

**Brooks Public Library Board Minutes**  
**Thursday, January 24, 2002**

**Present:** Jonathan Jaikaran, Henry Nadja, Michael MacDonald,  
Julia Reinhart (Librarian), Jerri Schindeler, Rudy Esau, Carol Secondiak,  
Carina Weisbach, Cheryl Pierson

**Absent:** Kerry Crapo

**Guest Speakers:** Anne Bernhardt (Trustee from Medicine Hat and Shortgrass Library System). Spoke about ALTA responsibilities and lapses.

Meeting called to order at 6:55 p.m.

Motion to approve Agenda. Moved by Henry. Seconded by Rudy. **Carried.**

Minutes of the November 22, 2001 meeting were read. Minutes be approved as printed. Moved by Jerri. Seconded by Cheryl. **Carried.**

**Business Arising** - 50th Anniversary Library was well attended. Good entertainment.

- Clarification that Cathy Gill was applying for job rather than board position.
- Book Weeding: Books not circulated for last five years. Julia has final say on book being removed from the shelf.
- Book Sale at Cassils Centre Mall on Feb. 1 and 2, 2002.
- Town of Brooks has interim budget in place and no word received as to whether our budget will be approved.

**Correspondence** - Resignation letter from Gay Hemsing.

- Memo from Shortgrass of personnel and board changes.
- Levy for 2002 increasing by \$.20 from \$3.40 to \$3.60/capita.
- Alberta Regional Library Systems handout.

**Shortgrass** - Rudy reports on meeting and changes that are being made.

- Shortgrass looking at being designated as a Charitable Organization.

**Financial Report** - Henry received financial material to be sent to Meyers, Norris, and Penny for audit.

- Received an invoice from Shortgrass of over expenditures on book purchases.

Henry moved that expenses of \$13,012.96 for Nov. 2001 and \$34,281.69 for Dec. 2001 be approved. Seconded by Carol. **Carried.**

**Librarian's Report - 50th Anniversary:** Special thanks to Gay Hensing for all the work and bearing the costs of the day.

- Microfiche machine is being used.
- Computer person: Hired Scott Hally to work with computers and assist in computer work. Unfortunately, he resigned yesterday. He will have website by Tuesday. This is funded by a grant.
- Staff: Lori resigned. Tyler Andrusak and Sharon Wilson hired.
- E.I.D. Net has donated a computer and colour printer.
- Book Sale: Feb. 1 and 2, 2002.
- Guest Author: William Roy Brownridge. Jan. 28, 2002 at 7:30 p.m.
- New mats provided by Town of Brooks to help prevent dirt or stains from wet and muddy footwear.
- Janna Hill takes over Toddler program. One of the family members may fill in while she is ill.
- Dinosaur Day.
- Storytimes begin Feb. 22, 2002 for six weeks.
- Dave Hill working on doing some computer work shops.
- Carla Patachuk hosting library workshop at Brooks Public Library.
- Julia taking course on Simply Accounting.
- Voice messaging now on phone.
- Send Gay a Thank you card and put a book on the shelf in her name.



**Election of New Board Members:** Michael MacDonald and Carina Weisbach recommended to sit on Library Board.

**New Business -** User pay on the Internet at the library was discussed.

Carol moved that meeting be adjourned at 8:40 p.m. Seconded by Rudy. **Carried.**

**Next Board Meeting:** Thursday, Feb. 28, 2002 at 6:00 p.m.

**Finance Committee Meeting:** Wednesday, Feb. 27, 2002 at 8:30 p.m.

**Finance Committee Meeting Minutes**  
**January 24, 2002**

Present: Henry Najda, Jerry Schindeler, Julia Reinhart, and Jonathan Jaikaran

- 1) We are waiting for instructions from Meyers, Norris and Penny for the submission of materials to be audited.
- 2) We discussed the invoice from Shortgrass re: over expenditure for 2001 of \$4718.20. We need to decide if the invoice will be paid either as an expense from last year or as a roll over expense to 2002.
- 3) Shortgrass Library System will send us a monthly statement of our expenditures from now on.
- 4) Need to identify miscellaneous charge of \$214.63 for December 2001.
- 5) Looked over the new format for the financial report of receipts and expenditures.
- 6) Motion to approve the expenditures of \$13,012.96 for November 2001, and \$34,281.69 for December 2001.
- 7) Meeting adjourned at 9:00 a.m.



## User pay internet

- 1) Legislation states that library boards may raise funds, but can not charge for basic public library services. Ex. Some libraries have chosen to charge for faxing. Basic information or library service is defined in the act as “public access to current and accurate information and assistance with making use of **information, communication technology and library resources**”.
- 2) Our by-laws stipulate under section 5(1) that “In accordance with the ‘Libraries Act’ there shall be no charge for ‘in house’ use of library materials.” Library materials are defined within the by-laws as “**all formats of material in the collection of or borrowed by the Brooks Public Library**”
- 3) The Board must decide what basic public library services the library offers and whether or not different uses of the computers fall within the criteria established by the legislation.
- 4) Two of the computers in the lab were donated to us through a CAP APLEN grant (Industry Canada and APLEN), the other was funded strictly through a grant from APLEN. We signed an agreement with these agencies stating that we would provide free public access to the Internet, email and computer programs.
- 5) APLEN recommends that rather than charge a fee for computer use, the Board ask for a donation from computer users.
- 6) What are other libraries doing?
  - 6.1) Drumheller Public Library – currently charge \$3.00 per half hour for use of the Public Access computers – do not charge for CAP computer – charge \$.30 for printing from computers – Linde Turner, head librarian, has informed me that the Board will be looking into charging for use of the CAP computer once the agreement with CAP is up at the end of March 2002. The Board saw the need to pass on the costs of using the computers (internet connection, hardware maintenance, software purchases) to patrons, and purchased upgraded computers for the public to use to help justify this.
  - 6.2) Calgary Public Library – library members have free access to computers and visitors are charged \$2.00 per hour.
  - 6.3) Worsley and District Library – do not charge for Internet access, but restrict use of the computers to searching and information retrieval – people are not allowed to email or use chat lines – they charge \$.50 a page for printing from the computers
  - 6.4) Peace River Municipal Library – does not charge for access to the Internet – but do charge for word processing (\$5 per hour)
  - 6.5) Banff Public Library - charge \$1 per 15 minutes or any part there of for email – Board doesn’t see this as an essential service – do not charge for research or information retrieval done on CAP APLEN computers.



**BROOKS PUBLIC LIBRARY**

STATEMENT OF RECEIPTS AND EXPENDITURES FOR THE PERIOD ENDING

Dec. 2001

<u>RECEIPTS</u>	<u>Annual Budget</u>	<u>Current Month</u>	<u>Total to Date</u>
Town of Brooks	107,160.00	Ø	111,418.94
Province of Alberta	40,675.00	Ø	46,684.00
County of Newell	14,900.00	Ø	16,910.22
Fines, Book Sales, etc	18,000.00	851.22	18,616.33
Donations/Fundraisers	4,000.00	400.00	2468.23/2396.42
Interest Income	-	193.13	338.72 447.2
Local Memberships	18,000.00	613.20	17,106.29
Rural Memberships	2,500.00	535.00	4635.00
Misc. / GST Recovery	1,200.00	Ø	14,455.40/1066.49
Gov't Canada - Summer Employment	-	Ø	723.00
AB Gov't-Temp emp-ACE	-	Ø	Ø
<b>Total Receipts</b>	<b>206,435.00</b>	<b>2583.15</b>	<b>237,266.24</b>

EXPENDITURES

<u>Shortgrass - Brooks</u>	33,300.00	502.50	47,360.81
Dynix main/Data Com.	6,000.00		
<u>Salaries</u>	136,200.00	10,795.99	111,071.19
Receiver General (EI, CPP, FED) WCB		725.81	7493.90
Benefits (GW, LAPP, AHC)		866.64	12,515.11
Staff Training	1,200.00	Ø	662.81
<u>Materials</u>			
Books, Periodicals, A-V	7,000.00	4,457.13	6980.27
Library Supplies	4,000.00	148.10	4,024.39
Programming	2,500.00	108.07	1,714.71
Furniture & Equipment	5,000.00	15,225.00	21,366.91
Equipment Reserve	3,500.00		
<u>Maintenance Recruitment</u>	2,500.00	Ø	2,500.00
Copier/Computer Costs	2,200.00	27.65	995.22
Book Binding	2,100.00	767.55	767.55
Repairs & Maintenance	2,750.00	Ø	1,483.66
Internet	1,000.00	Ø	812.56
<u>Administration</u>			
Conference & Travel	2,000.00	51.00	2,173.50
Security Monitoring	350.00	25.00	300.00
Bank Charges	32.00	Ø	18.50
Payroll Charges	480.00	36.15	557.78
Publicity & Advertising	1,500.00	Ø	1,559.35
Telephone/Fax	2,000.00	297.57	2,284.51
Audit	3,000.00	Ø	1,856.00
Postage/Freight	900.00	28.61	726.40
Professional Membership	300.00	Ø	71.15
Miscellaneous	500.00	214.63	418.49
Loss on Theft	478.43	Ø	478.43
GST Pd/Taxable Benefits		4.29	-45.86
<b>Total Expenditures</b>	<b>218,290.43</b>	<b>34,281.69</b>	<b>230,137.34</b>

+ 2385.60 (liabilities)  
777 277 90

Dec 2001

**REVENUE**

**REVENUE**

Town of Brooks	111,418.94
Gov't. of Canada - Summer Employ. P	723.00
Province of Alberta	46,684.00
AB. Temp. Employment Grants	0.00
County of Newell	16,910.22
Local Memberships	17,106.29
Interest Income	338.72
Miscellaneous	14,455.40
Fines, Book Sales & Services	18,616.33
Rural Memberships	4,635.00
Donations	2,468.23
Charitable Receipt Donations	2,396.42
Fundraisers	447.20
GST Recovery	1,065.49
<b>TOTAL REVENUE</b>	<u>237,265.24</u>

**TOTAL REVENUE**

237,265.24

**EXPENSE**

**EXPENSES**

Shortgrass Expense	47,360.81
Books & Materials	6,980.27
Internet Expense	812.56
New Library Furnishings	21,366.91
Payroll Expense	557.78
Library Supplies	4,024.39
Administration & Travel	2,173.50
Recruitment expense	2,500.00
Program Expense	1,714.71
Repair & Maintenance	1,483.66
Rebinding	767.55
Staff Training	652.81
Telephone and Fax Expense	2,284.51
Copier & Computer Costs	995.22
Security Monitoring	300.00
GST Expense	-45.86
Freight & Postage	726.40
Professional Memberships	71.15
Publicity & Advertising	1,559.35
Audit & Insurance	1,856.00
Bank Charges	18.50
Miscellaneous	418.49
Wages	111,071.19
EI Expense	3,504.63
CPP Expense	3,638.99
WCB Expense	350.28
Great West Life	6,156.19
L.A.P.P. Expense	6,358.92
AB Health Expense	0.00
Loss on Theft	478.43
<b>TOTAL EXPENSES</b>	<u>230,137.34</u>

*72385.60 = 232,582.94*

**TOTAL EXPENSE**

230,137.34

**NET INCOME**

7,127.90

**REVENUE**

**REVENUE**

Town of Brooks	0.00
Govt. 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	613.20
Interest Income	193.73
Miscellaneous	0.00
Fines, Book Sales & Services	851.22
Rural Memberships	525.00
Donations	400.00
Charitable Receipt Donations	0.00
Fundraisers	0.00
GST Recovery	0.00
<b>TOTAL REVENUE</b>	<u>2,583.15</u>

**TOTAL REVENUE** 2,583.15

**EXPENSE**

**EXPENSES**

Shortgrass Expense	502.50
Books & Materials	4,457.13
Internet Expense	0.00
New Library Furnishings	15,225.00
Payroll Expense	36.15
Library Supplies	148.10
Administration & Travel	51.00
Recruitment expense	0.00
Program Expense	108.07
Repair & Maintenance	0.00
Rebinding	767.55
Staff Training	0.00
Telephone and Fax Expense	297.57
Copier & Computer Costs	27.65
Security Monitoring	25.00
GST Expense	4.29
Freight & Postage	28.61
Professional Memberships	0.00
Publicity & Advertising	0.00
Audit & Insurance	0.00
Bank Charges	0.00
Miscellaneous	214.63
Wages	10,795.99
EI Expense	340.07
CPP Expense	385.74
WCB Expense	0.00
Great West Life	460.78
L.A.P.P. Expense	405.86
AB Health Expense	0.00
Loss on Theft	0.00
<b>TOTAL EXPENSES</b>	<u>34,281.69</u>

**TOTAL EXPENSE** 34,281.69

**NET INCOME** -31,698.54



**ASSETS**

**CURRENT ASSETS**

GIC Account	-4,200.00
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>30,293.15</u>
<b>TOTAL CURRENT ASSETS</b>	<u><b>33,679.31</b></u>

**TOTAL ASSETS** 33,679.31

**LIABILITIES**

**CURRENT LIABILITIES**

GST Charged on Sales	0.00
GST Paid on Purchases	-4,436.07
GST Paid on Books	<u>0.00</u>
Net GST Owing/Refund	-4,436.07
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	3,390.69
Great West Life	3,290.98
AB Health Payable	0.00
W.C.B. Payable	0.00
Miscellaneous	<u>140.00</u>
<b>TOTAL CURRENT LIABILITIES</b>	<u><b>2,385.60</b></u>

**TOTAL LIABILITIES** 2,385.60

**EQUITY**

**EARNINGS**

Endowment Fund Reserves	5,722.78
Retained Earnings	18,443.03
Current Earnings	<u>7,127.90</u>
<b>Total Earnings</b>	<u><b>31,293.71</b></u>

**TOTAL EQUITY** 31,293.71

**LIABILITIES AND EQUITY** 33,679.31

**BROOKS PUBLIC LIBRARY**

STATEMENT OF RECEIPTS AND EXPENDITURES FOR THE PERIOD ENDING Nov. 30, 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>0</u>	<u>111,418.94</u>
Province of Alberta	<u>40,675.00</u>	<u>0</u>	<u>46,684.00</u>
County of Newell	<u>14,900.00</u>	<u>0</u>	<u>16,910.22</u>
Fines, Book Sales, etc	<u>18,000.00</u>	<u>1714.27</u>	<u>17,765.11</u>
Donations/Fundraisers	<u>4,000.00</u>	<u>100.00/200.00</u>	<u>2068.23/2396.4</u>
Interest Income	<u>-</u>	<u>0</u>	<u>144.99/447.</u>
Local Memberships	<u>18,000.00</u>	<u>1380.00</u>	<u>16,493.09</u>
Rural Memberships	<u>2,500.00</u>	<u>615.00</u>	<u>4,110.00</u>
Misc. / GST Recovery	<u>1,200.00</u>	<u>0</u>	<u>14,554.01/1065.49</u>
Gov't Canada - Summer Employment	<u>-</u>	<u>0</u>	<u>723.00</u>
AB Gov't-Temp emp-ACE	<u>-</u>	<u>0</u>	<u>0</u>
<b>Total Receipts</b>	<b><u>206,435.00</u></b>	<b><u>4009.27</u></b>	<b><u>234,682.09</u></b>

