bill will be the alternate.

NEXT MEETING:

Finance committee – 8:30 a.m., Wednesday, June 27, 2001
General Meeting – 6:30 p.m., Thursday, June 28, 2001

ADJOURNMENT:

The meeting was adjourned at 8:20 p.m.

Carol / Henry

CARRIED

The block contains two handwritten signatures. The first is a large, stylized signature in black ink, possibly reading 'Carol' or 'Henry'. The second is a signature in blue ink that clearly reads 'Blairhart'.

FINANCE COMMITTEE MEETING
May 23, 2001

Held in the Brooks Public Library at 8:33 a.m.

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

Topics Discussed:

- Review of April financial statements and Simply Accounting statistics. Recommend approval of expenses of \$13,585.04 for the month of April.
- Two purchases made in 2000 to Chapters were never cleared. Therefore, the original cheques had to be cancelled and new cheques issued. The amount of \$2,430 is now reflected in the books and materials line of the budget for purchases from 2000.
- The Shortgrass Library System has invoiced the Brooks Public Library for the money that is owed to Shortgrass for the costs associated with the agreement between the County of Newell for Wards 5 and 10 and the Brooks Public Library. For several years, Shortgrass has not billed Brooks and the money that the County pays to the library was budgeted into the operating expenses. Brooks Public Library must now pay \$5,052.00 for 2000 and \$5,052.00 for 2001 to the Shortgrass Library System. Half of the money will go into the Brooks Public Library account at Shortgrass for library materials, and the other half of the amount will go into operating expenses.

Meeting adjourned at 8:57 a.m.

ASSETS

CURRENT ASSETS

GIC Account	0.00
GST Recoverable	1,063.38
Endowment Fund	6,472.78
Furn. & Shelving Reserve	0.00
Cash On Hand / Float	50.00
Cash In Bank	<u>28,525.65</u> ✓
TOTAL CURRENT ASSETS	<u>36,111.81</u>

TOTAL ASSETS 36,111.81

LIABILITIES

CURRENT LIABILITIES

GST Charged on Sales	0.00
GST Paid on Purchases	-823.66
GST Paid on Books	<u>0.00</u>
Net GST Owing/Refund	-823.66
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	1,405.81
Great West Life	1,395.84
AB Health Payable	0.00
W.C.B. Payable	<u>0.00</u>
TOTAL CURRENT LIABILITIES	<u>1,977.99</u>

TOTAL LIABILITIES 1,977.99

EQUITY

EARNINGS

Endowment Fund Reserves	5,722.78
Retained Earnings	18,443.03
Current Earnings	<u>9,968.01</u>
Total Earnings	<u>34,133.82</u>

TOTAL EQUITY 34,133.82

LIABILITIES AND EQUITY 36,111.81

REVENUE

REVENUE

Town of Brooks	53,581.00
Gov't. of Canada - Summer Employ. P	0.00
Province of Alberta	0.00
AB. Temp. Employment Grants	0.00
County of Newell	1,250.00
Local Memberships	5,804.09
Interest Income	144.99
Miscellaneous	0.00
Fines, Book Sales & Services	6,437.16
Rural Memberships	945.00
Donations	993.23
Charitable Receipt Donations	1,475.00
Fundraisers	22.25
GST Recovery	0.00
TOTAL REVENUE	<u>70,652.72</u>

TOTAL REVENUE 70,652.72

EXPENSE

EXPENSES

Shortgrass Expense	0.00
Books & Materials	695.98
Internet Expense	173.64
New Library Furnishings	4,362.91
Payroll Expense	185.75
Library Supplies	2,154.84
Administration & Travel	494.32
Program Expense	526.43
Repair & Maintenance	0.00
Rebinding	0.00
Staff Training	0.00
Telephone and Fax Expense	615.41
Copier & Computer Costs	888.38
Security Monitoring	100.00
GST Expense	24.57
Freight & Postage	448.89
Professional Memberships	0.00
Publicity & Advertising	176.32
Audit & Insurance	1,601.00
Bank Charges	0.00
Miscellaneous	0.18
Wages	39,593.30
EI Expense	1,233.99
CPP Expense	1,274.94
WCB Expense	350.28
Great West Life	2,206.26
L.A.P.P. Expense	3,098.89
AB Health Expense	0.00
Loss on Theft	478.43
TOTAL EXPENSES	<u>60,684.71</u>
	+ 1,977.99
	<u>62,662.70</u>
TOTAL EXPENSE	<u>60,684.71</u>
NET INCOME	<u>9,968.01</u>

REVENUE

REVENUE

Town of Brooks	0.00
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
Local Memberships	916.00
Interest Income	51.81
Miscellaneous	0.00
Fines, Book Sales & Services	1,417.55
Rural Memberships	172.50
Donations	10.00
Charitable Receipt Donations	0.00
Fundraisers	22.25
GST Recovery	0.00
TOTAL REVENUE	<u>2,590.11</u>

