

Brooks Public Library Board Minutes
Thursday, January 23, 2003

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

Absent: Cheryl Pierson, Mary Beecroft.

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

Motion to approve agenda as amended. Moved by Julia. Seconded by Pat. **Carried.**

Minutes of November 28, 2002 meeting were read. Moved by Henry. Seconded by Carina. **Carried.**

Business Arising

- Vice Chairman position vacant - election to be held.
- Group memberships - letters were sent out to active members. Julia reported that restrictions are being accepted.
- Community Initiatives Program - Funding can be obtained on a matching basis, open until the end of March. Suggested purchase of Data Projector. Julia will do some research of costs.
- New Office furnishings have been installed and look very professional.
- Gun Registry - Sgt. R. Noble felt that it was a complete success.
- A special meeting was called Saturday, November 30, 2002 at 10:00 a.m. to discuss Sgt. R. Noble's request to use the library to do Gun Registry on line. Jonathan called for a vote to allow the registry to go ahead. Unanimous. **Carried.**

Correspondence

- As per agenda.

Shortgrass Report

- Rudy Esau reported that they have added new Board members.
- Replacement of Hewlett Packard Server which will cost \$59,000.00 - financing was discussed.
- Membership has 78344 members.

Financial Report

- Finance Committee met on Jan 22, 2003 to go over financial reports.
- Jonathan went over the financial reports.
- Motions that expenses of \$15,039.63 for November 2002 and \$23,188.81 for December 2002 moved by Jonathan are accepted. Seconded by Pat. **Carried.**
- CAP Grant is available - purchase a new public use computer.
- Julia will be taking the books to Meyers, Norris and Penny for audit.
- Jonathan expressed the Board's thanks to Julia for keeping the library on budget.

Librarian Report

- As per Julia's printed report.

New Business

- Recognition of Donors - Request was made by a donor to have her name inserted on the library building donor board. A committee of Julia, Gloria and Pat to research solution.
- Access Copyright Agreement - refers to license to be able to copy materials. License has been received for a signature. The cost of maintaining licence has been indicated on forms.
- ALTA Data Miner - Julia has requested that a trustee go over material received from ALTA and then report back any information of importance to the Library and the Board.
- Proctoring exams in the library - Henry moved that we charge \$25.00 to proctor exams. Seconded by Jerri. **Carried.**
- Queen Elizabeth II and posters promoting libraries - Left to Julia's discretion for displaying.
- Northern Exposure to Leadership - Conference to help librarians with professional development.
- Kevin Bridges Retirement - January 31, 2003.

Gloria moved meeting to be adjourned at 8:15 p.m.

Next meeting - Thursday, February 27, 2003.

**Finance Committee Meeting Minutes
January 22nd, 2003**

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

- 1) Motion to accept the expenditure of \$15,039.63 for the month of November 2002, and the expenditure of \$23,188.81 for the month of December 2002.
- 2) Motion to use the CAP grant for the purchase of new public use computer equipment.
- 3) We have received instructions from Meyers, Norris and Penny for the submission of materials for the 2002 audit and Julia has been compiling those materials to be given to the auditors by the end of the month.
- 4) Meeting adjourned at 9:25 a.m.

Due to illness the Finance Committee meeting scheduled for November 27th was cancelled. Check Board meeting minutes for Nov. 28th for reference to the Receipts & expenditures of Oct. 2002

Brooks Public Library
Receipts and Expenditures for November, 2002

Receipts	Annual Budget	Current Month	Total to Date
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	1,140.81	15,759.97
Interest Income	0.00	0.00	0.00
Miscellaneous	200.00	0.00	90.00
Fines, books and services	18,000.00	1,471.19	16,541.22
Rural Memberships	2,500.00	330.00	4,855.00
Donations	1,750.00	141.30	1,831.25
Charitable Receipt Donations	1,750.00	1,611.00	2,061.00
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
Total Revenue	224,456.00	4,694.30	233,930.34
Expenditures			
Shortgrass Expense	42,429.00	0.00	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	607.62	2,863.73
Internet Expense	550.00	0.00	0.00
New Library Furnishings	4,000.00	0.00	419.99
Equipment Reserve	3,000.00	0.00	0.00
Payroll Expense	500.00	35.38	527.03
Library Supplies	4,500.00	190.23	3,990.80
Administration & Travel	2,600.00	432.10	1,945.56
Program Expense	3,000.00	52.24	837.27
Repair & Maintenance	2,800.00	886.56	2,693.46
Rebinding	1,000.00	135.00	434.72
Staff Training	2,100.00	415.93	1,166.43
Telephone & Fax Expense	1,800.00	298.23	3,022.54
Copier & Computer Costs	2,500.00	196.38	2,584.80
Security Monitoring	350.00	175.00	425.00
GST Expense		4.23	43.58
Freight & Postage	950.00	91.64	776.00
Professional Memberships	300.00	75.00	295.00
Publicity and Advertising	1,600.00	231.00	1,570.00

Audit and Insurance	3,000.00	0.00	2,335.80
Bank Charges	35.00	5.00	-16.31
Miscellaneous	500.00	0.00	25.00
Wages	132,942.00	10,012.12	117,113.64
EI Expense		277.24	3,589.87
CPP Expense		282.42	4,314.16
WCB Expense		0.00	381.36
Great West Life		242.84	-590.42
LAPP Expense		362.67	484.18
AB Health Expense		30.80	341.60
Total Expenses	224,456.00	15,039.63	204,294.02
Net Income (w/o liabilities)		-11,916.05	29,636.32