**EXPENDITURES**

<b><u>Shortgrass - Brooks</u></b>	<b><u>33,300.00</u></b>	<b><u>0</u></b>	<b><u>46858.31</u></b>
Dynix main/Data Com.	<u>6,000.00</u>	<u>0</u>	<u>0</u>
<b><u>Salaries</u></b>	<b><u>136,200.00</u></b>	<b><u>9536.88</u></b>	<b><u>100,275.26</u></b>
Receiver General (EI, CPP, FED) <i>FWCB</i>	<u>        </u>	<u>633.26</u>	<u>76168.09</u>
Benefits (GW, LAPP, AHC)	<u>        </u>	<u>1029.68</u>	<u>11648.47</u>
Staff Training	<u>1,200.00</u>	<u>225.80</u>	<u>652.81</u>
<b><u>Materials</u></b> <i>Recruitment expense</i>	<b><u>2500.00</u></b>	<b><u>        </u></b>	<b><u>2500.00</u></b>
Books, Periodicals, A-V	<u>7,000.00</u>	<u>266.19</u>	<u>2523.14</u>
Library Supplies	<u>4,000.00</u>	<u>562.97</u>	<u>3876.29</u>
Programming	<u>2,500.00</u>	<u>124.73</u>	<u>1606.64</u>
Furniture & Equipment	<u>5,000.00</u>	<u>0</u>	<u>6141.91</u>
Equipment Reserve	<u>3,500.00</u>	<u>0</u>	<u>0</u>
<b><u>Maintenance</u></b>	<b><u>        </u></b>	<b><u>        </u></b>	<b><u>        </u></b>
Copier/Computer Costs	<u>2,200.00</u>	<u>30.51</u>	<u>967.57</u>
Book Binding	<u>2,100.00</u>	<u>0</u>	<u>0</u>
Repairs & Maintenance	<u>2,750.00</u>	<u>0</u>	<u>1483.66</u>
Internet	<u>1,000.00</u>	<u>47.69</u>	<u>812.56</u>
<b><u>Administration</u></b>	<b><u>        </u></b>	<b><u>        </u></b>	<b><u>        </u></b>
Conference & Travel	<u>2,000.00</u>	<u>100.00</u>	<u>2122.50</u>
Security Monitoring	<u>350.00</u>	<u>25.00</u>	<u>275.00</u>
Bank Charges	<u>32.00</u>	<u>0</u>	<u>18.80</u>
Payroll Charges	<u>480.00</u>	<u>45.86</u>	<u>521.63</u>
Publicity & Advertising	<u>1500.00</u>	<u>124.90</u>	<u>1557.35</u>
Telephone/Fax	<u>2,000.00</u>	<u>201.03</u>	<u>1986.94</u>
Audit	<u>3,000.00</u>	<u>0</u>	<u>1856.00</u>
Postage/Freight	<u>900.00</u>	<u>45.86</u>	<u>697.79</u>
Professional Membership	<u>300.00</u>	<u>71.15</u>	<u>71.15</u>
Miscellaneous	<u>500.00</u>	<u>0</u>	<u>203.86</u>
Loss on Theft	<u>478.43</u>	<u>0</u>	<u>478.43</u>
GST Pd/Taxable Benefits	<u>        </u>	<u>-1.75</u>	<u>-50.15</u>
<b>Total Expenditures</b>	<b><u>218,290.43</u></b>	<b><u>13,012.96</u></b>	<b><u>195,855.65</u></b>
			<b>+ 3,127.66 (liability)</b>
			<b><u>198,985.31</u></b>

**REVENUE**

<b>REVENUE</b>	
Town of Brooks	111,418.94
Govt. of Canada - Summer Employ. P	723.00
Province of Alberta	46,684.00
AB. Temp. Employment Grants	0.00
County of Newell	16,910.22
Local Memberships	16,493.09
Interest Income	144.99
Miscellaneous	14,455.40
Fines, Book Sales & Services	17,765.11
Rural Memberships	4,110.00
Donations	2,068.23
Charitable Receipt Donations	2,396.42
Fundraisers	447.20
GST Recovery	1,065.49
<b>TOTAL REVENUE</b>	<u>234,682.09</u>

**TOTAL REVENUE** 234,682.09

**EXPENSE**

<b>EXPENSES</b>	
Shortgrass Expense	46,858.31
Books & Materials	2,523.14
Internet Expense	812.56
New Library Furnishings	6,141.91
Payroll Expense	521.63
Library Supplies	3,876.29
Administration & Travel	2,122.50
Recruitment expense	2,500.00
Program Expense	1,606.64
Repair & Maintenance	1,483.66
Rebinding	0.00
Staff Training	652.81
Telephone and Fax Expense	1,986.94
Copier & Computer Costs	967.57
Security Monitoring	275.00
GST Expense	-50.15
Freight & Postage	697.79
Professional Memberships	71.15
Publicity & Advertising	1,559.35
Audit & Insurance	1,856.00
Bank Charges	18.50
Miscellaneous	203.86
Wages	100,275.20
EI Expense	3,164.56
CPP Expense	3,253.25
WCB Expense	350.28
Great West Life	5,695.41
L.A.P.P. Expense	5,953.06
AB Health Expense	0.00
Loss on Theft	478.43
<b>TOTAL EXPENSES</b>	<u>195,855.65</u>

$43121.66 = 198,985.31$

**TOTAL EXPENSE** 195,855.65

**NET INCOME** 38,826.44



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	1,380.00
Interest Income	0.00
Miscellaneous	0.00
Fines, Book Sales & Services	1,714.27
Rural Memberships	615.00
Donations	100.00
Charitable Receipt Donations	200.00
Fundraisers	0.00
GST Recovery	0.00
<b>TOTAL REVENUE</b>	<u>4,009.27</u>

TOTAL REVENUE

4,009.27

EXPENSE

EXPENSES

Shortgrass Expense	0.00
Books & Materials	266.19
Internet Expense	47.69
New Library Furnishings	0.00
Payroll Expense	45.86
Library Supplies	502.97
Administration & Travel	100.00
Recruitment expense	0.00
Program Expense	124.73
Repair & Maintenance	0.00
Rebinding	0.00
Staff Training	225.50
Telephone and Fax Expense	201.03
Copier & Computer Costs	30.51
Security Monitoring	25.00
GST Expense	1.75
Freight & Postage	45.86
Professional Memberships	71.15
Publicity & Advertising	124.90
Audit & Insurance	0.00
Bank Charges	0.00
Miscellaneous	0.00
Wages	9,536.88
EI Expense	300.40
CPP Expense	332.86
WCB Expense	0.00
Great West Life	505.77
L.A.P.P. Expense	523.91
AB Health Expense	0.00
Loss on Theft	0.00
<b>TOTAL EXPENSES</b>	<u>13,012.96</u>

TOTAL EXPENSE

13,012.96

NET INCOME

-9,003.69

**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	58,535.75
<b>TOTAL CURRENT ASSETS</b>	<u>66,121.91</u>

**TOTAL ASSETS** 66,121.91

**LIABILITIES**

**CURRENT LIABILITIES**

GST Charged on Sales	0.00
GST Paid on Purchases	-3,281.33
GST Paid on Books	0.00
Net GST Owing/Refund	-3,281.33
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	3,187.76
Great West Life	3,083.23
AB Health Payable	0.00
W.C.B. Payable	0.00
Miscellaneous	140.00
<b>TOTAL CURRENT LIABILITIES</b>	<u>3,129.66</u>

**TOTAL LIABILITIES** 3,129.66

**EQUITY**

**EARNINGS**

Endowment Fund Reserves	5,722.78
Retained Earnings	18,443.03
Current Earnings	38,826.44
<b>Total Earnings</b>	<u>62,992.25</u>

**TOTAL EQUITY** 62,992.25

**LIABILITIES AND EQUITY** 66,121.91

**Brooks Public Library Board Minutes**  
**Wednesday, March 28, 2002**

**Present:** Kerry Crapo, Henry Nadja, Carina Weisbach, Jerri Schindeler, Julia Reinhart (Librarian), Rudy Esau, Jonathan Jaikaran.

**Absent:** Carol Secondiak and Cheryl Pierson.

Meeting called to order at 6:35 p.m. by Jonathan Jaikaran.

Motion to approve agenda as printed. Moved by Rudy E. Seconded by Carina W.  
**Carried.**

Minutes of the January 24, 2002 meeting were read. Motion to approve by Carina W.  
Seconded by Henry N. **Carried.**

**Business Arising** - Question for age of tots and toddlers' story hour.  
- Medicine Hat and Redcliff increasing by \$.20/membership. Redcliff declined. *Shortgrass - levy.*

**Correspondence** - Board Development Program Certificate for a workshop held last year.  
- Letter from Town of Brooks appointing Carina W. to Library Board for a three year term.  
- Letter from Town of Brooks regarding Michael McDonald not being eligible for Board.  
- Letter of resignation from Carol Secondiak.  
- Brochure from Wildrose Foundation on a conference being held in Calgary regarding volunteers.  
- FDIP Conference being held in Edmonton.  
- Annual report and survey done in February and sent to the Alberta Community and Development.

**Shortgrass Report** - Kerry Crapo gave an overview of the last meeting. Minutes will be on file.

**Financial Reports** - Henry N. gave a report on the February 27, 2002 meeting reviewed. January financial statement of expenditures: \$14,319.69. Henry N. moved for approval. Seconded by Jerri S. **Carried.**  
- Henry N. reviewed the February financial statement. Some changes to the report were suggested and implemented.  
- Brochure and pamphlet stand to be purchased for \$415.00.  
- Henry N. moved that the February expenditures of \$14,654.70 be approved. Seconded by Jerri S. **Carried.**



**Librarian's Report** - New Internet intern: Megan.

- Internet workshops in March were very successful.
- Staff workshop attended by Julia, Bessie and Maxine.
- Book Sale: \$1,045.00 in February and March.
- Programs for Toddlers and Preschoolers: New programs in the works.
- New voice mail.
- Julia went to Dutchess Elementary School to read books.
- Books at the auditors.
- Julia request for Jasper Seminar at end of April.
- Computer workshop for staff.
- Summer Reading Program.
- Library closed Good Friday (March 29, 2002).
- Advertisement for new Board Member in Brooks Bulletin and Coffee House News.
- User fee for Internet was discussed.

**New Business** - Closing Book Chute during hours of operation on a trial basis.

- Video Public Performance Site licensing. Library would be able to show videos. Approximate cost: \$300.00.
- Wild Card bookmarks. Bookmark with due date on reverse side.
- Collection Agency for unreturned books. Tabled.
- Fund-raiser with College. Information on hosting a garden tour on raising funds for books. **Community in Bloom.**
- Signage for Shortgrass Library System. Shortgrass put up a sign saying we are members.
- Tour of Shortgrass. Met with Harold the intern CEO. Jonathan will try to work a tour. Harold mentioned trying to get the County to join.
- **Death By Chocolate.** Friday April 19, 2002 from 12 - 4:30 p.m. at Brooks Legion. Tickets: \$5.00.

Adjournment moved by Henry N.

**Next Board Meeting:** April 24, 2002 at 6:30 p.m.

**Finance Committee Meeting:** April 24, 2002.



**Finance Committee Meeting Minutes**  
**March 22, 2002**

Present: Henry Najda, Jerry Schindeler, Julia Reinhart, and Jonathan Jaikaran

- 1) We examined the new form for the recording of receipts and expenditures and determined that a few changes should be made re: how donations and wages should be recorded and broken down. Julia will work on this.
- 2) The purchase of a new brochure/pamphlet stand from Brodart for \$415.00 plus taxes was approved.
- 3) Motion to approve the expenditures of \$14,654.70 for February 2002.
- 4) Meeting adjourned at 9:00 a.m.

**Finance Committee Meeting Minutes**  
**February 27, 2002**

Present: Henry Najda, Jerry Schindeler, Julia Reinhart, and Jonathan Jaikaran

- 1) We determined to use the 2002 proposed budget figures on the Statement of receipts and expenditures until we know what we will be receiving from the Town.
- 2) Audit pending with Meyers, Norris and Penny. Materials were submitted last week.
- 3) The Shortgrass Library System Board has approved the rollover of the over expenditure for 2001 of \$4718.20 into the 2002 allotment.
- 4) Motion to approve the expenditures of \$14,319.69 for January 2002.
- 5) Meeting adjourned at 9:10 a.m.



BROOKS PUBLIC LIBRARY

Statement of receipts and expenditures for the period ending **January 2002**

<b>Receipts</b>	<b>Annual Budget</b>	<b>Current Month</b>	<b>Total to Date</b>
Town of Brooks	128,523.00	26,790.50	26,790.50
Province of Alberta	46,684.00	0.00	0.00
County of Newell	16,910.00	0.00	0.00
Local Memberships	18,000.00	1,620.00	1,620.00
Interest Income	0.00	0.00	0.00
Fines, books and services	18,000.00	1,582.93	1,582.93
Rural Memberships	2,500.00	570.00	570.00
Donations/CRD/Fundraisers	4,000.00	879.95	879.95
Misc./GST Recovery	1,200.00	60.00	60.00
<b>Total Revenue</b>	<b>235,817.00</b>	<b>31,503.38</b>	<b>31,503.38</b>
<b>Expenditures</b>			
Shortgrass Expense	42,429.00	861.93	861.93
Shortgrass-Dynix	6,000.00	0.00	0.00
Books & Materials	12,000.00	140.75	140.75
Internet Expense	550.00	0.00	0.00
New Library Furnishings	6,000.00	0.00	0.00
Equipment Reserve	4,000.00	0.00	0.00
Payroll Expense	500.00	48.59	48.59
Library Supplies	4,500.00	371.79	371.79
Administration & Travel	2,600.00	198.75	198.75
Program Expense	4,000.00	0.00	0.00
Repair & Maintenance	2,800.00	0.00	0.00
Rebinding	3,100.00	0.00	0.00
Staff Training	2,100.00	159.00	159.00
Telephone & Fax Expense	1,800.00	262.22	262.22
Copier & Computer Costs	2,500.00	46.57	46.57
Security Monitoring	350.00	25.00	25.00
Freight & Postage	950.00	38.59	38.59
Professional Memberships	300.00	0.00	0.00
Publicity and Advertising	1,600.00	111.15	111.15
Audit and Insurance	3,000.00	0.00	0.00
Bank Charges	35.00	0.00	0.00
Miscellaneous	500.00	10.00	10.00
Wages	134,203.00	10,507.15	10,507.15
EI Expense		323.62	323.62
CPP Expense		386.90	386.90
WCB Expense		0.00	0.00
Great West Life		460.78	460.78

LAPP Expense		365.16	365.16
AB Health Expense		0.00	0.00
<b>Total Expenses</b>	235,817.43	14,319.69	14,319.69
<b>Liabilities</b>		2,742.10	2,742.10
<b>Total Expense (after liabilities)</b>		17,061.79	17,061.79
<b>Net Income (w/o liabilities)</b>		17,183.69	17,183.69

**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	1,620.00
Interest Income	0.00
Miscellaneous	60.00
Fines, Book Sales & Services	1,582.93
Rural Memberships	570.00
Donations	879.95
Charitable Receipt Donations	0.00
Fundraisers	0.00
GST Recovery	0.00
<b>TOTAL REVENUE</b>	<u>31,503.38</u>

**TOTAL REVENUE** 31,503.38

**EXPENSE**

**EXPENSES**

Shortgrass Expense	861.93
Shortgrass - nonresident payment	0.00
Books & Materials	140.75
Internet Expense	0.00
New Library Furnishings	0.00
Payroll Expense	48.59
Library Supplies	371.79
Administration & Travel	198.75
Recruitment expense	0.00
Program Expense	0.00
Repair & Maintenance	0.00
Rebinding	0.00
Staff Training	159.00
Telephone and Fax Expense	262.22
Copier & Computer Costs	46.57
Security Monitoring	25.00
GST Expense	1.75
Freight & Postage	38.59
Professional Memberships	0.00
Publicity & Advertising	111.15
Audit & Insurance	0.00
Bank Charges	0.00
Miscellaneous	10.00
Wages	10,507.14
EI Expense	323.62
CPP Expense	386.90
WCB Expense	0.00
Great West Life	460.78
L.A.P.P. Expense	365.16
AB Health Expense	0.00
Loss on Theft	0.00
<b>TOTAL EXPENSES</b>	<u>14,319.69</u>

**TOTAL EXPENSE** 14,319.69

**NET INCOME** 17,183.69



**ASSETS**

**CURRENT ASSETS**

GIC Account	-4,200.00
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>47,833.34</u>
<b>TOTAL CURRENT ASSETS</b>	<u><b>51,219.50</b></u>