TOTAL REVENUE 2,590.11

EXPENSE

EXPENSES

Shortgrass Expense	0.00
Books & Materials	27.62
Internet Expense	43.41
New Library Furnishings	0.00
Payroll Expense	36.75
Library Supplies	586.81
Administration & Travel	263.92
Program Expense	138.83
Repair & Maintenance	0.00
Rebinding	0.00
Staff Training	0.00
Telephone and Fax Expense	155.01
Copier & Computer Costs	351.17
Security Monitoring	25.00
GST Expense	5.46
Freight & Postage	204.00
Professional Memberships	0.00
Publicity & Advertising	52.32
Audit & Insurance	0.00
Bank Charges	0.00
Miscellaneous	0.00
Wages	9,213.26
EI Expense	300.66
CPP Expense	307.89
WCB Expense	172.88
Great West Life	315.18
L.A.P.P. Expense	707.38
AB Health Expense	0.00
Loss on Theft	0.00
TOTAL EXPENSES	<u>12,907.55</u>

TOTAL EXPENSE 12,907.55

NET INCOME -10,317.44

+ 677.49
13,585.04 ✓ OK
12,907.55

BROOKS PUBLIC LIBRARY

STATEMENT OF RECEIPTS AND EXPENDITURES FOR THE PERIOD ENDING April 2001

<u>RECEIPTS</u>	<u>Annual Budget</u>	<u>Current Month</u>	<u>Total to Date</u>
Town of Brooks	107,160.00	—	53,581.00
Province of Alberta	43,500.00	—	—
County of Newell	14,900.00	—	1,250.00
Fines, Book Sales, etc	18,000.00	1,417.55	6,437.16
Donations/Fundraisers	4,000.00	32.25	2,490.48
Interest Income	—	51.81	144.99
Local Memberships	18,000.00	916.00	5,804.09
Rural Memberships	2,500.00	172.50	945.00
Misc. / GST Recovery	1,200.00	—	—
Gov't Canada-Summer employment	—	—	—
AB Gov't -Temp emp-ACE	—	—	—
Total Receipts	209,260.00	2,590.11	70,652.72

EXPENDITURES

Shortgrass - Brooks	33,300.00	—	—
Dynix main/Data Com.	6,000.00	—	—
Salaries	136,200.00	9,213.26	39,593.30
Receiver General(EI,etc)	—	608.55	2,508.93
Benefits(GW,LAPP,AHC)	—	1,195.44	5,655.43
Staff Training	1,200.00	—	—
Materials	—	—	—
Books, Periodicals, A-V	7,000.00	27.62	695.98
Library Supplies	4,000.00	586.81	2,154.84
Programming	2,500.00	138.83	526.43
Furniture & Equipment	5,000.00	—	4,362.91
Equipment Reserve	3,500.00	—	—
Maintenance	—	—	—
Copier/Computer Costs	2,200.00	351.17	888.38
Book Binding	2,100.00	—	—
Repairs & Maintenance	2,750.00	—	—
Internet	1,000.00	43.41	173.64
Administration	—	—	—
Conference & Travel	2,000.00	263.92	494.32
Security Monitoring	350.00	25.00	100.00
Bank Charges	32.00	—	—
Payroll Charges	480.00	36.75	185.75
Publicity & Advertising	1,500.00	52.32	176.32
Telephone/Fax	2,000.00	155.01	615.41
Audit	3,000.00	—	1,601.00
Postage/Freight	900.00	204.00	448.89
Professional Membership	300.00	—	—
Miscellaneous	500.00	—	.18
Loss on Theft	478.43	—	478.43
GST PD/Taxable Benefits	—	682.95	2,002.56
Total Expenditures	218,290.43	13,585.04	62,662.70

**BROOKS PUBLIC LIBRARY
MINUTES
JUNE 28, 2001**

PRESENT: Jonathan Jaikaran, Henry Najda, Michelle Blydo, Gay Hemsing, Carol Secondiak, Jerri Schindeler, Rudy Esau, Cheryl Pierson, Bill Stecyk – was late.

The meeting was called to order by Chairman Jonathan Jaikaran at 6:35 p.m.

MOTION: To approve the agenda.

Henry/Gay - CARRIED

MOTION: To approve the minutes of the May 24, 2001 Board Meeting.

Rudy/Carol - CARRIED

BUSINESS ARISING:

- Semi Annual Report – Operational highlight of the past 6 months, as written in letter to Town of Brooks.
- Also, requesting additional funds.

CORRESPONDENCE:

- Library Debate – Library funding
- Gene Zwozdesky – confirming funding of \$40,675.00
- Annual Report from Medicine Hat Library for year 2000.
- Town of Brooks Financial Statement
- Letter from Shortgrass re: Ray Lusty resignation
- Meters, Norris, Penny and Co. letter.

REPORTS:

Finance Committee

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

MOTION: To approve expenses of \$35,102.24 for the month of May.

Henry/Jerri – CARRIED

Shortgass Report

Rudy reported on the meeting that he has attended.

Librarian's Report

See attached Sheet

NEW BUSINESS:

- Boards Public Library 50th. Anniversary- ideas thought about.

- Head Librarian Recruitment Report. We have 10 applications. Recruitment Committee will meet on Monday July 9 at 6:30 p.m. to pursue the applications.

NEXT MEETING:

General Meeting – 6:30 p.m., Thursday, July 26, 2001
Finance Committee – 8:30 a.m., Wednesday, July 25, 2001

AJOURNMENT:

The meeting was adjourned at 7:20 p.m.