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>47,702.39</u>
TOTAL CURRENT ASSETS	<u>56,289.58</u>

TOTAL ASSETS	<u><u>56,289.58</u></u>
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LIABILITIES

CURRENT LIABILITIES

GST Charged on Sales	0.00
GST Paid on Purchases	-1,052.35
GST Paid on Books	<u>0.00</u>
Net GST Owing/Refund	-1,052.35
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>
TOTAL CURRENT LIABILITIES	<u>-705.41</u>

TOTAL LIABILITIES	<u>-705.41</u>
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EQUITY

EARNINGS

Endowment Fund Reserves	6,472.78
Retained Earnings	13,757.99
Current Earnings	<u>29,636.32</u>
Total Earnings	<u>49,867.09</u>

TOTAL EQUITY	<u>49,867.09</u>
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LIABILITIES AND EQUITY	<u><u>49,161.68</u></u>
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Brooks Public Library
Receipts and Expenditures for December 2002

Receipts	Annual Budget	Current Month	Total to Date
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	870.00	16,629.97
Interest Income	0.00	0.00	0.00
Miscellaneous	200.00	0.00	90.00
Fines, books and services	18,000.00	1,672.89	18,214.11
Rural Memberships	2,500.00	420.00	5,275.00
Donations	1,750.00	84.75	1,916.00
Charitable Receipt Donations	1,750.00	900.00	2,961.00
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
Total Revenue	224,456.00	3,947.64	237,877.98
Expenditures			
Shortgrass Expense	42,429.00	0.00	46,777.90
Shortgrass – Rural membership	0.00	757.50	2,637.50
Shortgrass-Dynix	6,000.00	916.50	4,977.83
Books & Materials	8,000.00	3,696.71	6,560.44
Internet Expense	550.00	0.00	0.00
New Library Furnishings	4,000.00	4,239.52	4,659.51
Equipment Reserve	3,000.00	0.00	0.00
Payroll Expense	500.00	37.86	564.89
Library Supplies	4,500.00	1,024.33	5,015.13
Administration & Travel	2,600.00	227.40	2,172.96
Program Expense	3,000.00	326.88	1,164.15
Repair & Maintenance	2,800.00	-279.78	2,413.68
Rebinding	1,000.00	310.37	745.09
Staff Training	2,100.00	0.00	1,166.43
Telephone & Fax Expense	1,800.00	268.56	3,291.10
Copier & Computer Costs	2,500.00	143.32	2,728.12
Security Monitoring	350.00	25.00	450.00
GST Expense		1.75	45.33
Freight & Postage	950.00	48.08	824.08
Professional Memberships	300.00	75.00	370.00
Publicity and Advertising	1,600.00	86.18	1,656.18

Audit and Insurance	3,000.00	0.00	2,335.80
Bank Charges	35.00	10.00	-6.31
Miscellaneous	500.00	0.00	25.00
Wages	132,942.00	10,249.94	127,363.58
EI Expense		187.89	3,777.76
CPP Expense		198.67	4,512.83
WCB Expense		0.00	381.36
Great West Life		233.49	-356.93
LAPP Expense		372.84	857.02
AB Health Expense		30.80	372.40
Total Expenses	224,456.00	23,188.81	227,482.83
Net Income (w/o liabilities)		-19,241.71	10,395.15

2002 Annual Budget for the Brooks Public Library

Outstanding Cheques at Year End:

GST paid on purchases	-1,439.29
Great West Life payable	346.94
Other outstanding expenses from Dec.2002	<u>6,427.05</u>
	5,334.70

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		28,074.28
TOTAL CURRENT ASSETS		<u>36,661.47</u>

TOTAL ASSETS36,661.47**LIABILITIES****CURRENT LIABILITIES**

GST Charged on Sales	0.00	
GST Paid on Purchases	-1,439.29	
GST Paid on Books	0.00	
Net GST Owing/Refund		-1,439.29
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		0.00
Great West Life		346.94
AB Health Payable		0.00
W.C.B. Payable		0.00
Miscellaneous		0.00
TOTAL CURRENT LIABILITIES		<u>-1,092.35</u>

TOTAL LIABILITIES-1,092.35**EQUITY****EARNINGS**

Endowment Fund Reserves		6,472.78
Retained Earnings		13,757.99
Current Earnings		10,395.15
Total Earnings		<u>30,625.92</u>

TOTAL EQUITY30,625.92**LIABILITIES AND EQUITY**29,533.57

Brooks Public Library
Receipts and Expenditures for November, 2002

Receipts	Annual Budget	Current Month	Total to Date
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	1,140.81	15,759.97
Interest Income	0.00	0.00	0.00
Miscellaneous	200.00	0.00	90.00
Fines, books and services	18,000.00	1,471.19	16,541.22
Rural Memberships	2,500.00	330.00	4,855.00
Donations	1,750.00	141.30	1,831.25
Charitable Receipt Donations	1,750.00	1,611.00	2,061.00
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
Total Revenue	224,456.00	4,694.30	233,930.34
Expenditures			
Shortgrass Expense	42,429.00	0.00	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	607.62	2,863.73
Internet Expense	550.00	0.00	0.00
New Library Furnishings	4,000.00	0.00	419.99
Equipment Reserve	3,000.00	0.00	0.00
Payroll Expense	500.00	35.38	527.03
Library Supplies	4,500.00	190.23	3,990.80
Administration & Travel	2,600.00	432.10	1,945.56
Program Expense	3,000.00	52.24	837.27
Repair & Maintenance	2,800.00	886.56	2,693.46
Rebinding	1,000.00	135.00	434.72
Staff Training	2,100.00	415.93	1,166.43
Telephone & Fax Expense	1,800.00	298.23	3,022.54
Copier & Computer Costs	2,500.00	196.38	2,584.80
Security Monitoring	350.00	175.00	425.00
GST Expense		4.23	43.58
Freight & Postage	950.00	91.64	776.00
Professional Memberships	300.00	75.00	295.00
Publicity and Advertising	1,600.00	231.00	1,570.00