**TOTAL ASSETS** 51,219.50

**LIABILITIES**

**CURRENT LIABILITIES**

GST Charged on Sales	0.00
GST Paid on Purchases	-4,469.90
GST Paid on Books	<u>0.00</u>
Net GST Owing/Refund	-4,469.90
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	3,573.27
Great West Life	3,498.73
AB Health Payable	0.00
W.C.B. Payable	0.00
Miscellaneous	<u>140.00</u>
<b>TOTAL CURRENT LIABILITIES</b>	<u><b>2,742.10</b></u>

**TOTAL LIABILITIES** 2,742.10

**EQUITY**

**EARNINGS**

Endowment Fund Reserves	5,722.78
Retained Earnings	18,443.03
Current Earnings	<u>17,183.69</u>
<b>Total Earnings</b>	<u><b>41,349.50</b></u>

**TOTAL EQUITY** 41,349.50

**LIABILITIES AND EQUITY** 44,091.60



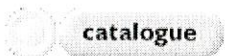
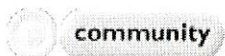
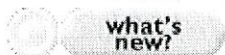
BROOKS PUBLIC LIBRARY

Statement of receipts and expenditures for the period ending February 2002

<b>Receipts</b>	<b>Annual Budget</b>	<b>Current Month</b>	<b>Total to Date</b>
Town of Brooks	128,523.00	0.00	26,790.50
Gov't of Canada – Summer Stu.		0.00	0.00
Province of Alberta	46,684.00	0.00	0.00
AB. Temp Employment Grants		0.00	0.00
County of Newell	16,910.00	0.00	0.00
Local Memberships	18,000.00	1,332.00	2,952.00
Interest Income	0.00	0.00	0.00
Fines, books and services	18,000.00	1,144.48	2,727.41
Rural Memberships	2,500.00	645.00	1,215.00
Donations/CRD/Fundraisers	4,000.00	1,584.20	2,464.15
Misc./GST Recovery	1,200.00	30.00	90.00
<b>Total Revenue</b>	<b>235,817.00</b>	<b>4,735.68</b>	<b>36,239.06</b>
<b>Expenditures</b>			
Shortgrass Expense	42,429.00	0.00	861.93
Shortgrass-Dynix	6,000.00	0.00	0.00
Books & Materials	12,000.00	1,135.93	1,276.68
Internet Expense	550.00	0.00	0.00
New Library Furnishings	6,000.00	0.00	0.00
Equipment Reserve	4,000.00	0.00	0.00
Payroll Expense	500.00	46.70	95.29
Library Supplies	4,500.00	608.39	980.18
Administration & Travel	2,600.00	0.00	198.75
Program Expense	4,000.00	0.00	0.00
Repair & Maintenance	2,800.00	0.00	0.00
Rebinding	3,100.00	0.00	0.00
Staff Training	2,100.00	155.00	314.00
Telephone & Fax Expense	1,800.00	282.84	545.06
Copier & Computer Costs	2,500.00	46.57	46.57
Security Monitoring	350.00	25.00	50.00
GST Expense		5.03	6.78
Freight & Postage	950.00	59.81	98.40
Professional Memberships	300.00	0.00	0.00
Publicity and Advertising	1,600.00	45.00	156.15
Audit and Insurance	3,000.00	0.00	0.00
Bank Charges	35.00	0.00	0.00
Miscellaneous	500.00	45.00	55.00
Wages	134,203.00	10,620.33	21,127.47
EI Expense		329.31	652.93



CPP Expense		399.28	786.18
WCB Expense		190.68	190.68
Great West Life		217.94	678.72
LAPP Expense		335.46	700.62
AB Health Expense		153.00	153.00
<b>Total Expenses</b>	235,817.43	14,654.70	28,974.39
<b>Liabilities</b>		3,743.39	3,743.39
<b>Total Expense (after liabilities)</b>		18,398.09	32,717.78
<b>Net Income (w/o liabilities)</b>		- 9,919.02	7,264.67



**Brooks Public Library Board Minutes**  
**Wednesday, April 18, 2002**

24.

**Present:** Jonathan Jaikaran, Henry Nadja, Julia Reinhart (Librarian), Carina Weisbach, Jerri Schindeler, Rudy Esau.

**Absent:** Kerry Crapo and Cheryl Pierson.

Jonathan called the meeting to order at 6:38 p.m.

Motion to approve agenda as printed. Add 5.5 letter from Gloria Evans. Moved by Henry. Seconded by Carina. **Carried.**

- Minutes of the March 28, 2002 meeting were read. Minutes be approved as amended. Medicine Hat and Redcliff should read Shortgrass increasing membership by \$.20. Moved by Jerri. Seconded by Rudy. **Carried.**

**Business Arising** - Julia and Jonathan will attend the next Brooks Library Foundation meeting.

**Correspondence** - Letter from Town of Brooks regarding the dissolution of the Lottery Board and attending May 14th meeting.

- Trustee Voice.
- LAPP Annual Report.
- Shortgrass Library System Board minutes.
- Letter from Gloria Evans regarding position on Library Board.

**Shortgrass Report** - Rudy gave the Shortgrass Report:

- Library technician training program.
- Plans of service to expand to include community contact.

**Financial Report (March 2002)** - Policy relating and personnel. A sub committee to be struck for this purpose.

- Henry reviewed the March financial report and moved for the approval of \$14,214.26 expenses for March. Seconded by Jerri. **Carried.**

**Librarian's Report** - Audit should be done by end of May.

- CD and audio tapes rearranged.
- Internet intern completed program.
- Presentation to Genealogy Society.
- Summer Student placement. Government will supplement the program
- Story Time.
- Reading program for summer.



- Final Book Sale is on May 10th
- Julia will attend Jasper Seminar.
- Library Wish List was reviewed.
- Bill and Howell. Microfiche. Look at ways to dispose of it.
- Karen E. Bonora has applied to sit on the Library Board. Accept her application.
- Mary Beecroft has applied to sit on the Board.

**New Business** - Collection Agency for collecting unreturned books. Discussed.

- Have Amnesty Week in June.
- Contest TAL card registration.
- Harold and the chairperson of Shortgrass to attend meeting.
- Basement cleanup to be done in the next few months.
- Professional Development Day for staff. Take staff on a Friday to another library to see workings of other libraries.
- Art displays in Board Room. Research legal implications.

Adjournment moved by Henry at 9 p.m.

**Next Board Meeting:** Thursday May 23, 2002 at 6:30 p.m.

**Finance Committee Meeting:** Wednesday May 22, 2002 at 8:30 a.m.

J. Reinhart

A handwritten signature in blue ink, appearing to read "J. Reinhart". The signature is written in a cursive style with a long horizontal stroke extending to the right. Below the signature is a large, scribbled-out mark, possibly a stamp or a correction, consisting of several overlapping loops and lines.

**Finance Committee Meeting Minutes**  
**April 17, 2002**

Present: Henry Najda, Julia Reinhart, and Jonathan Jaikaran

- 1) Motion to increase wages for L.A. I and L.A. II positions. After a year of employment the L.A. I wage would increase from 8.00 to 8.16 per hour (an increase of 2%). This will affect one part time L.A. I at this time. L.A. II employees are to receive an increase of 3%, which includes 1 part time employee, (9.21 to 9.49 per hour), and 2 full time employees (11.34 to 11.68 per hour). Increases to be retroactive to Jan.1, 2002.
- 2) Motion to accept decision of the Finance Committee to pay 50% of ADSL costs incurred by the head librarian at her residence (approximately \$20.00 per month). This is to cover the cost of any library related work performed through the use of the internet by Ms. Reinhart at home.
- 3) Motion to accept decision of the Finance Committee to increase the number of holidays received by the head librarian this year from 12 to 15 days as Ms. Reinhart has now completed her probationary period with the Brooks Public Library.
- 4) The Finance Committee is requesting that a subcommittee be struck to establish and/or change policy relating to personnel with the expectation that such changes will be in place by late fall 2002.
- 5) A question was raised re: - 849.56 for Books and Materials expenditures in Current Month column. BPL had purchased a medical encyclopedia in February and we were reimbursed for it in March. This is how the accountant would have recorded it also.
- 6) Motion to approve the expenditures of \$14,214.26 for March 2002.
- 7) Meeting adjourned at 8:25 p.m.

**BROOKS PUBLIC LIBRARY**

Statement of receipts and expenditures for the period ending **March 2002**

<b>Receipts</b>	<b>Annual Budget</b>	<b>Current Month</b>	<b>Total to Date</b>
Town of Brooks	128,523.00	26,790.50	53,581.00
Gov't of Canada – Summer Em.	0.00	0.00	0.00
Province of Alberta	46,684.00	0.00	0.00
AB. Temp Employment Grants	0.00	981.24	981.24
County of Newell	16,910.00	0.00	0.00
Local Memberships	18,000.00	1,680.95	4,632.95
Interest Income	0.00	0.00	0.00
Miscellaneous	200.00	0.00	90.00
Fines, books and services	18,000.00	1,597.34	4,324.75
Rural Memberships	2,500.00	645.00	1,860.00
Donations	1,750.00	0.00	1,639.95
Charitable Receipt Donations	1,750.00	0.00	0.00
Fundraisers	500.00	316.49	1,140.69
GST Recovery	1,000.00	0.00	0.00
<b>Total Revenue</b>	<b>235,817.00</b>	<b>32,011.52</b>	<b>68,250.58</b>
<b>Expenditures</b>			
Shortgrass Expense	42,429.00	0.00	861.93
Shortgrass – Rural membership	0.00	855.00	855.00
Shortgrass-Dynix	6,000.00	0.00	0.00
Books & Materials	12,000.00	-849.56	427.12
Internet Expense	550.00	0.00	0.00
New Library Furnishings	6,000.00	0.00	0.00
Equipment Reserve	4,000.00	0.00	0.00
Payroll Expense	500.00	131.84	227.13
Library Supplies	4,500.00	447.69	1,427.87
Administration & Travel	2,600.00	0.00	198.75
Program Expense	4,000.00	4.27	4.27
Repair & Maintenance	2,800.00	0.00	0.00
Rebinding	3,100.00	0.00	0.00
Staff Training	2,100.00	0.00	314.00
Telephone & Fax Expense	1,800.00	280.42	825.48
Copier & Computer Costs	2,500.00	78.86	125.43
Security Monitoring	350.00	25.00	75.00
GST Expense		1.75	8.53
Freight & Postage	950.00	63.02	161.42
Professional Memberships	300.00	0.00	0.00
Publicity and Advertising	1,600.00	0.00	156.15
Audit and Insurance	3,000.00	0.00	0.00



Bank Charges	35.00	25.00	25.00
Miscellaneous	500.00	0.00	55.00
Wages	134,203.00	11,171.61	32,299.08
EI Expense		344.82	997.75
CPP Expense		422.36	1,208.54
WCB Expense		0.00	190.68
Great West Life		460.78	1,382.34
LAPP Expense		693.60	1,822.23
AB Health Expense		57.80	210.80
<b>Total Expenses</b>	235,817.43	14,214.26	43,859.50
<b>Liabilities</b>		3,829.20	3,829.20
<b>Total Expense (after liabilities)</b>		18,043.46	47,719.00
<b>Net Income (w/o liabilities)</b>		17,797.26	24,391.08



**REVENUE**

**REVENUE**

Town of Brooks	26,790.50
Govt. of Canada - Summer Employ. P	0.00
Province of Alberta	0.00
AB. Temp. Employment Grants	981.24
County of Newell	0.00
Local Memberships	1,680.95
Interest Income	0.00
Miscellaneous	0.00
Fines, Book Sales & Services	1,597.34
Rural Memberships	645.00
Donations	0.00
Charitable Receipt Donations	0.00
Fundraisers	316.49
GST Recovery	0.00
<b>TOTAL REVENUE</b>	<u>32,011.52</u>

**TOTAL REVENUE** 32,011.52

**EXPENSE**

**EXPENSES**

Shortgrass Expense	0.00
Shortgrass - Rural mem. payment	855.00
Books & Materials	-849.56
Internet Expense	0.00
New Library Furnishings	0.00
Payroll Expense	131.84
Library Supplies	447.69
Administration & Travel	0.00
Recruitment expense	0.00
Program Expense	4.27
Repair & Maintenance	0.00
Rebinding	0.00
Staff Training	0.00
Telephone and Fax Expense	280.42
Copier & Computer Costs	78.86
Security Monitoring	25.00
GST Expense	1.75
Freight & Postage	63.02
Professional Memberships	0.00
Publicity & Advertising	0.00
Audit & Insurance	0.00
Bank Charges	25.00
Miscellaneous	0.00
Wages	11,171.61
EI Expense	344.82
CPP Expense	422.36
WCB Expense	0.00
Great West Life	460.78
L.A.P.P. Expense	693.60
AB Health Expense	57.80
Loss on Theft	0.00
<b>TOTAL EXPENSES</b>	<u>14,214.26</u>

**TOTAL EXPENSE** 14,214.26

**NET INCOME** 17,797.26



**REVENUE**

**REVENUE**

Town of Brooks	26,790.50
Govt. of Canada - Summer Employ. P	0.00
Province of Alberta	0.00
AB. Temp. Employment Grants	981.24
County of Newell	0.00
Local Memberships	1,680.95
Interest Income	0.00
Miscellaneous	0.00
Fines, Book Sales & Services	1,597.34
Rural Memberships	645.00
Donations	0.00
Charitable Receipt Donations	0.00
Fundraisers	316.49
GST Recovery	0.00
<b>TOTAL REVENUE</b>	<u>32,011.52</u>

**TOTAL REVENUE** 32,011.52

**EXPENSE**

**EXPENSES**

Shortgrass Expense	0.00
Shortgrass - Rural mem. payment	855.00
Books & Materials	-849.56
Internet Expense	0.00
New Library Furnishings	0.00
Payroll Expense	131.84
Library Supplies	447.69
Administration & Travel	0.00
Recruitment expense	0.00
Program Expense	4.27
Repair & Maintenance	0.00
Rebinding	0.00
Staff Training	0.00
Telephone and Fax Expense	280.42
Copier & Computer Costs	78.86
Security Monitoring	25.00
GST Expense	1.75
Freight & Postage	63.02
Professional Memberships	0.00
Publicity & Advertising	0.00
Audit & Insurance	0.00
Bank Charges	25.00
Miscellaneous	0.00
Wages	11,171.61
EI Expense	344.82
CPP Expense	422.36
WCB Expense	0.00
Great West Life	460.78
L.A.P.P. Expense	693.60
AB Health Expense	57.80
Loss on Theft	0.00
<b>TOTAL EXPENSES</b>	<u>14,214.26</u>

**TOTAL EXPENSE** 14,214.26

**NET INCOME** 17,797.26

The following information is provided for your reference:  
 1. The total number of items is 100.  
 2. The total value is \$1,000.  
 3. The average value per item is \$10.  
 4. The standard deviation is \$5.  
 5. The range is from \$0 to \$100.  
 6. The mode is \$0.  
 7. The median is \$5.  
 8. The mean is \$10.  
 9. The variance is \$25.  
 10. The coefficient of variation is 0.5.