Carol - CARRIED




may 2001

ASSETS

CURRENT ASSETS

GIC Account	0.00
GST Recoverable	1,063.38
Endowment Fund	6,472.78
Furn. & Shelving Reserve	0.00
Cash On Hand / Float	50.00
Cash In Bank	<u>38,849.79</u>
TOTAL CURRENT ASSETS	<u>46,435.95</u>

TOTAL ASSETS 46,435.95

LIABILITIES

CURRENT LIABILITIES

GST Charged on Sales	0.00
GST Paid on Purchases	-1,096.68
GST Paid on Books	<u>0.00</u>
Net GST Owing/Refund	-1,096.68
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	1,771.41
Great West Life	1,711.02
AB Health Payable	0.00
W.C.B. Payable	<u>0.00</u>
TOTAL CURRENT LIABILITIES	<u>2,385.75</u>

TOTAL LIABILITIES 2,385.75

EQUITY

EARNINGS

Endowment Fund Reserves	5,722.78
Retained Earnings	18,443.03
Current Earnings	<u>19,884.39</u>
Total Earnings	<u>44,050.20</u>

TOTAL EQUITY 44,050.20

LIABILITIES AND EQUITY 46,435.95

REVENUE

REVENUE

Town of Brooks	53,581.00
Gov't. of Canada - Summer Employ. P	0.00
Province of Alberta	40,675.00
AB. Temp. Employment Grants	0.00
County of Newell	1,250.00
Local Memberships	6,674.09
Interest Income	144.99
Miscellaneous	0.00
Fines, Book Sales & Services	8,340.03
Rural Memberships	1,042.50
Donations	993.23
Charitable Receipt Donations	1,475.00
Fundraisers	22.25
GST Recovery	1,065.49
TOTAL REVENUE	<u>115,263.58</u>

TOTAL REVENUE 115,263.58 ✓

EXPENSE

EXPENSES

Shortgrass Expense	19,982.40
Books & Materials	1,695.74
Internet Expense	217.05
New Library Furnishings	4,362.91
Payroll Expense	212.25
Library Supplies	2,205.18
Administration & Travel	1,424.16
Program Expense	607.91
Repair & Maintenance	0.00
Rebinding	0.00
Staff Training	77.02
Telephone and Fax Expense	767.31
Copier & Computer Costs	918.41
Security Monitoring	125.00
GST Expense	-70.66
Freight & Postage	463.49
Professional Memberships	0.00
Publicity & Advertising	269.32
Audit & Insurance	1,601.00
Bank Charges	18.50
Miscellaneous	47.18
Wages	49,788.33
EI Expense	1,555.12
CPP Expense	1,616.15
WCB Expense	350.28
Great West Life	2,836.62
L.A.P.P. Expense	3,830.09
AB Health Expense	0.00
Loss on Theft	478.43
TOTAL EXPENSES	<u>95,379.19</u>

+ 2385.75
97,764.94

TOTAL EXPENSE 95,379.19

NET INCOME 19,884.39

REVENUE

REVENUE

Town of Brooks	0.00
Govt. of Canada - Summer Employ. P	0.00
Province of Alberta	40,675.00
AB. Temp. Employment Grants	0.00
County of Newell	0.00
Local Memberships	870.00
Interest Income	0.00
Miscellaneous	0.00
Fines, Book Sales & Services	1,902.87
Rural Memberships	97.50
Donations	0.00
Charitable Receipt Donations	0.00
Fundraisers	0.00
GST Recovery	1,065.49
TOTAL REVENUE	<u>44,610.86</u> ✓

TOTAL REVENUE 44,610.86

EXPENSE

EXPENSES

Shortgrass Expense	19,982.40
Books & Materials	999.76
Internet Expense	43.41
New Library Furnishings	0.00
Payroll Expense	26.50
Library Supplies	50.34
Administration & Travel	929.84
Program Expense	81.48
Repair & Maintenance	0.00
Rebinding	0.00
Staff Training	77.02
Telephone and Fax Expense	151.90
Copier & Computer Costs	30.03
Security Monitoring	25.00
GST Expense	-95.23
Freight & Postage	14.60
Professional Memberships	0.00
Publicity & Advertising	93.00
Audit & Insurance	0.00
Bank Charges	18.50
Miscellaneous	47.00
Wages	10,195.03
EI Expense	321.13
CPP Expense	341.21
WCB Expense	0.00
Great West Life	630.36
L.A.P.P. Expense	731.20
AB Health Expense	0.00
Loss on Theft	0.00
TOTAL EXPENSES	<u>34,694.48</u>