Audit and Insurance	3,000.00	0.00	2,335.80
Bank Charges	35.00	5.00	-16.31
Miscellaneous	500.00	0.00	25.00
Wages	132,942.00	10,012.12	117,113.64
EI Expense		277.24	3,589.87
CPP Expense		282.42	4,314.16
WCB Expense		0.00	381.36
Great West Life		242.84	-590.42
LAPP Expense		362.67	484.18
AB Health Expense		30.80	341.60
Total Expenses	224,456.00	15,039.63	204,294.02
Net Income (w/o liabilities)		-11,916.05	29,636.32

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>47,702.39</u>
TOTAL CURRENT ASSETS	<u>56,289.58</u>

TOTAL ASSETS 56,289.58

LIABILITIES

CURRENT LIABILITIES

GST Charged on Sales	0.00
GST Paid on Purchases	-1,052.35
GST Paid on Books	<u>0.00</u>
Net GST Owning/Refund	-1,052.35
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>
TOTAL CURRENT LIABILITIES	<u>-705.41</u>

TOTAL LIABILITIES -705.41

EQUITY

EARNINGS

Endowment Fund Reserves	6,472.78
Retained Earnings	13,757.99
Current Earnings	<u>29,636.32</u>
Total Earnings	<u>49,867.09</u>

TOTAL EQUITY 49,867.09

LIABILITIES AND EQUITY 49,161.68

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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	47,702.39
TOTAL CURRENT ASSETS	<u>56,289.58</u>

TOTAL ASSETS

56,289.58

LIABILITIES

CURRENT LIABILITIES

GST Charged on Sales	0.00	
GST Paid on Purchases	-1,052.35	
GST Paid on Books	0.00	
Net GST Owing/Refund		-1,052.35
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		0.00
Great West Life		346.94
AB Health Payable		0.00
W.C.B. Payable		0.00
Miscellaneous		0.00
TOTAL CURRENT LIABILITIES		<u>-705.41</u>

TOTAL LIABILITIES

-705.41

EQUITY

EARNINGS

Endowment Fund Reserves	6,472.78
Retained Earnings	13,757.99
Current Earnings	29,636.32
Total Earnings	<u>49,867.09</u>

TOTAL EQUITY

49,867.09

LIABILITIES AND EQUITY

49,161.68

REVENUE

REVENUE

Town of Brooks	117,162.00
Govt. of Canada - Summer Employ. P	1,432.00
Province of Alberta	46,684.00
AB. Temp. Employment Grants	4,262.40
County of Newell	18,813.05
Local Memberships	15,759.97
Interest Income	0.00
Miscellaneous	90.00
Fines, Book Sales & Services	16,541.22
Rural Memberships	4,855.00
Donations	1,831.25
Charitable Receipt Donations	2,061.00
Fundraisers	1,374.04
Adopt-a-magazine	1,500.00
GST Recovery	1,564.41
TOTAL REVENUE	<u>233,930.34</u>

TOTAL REVENUE 233,930.34

EXPENSE

EXPENSES

Shortgrass Expense	46,777.90
Shortgrass - Rural mem. payment	1,880.00
Shortgrass - Dynix and telecom.	4,061.33
Books & Materials	2,863.73
Internet Expense	0.00
New Library Furnishings	419.99
Payroll Expense	527.03
Library Supplies	3,990.80
Administration & Travel	1,945.56
Recruitment expense	0.00
Program Expense	837.27
Repair & Maintenance	2,693.46
Rebinding, Microfilming, Laminating	434.72
Staff Training	1,166.43
Telephone and Fax Expense	3,022.54
Copier & Computer Costs	2,584.80
Security Monitoring	425.00
GST Expense	43.58
Freight & Postage	776.00
Professional Memberships	295.00
Publicity & Advertising	1,570.00
Audit & Insurance	2,335.80
Bank Charges	-16.31
Miscellaneous	25.00
Wages	117,113.64
EI Expense	3,589.87
CPP Expense	4,314.16
WCB Expense	381.36
Great West Life	-590.42
L.A.P.P. Expense	484.18
AB Health Expense	341.60
Loss on Theft	0.00
TOTAL EXPENSES	<u>204,294.02</u>

TOTAL EXPENSE 204,294.02

NET INCOME 29,636.32

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	1,140.81
Interest Income	0.00
Miscellaneous	0.00
Fines, Book Sales & Services	1,471.19
Rural Memberships	330.00
Donations	141.30
Charitable Receipt Donations	1,611.00
Fundraisers	0.00
Adopt-a-magazine	0.00
GST Recovery	0.00
TOTAL REVENUE	<u>4,694.30</u>