REVENUE

REVENUE	
Town of Brooks	53,581.00
Govt. of Canada - Summer Employ. P	0.00
Province of Alberta	0.00
AB. Temp. Employment Grants	981.24
County of Newell	0.00
Local Memberships	4,632.95
Interest Income	0.00
Miscellaneous	90.00
Fines, Book Sales & Services	4,324.75
Rural Memberships	1,860.00
Donations	1,639.95
Charitable Receipt Donations	0.00
Fundraisers	1,140.69
GST Recovery	0.00
<b>TOTAL REVENUE</b>	<u>68,250.58</u>

**TOTAL REVENUE** 68,250.58

EXPENSE

EXPENSES	
Shortgrass Expense	861.93
Shortgrass - Rural mem. payment	855.00
Books & Materials	427.12
Internet Expense	0.00
New Library Furnishings	0.00
Payroll Expense	227.13
Library Supplies	1,427.87
Administration & Travel	198.75
Recruitment expense	0.00
Program Expense	4.27
Repair & Maintenance	0.00
Rebinding	0.00
Staff Training	314.00
Telephone and Fax Expense	825.48
Copier & Computer Costs	125.43
Security Monitoring	75.00
GST Expense	8.53
Freight & Postage	161.42
Professional Memberships	0.00
Publicity & Advertising	156.15
Audit & Insurance	0.00
Bank Charges	25.00
Miscellaneous	55.00
Wages	32,299.08
EI Expense	997.75
CPP Expense	1,208.54
WCB Expense	190.68
Great West Life	1,382.34
L.A.P.P. Expense	1,822.23
AB Health Expense	210.80
Loss on Theft	0.00
<b>TOTAL EXPENSES</b>	<u>43,859.50</u>

**TOTAL EXPENSE** 43,859.50

**NET INCOME** 24,391.08

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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
002	J81	Fines	Deposit	367.00	-		Y Cleared
3/1/2002	J82	Local Memberships	Deposit	372.95	-		Y Cleared
3/1/2002	J83	Rural Memberships	Deposit	45.00	-		Y Cleared
3/7/2002	J103	February2002, Telus ...	862	-	54.54		Y Cleared
3/7/2002	J104	Feb02, Ikon Office So...	863	-	50.47		Y Cleared
3/7/2002	J105	Feb02, Maxine Meldr...	864	-	4.57		Y Cleared
3/8/2002	J106	Local Memberships	Deposit	378.00	-		Y Cleared
3/8/2002	J107	Fines	Deposit	314.45	-		Y Cleared
3/8/2002	J108	Rural memberships	Deposit	150.00	-		Y Cleared
3/8/2002	J109	CAP grant	Deposit	981.24	-		Y Cleared
3/8/2002	J110	Shortgrass Reimburs...	Deposit	847.56	-		Y Cleared
3/8/2002	J111	Cell phone - long dist...	Deposit	19.77	-		Y Cleared
3/21/2002	J112	Mar02, Royal Bank Vi...	865	-	227.48		Y Cleared
3/21/2002	J113	Mar02, Shortgrass Li...	866	-	26.88		Y Cleared
3/21/2002	J114	Mar02, Telus	867	-	51.00		Y Cleared
3/21/2002	J115	Mar2002, Telus	868	-	51.65		Y Cleared
3/21/2002	J116	March02, Telus	869	-	142.74		Y Cleared
3/21/2002	J117	Mar02, Ikon Office So...	870	-	33.91		Y Cleared
3/21/2002	J118	Mar02, Brodart	871	-	273.59		Y Cleared
3/22/2002	J119	Local memberships	Deposit	294.00	-		Y Cleared
3/22/2002	J120	Fines	Deposit	296.41	-		Y Cleared
3/22/2002	J121	Rural Memberships	Deposit	210.00	-		Y Cleared
3/15/2002	J122	Fines	Deposit	317.86	-		Y Cleared
3/15/2002	J123	Local memberships	Deposit	408.00	-		Y Cleared
3/15/2002	J124	Rural memberships	Deposit	135.00	-		Y Cleared
3/28/2002	J125	Fines	Deposit	231.85	-		Y Cleared
3/28/2002	J126	Local Memberships	Deposit	228.00	-		Y Cleared
3/28/2002	J127	Rural Memberships	Deposit	105.00	-		Y Cleared
3/28/2002	J128	Used Book Sale - Mar...	Deposit	316.49	-		Y Cleared
3/28/2002	J129	Fines - Float from use...	Deposit	50.00	-		Y Cleared
3/28/2002	J130	Town of Brooks - sec...	Deposit	26,790.50	-		Y Cleared
3/31/2002	J131	March02, Shortgrass ...	872	-	855.00		N Outstanding
3/31/2002	J140	ADP Payroll Fee	Debit	-	41.45		Y Cleared
3/31/2002	J141	ADP Payroll Fee	Debit	-	90.42		Y Cleared
3/31/2002	J142	Securtek fee	Debit	-	26.75		Y Cleared
3/31/2002	J143	Bank Confirmation Fee	Debit	-	25.00		Y Cleared
3/31/2002	J144	AB Health Expense	Debit	-	34.00		Y Cleared
3/31/2002	J145	March Payroll - ADP ...	Debit	-	11,557.24		Y Cleared
3/22/2002	J146	Reversing J120. Corr...	ADJDeposit	-	296.41		Y Cleared
3/22/2002	J147	Fines	Deposit	296.41	-		Y Cleared
3/8/2002	J148	Reversing J110. Corr...	ADJDeposit	-	847.56		Y Cleared
3/8/2002	J149	Shortgrass Reimburs...	Deposit	849.56	-		Y Cleared
3/31/2002	J150	Reversing J140. Corr...	ADJDebit	41.45	-		Y Cleared
3/31/2002	J151	ADP Payroll Fee	Debit	-	41.42		Y Cleared
3/31/2002	J152	Mar02, Great-West Li...	877	-	346.94		N Outstanding
3/31/2002	J153	Mar02, Local Authoriti...	878	-	624.24		N Outstanding
3/7/2002	J154	Reversing J103. Corr...	ADJ862	54.54	-		N Outstanding
3/7/2002	J155	February2002, Telus ...	862	-	50.97		N Outstanding
3/7/2002	J167	Reversing J155. Corr...	ADJ862	50.97	-		N Outstanding
3/7/2002	J168	February2002, Telus ...	862	-	54.54		N Outstanding
			34,152.01	15,808.77			

			Debits	Credits
3/1/2002	J81	Deposit, Fines		
		4120 Fines, Book Sales & Services	-	367.00
		1080 Cash In Bank	367.00	-
002	J82	Deposit, Local Memberships		
		4090 Local Memberships	-	372.95
		1080 Cash In Bank	372.95	-
3/1/2002	J83	Deposit, Rural Memberships		
		4140 Rural Memberships	-	45.00
		1080 Cash In Bank	45.00	-
3/7/2002	J103	862, February2002, Telus Mobility		
		2100 GST Paid on Purchases	3.27	-
		4160 Donations	18.77	-
		5140 Telephone and Fax Expense	32.50	-
		1080 Cash In Bank	-	54.54
3/7/2002	J104	863, Feb02, Ikon Office Solutions		
		2100 GST Paid on Purchases	3.30	-
		5160 Copier & Computer Costs	47.17	-
		1080 Cash In Bank	-	50.47
3/7/2002	J105	864, Feb02, Maxine Meldrum		
		2100 GST Paid on Purchases	0.30	-
		5090 Program Expense	4.27	-
		1080 Cash In Bank	-	4.57
3/8/2002	J106	Deposit, Local Memberships		
		4090 Local Memberships	-	378.00
		1080 Cash In Bank	378.00	-
3/8/2002	J107	Deposit, Fines		
		4120 Fines, Book Sales & Services	-	314.45
		1080 Cash In Bank	314.45	-
002	J108	Deposit, Rural memberships		
		4140 Rural Memberships	-	150.00
		1080 Cash In Bank	150.00	-
3/8/2002	J109	Deposit, CAP grant		
		4050 AB. Temp. Employment Grants	-	981.24
		1080 Cash In Bank	981.24	-
3/8/2002	J110	Deposit, Shortgrass Reimbursement for materials		
		5030 Books & Materials	-	847.56
		1080 Cash In Bank	847.56	-
3/8/2002	J111	Deposit, Cell phone - long distance from Julia		
		4120 Fines, Book Sales & Services	-	19.77
		1080 Cash In Bank	19.77	-
3/21/2002	J112	865, Mar02, Royal Bank Visa		
		5070 Library Supplies	164.46	-
		5200 Freight & Postage	63.02	-
		1080 Cash In Bank	-	227.48
3/21/2002	J113	866, Mar02, Shortgrass Library System		
		5070 Library Supplies	26.88	-
		1080 Cash In Bank	-	26.88
3/21/2002	J114	867, Mar02, Telus		
		2100 GST Paid on Purchases	3.31	-
		5140 Telephone and Fax Expense	47.69	-
		1080 Cash In Bank	-	51.00
3/21/2002	J115	868, Mar2002, Telus		
		2100 GST Paid on Purchases	3.35	-
		5140 Telephone and Fax Expense	48.30	-
		1080 Cash In Bank	-	51.65



			Debits	Credits
3/21/2002	J116	869, March02, Telus		
		2100 GST Paid on Purchases	9.28	-
		5140 Telephone and Fax Expense	133.46	-
		1080 Cash In Bank	-	142.74
3/21/2002	J117	870, Mar02, Ikon Office Solutions		
		2100 GST Paid on Purchases	2.22	-
		5160 Copier & Computer Costs	31.69	-
		1080 Cash In Bank	-	33.91
3/21/2002	J118	871, Mar02, Brodart		
		2100 GST Paid on Purchases	17.24	-
		5070 Library Supplies	256.35	-
		1080 Cash In Bank	-	273.59
3/22/2002	J119	Deposit, Local memberships		
		4090 Local Memberships	-	294.00
		1080 Cash In Bank	294.00	-
3/22/2002	J120	Deposit, Fines		
		4120 Fines, Book Sales & Services	-	296.41
		1080 Cash In Bank	296.41	-
3/22/2002	J121	Deposit, Rural Memberships		
		4140 Rural Memberships	-	210.00
		1080 Cash In Bank	210.00	-
3/15/2002	J122	Deposit, Fines		
		4120 Fines, Book Sales & Services	-	317.86
		1080 Cash In Bank	317.86	-
3/15/2002	J123	Deposit, Local memberships		
		4090 Local Memberships	-	408.00
		1080 Cash In Bank	408.00	-
3/15/2002	J124	Deposit, Rural memberships		
		4140 Rural Memberships	-	135.00
		1080 Cash In Bank	135.00	-
3/28/2002	J125	Deposit, Fines		
		4120 Fines, Book Sales & Services	-	231.85
		1080 Cash In Bank	231.85	-
3/28/2002	J126	Deposit, Local Memberships		
		4090 Local Memberships	-	228.00
		1080 Cash In Bank	228.00	-
3/28/2002	J127	Deposit, Rural Memberships		
		4140 Rural Memberships	-	105.00
		1080 Cash In Bank	105.00	-
3/28/2002	J128	Deposit, Used Book Sale - March 22,23		
		4180 Fundraisers	-	316.49
		1080 Cash In Bank	316.49	-
3/28/2002	J129	Deposit, Fines - Float from used book sale		
		4120 Fines, Book Sales & Services	-	50.00
		1080 Cash In Bank	50.00	-
3/28/2002	J130	Deposit, Town of Brooks - second installment		
		4020 Town of Brooks	-	26,790.50
		1080 Cash In Bank	26,790.50	-
3/31/2002	J131	872, March02, Shortgrass Library System		
		5021 Shortgrass - Rural mem. payment	855.00	-
		1080 Cash In Bank	-	855.00
3/31/2002	J140	Debit, ADP Payroll Fee		
		5060 Payroll Expense	41.45	-
		1080 Cash In Bank	-	41.45

			Debits	Credits
3/31/2002	J141	Debit, ADP Payroll Fee		
		5060 Payroll Expense	90.42	-
		1080 Cash In Bank	-	90.42
2002	J142	Debit, Securtek fee		
		5170 Security Monitoring	25.00	-
		5180 GST Expense	1.75	-
		1080 Cash In Bank	-	26.75
3/31/2002	J143	Debit, Bank Confirmation Fee		
		5250 Bank Charges	25.00	-
		1080 Cash In Bank	-	25.00
3/31/2002	J144	Debit, AB Health Expense		
		5360 AB Health Expense	34.00	-
		1080 Cash In Bank	-	34.00
3/31/2002	J145	Debit, March Payroll - ADP Canada		
		5300 Wages	11,171.61	-
		5320 CPP Expense	422.36	-
		5310 EI Expense	344.82	-
		5350 L.A.P.P. Expense	346.80	-
		5340 Great West Life	217.94	-
		5360 AB Health Expense	23.80	-
		2400 L.A.P.P. Payable	-	624.24
		2420 Great West Life	-	311.85
		2440 AB Health Payable	-	34.00
		1080 Cash In Bank	-	11,557.24
3/22/2002	J146	ADJDeposit, Reversing J120. Correction is J147.		
		4120 Fines, Book Sales & Services	296.41	-
		1080 Cash In Bank	-	296.41
3/22/2002	J147	Deposit, Fines		
		4120 Fines, Book Sales & Services	-	296.41
		1080 Cash In Bank	296.41	-
3/22/2002	J148	ADJDeposit, Reversing J110. Correction is J149.		
		5030 Books & Materials	847.56	-
		1080 Cash In Bank	-	847.56
3/8/2002	J149	Deposit, Shortgrass Reimbursement for materials		
		5030 Books & Materials	-	849.56
		1080 Cash In Bank	849.56	-
3/31/2002	J150	ADJDebit, Reversing J140. Correction is J151.		
		1080 Cash In Bank	41.45	-
		5060 Payroll Expense	-	41.45
3/31/2002	J151	Debit, ADP Payroll Fee		
		5060 Payroll Expense	41.42	-
		1080 Cash In Bank	-	41.42
3/31/2002	J152	877, Mar02, Great-West Life Assurance Compan		
		2420 Great West Life	104.10	-
		5340 Great West Life	242.84	-
		1080 Cash In Bank	-	346.94
3/31/2002	J153	878, Mar02, Local Authorities Pension Plan		
		2400 L.A.P.P. Payable	277.44	-
		5350 L.A.P.P. Expense	346.80	-
		1080 Cash In Bank	-	624.24
3/7/2002	J154	ADJ862, Reversing J103. Correction is J155.		
		1080 Cash In Bank	54.54	-
		2100 GST Paid on Purchases	-	3.27
		4160 Donations	-	18.77
		5140 Telephone and Fax Expense	-	32.50

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			<u>Debits</u>	<u>Credits</u>
3/7/2002	J155	862, February2002, Telus Mobility		
		5140 Telephone and Fax Expense	50.97	-
		1080 Cash In Bank	-	50.97
3/7/2002	J167	ADJ862, Reversing J155. Correction is J168.		
		1080 Cash In Bank	50.97	-
		5140 Telephone and Fax Expense	-	50.97
3/7/2002	J168	862, February2002, Telus Mobility		
		2100 GST Paid on Purchases	3.57	-
		5140 Telephone and Fax Expense	50.97	-
		1080 Cash In Bank	-	54.54
			<hr/>	<hr/>
			50,930.87	50,930.87

**ASSETS**

**CURRENT ASSETS**

GIC Account	-4,200.00
GST Recoverable	1,063.38
Endowment Fund	6,472.78
Furn. & Shelving Reserve	0.00
Cash On Hand / Float	50.00
Cash In Bank	56,127.53
<b>TOTAL CURRENT ASSETS</b>	<u>59,513.69</u>

**TOTAL ASSETS** 59,513.69

**LIABILITIES**

**CURRENT LIABILITIES**

GST Charged on Sales	0.00
GST Paid on Purchases	-4,589.01
GST Paid on Books	0.00
Net GST Owing/Refund	-4,589.01
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	4,248.38
Great West Life	3,914.23
AB Health Payable	115.60
W.C.B. Payable	0.00
Miscellaneous	140.00
<b>TOTAL CURRENT LIABILITIES</b>	<u>3,829.20</u>

**TOTAL LIABILITIES** 3,829.20

**EQUITY**

**EARNINGS**

Endowment Fund Reserves	5,722.78
Retained Earnings	18,443.03
Current Earnings	24,390.78
<b>Total Earnings</b>	<u>48,556.59</u>

**TOTAL EQUITY** 48,556.59

**LIABILITIES AND EQUITY** 52,385.79





**Brooks Public Library Board Minutes**  
**Thursday, May 23, 2002**

**Present:** Jonathan Jaikaran, Pat Walsh, Henry Nadja, Rudy Esau, Jerri Schindeler, Julia Reinhart (Librarian), and Kerry Crapo.