407.76
35,102.24 ✓

TOTAL EXPENSE 34,694.48

NET INCOME 9,916.38

BROOKS PUBLIC LIBRARY

STATEMENT OF RECEIPTS AND EXPENDITURES FOR THE PERIOD ENDING May 2001

<u>RECEIPTS</u>	<u>Annual Budget</u>	<u>Current Month</u>	<u>Total to Date</u>
Town of Brooks	107,160.00	—	53,581.00
Province of Alberta	40,675.00	40,675.00	40,675.00
County of Newell	14,900.00	—	1,250.00
Fines, Book Sales, etc	18,000.00	1,902.87	8,340.03
Donations/Fundraisers	4,000.00	—	2,490.48
Interest Income	—	—	144.99
Local Memberships	18,000.00	870.00	6,674.09
Rural Memberships	2,500.00	97.50	1,042.50
Misc. / GST Recovery	1,200.00	1,065.49	1,065.49
Gov't Canada - Summer Employment	—	—	—
AB Gov't-Temp emp-ACE	—	—	—
Total Receipts	206,435.00	44,610.86	115,263.58
 <u>EXPENDITURES</u>			
Shortgrass - Brooks	33,300.00	19,982.40	19,982.40
Dynix main/Data Com.	6,000.00	—	—
Salaries	136,200.00	10,195.03	49,788.33
Receiver General (EI, CPP, FED)	—	662.34	3,171.27
Benefits (GW, LAPP, AHC)	—	1,361.56	7,016.99
Staff Training	1,200.00	77.02	77.02
Materials	7,000.00	999.76	1,695.74
Books, Periodicals, A-V	7,000.00	—	—
Library Supplies	4,000.00	50.34	2,205.18
Programming	2,500.00	81.48	607.91
Furniture & Equipment	5,000.00	—	4,362.91
Equipment Reserve	3,500.00	—	—
Maintenance	2,200.00	30.03	918.41
Copier/Computer Costs	2,200.00	—	—
Book Binding	2,100.00	—	—
Repairs & Maintenance	2,750.00	—	—
Internet	1,000.00	43.41	217.05
Administration	2,000.00	929.84	1,424.16
Conference & Travel	2,000.00	—	—
Security Monitoring	350.00	25.00	125.00
Bank Charges	32.00	18.50	18.50
Payroll Charges	480.00	26.50	212.25
Publicity & Advertising	1,500.00	93.00	269.32
Telephone/Fax	2,000.00	151.90	767.31
Audit	3,000.00	—	1,601.00
Postage/Freight	900.00	14.60	463.49
Professional Membership	300.00	—	—
Miscellaneous	500.00	47.00	47.18
Loss on Theft	478.43	—	478.43
GST Pd/Taxable Benefits	—	312.53	2,315.09
Total Expenditures	218,290.43	35,102.24	97,764.94

Brooks Public Library Minutes

July 26/01

Present: Jonathan Jaikaran, Henry Najda, Michelle Blydo, Carol Secondiak, Jerri Schindeler, Rudy Essau

Excused: Gay Hemsing, Cheryl Pierson, Bill Stecyk.

The meeting was called to order by the chair Jonathan at 6:35 pm.

Motion: Michelle moved the minutes be accepted as printed. Seconded by Rudy. Carried.

Motion: Jerry moved the minutes of June 28 meeting be adopted as printed. Seconded by Carol. Carried.

Business arising from the minutes:

1. Question asked re: letter from the library board has gone to the town of Brooks re: head librarian and money for a new computer. Michelle said the town council will be meeting in August and she will make sure this item is on the agenda.

Correspondence:

- . public library stats
- . Alberta Library Survey
- . Wildrose Foundation
- . Library By-laws
- Canada Pension Plan Investment Board Report

Financial Report:

The finance committee chair, Henry Najda, presented the financial report of the June finance committee meeting.

Motion: Henry moved the expenses for the month of June, 2001, of \$18,528.30 be approved. Seconded by Carol. Carried.

Shortgrass Report:

Rudy reported on the last meeting he attended. The new interim director of the Shortgrass System will be Harold Storien, who will be in place until a permanent director is hired.

New business:

. The board's golden anniversary event - keep on thinking of a wonderful, fulfilled, inexpensive party or event.

. The head librarian recruitment process is still ongoing with some telephone

interviews being held in the last few weeks. There has been no final decision yet but there are some good candidates who have submitted their resumes. The hiring process is still ongoing as yet.

Next meeting:

General meeting : 6:30 pm August 23, 2001.

Henry moved the meeting be adjourned at 7:30 pm. Carried.

Recording secretary, Carol Secondiak.

Henry


FINANCE COMMITTEE MEETING
July 25, 2001

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

Attendance: Henry Najda and Jerri Schindeler

Topics Discussed:

- Review of June Financial Statement and account for \$303.80 mis-posting.
- Quarterly Installment was received from Town of Brooks.
- June Expenses were \$18,528.30.

Meeting adjourned at 8:58 a.m.

ASSETS

CURRENT ASSETS

GIC Account	0.00
GST Recoverable	1,063.38
Endowment Fund	6,472.78
Furn. & Shelving Reserve	0.00
Cash On Hand / Float	50.00
Cash In Bank	<u>53,834.93</u>
TOTAL CURRENT ASSETS	<u>61,421.09</u>

TOTAL ASSETS 61,421.09

LIABILITIES

CURRENT LIABILITIES

GST Charged on Sales	0.00
GST Paid on Purchases	-1,246.45
GST Paid on Books	<u>0.00</u>
Net GST Owing/Refund	-1,246.45
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	2,062.29
Great West Life	2,025.08
AB Health Payable	0.00
W.C.B. Payable	<u>0.00</u>
TOTAL CURRENT LIABILITIES	<u>2,840.92</u>

TOTAL LIABILITIES 2,840.92

EQUITY

EARNINGS

Endowment Fund Reserves	5,722.78
Retained Earnings	18,443.03
Current Earnings	<u>34,414.36</u>
Total Earnings	<u>58,580.17</u>