TOTAL REVENUE 4,694.30

EXPENSE**EXPENSES**

Shortgrass Expense	0.00
Shortgrass - Rural mem. payment	0.00
Shortgrass - Dynix and telecom.	0.00
Books & Materials	607.62
Internet Expense	0.00
New Library Furnishings	0.00
Payroll Expense	35.38
Library Supplies	190.23
Administration & Travel	432.10
Recruitment expense	0.00
Program Expense	52.24
Repair & Maintenance	886.56
Rebinding, Microfilming, Laminating	135.00
Staff Training	415.93
Telephone and Fax Expense	298.23
Copier & Computer Costs	196.38
Security Monitoring	175.00
GST Expense	4.23
Freight & Postage	91.64
Professional Memberships	75.00
Publicity & Advertising	231.00
Audit & Insurance	0.00
Bank Charges	5.00
Miscellaneous	0.00
Wages	10,012.12
EI Expense	277.24
CPP Expense	282.42
WCB Expense	0.00
Great West Life	242.84
L.A.P.P. Expense	362.67
AB Health Expense	30.80
Loss on Theft	0.00
TOTAL EXPENSES	<u>15,039.63</u>

TOTAL EXPENSE 15,039.63

NET INCOME -10,345.33

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
11/1/2002	J459	Fines	Deposit	372.00	-		Y Cleared
11/1/2002	J460	Local memberships	Deposit	195.81	-		Y Cleared
11/1/2002	J461	Rural memberships	Deposit	60.00	-		Y Cleared
11/1/2002	J462	Donations - Edgar All...	Deposit	89.30	-		Y Cleared
11/1/2002	J463	Nov02, Vauxhall Adva...	1011	-	18.19		Y Cleared
11/1/2002	J464	Nov02, Telus Mobility	1012	-	34.45		Y Cleared
11/1/2002	J465	Nov02, Shortgrass Li...	1013	-	42.57		Y Cleared
11/1/2002	J466	Nov02, Brodart	1014	-	83.04		Y Cleared
11/1/2002	J467	Nov02, Sport Stitch	1015	-	247.17		Y Cleared
11/1/2002	J468	nov02, Great-West Li...	1016	-	346.94		Y Cleared
11/12/2002	J470	Donations	Deposit	52.00	-		Y Cleared
11/12/2002	J471	Local memberships	Deposit	240.00	-		Y Cleared
11/12/2002	J472	Fines	Deposit	275.19	-		Y Cleared
11/12/2002	J473	Rural memberships	Deposit	135.00	-		Y Cleared
11/13/2002	J479	Nov02, Memory Lane ...	1018	-	246.09		Y Cleared
11/13/2002	J480	Nov02, Brooks Statio...	1019	-	18.23		Y Cleared
11/13/2002	J481	Nov02, The Alberta Li...	1020	-	25.00		Y Cleared
11/13/2002	J482	Nov02, Ikon Office Sol...	1021	-	29.04		Y Cleared
11/13/2002	J483	Nov02, All-Knight Se...	1022	-	286.23		Y Cleared
11/13/2002	J484	Nov02, Maxine Meldr...	1023	-	100.00		Y Cleared
11/15/2002	J485	Local memberships	Deposit	288.00	-		Y Cleared
11/15/2002	J486	Fines etc.	Deposit	215.97	-		Y Cleared
11/15/2002	J487	Rural memberships	Deposit	90.00	-		Y Cleared
11/15/2002	J488	Donations - M. Miklos...	Deposit	1,611.00	-		Y Cleared
11/21/2002	J489	Nov02, Pacific North...	1024	-	75.00		N Outstanding
11/21/2002	J490	Nov02, Telus	1025	-	52.09		Y Cleared
11/21/2002	J491	Nov2002, Telus	1026	-	144.20		Y Cleared
11/21/2002	J492	November2002, Telus	1027	-	51.00		Y Cleared
11/21/2002	J493	Nov02, Royal Bank Vi...	1028	-	926.23		Y Cleared
11/29/2002	J494	Nov02, Medicine Hat ...	1029	-	374.50		N Outstanding
11/29/2002	J495	Nov2002, Shortgrass ...	1030	-	28.80		N Outstanding
11/29/2002	J496	Nov2002, Telus Mobil...	1031	-	37.25		N Outstanding
11/29/2002	J497	Nov02, Hampstead H...	1032	-	464.72		N Outstanding
11/29/2002	J498	Nov02, Brooks Bulletin	1033	-	38.52		N Outstanding
11/29/2002	J499	Nov02, Ronnie Adams	1034	-	228.45		N Outstanding
11/29/2002	J500	Nov02, Ben's Office ...	1035	-	144.45		N Outstanding
11/29/2002	J501	Nov02, Julia Reinhart	1036	-	140.00		N Outstanding
11/29/2002	J502	Nov02, Purolator Cou...	1037	-	91.64		N Outstanding
11/30/2002	J503	Nov02, Local Authoriti...	1038	-	652.80		N Outstanding
11/22/2002	J505	Fines	Deposit	305.40	-		Y Cleared
11/22/2002	J506	Local memberships	Deposit	327.00	-		Y Cleared
11/29/2002	J507	Local memberships	Deposit	150.00	-		Y Cleared
11/29/2002	J508	Fines	Deposit	302.63	-		Y Cleared
11/29/2002	J509	Rural memberships	Deposit	45.00	-		Y Cleared
11/30/2002	J519	Br Destination fee	Debit	-	5.00		Y Cleared
11/30/2002	J521	AB Health Expense	Debit	-	44.00		Y Cleared
11/30/2002	J523	ADP payroll fee	Debit	-	37.86		Y Cleared
11/30/2002	J525	Securtek security fee	Debit	-	26.75		Y Cleared
11/30/2002	J526	Payroll for Nov 2002	Debit	-	10,164.35		Y Cleared
11/15/2002	J527	Reversing J485. Corr...	ADJDeposit	-	288.00		Y Cleared
11/15/2002	J528	Local memberships	Deposit	228.00	-		Y Cleared
			4,982.30	15,492.56			