Jonathan introduced Shortgrass Library Systems Board Chair, Carinna Roth-Beacome and acting CEO, Harold Storlein. Carinna and Harold addressed the meeting with information about the Shortgrass Library System and the services they are providing.

**Absent:** Carina Weisbach and Cheryl Pierson.

Meeting called to order at 7:40 p.m. by Jonathan.

Amended agenda moved by Henry. Seconded by Rudy. **Carried.**  
Table items 11.3, 11.4 and 11.5.

Minutes of the April 24, 2002 Board meeting were read. Moved by Rudy. Seconded by Pat W. **Carried.**

**Business Arising** - Book Sale was a give away. Made only \$90.00 at the last sale.  
Total made on all sales was \$1200.00.  
- Sending out letters to persons with overdue books. Some books have been returned.  
- Lobby for Lottery Board re-instatement was well attended.  
- Julia and Jonathan went to Brooks Library Foundation to say Thank you for fundraiser "Death by Chocolate."

**Correspondence** - Karen E. Bonora applied to sit on Library Board.

**Shortgrass Report** - Rudy gave a report on the last meeting.  
- Newsletter coming out next month.  
- Shortgrass to be in the parade.  
- Database workshop on Tuesday May 28, 2002.

**Financial Report** - Audit should be completed in the next few weeks.  
- Grant form being completed and submitted by June 14, 2002.  
- Shortgrass payment for \$20,561.60 to be paid by May 30, 2002. This is to be the first installment.  
- Henry moved that the expenses of \$13,711.34 for the month of April be approved. Seconded by Jerri. **Carried.**

**Librarian's Report** - Julia gave a detailed report of what has been happening the past month. See Julia's notes for details.  
- Amnesty Week on June 17th to June 22nd.

- Tilly Gamble and Gloria Evans expressed interest in becoming Board members.

**New Business** - Blooming for Brooks was a plant exchange organized by Ronnie as a fundraiser.

- Kerry reported a \$10,000.00 increase in funding by the Town of Brooks.
- Jonathan thanked Kerry for his work on the Library Board.
- Patron uses library to tutor students. Julia filled in details..
- Moved by Pat that all business activities conducted in the Brooks Public Library must have Board approval. Seconded by Henry. **Carried.**

Meeting adjourned by Henry. Seconded by Rudy. **Carried.**

**Next Board Meeting:** Thursday June 27, 2002 at 6:30 p.m.

**Finance Committee Meeting:** Wednesday June 26, 2002 at 8:30 a.m.

Two handwritten signatures in cursive script. The signature on the left is more complex and dense, while the one on the right is more fluid and includes the name 'Henry'.

**Finance Committee Meeting Minutes**  
**May 22<sup>nd</sup>, 2002**

Present: Jerry Schindeler, Henry Najda, Julia Reinhart, and Jonathan Jaikaran

- 1) Julia informed the committee that the audit, being done by MNP should be completed shortly.
- 2) The grant forms to be completed and mailed to the Community Development, Strategic Information and Libraries Branch, were looked at by the committee. Julia is waiting for the completed audit to fill out these forms due June 14, 2002.
- 3) The 1<sup>st</sup> invoice for the membership levy of \$20,561.60 from the Shortgrass Library System has arrived and will be paid by the end of May.
- 4) Motion to approve the expenditures of \$13,711.34 for April 2002.
- 5) Meeting adjourned at 9:00 a.m.



## BROOKS PUBLIC LIBRARY

Statement of receipts and expenditures for the period ending **April 2002**

<b>Receipts</b>	<b>Annual Budget</b>	<b>Current Month</b>	<b>Total to Date</b>
Town of Brooks	128,523.00	0.00	53,581.00
Gov't of Canada – Summer Em.	0.00	0.00	0.00
Province of Alberta	46,684.00	0.00	0.00
AB. Temp Employment Grants	0.00	3,281.16	4,262.40
County of Newell	16,910.00	0.00	0.00
Local Memberships	18,000.00	1,164.00	5,796.95
Interest Income	0.00	0.00	0.00
Miscellaneous	200.00	0.00	90.00
Fines, books and services	18,000.00	1,331.83	5,656.58
Rural Memberships	2,500.00	315.00	2,175.00
Donations	1,750.00	0.00	1,639.95
Charitable Receipt Donations	1,750.00	0.00	0.00
Fundraisers	500.00	0.00	1,140.69
GST Recovery	1,000.00	0.00	0.00
<b>Total Revenue</b>	<b>235,817.00</b>	<b>6,091.99</b>	<b>74,342.57</b>
<b>Expenditures</b>			
Shortgrass Expense	42,429.00	0.00	861.93
Shortgrass – Rural membership	0.00	0.00	855.00
Shortgrass-Dynix	6,000.00	0.00	0.00
Books & Materials	12,000.00	45.73	427.85
Internet Expense	550.00	0.00	0.00
New Library Furnishings	6,000.00	65.00	65.00
Equipment Reserve	4,000.00	0.00	0.00
Payroll Expense	500.00	36.20	263.33
Library Supplies	4,500.00	222.56	1,650.43
Administration & Travel	2,600.00	189.35	388.10
Program Expense	4,000.00	0.00	4.27
Repair & Maintenance	2,800.00	0.00	0.00
Rebinding	3,100.00	299.79	299.72
Staff Training	2,100.00	0.00	314.00
Telephone & Fax Expense	1,800.00	261.67	1,087.15
Copier & Computer Costs	2,500.00	0.00	125.43
Security Monitoring	350.00	25.00	100.00
GST Expense		4.29	12.82
Freight & Postage	950.00	44.00	205.42
Professional Memberships	300.00	125.00	125.00
Publicity and Advertising	1,600.00	162.75	318.00
Audit and Insurance	3,000.00	0.00	0.00

Bank Charges	35.00	0.00	25.00
Miscellaneous	500.00	0.00	55.00
Wages	134,203.00	10,115.38	42,414.46
EI Expense		312.27	1,310.02
CPP Expense		373.42	1,581.96
WCB Expense		190.68	381.36
Great West Life		460.78	1,843.12
LAPP Expense		709.74	2,531.97
AB Health Expense		67.80	278.60
<b>Total Expenses</b>	235,817.43	13,711.34	57,570.84
<b>Liabilities</b>		4,370.08	4,370.00
<b>Total Expense (after liabilities)</b>		18,081.42	53,200.84
<b>Net Income (w/o liabilities)</b>		-7,619.35	16,771.73

**Brooks Public Library Board Minutes**  
**Thursday, June 27, 2002**

**Present:** Karen Bonora, Jonathan Jaikaran, Pat Walsh, Henry Nadja, Mary Beecroft, Gloria Evans, Cheryl Pierson, and Julia Reinhart (Head Librarian)

**Absent:** Carina Weisbach, ~~Cheryl Pierson~~, Rudy Esau, and Jerri Schindeler

Meeting called to order at 6:30 p.m. by Jonathan.

Minutes of the May 23, 2002 Board meeting were read. Motion to accept minutes moved by Henri N. Seconded by Karen B. **Carried.**

**Business Arising**

- Henri wanted to know how the pursuit of overdue materials was progressing. Julia to discuss this in her report.

**Correspondence**

- Letter from Town re: Pat Walsh's appointment to the Brooks Public Library in place of Councillor Kerry Crapo.
- Town of Brooks Commissions and Boards application forms filled out by Mary Beecroft and Gloria Evans.
- Letter from SLS re: Harold Storlien's acceptance of a two year contract as CEO of SLS.
- Letter from SLS re: ALTA reps. participation in ALTA fundraising activities.
- Letter from SLS re: Jasper LAA conference and proposed change of venue.
- Letter from SLS re: Use of the SLS Board Room for member library board activities and those of non-profit community groups.
- Letter from AUPE re: accrual rates going up to 2%.
- June 2002 Shortgrass Clippings.

**Shortgrass Report**

- Report not available, Rudy on holiday

**Financial Report**

- Jonathan informed the board members and applicants of the Financial Committee's function as well as listed the names of those on the committee
- Audit completed last week by MNP
- MNP completed and submitted forms for GST rebate of \$1,564
- Fees charged by MNP for audit came to \$2,182.80
- Grant forms as well as a copy of the audit were submitted to the Province
- Henry moved that the expenses of \$36,031.68 for the month of May be approved. Seconded by Pat Walsh. **Carried**

**Librarian's Report**

- Julia gave a detailed report of what has been happening the past month. See Julia's notes for details.



- Jonathan suggested we approach CNL to meet our computer service requirements.

#### **New Board Members**

- Jonathan made a motion to accept the Board member applications of Mary Beecroft and Gloria Evans. Seconded by Karen B. **Carried**

#### **User pay Internet**

- The Board read an article from the Edmonton Journal about internet use in Canada
- Jonathan explained the history of the discussion about user pay internet to the new Board members
- Henri asked that new Board members receive handouts re: this subject
- Staff members to be invited to Board meeting to discuss this issue

#### **New Business**

- Discussion on the use of the Board room for no fee workshops – agreed to make the Board room available to non-profit groups – don't condone bringing food in for events held by such groups
- Promote Board room use at Head librarian's discretion
- Rudy Esau attended a Supernet workshop – table this item
- Latest idea for promoting the library is to place our logo and comment re: membership renewal on Town of Brooks envelopes
- Adopt-a-magazine fund raiser – local companies and individuals to subsidize our collection of magazines – discrete recognition to be placed on Duralex display cover – need to have sponsor make 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> choices of magazines when they receive the letter and list of magazines from which to choose.

Meeting adjourned by Henry. Seconded by Karen. **Carried.**

**Next two meetings:** Thursday July 25<sup>th</sup>, and Thursday August 22<sup>nd</sup>.

**Finance Committee Meeting:** Wednesday July 24th, 2002 at 8:30 a.m.





**Finance Committee Meeting Minutes**  
**June 26th, 2002**

Present: Jerry Schindeler, Henry Najda, Julia Reinhart, and Jonathan Jaikaran

- 1) The Audited Financial Statements for 2001 completed by MNP, were presented to the Committee.
- 2) On behalf of the Brooks Public Library, MNP completed and submitted the forms for a GST rebate of \$1,564.
- 3) The invoice amount from MNP for their professional services totals \$2,182.80.
- 4) The grant forms have been completed and mailed to the Provincial Branch of Community Development, Strategic Information and Libraries. A draft of the audit was submitted with these forms, and a signed copy of the completed audit will be sent in shortly.
- 5) Motion to approve the expenditures of \$36,031.68 for May 2002.
- 6) Meeting adjourned at 9:00 a.m.

**2002 Annual Budget for the Brooks Public Library**

<b>Receipts</b>	<b>Annual Budget</b>	<b>Current Month</b>	<b>Total to Date</b>
Town of Brooks	117,162.00	5,000.00	58,581.00
Gov't of Canada – Summer Em.	0.00	0.00	0.00
Province of Alberta	46,684.00	0.00	0.00
AB. Temp Employment Grants	0.00	0.00	4,262.40
County of Newell	16,910.00	0.00	0.00
Local Memberships	18,000.00	1,242.00	7,038.95
Interest Income	0.00	0.00	0.00
Miscellaneous	200.00	0.00	90.00
Fines, books and services	18,000.00	1,843.75	7,500.33
Rural Memberships	2,500.00	270.00	2,445.00
Donations	1,750.00	0.00	1,639.95
Charitable Receipt Donations	1,750.00	100.00	100.00
Fundraisers	500.00	89.55	1,230.24
GST Recovery	1,000.00	0.00	0.00
<b>Total Revenue</b>	<b>224,456.00</b>	<b>8,545.30</b>	<b>82,887.87</b>
<b>Expenditures</b>			
Shortgrass Expense	42,429.00	20,561.60	21,423.53
Shortgrass – Rural membership	0.00	0.00	855.00
Shortgrass-Dynix	6,000.00	0.00	0.00
Books & Materials	8,000.00	40.53	513.38
Internet Expense	550.00	0.00	0.00
New Library Furnishings	4,000.00	9.99	74.99
Equipment Reserve	3,000.00	0.00	0.00
Payroll Expense	500.00	36.20	299.53
Library Supplies	4,500.00	381.95	2,032.38
Administration & Travel	2,600.00	754.47	1,142.57
Program Expense	3,000.00	46.86	51.13
Repair & Maintenance	2,800.00	11.99	11.99
Rebinding	1,000.00	0.00	299.72
Staff Training	2,100.00	0.00	314.00
Telephone & Fax Expense	1,800.00	296.88	1,384.03
Copier & Computer Costs	2,500.00	176.01	301.44
Security Monitoring	350.00	25.00	125.00
GST Expense		4.29	17.11
Freight & Postage	950.00	0.00	205.42
Professional Memberships	300.00	121.10	125.00
Publicity and Advertising	1,600.00	0.00	440.00
Audit and Insurance	3,000.00	0.00	0.00

Bank Charges	35.00	0.00	25.00
Miscellaneous	500.00	0.00	55.00
Wages	132,942.00	11,450.47	53,864.93
EI Expense		353.82	1,663.84
CPP Expense		434.35	2,016.31
WCB Expense		0.00	381.36
Great West Life		479.01	2,322.13
LAPP Expense		765.36	3,297.33
AB Health Expense		81.80	360.40
<b>Total Expenses</b>	<b>224,456.00</b>	<b>36,031.68</b>	<b>93,602.52</b>
<b>Liabilities</b>		<b>9,432.18</b>	<b>9,432.86</b>
<b>Total Expense (after liabilities)</b>		<b>45,463.86</b>	<b>103,035.38</b>
<b>Net Income (w/o liabilities)</b>		<b>-27,486.38</b>	<b>-10,714.65</b>

2002 Annual Budget for the Brooks Public Library

**ASSETS**

**CURRENT ASSETS**

GIC Account		0.00
GST Recoverable		1,564.41
Endowment Fund		6,972.78
Furn. & Shelving Reserve		0.00
Cash On Hand / Float		50.00
Cash In Bank		17,489.01
<b>TOTAL CURRENT ASSETS</b>		<u>26,076.20</u>

**TOTAL ASSETS** 26,076.20

**LIABILITIES**

**CURRENT LIABILITIES**

GST Charged on Sales	0.00	
GST Paid on Purchases	-252.64	
GST Paid on Books	<u>0.00</u>	
Net GST Owing/Refund		-252.64
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		4,985.93
Great West Life		4,355.29
AB Health Payable		203.60
W.C.B. Payable		0.00
Miscellaneous		140.00
<b>TOTAL CURRENT LIABILITIES</b>		<u>9,432.18</u>

**TOTAL LIABILITIES** 9,432.18

**EQUITY**

**EARNINGS**

Endowment Fund Reserves		6,472.78
Retained Earnings		13,757.99
Current Earnings		<u>-10,714.65</u>
<b>Total Earnings</b>		<u>9,516.12</u>

**TOTAL EQUITY** 9,516.12

**LIABILITIES AND EQUITY** 18,948.30



**Brooks Public Library Board Minutes  
Thursday, July 25, 2002**

**Present:** Karen Bonora, Jonathan Jaikaran, Pat Walsh, Henry Nadja, Mary Beecroft, Gloria Evans, Carina Weisbach, Rudy Esau, and Julia Reinhart (Head Librarian)

**Absent:** Cheryl Pierson, and Jerri Schindeler

Meeting called to order at 6:36 p.m. by Jonathan.

Pat Walsh moved to accept the agenda for the meeting. Seconded by Gloria Evans. **Carried.**

Minutes of the June 27, 2002 Board meeting were read. Amendment - Cheryl Pierson was listed as both present and absent at June's meeting - Cheryl Pierson was present at the June 27th meeting. Motion to accept minutes with the amendment moved by Henri N. Seconded by Mary B. **Carried.**

**Business Arising**

- Henri N. asked Julia how the collection of overdue materials was progressing. Julia explained that the procedure has changed. The patron is now called once a week and Julia says this is working better. New members must now produce picture I.D and some sort of mail as proof to their mailing address. If these conditions cannot be met, the patron is supplied with a temporary card. Julia said this seems to be working okay and hopes that these procedures will help.