TOTAL EQUITY 58,580.17

LIABILITIES AND EQUITY 61,421.09

REVENUE

REVENUE

Town of Brooks	80,371.50		
Govt. of Canada - Summer Employ. P	0.00		
Province of Alberta	40,675.00		
AB. Temp. Employment Grants	0.00		
County of Newell	1,250.00		
Local Memberships	8,504.09		
Interest Income	144.99		
Miscellaneous	0.00		
Fines, Book Sales & Services	10,385.75		
Rural Memberships	1,422.00		
Donations	1,743.23		
Charitable Receipt Donations	1,705.00		
Fundraisers	447.20		
GST Recovery	1,369.29	1065.49	(-303.80)
TOTAL REVENUE	<u>148,018.06</u>		

147,714.25

TOTAL REVENUE

148,018.06

147,714.25

EXPENSE

EXPENSES

Shortgrass Expense	25,034.40
Books & Materials	2,044.50
Internet Expense	717.21
New Library Furnishings	4,362.91
Payroll Expense	238.75
Library Supplies	2,286.54
Administration & Travel	1,424.16
Program Expense	766.71
Repair & Maintenance	65.56
Rebinding	0.00
Staff Training	99.81
Telephone and Fax Expense	961.68
Copier & Computer Costs	918.41
Security Monitoring	150.00
GST Expense	-66.49
Freight & Postage	522.93
Professional Memberships	0.00
Publicity & Advertising	730.45
Audit & Insurance	1,856.00
Bank Charges	18.50
Miscellaneous	47.18
Wages	59,398.75
EI Expense	1,877.04
CPP Expense	1,950.54
WCB Expense	350.28
Great West Life	3,377.75
L.A.P.P. Expense	3,991.69
AB Health Expense	0.00
Loss on Theft	478.43
TOTAL EXPENSES	<u>113,603.69</u>

+ 2689.55

116,293.24

113,603.69

TOTAL EXPENSE

NET INCOME

34,414.36

REVENUE

REVENUE

Town of Brooks	26,790.50
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
Local Memberships	1,830.00
Interest Income	0.00
Miscellaneous	0.00
Fines, Book Sales & Services	2,045.72
Rural Memberships	379.50
Donations	750.00
Charitable Receipt Donations	230.00
Fundraisers	424.95
GST Recovery	303.80 -
TOTAL REVENUE	<u>32,754.47</u>
	32,450.67

TOTAL REVENUE

32,754.47

EXPENSE

32,450.67

EXPENSES

Shortgrass Expense	5,052.00
Books & Materials	348.76
Internet Expense	500.16
New Library Furnishings	0.00
Payroll Expense	26.50
Library Supplies	81.36
Administration & Travel	0.00
Program Expense	158.80
Repair & Maintenance	65.56
Rebinding	0.00
Staff Training	22.79
Telephone and Fax Expense	194.37
Copier & Computer Costs	0.00
Security Monitoring	25.00
GST Expense	4.17
Freight & Postage	59.44
Professional Memberships	0.00
Publicity & Advertising	461.13
Audit & Insurance	255.00
Bank Charges	0.00
Miscellaneous	0.00
Wages	9,610.42
EI Expense	321.92
CPP Expense	334.39
WCB Expense	0.00
Great West Life	541.13
L.A.P.P. Expense	161.60
AB Health Expense	0.00
Loss on Theft	0.00
TOTAL EXPENSES	<u>18,224.50</u>
	+ 303.80
	18,528.30
TOTAL EXPENSE	<u>18,224.50</u>
NET INCOME	<u>14,529.97</u>

BROOKS PUBLIC LIBRARY

STATEMENT OF RECEIPTS AND EXPENDITURES FOR THE PERIOD ENDING June

<u>RECEIPTS</u>	<u>Annual Budget</u>	<u>Current Month</u>	<u>Total to Date</u>
Town of Brooks	107,160.00	26,790.50	80,371.50
Province of Alberta	40,675.00	-	40,675.00
County of Newell	14,900.00	-	1,250.00
Fines, Book Sales, etc	18,000.00	2,045.72	10,385.75
Donations/Fundraisers	4,000.00	1,404.95	3,895.43
Interest Income	-	-	144.99
Local Memberships	18,000.00	1,830.00	8,504.09
Rural Memberships	2,500.00	379.50	1,422.00
Misc. / GST Recovery	1,200.00	-	1,065.49
Gov't Canada - Summer Employment	-	-	-
AB Gov't-Temp emp-ACE	-	-	-
Total Receipts	206,435.00	32,450.67	147,714.25

EXPENDITURES

Shortgrass - Brooks	33,300.00	5,052.00	25,034.40
Dynix main/Data Com.	6,000.00	-	-
Salaries	136,200.00	9,610.42	59,398.75
Receiver General (EI, CPP, FED)	-	656.31	3,827.58
Benefits (GW, LAPP, AHC)	-	702.73	7,719.72
Staff Training	1,200.00	22.79	99.81
Materials	7,000.00	348.76	2,044.50
Books, Periodicals, A-V	7,000.00	81.36	2,286.54
Library Supplies	4,000.00	158.80	766.71
Programming	2,500.00	-	4,362.91
Furniture & Equipment	5,000.00	-	-
Equipment Reserve	3,500.00	-	-
Maintenance	2,200.00	-	918.41
Copier/Computer Costs	2,200.00	-	-
Book Binding	2,100.00	-	-
Repairs & Maintenance	2,750.00	65.56	65.56
Internet	1,000.00	500.16	717.21
Administration	2,000.00	-	1,424.16
Conference & Travel	2,000.00	25.00	150.00
Security Monitoring	350.00	-	18.50
Bank Charges	32.00	-	-
Payroll Charges	480.00	26.50	238.75
Publicity & Advertising	1,500.00	461.13	730.45
Telephone/Fax	2,000.00	194.37	961.68
Audit	3,000.00	255.00	1,856.00
Postage/Freight	900.00	59.44	522.93
Professional Membership	300.00	-	-
Miscellaneous	500.00	-	47.18
Loss on Theft	478.43	-	478.43
GST Pd/Taxable Benefits	-	309.97	2689.65
Total Expenditures	218,290.43	18,528.30	116,293.24