Dec 02

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>28,074.28</u>
TOTAL CURRENT ASSETS	<u>36,661.47</u>

TOTAL ASSETS

36,661.47

LIABILITIES

CURRENT LIABILITIES

GST Charged on Sales	0.00
GST Paid on Purchases	-1,439.29
GST Paid on Books	<u>0.00</u>
Net GST Owing/Refund	-1,439.29
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>
TOTAL CURRENT LIABILITIES	<u><u>-1,092.35</u></u>

TOTAL LIABILITIES

-1,092.35

EQUITY

EARNINGS

Endowment Fund Reserves	6,472.78
Retained Earnings	13,757.99
Current Earnings	<u>10,395.15</u>
Total Earnings	<u><u>30,625.92</u></u>

TOTAL EQUITY

30,625.92

LIABILITIES AND EQUITY

29,533.57

REVENUE**REVENUE**

Town of Brooks	117,162.00
Govt. of Canada - Summer Employ. P	1,432.00
Province of Alberta	46,684.00
AB. Temp. Employment Grants	4,262.40
County of Newell	18,813.05
Local Memberships	16,629.97
Interest Income	0.00
Miscellaneous	90.00
Fines, Book Sales & Services	18,214.11
Rural Memberships	5,275.00
Donations	1,916.00
Charitable Receipt Donations	2,961.00
Fundraisers	1,374.04
Adopt-a-magazine	1,500.00
GST Recovery	1,564.41
TOTAL REVENUE	<u>237,877.98</u>

TOTAL REVENUE 237,877.98

EXPENSE**EXPENSES**

Shortgrass Expense	46,777.90
Shortgrass - Rural mem. payment	2,637.50
Shortgrass - Dynix and telecom.	4,977.83
Books & Materials	6,560.44
Internet Expense	0.00
New Library Furnishings	4,659.51
Payroll Expense	564.89
Library Supplies	5,015.13
Administration & Travel	2,172.96
Recruitment expense	0.00
Program Expense	1,164.15
Repair & Maintenance	2,413.68
Rebinding, Microfilming, Laminating	745.09
Staff Training	1,166.43
Telephone and Fax Expense	3,291.10
Copier & Computer Costs	2,728.12
Security Monitoring	450.00
GST Expense	45.33
Freight & Postage	824.08
Professional Memberships	370.00
Publicity & Advertising	1,656.18
Audit & Insurance	2,335.80
Bank Charges	-6.31
Miscellaneous	25.00
Wages	127,363.58
EI Expense	3,777.76
CPP Expense	4,512.83
WCB Expense	381.36
Great West Life	-356.93
L.A.P.P. Expense	857.02
AB Health Expense	372.40
Loss on Theft	0.00
TOTAL EXPENSES	<u>227,482.83</u>

TOTAL EXPENSE 227,482.83

NET INCOME 10,395.15

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	870.00
Interest Income	0.00
Miscellaneous	0.00
Fines, Book Sales & Services	1,672.89
Rural Memberships	420.00
Donations	84.75
Charitable Receipt Donations	900.00
Fundraisers	0.00
Adopt-a-magazine	0.00
GST Recovery	0.00
TOTAL REVENUE	<u>3,947.64</u>

TOTAL REVENUE 3,947.64

EXPENSE

EXPENSES

Shortgrass Expense	0.00
Shortgrass - Rural mem. payment	757.50
Shortgrass - Dynix and telecom.	916.50
Books & Materials	3,696.71
Internet Expense	0.00
New Library Furnishings	4,239.52
Payroll Expense	37.86
Library Supplies	1,024.33
Administration & Travel	227.40
Recruitment expense	0.00
Program Expense	326.88
Repair & Maintenance	-279.78
Rebinding, Microfilming, Laminating	310.37
Staff Training	0.00
Telephone and Fax Expense	268.56
Copier & Computer Costs	143.32
Security Monitoring	25.00
GST Expense	1.75
Freight & Postage	48.08
Professional Memberships	75.00
Publicity & Advertising	86.18
Audit & Insurance	0.00
Bank Charges	10.00
Miscellaneous	0.00
Wages	10,249.94
EI Expense	187.89
CPP Expense	198.67
WCB Expense	0.00
Great West Life	233.49
L.A.P.P. Expense	372.84
AB Health Expense	30.80
Loss on Theft	0.00
TOTAL EXPENSES	<u>23,188.81</u>