**Correspondence**

- Netspeed 2002 Conference on October 25th and 26th - Julia explained that this conference in Calgary deals mainly with the technology aspect of a library
- At this time Julia pointed out that there will be a staff training PD day in October in Redcliff. Julia is looking into ideas which will bring the staff together and trying to customize the workshop for the employee's benefit and to best suit their needs.

**Shortgrass Report**

- Rudy explained that administration must now have a Master's Degree, so there has been a slight change to accommodate this requirement
- Lorne Taylor and Rob Reiner are lobbying the M.L.A's over the Internet fee - they want the Provincial Government to increase the grant for each member thus decreasing fees
- Rudy and Julia stated that the government fee per member has not increased for some time

**Financial Report**

- Henri told the board that the audit is now completed
- Henri explained that this month has many minuses, but that the figures will all work out in July due to the problem as explained in the Finance Committee meeting minutes of July 23, 2002

- Henri went on to explain that this should not happen again and now the reporting should all be done properly
- Henri motioned to approve the net expenditures of \$3,433.26 for the month of June be approved. Seconded by Pat Walsh. **Carried.**

#### **Librarian's Report**

- Julia gave a detailed report of the busy activities that have been happening at the library. See Julia's notes for details.
- Julia informed the Board that she would be away from August 3rd to 12th.

#### **User Pay Internet**

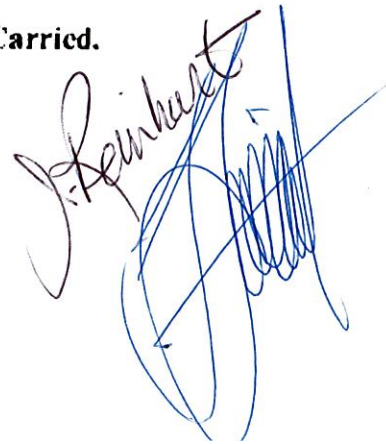
- The Board read some points concerning this from a hand-out which also gave the Board some details as to what other Libraries are doing as far as User Pay Internet
- The Board will vote in October or November on this issue
- The Library Staff will attend September's meeting so the Board can get their input

#### **New Business**

- **Supernet** - Julia explained that Supernet is good for video conferencing and data transmissions. Julia wrote a letter to AXIA stating the Brooks Public Library's conditions in getting the cable up to the building. Rudy and Julia stated that Alberta is a real leader in this Broadband cable.
- **Lunchtime Workshops** - These are workshops geared to adults. They would be at lunchtime over a period of 4 to 6 weeks. The workshops could be themed, for example, mental health, finances, etc., or they could be single topics. They would be free and open to all our patrons. These workshops would be for the sole purpose of passing information on only and not as a sales pitch for businesses. Julia stated that they wanted to try this lunchtime series in the Fall.
- **Brochure** - We have a new brochure to promote the library. Hope to get them in the C.O.R.E. bags for the Fall. This brochure includes up-to-date information on the library, including income, expenses, photos. Hope to have it published soon.
- **Plan of Service** - Julia explained that our grant has been held up because we didn't have a five-year plan of service. Julia has sent one in which includes our Vision, Mission, Goals, Actions and Strategies.
- **Performance Appraisals** - Julia will get updated job descriptions done to present to the Board as well as staff in the new future. A Committee was set up to help develop the job descriptions and performance appraisals. Jonathan J., Julia R., Henri N., Pat W., and Karen B. make up this committee.

Meeting adjourned at 7:40 p.m. by Pat. W. Seconded by Henri N. **Carried.**

Next meeting - Thursday, August 22nd, 6:30 p.m.





**Finance Committee Meeting Minutes**  
**July 23rd, 2002**

Present: Henry Najda, Jerry Schindeler, Julia Reinhart, and Jonathan Jaikaran

- 1) The audit completed by Myers, Norris and Penny had to be recalled for a couple of changes. The first audit showed the library's accounts payable and accruals (liabilities) as \$6,682 at year end, when in fact this wasn't the case, and we had an excess of revenues over expenses by the above amount. The correction has been made and is reflected in the second audit. This excess is not indicative of our year to year performance.
- 2) The receipts and expenditures for the month of June also reflect the corrections made by Julia and Twyla of MNP, and as a result, there are minuses beside the affected line items.
- 3) Motion to approve the expenditures of <sup>net</sup> \$3,433.26
- 4) Meeting adjourned at 9:00 a.m.

**Brooks Public Library**  
**Receipts and Expenditures for June 2002**

<b>Receipts</b>	<b>Annual Budget</b>	<b>Current Month</b>	<b>Total to Date</b>
Town of Brooks	117,162.00	0.00	58,581.00
Gov't of Canada – Summer Em.	0.00	.723.00	723.00
Province of Alberta	46,684.00	0.00	0.00
AB. Temp Employment Grants	0.00	0.00	4,262.40
County of Newell	16,910.00	250.00	250.00
Local Memberships	18,000.00	1,404.00	8,442.95
Interest Income	0.00	0.00	0.00
Miscellaneous	200.00	0.00	90.00
Fines, books and services	18,000.00	1,372.32	8,872.65
Rural Memberships	2,500.00	-90.00	2,355.00
Donations	1,750.00	0.00	1,639.95
Charitable Receipt Donations	1,750.00	0.00	100.00
Fundraisers	500.00	143.80	1,374.04
GST Recovery	1,000.00	0.00	0.00
<b>Total Revenue</b>	<b>224,456.00</b>	<b>3,803.12</b>	<b>86,690.99</b>
<b>Expenditures</b>			
Shortgrass Expense	42,429.00	0.00	21,423.53
Shortgrass – Rural membership	0.00	0.00	855.00
Shortgrass-Dynix	6,000.00	0.00	0.00
Books & Materials	8,000.00	102.15	615.53
Internet Expense	550.00	0.00	0.00
New Library Furnishings	4,000.00	0.00	74.99
Equipment Reserve	3,000.00	0.00	0.00
Payroll Expense	500.00	38.70	338.23
Library Supplies	4,500.00	333.27	2,365.65
Administration & Travel	2,600.00	80.09	1,222.66
Program Expense	3,000.00	0.00	51.13
Repair & Maintenance	2,800.00	0.00	11.99
Rebinding	1,000.00	0.00	299.72
Staff Training	2,100.00	40.00	354.00
Telephone & Fax Expense	1,800.00	258.84	1,642.87
Copier & Computer Costs	2,500.00	138.94	440.38
Security Monitoring	350.00	25.00	150.00
GST Expense		4.47	21.58
Freight & Postage	950.00	184.47	389.89
Professional Memberships	300.00	0.00	125.00
Publicity and Advertising	1,600.00	0.00	440.00
Audit and Insurance	3,000.00	0.00	0.00



Bank Charges	35.00	-77.73	-52.73
Miscellaneous	500.00	-30.00	25.00
Wages	132,942.00	10,542.20	64,407.13
EI Expense		329.98	1,993.82
CPP Expense		402.63	2,418.94
WCB Expense		0.00	381.36
Great West Life		-4,126.75	-1,804.62
LAPP Expense		-4,640.20	-1,342.87
AB Health Expense		-172.80	187.60
<b>Total Expenses</b>	<b>224,456.00</b>	<b>3,433.26</b>	<b>97,035.78</b>
<b>Liabilities</b>		<b>-330.27</b>	<b>-330.27</b>
<b>Total Expense (after liabilities)</b>		<b>3,102.99</b>	<b>96,705.51</b>
<b>Net Income (w/o liabilities)</b>		<b>369.86</b>	<b>-10,344.79</b>

2002 Annual Budget for the Brooks Public Library

**Brooks Public Library Board Minutes**  
**August 22, 2002**

**Present:** Julia Reinhart (Librarian), Jerri Schindeler, Henry Nadja, Rudy Esau, Cheryl Pierson, Michael MacDonald, and Jonathan Jaikaran.

**Absent:** Gloria Evans, Karen Bonora, Mary Beecroft, and Carina Weisbach.

Chairman Jonathan called the meeting to order at 6:38 p.m.

Agenda addition - 2 items under New Business.

Motion to approve agenda as amended. Moved by Henry N. Seconded by Rudy E.  
**Carried.**

Minutes of the July 25, 2002 Board meeting were read. Motion to approve as printed by Rudy E. Seconded by Jerri S. **Carried.**

**Business Arising** - No items were brought forward.

- Michael MacDonald gave a presentation regarding a fundraising.  
Halloween readings of author Edgar Allan Poe.

Motion by Henry N. that we go ahead and have a dramatic reading by Michael MacDonald for Halloween. Seconded by Jerri S. **Carried.**

**Correspondence** - Letters from Shortgrass Library System regarding Super Net.  
Connecting charges could be quite costly.

**Shortgrass Report** - Rudy E. reported that there were no meetings held during the summer months.

- Sept. 5: Shortgrass and County will be meeting to discuss Shortgrass involvement and promotion.

**Financial Report** - Henry N. reviewed the financial reports.

- Expenses: \$5557.20 paid to Shortgrass to cover the County of Newell residence serviced by Shortgrass involvement.

Henry N. moved that the expenses of \$25,545.31 for the month of July be approved.  
Seconded by Cheryl P. **Carried.**

**Librarian's Report** - Summer Reading Program finished for the summer.

- Magic Show was a huge success.
- Fall programs: Noon Hour Talk series begins Oct. 7.
- Story time: Starts Wed. Oct. 18, 2002 for 8 weeks.
- New Staff Members: Two have been hired.
- Library Staff Workshop being planned.
- User Pay for Internet was discussed. To have a presentation of pros and cons at the next meeting.

**New Business** - Crook's Courtyard: Unwanted activities are going on. Asking for more patrols in the area.

- Supporting computer equipment and set up as Shortgrass member. A handout outlining what Shortgrass will support and what they will not.
- Displays of Art: Henry N. queried on having local artist displaying art at the library. Idea being investigated.
- Panago asking about supporting a literacy program was discussed.

Meeting adjourned at 8:20 p.m. by Henry N. Seconded by Rudy E. **Carried.**

**Next Board Meeting:** Thursday Sept. 26, 2002.

**Finance Committee Meeting:** Wednesday Sept. 25, 2002.

*J. Benhart*  


**Finance Committee Meeting Minutes**  
**August 21st, 2002**

Present: Henry Najda, Jerry Schindeler, Julia Reinhart, and Jonathan Jaikaran

- 1) The large sum of \$5,557.20 was paid to Shortgrass for services rendered through the Brooks Public Library to County of Newell No. 4 residents for 2002 – 1,684 residents of Division 5 and 10 at \$3.30 per capita
- 2) Motion to approve the expenditures of \$25,545.31
- 3) Meeting adjourned at 9:00 a.m.



**Brooks Public Library**  
**Receipts and Expenditures for July 2002**

<b>Receipts</b>	<b>Annual Budget</b>	<b>Current Month</b>	<b>Total to Date</b>
Town of Brooks	117,162.00	0.00	58,581.00
Gov't of Canada – Summer Em.	0.00	0.00	723.00
Province of Alberta	46,684.00	0.00	0.00
AB. Temp Employment Grants	0.00	0.00	4,262.40
County of Newell	16,910.00	0.00	250.00
Local Memberships	18,000.00	1,610.21	10,053.16
Interest Income	0.00	0.00	0.00
Miscellaneous	200.00	0.00	90.00
Fines, books and services	18,000.00	1,498.57	10,371.22
Rural Memberships	2,500.00	510.00	2,865.00
Donations	1,750.00	0.00	1,639.95
Charitable Receipt Donations	1,750.00	100.00	200.00
Fundraisers	500.00	0.00	1,374.04
Adopt-a-magazine	0.00	400.00	400.00
GST Recovery	1,000.00	0.00	0.00
<b>Total Revenue</b>	<b>224,456.00</b>	<b>4,118.78</b>	<b>90,809.77</b>
<b>Expenditures</b>			
Shortgrass Expense	42,429.00	5,557.20	26,216.30
Shortgrass – Rural membership	0.00	0.00	855.00
Shortgrass-Dynix	6,000.00	3,296.90	4,061.33
Books & Materials	8,000.00	474.02	1,089.55
Internet Expense	550.00	0.00	0.00
New Library Furnishings	4,000.00	0.00	74.99
Equipment Reserve	3,000.00	0.00	0.00
Payroll Expense	500.00	36.20	374.43
Library Supplies	4,500.00	109.61	2,475.26
Administration & Travel	2,600.00	92.20	1,314.86
Program Expense	3,000.00	0.00	51.13
Repair & Maintenance	2,800.00	104.95	116.94
Rebinding	1,000.00	0.00	299.72
Staff Training	2,100.00	0.00	354.00
Telephone & Fax Expense	1,800.00	267.12	1,909.99
Copier & Computer Costs	2,500.00	442.86	883.24
Security Monitoring	350.00	25.00	175.00
GST Expense		4.29	25.87
Freight & Postage	950.00	44.39	434.28
Professional Memberships	300.00	0.00	125.00
Publicity and Advertising	1,600.00	0.00	440.00

Audit and Insurance	3,000.00	2,182.80	2,182.80
Bank Charges	35.00	10.00	-42.73
Miscellaneous	500.00	0.00	25.00
Wages	132,942.00	11,458.00	75,865.13
EI Expense		353.86	2,347.68
CPP Expense		440.55	2,859.49
WCB Expense		0.00	381.36
Great West Life		242.84	-1,561.78
LAPP Expense		371.72	-971.15
AB Health Expense		30.80	218.40
<b>Total Expenses</b>	<b>224,456.00</b>	<b>25,545.31</b>	<b>122,581.09</b>
<b>Liabilities</b>		<b>-416.00</b>	<b>-416.00</b>
<b>Total Expense (after liabilities)</b>		<b>25,961.31</b>	<b>122,997.09</b>
<b>Net Income (w/o liabilities)</b>		<b>-21,426.53</b>	<b>-31,771.32</b>

2002 Annual Budget for the Brooks Public Library

Brooks Public Library Board Minutes  
September 26, 2002

Present: Julia Reinhart (Head Librarian), Henry <sup>Najda</sup> Najda, Jonathan Jaikaran, Jerri Schindeler, Karen Bonora, Cheryl Pierson, Pat Walsh, Rudy Esau, and guests: Maxine Meldrum and Bessie Jackowishan (Library Assitant IIs).

Absent: Gloria Evans, Mary Beecroft, and Carina Weisbach.

Chairman Jonathan called the meeting to order at 6:35 p.m.

Motion to approve agenda as amended. Move Item 10 to between Item 4 and Item 5.  
Moved by Henry. Seconded by Karen. Carried.

Minutes of the August 22, 2002 Board meeting were read. Motion to approve moved by Cheryl. Seconded by Rudy. Carried.

Business Arising - Julia gave an outline of the workshop coming up.  
- Julia spoke about Mike Glyenn Macdonald's Edgar Allan Poe Evening.  
- Board discussed use of candles and it was suggested that votives be used.

User Pay Internet - Julia reviewed a list of Pros and Cons as related to Brooks Library.  
- Charging for Internet was discussed.

Correspondence - Town of Brooks requests that Brooks Library prepare and submit a Three Year Plan by Oct. 8, 2002.  
- Alberta Libraries Act: update received.  
- Letter from Harold to Noel Mariyama regarding Shortgrass Library System for Division 5 and 10, County of Newell.  
- Minister of Community Development regarding Operating Grant in the amount of \$46,684.00.  
- E-mail from Gloria Evans.

Shortgrass Report - September 6, 2002: County and Shortgrass met. Rudy and Julia attended.  
- Shortgrass held Budget Planning meeting for 2003.

Financial Report - Henry reported that the Provincial grant was received in the amount of \$46,684.00 and that the Library received \$29,290.50 from the Town of Brooks. We also reviewed expenditures. Henry moved that September expenses of \$15,724.99 be approved. Seconded by Pat. Carried.