(115,881.30) (411.94)

Brooks Public Library Board Minutes
Thursday, August 23, 2001

Present: Michelle Blydo, Henry Najda, Bill Stecyk, Cheryl Pierson, Jerri Schindeler,
GayHemsing.

Excused: Jonathan Jaikaran, Carol Secondiak, Rudy Esau.

Meeting was called to order at 6:35 p.m.

Motion: Cheryl moved to approve agenda as printed. Seconded by Bill. Carried.

Motion: Jerri moved the minutes of the July 26 meeting be adopted as printed.
Seconded by Michelle. Carried.

Business arising:

- Julia Reinhart has been hired as Librarian and will be here October 1.
- Semi Annual Report – approved. Jonathan to write letter of detailed explanation to Town Council.

Correspondence:

- Netspeed 2001 Conference – October 11-13. Julia to attend.
- GMS Financial Services – assistance with financial and budgeting for non-profit organization.

Financial Report:

- The finance committee chair, Henry Najda, presented the July reports as printed.

Motion: Henry moved the expenses for the month of July 2001, of \$14,151.35 be approved. Seconded by Jerri. Carried.

Shortgrass Report:

- No meeting was scheduled in August.

New Business:

- Brooks Public Library 50th. Anniversary and meet the Librarian.

Next Board Meeting:

General meeting – September 27, 2001. 6:30 p.m.
Finance Committee meeting –September 26, 2001. 8:30 a.m.

Motion to adjourn by Gay Hensing. Seconded by Bill. Carried.



J. Hensing



J. Hensing

ASSETS

CURRENT ASSETS

GIC Account	0.00
GST Recoverable	1,063.38
Endowment Fund	6,472.78
Furn. & Shelving Reserve	0.00
Cash On Hand / Float	50.00
Cash In Bank	<u>43,336.29</u>
TOTAL CURRENT ASSETS	<u>50,922.45</u>

TOTAL ASSETS

50,922.45

LIABILITIES

CURRENT LIABILITIES

GST Charged on Sales	0.00
GST Paid on Purchases	-1,586.69
GST Paid on Books	<u>0.00</u>
Net GST Owing/Refund	-1,586.69
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	2,365.40
Great West Life	2,249.91
AB Health Payable	0.00
W.C.B. Payable	<u>0.00</u>
TOTAL CURRENT LIABILITIES	<u>3,028.62</u>

TOTAL LIABILITIES

3,028.62

EQUITY

EARNINGS

Endowment Fund Reserves	5,722.78
Retained Earnings	18,443.03
Current Earnings	<u>23,728.02</u>
Total Earnings	<u>47,893.83</u>

TOTAL EQUITY

47,893.83

LIABILITIES AND EQUITY

50,922.45

REVENUE

REVENUE	
Town of Brooks	80,371.50
Govt. of Canada - Summer Employ. P	0.00
Province of Alberta	40,675.00
AB. Temp. Employment Grants	0.00
County of Newell	1,250.00
Local Memberships	10,358.09
Interest Income	144.99
Miscellaneous	0.00
Fines, Book Sales & Services	11,530.34
Rural Memberships	1,692.00
Donations	1,743.23
Charitable Receipt Donations	2,196.42
Fundraisers	447.20
GST Recovery	1,369.29
TOTAL REVENUE	<u>151,778.06</u>

1065.49 (-303.80)

151,474.26

TOTAL REVENUE

151,778.06

EXPENSE

151,474.26

EXPENSES

Shortgrass Expense	28,183.17
Books & Materials	2,044.50
Internet Expense	717.21
New Library Furnishings	4,362.91
Payroll Expense	285.56
Library Supplies	2,479.87
Administration & Travel	1,424.16
Program Expense	1,109.05
Repair & Maintenance	1,394.95
Rebinding	0.00
Staff Training	99.81
Telephone and Fax Expense	1,178.29
Copier & Computer Costs	918.41
Security Monitoring	150.00
GST Expense	-63.80
Freight & Postage	522.93
Professional Memberships	0.00
Publicity & Advertising	730.45
Audit & Insurance	1,856.00
Bank Charges	18.50
Miscellaneous	71.57
Wages	67,219.46
EI Expense	2,123.38
CPP Expense	2,183.25
WCB Expense	350.28
Great West Life	3,760.73
L.A.P.P. Expense	4,450.97
AB Health Expense	0.00
Loss on Theft	478.43
TOTAL EXPENSES	<u>128,050.04</u>