TOTAL EXPENSE 23,188.81

NET INCOME -19,241.17

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
2/1/2002	J504	Dec02, Great-West L...	1039	-	333.57		Y Cleared
12/4/2002	J510	Dec02, A+ Variety Ma...	1040	-	250.00		Y Cleared
12/6/2002	J511	Fines	Deposit	421.14	-		Y Cleared
12/6/2002	J512	Local memberships	Deposit	228.00	-		Y Cleared
12/6/2002	J513	Rural memberships	Deposit	60.00	-		Y Cleared
12/10/2002	J514	Securtek security fee	Debit	-	26.75		Y Cleared
12/10/2002	J515	ADP payroll fee	Debit	-	37.86		Y Cleared
12/10/2002	J516	AB Health Expense	Debit	-	44.00		Y Cleared
12/10/2002	J517	Br Destination fee	Debit	-	5.00		Y Cleared
12/10/2002	J518	Reversing J517. Corr...	ADJDebit	5.00	-		Y Cleared
12/10/2002	J520	Reversing J516. Corr...	ADJDebit	44.00	-		Y Cleared
12/10/2002	J522	Reversing J515. Corr...	ADJDebit	37.86	-		Y Cleared
12/10/2002	J524	Reversing J514. Corr...	ADJDebit	26.75	-		Y Cleared
12/11/2002	J529	Dec02, Ronnie Adams	1041	-	76.88		Y Cleared
12/13/2002	J530	Dec02, Ben's Office ...	1042	-	112.35		Y Cleared
12/13/2002	J531	Dec02, Brodart	1043	-	161.94		Y Cleared
12/13/2002	J532	Dec02, Brooks Com. ...	1044	-	45.00		Y Cleared
12/13/2002	J533	Dec02, Ikon Office S...	1045	-	41.00		Y Cleared
12/13/2002	J534	Reversing J533. Corr...	ADJ1045	41.00	-		Y Cleared
12/13/2002	J535	Dec02, Ikon Office S...	1045	-	41.00		Y Cleared
12/13/2002	J536	Dec02, Brooks Statio...	1046	-	90.15		Y Cleared
12/13/2002	J537	Dec02, Library Assoc...	1047	-	75.00		Y Cleared
12/18/2002	J538	Dec02, Deines Micro-...	1048	-	332.10		Y Cleared
12/18/2002	J539	Dec2002, Brodart	1049	-	624.16		Y Cleared
12/18/2002	J540	dECO2, Telus	1050	-	148.55		Y Cleared
12/18/2002	J541	Dec2002, Telus	1051	-	51.00		Y Cleared
12/18/2002	J542	December2002, Telus	1052	-	51.30		Y Cleared
12/18/2002	J543	Dec2002, CNL Com...	1053	-	216.68		Y Cleared
12/18/2002	J544	Reversing J538. Corr...	ADJ1048	332.10	-		Y Cleared
12/18/2002	J545	Dec02, Deines Micro-...	1054	-	332.10		Y Cleared
12/18/2002	J546	Dec2002, Ben's Offic...	1048	-	4,195.47		Y Cleared
12/20/2002	J547	Fines	Deposit	337.86	-		Y Cleared
12/20/2002	J548	Local memberships	Deposit	234.00	-		Y Cleared
12/20/2002	J549	Rural memberships	Deposit	150.00	-		Y Cleared
12/20/2002	J550	Donations - A Christ...	Deposit	84.75	-		Y Cleared
12/20/2002	J551	Charitable Receipt Do...	Deposit	150.00	-		Y Cleared
12/31/2002	J552	Fines	Deposit	455.15	-		Y Cleared
12/31/2002	J553	Local memberships	Deposit	174.00	-		Y Cleared
12/31/2002	J554	Rural memberships	Deposit	150.00	-		Y Cleared
12/31/2002	J555	Charitable Receipt Do...	Deposit	700.00	-		Y Cleared
12/31/2002	J556	Dec02, Shortgrass Li...	1055	-	916.50		N Outstanding
12/31/2002	J557	Dec2002, Shortgrass...	1056	-	757.50		N Outstanding
12/31/2002	J558	Dec02, Telus Mobility	1057	-	36.39		N Outstanding
12/31/2002	J559	Dec02, Purolator Cou...	1058	-	27.77		N Outstanding
12/31/2002	J560	Dec02, Brooks Bulletin	1059	-	44.06		N Outstanding
12/31/2002	J561	Dec02, Royal Bank Vi...	1060	-	3,746.17		N Outstanding
12/31/2002	J562	Dec02, Local Authorit...	1061	-	671.12		N Outstanding
12/31/2002	J563	Securtek security mo...	Debit	-	26.75		Y Cleared
12/31/2002	J564	ADP payroll for Dec02	Debit	-	37.86		Y Cleared
12/31/2002	J565	AB Health expense	Debit	-	44.00		Y Cleared
12/31/2002	J566	Br Destination fee	Debit	-	5.00		Y Cleared
12/31/2002	J567	Dec2002, Royal Bank...	1062	-	227.54		N Outstanding
12/31/2002	J568	Payroll for December ...	Debit	-	10,224.94		Y Cleared
12/13/2002	J569	Fines	Deposit	-	458.74		Y Cleared
12/13/2002	J570	Local membership	Deposit	-	234.00		Y Cleared
12/13/2002	J571	Rural membership	Deposit	-	60.00		Y Cleared
12/13/2002	J572	Donation	Deposit	-	50.00		Y Cleared
12/13/2002	J573	Reversing J572. Corr...	ADJDeposit	50.00	-		Y Cleared
12/13/2002	J574	Donation	Deposit	50.00	-		Y Cleared
12/13/2002	J575	Reversing J571. Corr...	ADJDeposit	60.00	-		Y Cleared
12/13/2002	J576	Rural membership	Deposit	60.00	-		Y Cleared
12/13/2002	J577	Reversing J570. Corr...	ADJDeposit	234.00	-		Y Cleared
12/13/2002	J578	Local membership	Deposit	234.00	-		Y Cleared
12/13/2002	J579	Reversing J569. Corr...	ADJDeposit	458.74	-		Y Cleared
12/13/2002	J580	Fines	Deposit	458.74	-		Y Cleared
12/31/2002	J581	Bank charge for bank...	Debit	-	5.00		Y Cleared