Librarian's Report - New Brochures and Annual Reports.  
- Julia, Maxine and Bessie attended workshop on Sept. 22, 2002.  
- RSS software for interlibrary information.  
- Storytime starts on Oct. 16, 2002.  
- Toddler Program begins Oct. 28, 2002.  
- Super Saturday Programs start this week.  
- Received donation from TD Bank.  
- Receiving four Pentium II computers.  
- Computer lab and creating a computer technician position.  
- New online data to be available soon.  
- New bookmarks to be printed by Shortgrass.  
- Conference: Oct. 24-26, 2002 in Calgary at Glenmore Inn.  
- Symposium on Internet.

Personnel Committee Report - Job Descriptions updated.



- New Business - 11.1: Policy Committee as follows: Julia, Henry, Jerri and Karen.  
- 11.2: Plan of Service Committee as follows: ~~Karen~~, Cheryl and Rudy, and Julia  
- Budget 2003 due by Oct. 8, 2003. Budget presentation on Nov. 5th and 6th.  
Finance Committee will work on this.  
- Technician sharing between Brooks, Shortgrass and Medicine Hat.  
Agree that this is a good idea.

Next Board Meeting: Wednesday Oct. 23, 2002 at 6:30 p.m.  
Finance Committee Meeting: Wednesday Oct. 23, 2002 at 8:30 p.m.

Pat moved that meeting be adjourned at 8:23 p.m.

Henry Hojda  
Julia Burkhardt



**Finance Committee Meeting Minutes**  
**September 25th, 2002**

Present: Henry Najda, Jerry Schindeler, Julia Reinhart, and Jonathan Jaikaran

- 1) The operating grant totaling \$46,684.00 was received this month from Alberta Community Development. The third quarter of our operating grant totaling \$29,290.50 from the Town of Brooks was also received.
- 2) In the next few weeks, the Financial Committee will be preparing the budget and the budget presentation to be given to the Town of Brooks, at the beginning of October and the beginning of November respectively.
- 3) Motion to accept the expenditure of \$15,724.99 for September 2002.
- 4) Meeting adjourned at 9:15 a.m.

**Brooks Public Library**  
**Receipts and Expenditures for August 2002**

<b>Receipts</b>	<b>Annual Budget</b>	<b>Current Month</b>	<b>Total to Date</b>
Town of Brooks	117,162.00	29,290.50	87,871.50
Gov't of Canada – Summer Em.	0.00	0.00	723.00
Province of Alberta	46,684.00	46,684.00	46,684.00
AB. Temp Employment Grants	0.00	0.00	4,262.40
County of Newell	16,910.00	6,177.60	6,427.60
Local Memberships	18,000.00	1,752.00	11,805.16
Interest Income	0.00	0.00	0.00
Miscellaneous	200.00	0.00	90.00
Fines, books and services	18,000.00	1,760.42	12,131.64
Rural Memberships	2,500.00	550.00	3,415.00
Donations	1,750.00	50.00	1,689.95
Charitable Receipt Donations	1,750.00	0.00	200.00
Fundraisers	500.00	0.00	1,374.04
Adopt-a-magazine	0.00	1,000.00	1,400.00
GST Recovery	1,000.00	1,564.41	1,564.41
<b>Total Revenue</b>	<b>224,456.00</b>	<b>88,828.93</b>	<b>179,638.70</b>
<b>Expenditures</b>			
Shortgrass Expense	42,429.00	0.00	26,216.30
Shortgrass – Rural membership	0.00	0.00	855.00
Shortgrass-Dynix	6,000.00	0.00	4,061.33
Books & Materials	8,000.00	309.17	1,398.72
Internet Expense	550.00	0.00	0.00
New Library Furnishings	4,000.00	0.00	74.99
Equipment Reserve	3,000.00	0.00	0.00
Payroll Expense	500.00	36.74	411.17
Library Supplies	4,500.00	696.04	2,985.30
Administration & Travel	2,600.00	170.01	1,484.87
Program Expense	3,000.00	250.00	301.13
Repair & Maintenance	2,800.00	0.00	116.94
Rebinding	1,000.00	0.00	299.72
Staff Training	2,100.00	0.00	354.00
Telephone & Fax Expense	1,800.00	269.60	2,179.59
Copier & Computer Costs	2,500.00	1,063.12	2,132.36
Security Monitoring	350.00	25.00	200.00
GST Expense		4.33	30.20
Freight & Postage	950.00	147.36	581.64
Professional Memberships	300.00	0.00	125.00
Publicity and Advertising	1,600.00	204.00	644.00

Audit and Insurance	3,000.00	153.00	2,335.80
Bank Charges	35.00	11.42	-31.31
Miscellaneous	500.00	0.00	25.00
Wages	132,942.00	10,996.88	86,862.01
EI Expense		339.67	2,687.35
CPP Expense		411.47	3,270.96
WCB Expense		0.00	381.36
Great West Life		242.84	-1,318.94
LAPP Expense		363.54	-607.61
AB Health Expense		30.80	249.20
<b>Total Expenses</b>	<b>224,456.00</b>	<b>15,724.99</b>	<b>138,306.08</b>
<b>Liabilities</b>		<b>-251.46</b>	<b>-251.46</b>
<b>Total Expense (after liabilities)</b>		<b>15,976.45</b>	<b>138,557.54</b>
<b>Net Income (w/o liabilities)</b>		<b>72,852.48</b>	<b>41,332.62</b>

2002 Annual Budget for the Brooks Public Library

**ASSETS**

**CURRENT ASSETS**

GIC Account	0.00
GST Recoverable	1,564.41
Endowment Fund	6,972.78
Furn. & Shelving Reserve	0.00
Cash On Hand / Float	50.00
Cash In Bank	<u>59,852.64</u>
<b>TOTAL CURRENT ASSETS</b>	<u>68,439.83</u>

**TOTAL ASSETS** 68,439.83

**LIABILITIES**

**CURRENT LIABILITIES**

GST Charged on Sales	0.00	
GST Paid on Purchases	-598.40	
GST Paid on Books	<u>0.00</u>	
Net GST Owing/Refund		-598.40
Accounts Payable		0.00
Vacation Payable		0.00
EI Payable	0.00	
CPP Payable	0.00	
Income Tax Payable	<u>0.00</u>	
Receiver General Payable		0.00
L.A.P.P. Payable		0.00
Great West Life		346.94
AB Health Payable		0.00
W.C.B. Payable		0.00
Miscellaneous		<u>0.00</u>
<b>TOTAL CURRENT LIABILITIES</b>		<u>-251.46</u>

**TOTAL LIABILITIES** -251.46

**EQUITY**

**EARNINGS**

Endowment Fund Reserves	6,472.78
Retained Earnings	13,757.99
Current Earnings	<u>41,332.62</u>
<b>Total Earnings</b>	<u>61,563.39</u>

**TOTAL EQUITY** 61,563.39

**LIABILITIES AND EQUITY** 61,311.93



### Brooks Public Library Three Year Budget Proposal 2003-2005

<b>Receipts</b>	<b>Current 2002</b>	<b>2003</b>	<b>2004</b>	<b>2005</b>
Town of Brooks	117,162.00	128,523.00	140,030.00	153,675.00
Province of Alberta	46,684.00	46,684.00	46,684.00	46,684.00
Federal Grants	0.00	5,432.00	5,432.00	5,432.00
County of Newell	16,910.00	18,813.00	18,813.00	18,813.00
Local Memberships	18,000.00	18,000.00	18,000.00	18,000.00
Rural Memberships	2,500.00	3,500.00	3,500.00	3,500.00
Fines, books and services	18,000.00	18,000.00	18,000.00	18,000.00
Donations	3,500.00	4,000.00	4,000.00	4,000.00
Fundraisers	500.00	2,000.00	2,000.00	2,000.00
Interest Income	0.00	0.00	0.00	0.00
Miscellaneous	200.00	200.00	200.00	200.00
GST Recovery	1,000.00	1,000.00	1,000.00	1,000.00
<b>Total Revenue</b>	<b>224,456.00</b>	<b>246,152.00</b>	<b>257,659.00</b>	<b>271,304.00</b>
<b>Expenditures</b>				
<b>Shortgrass Expenses</b>				
Shortgrass Expense	42,429.00	48,500.00	48,500.00	48,500.00
Shortgrass-Dynix	6,000.00	6,000.00	6,000.00	6,000.00
<b>Staffing</b>				
Temporary Staff	0.00	5,400.00	5,400.00	5,400.00
Staff Training	2,100.00	2,100.00	2,400.00	2,400.00
Wages (inc. benefits)	132,942.00	136,496.00	142,779.00	149,994.00
<b>Materials</b>				
Books, Periodicals, News.	8,000.00	8,000.00	10,000.00	13,000.00
Library Supplies	5,000.00	5,000.00	5,000.00	5,000.00
New Library Furnishings	4,000.00	4,000.00	5,000.00	6,000.00
Equipment Reserve	3,000.00	3,000.00	4,000.00	5,000.00
<b>Maintenance</b>				
Computer Technician	0.00	4,000.00	4,000.00	4,000.00
Copier & Computer Exp.	2,500.00	2,500.00	2,500.00	2,500.00
Rebinding & Microfilming	1,000.00	1,500.00	1,500.00	1,500.00
Repair & Maintenance	2,800.00	2,800.00	3,500.00	4,000.00
<b>Administration</b>				
Conference & Travel	2,600.00	4,000.00	3,000.00	3,000.00
Program Expense	3,000.00	2,100.00	3,100.00	3,600.00
Security Monitoring	350.00	350.00	400.00	500.00
Bank Charges	35.00	35.00	40.00	40.00
Payroll Expense	500.00	500.00	520.00	550.00

Publicity and Advertising	1,600.00	1,600.00	1,700.00	2,000.00
Telephone & Fax Expense	1,850.00	3,500.00	3,500.00	3,500.00
Audit and Insurance	3,000.00	3,000.00	3,000.00	3,000.00
Freight & Postage	950.00	950.00	1,000.00	1,000.00
Professional Memberships	300.00	300.00	320.00	320.00
Miscellaneous	500.00	500.00	500.00	500.00
GST Expense	0.00	21.00	0.00	0.00
<b>Total Expenses</b>	<b>224,456.00</b>	<b>246,152.00</b>	<b>257,659.00</b>	<b>271,304.00</b>

Brooks Public Library Board Minutes  
October 23, 2002

Present: Henry Nadja, Carina Weisbach, Gloria Evans, Pat Walsh, Rudy Esau,  
Julia Reinhart (Head Librarian), Karen Bonora, and Cheryl Pierson.

Absent: Mary Beecroft and Jonathan Jaikaran.

Henry called the meeting to order at 6:35 pm.

Motion to approve agenda as printed moved by Karen.  
Seconded by Rudy E. Carried.

Minutes of the September 26, 2002 meeting were read and amended as follows:

Plan of Service Committee will be Cheryl, Rudy and Julia.

Motion to approve as amended moved by Pat. Seconded by Carina.  
Carried.

Business Arising: Library will continue with its current policy on Internet use.

Moved by Rudy. Seconded by Jerri. Carried.

Correspondence - Shortgrass Clippings handed out.

- Shortgrass Minutes of July passed around and read by the members of the Board.

- ALTA Newsletter handed out.

- Brooks Public Library Board list updated by Board members.

Shortgrass Report - Rudy reported that there were two meetings:

1. Oct. 3, 2002 meeting dealt with budgets.

2. Oct. 16, 2002 Programs and Services meeting looked at alternatives

and/or sharing of services.

Financial Report: Finance Committee met Oct. 23, 2002 at 8:30 am. All revenues have been

received. Henry reviewed the various items on the Receipts and Expenditures

Statement. Henry moved that expenses of \$15,456.40 for the month of

September be approved. Seconded by Pat. Carried.

Proposed Budget for 2003-2005 has been submitted to the Town of Brooks on

Oct. 15, 2002. Representatives from the Board will review the



e budget on Nov.

15, 2002 with Town Council: Julia, Jonathan and Henry. Henry moved that the Proposed Budget as printed be accepted. Seconded by Carina. Carried.

Librarian's Report - Aspects of programing.

- Fall Programs: Lunch Box Talks (turn out has been ~~medi~~ *overayed at about to people per talk*) and Children's Programs (going very well).
- Edgar Allan Poe Program on Oct. 30, 2002.
- Judy Schulz (Author) visited this past month.
- Julia, Jonathan and Rudy attended Shortgrass dinner meeting.
- Professional Development Day: Travelled to Redcliff Library and Shortgrass office.
- Library Security: Looking at Panic Button.
- Julia attending conference next three days.
- Book buying trip and picking up computers in November.
- Personnel Committee Report: Julia, Jonathan, Pat and Henry will meet soon.
- Policy Committee: Julia, Karen, Henry, and Jerri will meet at 6:30 pm on November 5, 2002.
- Plan of Service Committee: Julia, Rudy and Cheryl will talk to other libraries to get ideas regarding needs assessment.

New Business - Motion to extend contracts of Jerri Schindeler. Moved by Pat Walsh

and seconded by Karen Bonora. Send letter to town.

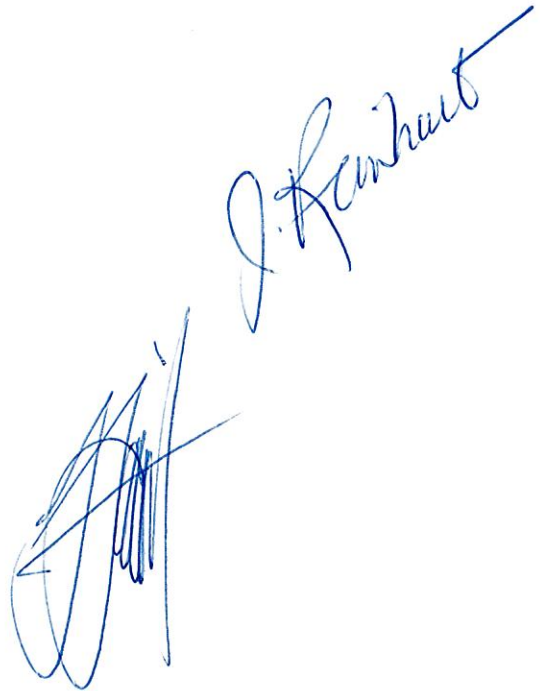
- Nominations for Vice Chairman in November.
- Homespun Program: College offers the program. Karen gave some details as to the concepts of the program. It was discussed and decided to host the Homespun Program in the boardroom.
- Group Membership: a number of people are using one membership card. Policy Committee will look at this and bring some ideas to the November Board meeting.
- Marketing the library was discussed.
- Library Week mentioned.

Meeting adjourned and moved by Carina at 7:53 pm. Seconded by C



Oheryl. Carried.

Next meeting will be on Nov. 28, 2002 at 6:30 pm. Social break.  
Next Finance Committee meeting will be on Nov. 27, 2002 at 8:30  
pm.

A handwritten signature in blue ink, slanted downwards from left to right. The signature is cursive and appears to read "J. Hancock".

**Finance Committee Meeting Minutes**  
**October 23rd, 2002**

Present: Henry Najda, Jerry Schindeler, Julia Reinhart, and Jonathan Jaikaran

- 1) All of the revenues anticipated from our major funding sources were received, and deposited as of the end of September 2002.
- 2) The budget proposal for 2003-2005 was sent and received by the Town of Brooks on October 15<sup>th</sup>, 2003.
- 3) Motion to accept the expenditure of \$15,456.40 for September 2002.
- 4) Meeting adjourned at 9:15 a.m.