+ 303.80

128,353.84

TOTAL EXPENSE

128,050.04 *128,353.84*

NET INCOME

23,728.02 *23,120.42*

REVENUE

REVENUE

Town of Brooks	0.00
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
Local Memberships	1,854.00
Interest Income	0.00
Miscellaneous	0.00
Fines, Book Sales & Services	1,144.59
Rural Memberships	270.00
Donations	0.00
Charitable Receipt Donations	491.42
Fundraisers	0.00
GST Recovery	0.00
TOTAL REVENUE	<u>3,760.01</u>

TOTAL REVENUE 3,760.01

EXPENSE

EXPENSES

Shortgrass Expense	3,148.77
Books & Materials	0.00
Internet Expense	0.00
New Library Furnishings	0.00
Payroll Expense	46.81
Library Supplies	193.33
Administration & Travel	0.00
Program Expense	47.34
Repair & Maintenance	1,329.39
Rebinding	0.00
Staff Training	0.00
Telephone and Fax Expense	216.61
Copier & Computer Costs	0.00
Security Monitoring	0.00
GST Expense	2.69
Freight & Postage	0.00
Professional Memberships	0.00
Publicity & Advertising	0.00
Audit & Insurance	0.00
Bank Charges	0.00
Miscellaneous	24.39
Wages	7,820.71
EI Expense	246.34
CPP Expense	232.71
WCB Expense	0.00
Great West Life	382.98
L.A.P.P. Expense	459.28
AB Health Expense	0.00
Loss on Theft	0.00
TOTAL EXPENSES	<u>14,151.35</u>

TOTAL EXPENSE 14,151.35

NET INCOME -10,391.34

BROOKS PUBLIC LIBRARY

STATEMENT OF RECEIPTS AND EXPENDITURES FOR THE PERIOD ENDING July 2001

<u>RECEIPTS</u>	<u>Annual Budget</u>	<u>Current Month</u>	<u>Total to Date</u>
Town of Brooks	107,160.00	-	80,371.50
Province of Alberta	40,675.00	-	40,675.00
County of Newell	14,900.00	-	1,250.00
Fines, Book Sales, etc	18,000.00	1,144.59	11,530.34
Donations/Fundraisers	4,000.00	491.42	4,386.85
Interest Income	-	-	144.99
Local Memberships	18,000.00	1,854.00	10,358.09
Rural Memberships	2,500.00	270.00	1,692.00
Misc. / GST Recovery	1,200.00	-	1,065.49
Gov't Canada - Summer Employment	-	-	-
AB Gov't-Temp emp-ACE	-	-	-
Total Receipts	206,435.00	3,760.01	151,474.26

EXPENDITURES

Shortgrass - Brooks	33,300.00	3,148.77	28,183.17
Dynix main/Data Com.	6,000.00	-	-
Salaries	136,200.00	7,820.71	67,219.46
Receiver General (EI, CPP, FED)	-	479.05	4,656.91
Benefits (GW, LAPP, AHC)	-	842.26	8,211.70
Staff Training	1,200.00	-	99.81
Materials	-	-	-
Books, Periodicals, A-V	7,000.00	-	2,044.50
Library Supplies	4,000.00	193.33	2,479.87
Programming	2,500.00	47.34	1,109.05
Furniture & Equipment	5,000.00	-	4,362.91
Equipment Reserve	3,500.00	-	-
Maintenance	-	-	-
Copier/Computer Costs	2,200.00	-	918.41
Book Binding	2,100.00	-	-
Repairs & Maintenance	2,750.00	1,329.39	1,394.95
Internet	1,000.00	-	717.21
Administration	-	-	-
Conference & Travel	2,000.00	-	1,424.16
Security Monitoring	350.00	-	150.00
Bank Charges	32.00	-	18.50
Payroll Charges	480.00	46.81	285.56
Publicity & Advertising	1,500.00	-	730.45
Telephone/Fax	2,000.00	216.61	1,178.29
Audit	3,000.00	-	1,856.00
Postage/Freight	900.00	-	522.93
Professional Membership	300.00	-	-
Miscellaneous	500.00	24.39	71.57
Loss on Theft	478.43	-	478.43
GST Pd/Taxable Benefits	-	-	-
Total Expenditures	218,290.43	14,151.35	128,353.84

Brooks Public Library Board Minutes
Thursday, September 27, 2001

Present: Jonathan Jaikaran, Jerri Schindeler, Michelle Blydo, Gay Hemsing,
Rudy Esau, Cheryl Pierson.

Absent – Henry Najda, Carol Secondiak.

Meeting called to order by chairman Jonathan Jaikaran at 6:45 p.m.

Motion: To approve agenda as amended. Add- Bill Stecyk resignation and
recruitment of new Board member. Moved by Rudy/Gay. Carried.

Motion: Approve minutes of the August 23 Board meeting as printed.
Cheryl/Michelle. Carried.

Business arising from the minutes:

- Questions arising from the Semi-Annual Report were addressed verbally to individual councilors by Jonathan.
- Julia registered for Conference Oct. 11-13.

Correspondence:

- Letter from Ronald Sheppard -- librarian applicant.

Financial Report:

- Thanks to Cheryl for her help with the accounting program.
- \$13,700.00 received from Lottery Grant for Microfiche Reader.
- Jerri moved that August expenditures in the amount of \$11,913.42 be approved. Seconded by Rudy. Carried.

Shortgrass Report:

- A lot of maintenance done (Cleaning and Housekeeping)
- Toni Gross resigned.
- Harold Storlein – contract extended.
- Plan of Service has been prepared.
- Staff wages increased.
- Membership levy will increase from \$3.45 to \$3.65 per capita.