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
			5,237.09	24,865.20			

Brooks Public Library
Receipts and Expenditures for December 2002

Receipts	Annual Budget	Current Month	Total to Date
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	870.00	16,629.97
Interest Income	0.00	0.00	0.00
Miscellaneous	200.00	0.00	90.00
Fines, books and services	18,000.00	1,672.89	18,214.11
Rural Memberships	2,500.00	420.00	5,275.00
Donations	1,750.00	84.75	1,916.00
Charitable Receipt Donations	1,750.00	900.00	2,961.00
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
Total Revenue	224,456.00	3,947.64	237,877.98
Expenditures			
Shortgrass Expense	42,429.00	0.00	46,777.90
Shortgrass – Rural membership	0.00	757.50	2,637.50
Shortgrass-Dynix	6,000.00	916.50	4,977.83
Books & Materials	8,000.00	3,696.71	6,560.44
Internet Expense	550.00	0.00	0.00
New Library Furnishings	4,000.00	4,239.52	4,659.51
Equipment Reserve	3,000.00	0.00	0.00
Payroll Expense	500.00	37.86	564.89
Library Supplies	4,500.00	1,024.33	5,015.13
Administration & Travel	2,600.00	227.40	2,172.96
Program Expense	3,000.00	326.88	1,164.15
Repair & Maintenance	2,800.00	-279.78	2,413.68
Rebinding	1,000.00	310.37	745.09
Staff Training	2,100.00	0.00	1,166.43
Telephone & Fax Expense	1,800.00	268.56	3,291.10
Copier & Computer Costs	2,500.00	143.32	2,728.12
Security Monitoring	350.00	25.00	450.00
GST Expense		1.75	45.33
Freight & Postage	950.00	48.08	824.08
Professional Memberships	300.00	75.00	370.00
Publicity and Advertising	1,600.00	86.18	1,656.18

Audit and Insurance	3,000.00	0.00	2,335.80
Bank Charges	35.00	10.00	-6.31
Miscellaneous	500.00	0.00	25.00
Wages	132,942.00	10,249.94	127,363.58
EI Expense		187.89	3,777.76
CPP Expense		198.67	4,512.83
WCB Expense		0.00	381.36
Great West Life		233.49	-356.93
LAPP Expense		372.84	857.02
AB Health Expense		30.80	372.40
Total Expenses	224,456.00	23,188.81	227,482.83
Net Income (w/o liabilities)		-19,241.71	10,395.15

2002 Annual Budget for the Brooks Public Library

Outstanding Cheques at Year End:

GST paid on purchases	-1,439.29
Great West Life payable	346.94
Other outstanding expenses from Dec.2002	<u>6,427.05</u>
	5,334.70

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		28,074.28
TOTAL CURRENT ASSETS		<u>36,661.47</u>

TOTAL ASSETS36,661.47**LIABILITIES****CURRENT LIABILITIES**

GST Charged on Sales	0.00	
GST Paid on Purchases	-1,439.29	
GST Paid on Books	0.00	
Net GST Owng/Refund		-1,439.29
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		0.00
Great West Life		346.94
AB Health Payable		0.00
W.C.B. Payable		0.00
Miscellaneous		0.00
TOTAL CURRENT LIABILITIES		<u>-1,092.35</u>

TOTAL LIABILITIES-1,092.35**EQUITY****EARNINGS**

Endowment Fund Reserves		6,472.78
Retained Earnings		13,757.99
Current Earnings		10,395.15
Total Earnings		<u>30,625.92</u>

TOTAL EQUITY30,625.92**LIABILITIES AND EQUITY**29,533.57

Brooks Public Library Board Minutes
Monday, February 24, 2003

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

Absent: Henry Najda, Carina Weisbach.

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

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

Motion - to approve minutes of the January 23, 2003 Board meeting as printed. Moved by Pat. Seconded by Karen. **Carried.**

Business Arising

- Vice Chairperson - not firmly committed. We will know at next meeting.
- Data Projector - Julia will check into costs of owning one of these. She will report at next meeting.
- Access Copyright Agreement - has been sent in for processing.
- CAP Grant - Motion - to submit grant application to purchase two computers at \$1500.00 each. Moved by *Mary*. Seconded by Jerri.

Correspondence

- None received.

Shortgrass Report

- Rudy reported on the Committee meeting. Public Relation and expansion which will be taken to the Board for discussion and action.

Financial Report

- Jonathan presented the financial report. Motion - to accept expenditure of \$16,214.32 for the month of January. Moved by Jonathan. Seconded by Jerri. **Carried.**

Librarian Report

- As per Julia's printed report.

Personnel Committee Report

- Motion - to move the acceptance of amended Terms of Employment Policy - 1-A-2003 (Terms of Employment), 1-B-2003 (Grievances), 1-C-2003 (Job Descriptions), and the addition of policy 1-D-2003 (Benefits), perused by the Board. Moved by Jerri. Seconded by Pat. **Carried.**

Policy Committee Report

- Policy 3-C-03 Public Computer Use was read. Moved by Karen. Seconded by Pat. **Carried.**

Plan of Service Committee

- Brooks Public Library Survey was read. Ideas for getting them delivered to people.