**Brooks Public Library**  
**Receipts and Expenditures for September 2002**

<b>Receipts</b>	<b>Annual Budget</b>	<b>Current Month</b>	<b>Total to Date</b>
Town of Brooks	117,162.00	29,290.50	117,162.00
Gov't of Canada – Summer Em.	0.00	709.00	1,432.00
Province of Alberta	46,684.00	0.00	46,684.00
AB. Temp Employment Grants	0.00	0.00	4,262.40
County of Newell	16,910.00	12,385.45	18,813.05
Local Memberships	18,000.00	1,506.00	13,311.16
Interest Income	0.00	0.00	0.00
Miscellaneous	200.00	0.00	90.00
Fines, books and services	18,000.00	1,779.30	13,910.94
Rural Memberships	2,500.00	600.00	4,015.00
Donations	1,750.00	0.00	1,689.95
Charitable Receipt Donations	1,750.00	250.00	450.00
Fundraisers	500.00	0.00	1,374.04
Adopt-a-magazine	0.00	100.00	1,500.00
GST Recovery	1,000.00	0.00	1,564.41
<b>Total Revenue</b>	<b>224,456.00</b>	<b>46,620.25</b>	<b>226,258.95</b>
<b>Expenditures</b>			
Shortgrass Expense	42,429.00	0.00	26,216.30
Shortgrass – Rural membership	0.00	1,025.00	1,880.00
Shortgrass-Dynix	6,000.00	0.00	4,061.33
Books & Materials	8,000.00	53.30	1,452.02
Internet Expense	550.00	0.00	0.00
New Library Furnishings	4,000.00	0.00	74.99
Equipment Reserve	3,000.00	0.00	0.00
Payroll Expense	500.00	45.10	456.27
Library Supplies	4,500.00	464.77	3,450.07
Administration & Travel	2,600.00	18.05	1,502.92
Program Expense	3,000.00	0.00	301.13
Repair & Maintenance	2,800.00	1,419.96	1,536.90
Rebinding	1,000.00	0.00	299.72
Staff Training	2,100.00	25.00	379.00
Telephone & Fax Expense	1,800.00	306.81	2,486.40
Copier & Computer Costs	2,500.00	220.05	2,352.41
Security Monitoring	350.00	25.00	225.00
GST Expense		4.92	35.12
Freight & Postage	950.00	0.00	581.64
Professional Memberships	300.00	20.00	145.00
Publicity and Advertising	1,600.00	695.00	1,339.00

Audit and Insurance	3,000.00	0.00	2,335.80
Bank Charges	35.00	5.00	-26.31
Miscellaneous	500.00	0.00	25.00
Wages	132,942.00	9,829.40	96,691.41
EI Expense		303.70	2,991.05
CPP Expense		365.17	3,636.13
WCB Expense		0.00	381.36
Great West Life		242.84	-1,076.10
LAPP Expense		356.53	-251.08
AB Health Expense		30.80	280.00
<b>Total Expenses</b>	<b>224,456.00</b>	<b>15,456.40</b>	<b>153,762.48</b>
<b>Liabilities</b>		<b>-463.32</b>	<b>-463.32</b>
<b>Total Expense (after liabilities)</b>		<b>15,919.72</b>	<b>154,225.80</b>
<b>Net Income (w/o liabilities)</b>		<b>31,163.85</b>	<b>72,496.47</b>

2002 Annual Budget for the Brooks Public Library



**ASSETS**

**CURRENT ASSETS**

GIC Account	0.00
GST Recoverable	1,564.41
Endowment Fund	6,972.78
Furn. & Shelving Reserve	0.00
Cash On Hand / Float	50.00
Cash In Bank	<u>90,804.63</u>
<b>TOTAL CURRENT ASSETS</b>	<u>99,391.82</u>

**TOTAL ASSETS** 99,391.82

**LIABILITIES**

**CURRENT LIABILITIES**

GST Charged on Sales	0.00	
GST Paid on Purchases	-810.26	
GST Paid on Books	<u>0.00</u>	
Net GST Owing/Refund		-810.26
Accounts Payable		0.00
Vacation Payable		0.00
EI Payable	0.00	
CPP Payable	0.00	
Income Tax Payable	<u>0.00</u>	
Receiver General Payable		0.00
L.A.P.P. Payable		0.00
Great West Life		346.94
AB Health Payable		0.00
W.C.B. Payable		0.00
Miscellaneous		<u>0.00</u>
<b>TOTAL CURRENT LIABILITIES</b>		<u>-463.32</u>

**TOTAL LIABILITIES** -463.32

**EQUITY**

**EARNINGS**

Endowment Fund Reserves	6,472.78
Retained Earnings	13,757.99
Current Earnings	<u>72,496.47</u>
<b>Total Earnings</b>	<u>92,727.24</u>

**TOTAL EQUITY** 92,727.24

**LIABILITIES AND EQUITY** 92,263.92

## Brooks Public Library Three Year Budget Proposal 2003-2005

Receipts	Current 2002	2003	2004	2005
Town of Brooks	117,162.00	128,523.00	140,030.00	153,675.00
Province of Alberta	46,684.00	46,684.00	46,684.00	46,684.00
Federal Grants	0.00	5,432.00	5,432.00	5,432.00
County of Newell	16,910.00	18,813.00	18,813.00	18,813.00
Local Memberships	18,000.00	18,000.00	18,000.00	18,000.00
Rural Memberships	2,500.00	3,500.00	3,500.00	3,500.00
Fines, books and services	18,000.00	18,000.00	18,000.00	18,000.00
Donations	3,500.00	4,000.00	4,000.00	4,000.00
Fundraisers	500.00	2,000.00	2,000.00	2,000.00
Interest Income	0.00	0.00	0.00	0.00
Miscellaneous	200.00	200.00	200.00	200.00
GST Recovery	1,000.00	1,000.00	1,000.00	1,000.00
<b>Total Revenue</b>	<b>224,456.00</b>	<b>246,152.00</b>	<b>257,659.00</b>	<b>271,304.00</b>
<b>Expenditures</b>				
<b>Shortgrass Expenses</b>				
Shortgrass Expense	42,429.00	48,500.00	48,500.00	48,500.00
Shortgrass-Dynix	6,000.00	6,000.00	6,000.00	6,000.00
<b>Staffing</b>				
Temporary Staff	0.00	5,400.00	5,400.00	5,400.00
Staff Training	2,100.00	2,100.00	2,400.00	2,400.00
Wages (inc. benefits)	132,942.00	136,496.00	142,779.00	149,994.00
<b>Materials</b>				
Books, Periodicals, News.	8,000.00	8,000.00	10,000.00	13,000.00
Library Supplies	5,000.00	5,000.00	5,000.00	5,000.00
New Library Furnishings	4,000.00	4,000.00	5,000.00	6,000.00
Equipment Reserve	3,000.00	3,000.00	4,000.00	5,000.00
<b>Maintenance</b>				
Computer Technician	0.00	4,000.00	4,000.00	4,000.00
Copier & Computer Exp.	2,500.00	2,500.00	2,500.00	2,500.00
Rebinding & Microfilming	1,000.00	1,500.00	1,500.00	1,500.00
Repair & Maintenance	2,800.00	2,800.00	3,500.00	4,000.00
<b>Administration</b>				
Conference & Travel	2,600.00	4,000.00	3,000.00	3,000.00
Program Expense	3,000.00	2,100.00	3,100.00	3,600.00
Security Monitoring	350.00	350.00	400.00	500.00
Bank Charges	35.00	35.00	40.00	40.00
Payroll Expense	500.00	500.00	520.00	550.00

Publicity and Advertising	1,600.00	1,600.00	1,700.00	2,000.00
Telephone & Fax Expense	1,850.00	3,500.00	3,500.00	3,500.00
Audit and Insurance	3,000.00	3,000.00	3,000.00	3,000.00
Freight & Postage	950.00	950.00	1,000.00	1,000.00
Professional Memberships	300.00	300.00	320.00	320.00
Miscellaneous	500.00	500.00	500.00	500.00
GST Expense	0.00	21.00	0.00	0.00
<b>Total Expenses</b>	<b>224,456.00</b>	<b>246,152.00</b>	<b>257,659.00</b>	<b>271,304.00</b>



**Brooks Public Library Board Minutes**  
**Thursday, November 28, 2002**

**Present :** Mary Beecroft, Gloria Evans, Carina Weisbeck, Pat Walsh, Jerri Schindeler, Julia Reinhart (Head Librarian) Cheryl Pierson, Karen Bonora, Jonathan Jaikaran, Henry Najda, Rudy Esau..

Meeting called to order at 6:00 p.m. by Jonathan.

Motion to approve agenda as printed. Moved by Jerri. Seconded by Pat. **Carried.**

Minutes of the October 23, 2002 meeting were read.

**Librarian Report - amend.**

- Lunch Box Talks has had an average of 6 people in attendance.

Motion to approve minutes as amended. Moved by Gloria. Seconded by Mary. **Carried.**

**Business Arising**

- need volunteers for Vice Chairman
- Group and School memberships discussed. Memberships to be purchased by individuals. Policy amended to reflect this amendment.

Motion:

(1) The purchase of Brooks Public Library memberships shall be done in the name of individuals only. This is effective as of November 28, 2002.

(2) Current memberships for any groups, organizations, institutions, societies or the like, must be transferred to an individual's name by January 31, 2003.

Moved by Carina. Seconded by Karen. **Carried.**

**Correspondence**

- Letter from Town of Brooks re-advertising on Town of Brooks envelopes.
- Letter from Town of Brooks - Jerri appointed to Library Board for a 3 year term.
- Community Initiatives Program - hand out for perusal and suggestions.

**Shortgrass Report**

- Report not available.

**Financial Report**

- Finance Committee did not meet on Wednesday, November 26, 2002. Henry went over the financial report.
- Henry moved that expenses of \$35,491.91 for the month of October be approved. Seconded by Pat. **Carried.**
- Jonathan reported that word has been received from Corporate Services that a 3% increase has been approved not the 10% requested.



**Librarian Report**

- Tabled until January.

**Personnel Committee**

- Has finalized most of the job descriptions. Will be completed for the next board meeting.

**Policy Committee**

- Will have report for next meeting.

**Plan of Service Committee**

- It will be worked on in 2003. Will do a needs survey. Will price the cost of doing a mail out.

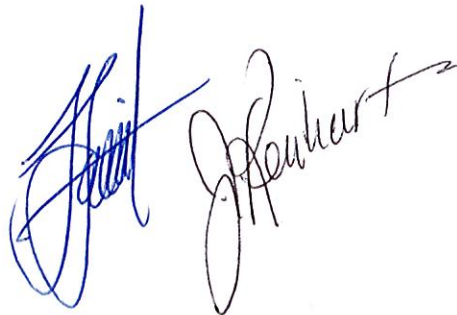
**New Business**

- New office furniture - upgrade Head Librarian office. Plans passed for review. Discussion of where to obtain the furnishings. Jonathan will do some research on pricing.
- Custodial Contract and Utilities - Town of Brooks suggesting that the library see to hiring janitor and pay utilities. It's in the best interest of the community that the Town of Brooks look after the custodial contract and utilities.
- Gun Registration at Library - RCMP would like to use the computer labs for this purpose. Julia checked with government agency to check if we will be violating FOIP and will talk to Staff Sgt. Noble to let him know of our decision.
- Recognition of Donors - to be tabled for January meeting.

Henry moved meeting be adjourned at 7:05 p.m.

Next meeting - January 23, 2003 at 6:30 p.m.

Finance Committee Meeting - January 22, 2003 at 8:30 a.m.



**Brooks Public Library**  
**Receipts and Expenditures for October 2002**

<b>Receipts</b>	<b>Annual Budget</b>	<b>Current Month</b>	<b>Total to Date</b>
Town of Brooks	117,162.00	0.00	117,162.00
Gov't of Canada – Summer Em.	0.00	0.00	1,432.00
Province of Alberta	46,684.00	0.00	46,684.00
AB. Temp Employment Grants	0.00	0.00	4,262.40
County of Newell	16,910.00	0.00	18,813.05
Local Memberships	18,000.00	1,308.00	14,619.16
Interest Income	0.00	0.00	0.00
Miscellaneous	200.00	0.00	90.00
Fines, books and services	18,000.00	1,159.09	15,070.03
Rural Memberships	2,500.00	510.00	4,525.00
Donations	1,750.00	0.00	1,689.95
Charitable Receipt Donations	1,750.00	0.00	450.00
Fundraisers	500.00	0.00	1,374.04
Adopt-a-magazine	0.00	0.00	1,500.00
GST Recovery	1,000.00	0.00	1,564.41
<b>Total Revenue</b>	<b>224,456.00</b>	<b>2,977.09</b>	<b>229,236.04</b>
<b>Expenditures</b>			
Shortgrass Expense	42,429.00	20,561.60	46,777.90
Shortgrass – Rural membership	0.00	0.00	1,880.00
Shortgrass-Dynix	6,000.00	0.00	4,061.33
Books & Materials	8,000.00	804.09	2,256.11
Internet Expense	550.00	0.00	0.00
New Library Furnishings	4,000.00	345.00	419.99
Equipment Reserve	3,000.00	0.00	0.00
Payroll Expense	500.00	35.38	491.65
Library Supplies	4,500.00	350.50	3,800.57
Administration & Travel	2,600.00	160.54	1,513.46
Program Expense	3,000.00	483.90	785.03
Repair & Maintenance	2,800.00	270.00	1,806.90
Rebinding, Microfilming, Lam.	1,000.00	0.00	299.72
Staff Training	2,100.00	221.50	750.50
Telephone & Fax Expense	1,800.00	237.91	2,724.31
Copier & Computer Costs	2,500.00	36.01	2,388.42
Security Monitoring	350.00	25.00	250.00
GST Expense		4.23	39.35
Freight & Postage	950.00	102.72	684.36
Professional Memberships	300.00	75.00	220.00
Publicity and Advertising	1,600.00	0.00	1,339.00

Audit and Insurance	3,000.00	0.00	2,335.80
Bank Charges	35.00	5.00	-21.31
Miscellaneous	500.00	0.00	25.00
Wages	132,942.00	10,410.11	107,101.52
EI Expense		321.58	3,312.63
CPP Expense		395.61	4,031.74
WCB Expense		0.00	381.36
Great West Life		242.84	-833.26
LAPP Expense		372.59	121.51
AB Health Expense		30.80	310.80
<b>Total Expenses</b>	<b>224,456.00</b>	<b>35,491.91</b>	<b>189,254.39</b>
<b>Liabilities (Balance Sheet)</b>		<b>-540.48</b>	<b>-540.48</b>
<b>Liabilities (Reconciliation Rep)</b>		<b>799.16</b>	<b>799.16</b>
<b>Total Expense (after liabilities)</b>		<b>35,233.23</b>	<b>189,513.07</b>
<b>Net Income (w/o liabilities)</b>		<b>-32,256.14</b>	<b>39,981.65</b>

2002 Annual Budget for the Brooks Public Library



**ASSETS**

**CURRENT ASSETS**

GIC Account	0.00
GST Recoverable	1,564.41
Endowment Fund	6,972.78
Furn. & Shelving Reserve	0.00
Cash On Hand / Float	50.00
Cash In Bank	<u>58,212.65</u>
<b>TOTAL CURRENT ASSETS</b>	<u>66,799.84</u>

**TOTAL ASSETS** 66,799.84

**LIABILITIES**

**CURRENT LIABILITIES**

GST Charged on Sales	0.00	
GST Paid on Purchases	-887.42	
GST Paid on Books	<u>0.00</u>	
Net GST Owing/Refund		-887.42
Accounts Payable		0.00
Vacation Payable		0.00
EI Payable	0.00	
CPP Payable	0.00	
Income Tax Payable	<u>0.00</u>	
Receiver General Payable		0.00
L.A.P.P. Payable		0.00
Great West Life		346.94
AB Health Payable		0.00
W.C.B. Payable		0.00
Miscellaneous		<u>0.00</u>
<b>TOTAL CURRENT LIABILITIES</b>		<u>-540.48</u>

**TOTAL LIABILITIES** -540.48

**EQUITY**

**EARNINGS**

Endowment Fund Reserves	6,472.78
Retained Earnings	13,757.99
Current Earnings	<u>39,981.65</u>
<b>Total Earnings</b>	<u>60,212.42</u>

**TOTAL EQUITY** 60,212.42

**LIABILITIES AND EQUITY** 59,671.94