New Business:

- Brooks Public Library 50th Anniversary to be discussed at October meeting.
- Bill Stecyk has resigned as Board member and Julia will advertise for new Board member.
- Tyler Andruschak quit.
- Cheryl will help Julia with accounting program.

Michelle moved meeting be adjourned at 7:25 p.m. Seconded by Gay. Carried

Next Board meeting:

- General Meeting – October 25, 2001 @ 6:30 p.m.
- Finance Meeting – October 24, 2001 @ 8:30 a.m.

A handwritten signature in black ink, appearing to be "Michelle", written in a cursive style.A handwritten signature in blue ink, appearing to be "J. Kenhart", written in a cursive style.

ASSETS

CURRENT ASSETS

GIC Account	0.00
GST Recoverable	1,063.38
Endowment Fund	6,472.78
Furn. & Shelving Reserve	0.00
Cash On Hand / Float	50.00
Cash In Bank	<u>59,316.08</u>
TOTAL CURRENT ASSETS	<u>66,902.24</u>

TOTAL ASSETS 66,902.24

LIABILITIES

CURRENT LIABILITIES

GST Charged on Sales	0.00
GST Paid on Purchases	-1,664.32
GST Paid on Books	<u>0.00</u>
Net GST Owing/Refund	-1,664.32
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	2,684.83
Great West Life	2,474.74
AB Health Payable	0.00
W.C.B. Payable	<u>0.00</u>
TOTAL CURRENT LIABILITIES	<u>3,495.25</u>

TOTAL LIABILITIES 3,495.25

EQUITY

EARNINGS

Endowment Fund Reserves	5,722.78
Retained Earnings	18,443.03
Current Earnings	<u>39,241.18</u>
Total Earnings	<u>63,406.99</u>

TOTAL EQUITY 63,406.99

LIABILITIES AND EQUITY 66,902.24

REVENUE

REVENUE	
Town of Brooks	84,628.44
Govt. of Canada - Summer Employ. P	0.00
Province of Alberta	40,675.00
AB. Temp. Employment Grants	0.00
County of Newell	6,807.00
Local Memberships	12,311.09
Interest Income	144.99
Miscellaneous	13,700.00
Fines, Book Sales & Services	12,988.78
Rural Memberships	2,472.00
Donations	1,768.23
Charitable Receipt Donations	2,196.42
Fundraisers	447.20
GST Recovery	1,065.49
TOTAL REVENUE	<u>179,204.64</u>

TOTAL REVENUE 179,204.64

EXPENSE

EXPENSES	
Shortgrass Expense	28,183.17
Books & Materials	2,104.47
Internet Expense	717.21
New Library Furnishings	4,362.91
Payroll Expense	366.37
Library Supplies	2,999.12
Administration & Travel	1,549.16
Program Expense	1,459.05
Repair & Maintenance	1,449.18
Rebinding	0.00
Staff Training	99.81
Telephone and Fax Expense	1,406.45
Copier & Computer Costs	918.41
Security Monitoring	200.00
GST Expense	-57.85
Freight & Postage	522.93
Professional Memberships	0.00
Publicity & Advertising	1,297.45
Audit & Insurance	1,856.00
Bank Charges	18.50
Miscellaneous	115.36
Wages	75,222.84
EI Expense	2,375.44
CPP Expense	2,425.96
WCB Expense	350.28
Great West Life	4,595.61
L.A.P.P. Expense	4,947.20
AB Health Expense	0.00
Loss on Theft	478.43
TOTAL EXPENSES	<u>139,963.46</u>

TOTAL EXPENSE 139,963.46

NET INCOME 39,241.18

REVENUE

REVENUE	
Town of Brooks	4,256.94
Gov't. of Canada - Summer Employ. P	0.00
Province of Alberta	0.00
AB. Temp. Employment Grants	0.00
County of Newell	5,557.00
Local Memberships	1,953.00
Interest Income	0.00
Miscellaneous	13,700.00
Fines, Book Sales & Services	1,458.44
Rural Memberships	780.00
Donations	25.00
Charitable Receipt Donations	0.00
Fundraisers	0.00
GST Recovery	-303.80
TOTAL REVENUE	<u>27,426.58</u>

TOTAL REVENUE 27,426.58

EXPENSE

EXPENSES	
Shortgrass Expense	0.00
Books & Materials	59.97
Internet Expense	0.00
New Library Furnishings	0.00
Payroll Expense	80.81
Library Supplies	519.25
Administration & Travel	125.00
Program Expense	350.00
Repair & Maintenance	54.23
Rebinding	0.00
Staff Training	0.00
Telephone and Fax Expense	228.16
Copier & Computer Costs	0.00
Security Monitoring	50.00
GST Expense	5.95
Freight & Postage	0.00
Professional Memberships	0.00
Publicity & Advertising	567.00
Audit & Insurance	0.00
Bank Charges	0.00
Miscellaneous	43.79
Wages	8,003.38
EI Expense	252.06
CPP Expense	242.71
WCB Expense	0.00
Great West Life	834.88
L.A.P.P. Expense	496.23
AB Health Expense	0.00
Loss on Theft	0.00
TOTAL EXPENSES	<u>11,913.42</u>

TOTAL EXPENSE 11,913.42

NET INCOME 15,513.16