Donation Board Committee

- Proposal was read by the Board. Moved by Gloria. Seconded by Karen as printed. **Carried.**

New Business

- Author (Poet) Vivian Hansen will be coming between April - September.
- New Technician - Shortgrass will hire a Part-time person. Approval not received as yet. Julia has hired a Grade 12 student to temporarily cover this position.
- County of Newell has donated \$1200.00 to be spent in the computer lab.
- Library privileges
 - Magazine thefts - culprits were caught
 - One of the youngsters now has library card purchased by his mother. His mother to be informed of the situation.
- Book sale - books are beginning to accumulate.
- Shared materials outside of Shortgrass- Province developing material sharing between libraries. Motion - TAL patrons can borrow a maximum of 10 books. Moved by Gloria. Seconded by Mary. **Carried.**

Pat moved meeting adjourned at 8:50 p.m.

Next meeting - Thursday, March 27, 2003 at 6:30 p.m.

Finance Committee meeting - Wednesday, March 26, 2003 at 8:30 a.m.

Two handwritten signatures in blue ink. The signature on the left is a large, stylized, and somewhat illegible scribble. The signature on the right is more legible, appearing to read "John" followed by a surname that is difficult to decipher.

Finance Committee Meeting
8:30 a.m., Wed. February 19, 2003

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

- 1) Motion to accept the revised budget projection for 2003 of the Brooks Public Library.
 - 2) Financial information required by MNP has been sent and the 2002 audit is proceeding.
 - 3) Motion to accept the expenditure of \$16,214.32 for the month of January 2003.
 - 4) Meeting adjourned at 9:00 a.m.
-

2003 Annual Budget for the Brooks Public Library

Current Draft

Receipts	Annual Budget	Current Month	Total to Date
Town of Brooks	120,677.00	30,169.25	30,169.25
Gov't of Canada – Summer Em.	1,432.00	0.00	0.00
Province of Alberta	46,684.00	0.00	0.00
AB. Temp Employment Grants	4,000.00	0.00	0.00
County of Newell	18,813.00	0.00	0.00
Local Memberships	18,500.00	1,528.00	1,528.00
Interest Income	0.00	0.00	0.00
Miscellaneous	200.00	104.00	104.00
Fines, books and services	18,000.00	1,267.09	1,267.09
Rural Memberships	2,500.00	390.00	390.00
Donations	2,000.00	545.70	545.70
Charitable Receipt Donations	2,000.00	1,000.00	1,000.00
Fundraisers	2,000.00	0.00	0.00
GST Recovery	1,000.00	0.00	0.00
Total Revenue	237,806.00	35,004.04	35,004.04
Expenditures			
Shortgrass Expense	50,000.00	0.00	0.00
Shortgrass – Rural membership	1,250.00	0.00	0.00
Shortgrass-Dynix	6,000.00	0.00	0.00
Books & Materials	4,000.00	78.00	78.00
New Library Furnishings	2,000.00	0.00	0.00
Payroll Expense	500.00	43.38	43.38
Library Supplies	5,000.00	45.30	45.30
Administration & Travel	4,000.00	421.86	421.86
Program Expense	2,000.00	49.55	49.55
Repair & Maintenance	2,800.00	0.00	0.00
Rebinding	1,500.00	996.75	996.75
Staff Training	2,100.00	0.00	0.00
Telephone & Fax Expense	3,500.00	455.16	455.16
Copier & Computer Costs	2,500.00	88.44	88.44
Security Monitoring	350.00	25.00	25.00
Computer Technician	3,000.00		
GST Expense	21.00	4.79	4.79
Freight & Postage	950.00	167.05	167.05
Professional Memberships	300.00	0.00	0.00
Publicity and Advertising	1,600.00	0.00	0.00
Audit and Insurance	3,000.00	0.00	0.00
Bank Charges	35.00	35.00	35.00

Miscellaneous	500.00	111.48	111.48
Wages (includes temp. staff)	131,060.00	12,072.59	12,072.59
EI Expense	4,000.00	329.99	329.99
CPP Expense	4,700.00	437.23	437.23
WCB Expense	400.00	217.92	217.92
Great West Life	2,800.00	233.49	233.49
LAPP Expense	5,000.00	370.54	370.54
AB Health Expense	370.00	30.80	30.80
Total Expenses	245,236.00	16,214.32	16,214.32
Net (Loss) Earnings	7,430.00		
Liabilities		-1,274.63	-1,274.63
Total Expense (after liabilities)		17,488.95	17,889.95
Net Income (w/o liabilities)		18,789.72	18,789.72

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		46,681.72
TOTAL CURRENT ASSETS		<u>55,268.91</u>

TOTAL ASSETS 55,268.91

LIABILITIES

CURRENT LIABILITIES

GST Charged on Sales	0.00	
GST Paid on Purchases	-1,543.76	
GST Paid on Books	<u>0.00</u>	
Net GST Owing/Refund		-1,543.76
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		-77.81
Great West Life		346.94
AB Health Payable		0.00
W.C.B. Payable		0.00
Miscellaneous		<u>0.00</u>
TOTAL CURRENT LIABILITIES		<u>-1,274.63</u>

TOTAL LIABILITIES -1,274.63

EQUITY

EARNINGS

Endowment Fund Reserves		6,472.78
Retained Earnings		24,153.14
Current Earnings		<u>18,789.72</u>
Total Earnings		<u>49,415.64</u>

TOTAL EQUITY 49,415.64

LIABILITIES AND EQUITY 48,141.01

REVENUE**REVENUE**

Town of Brooks	30,169.25
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	1,528.00
Interest Income	0.00
Miscellaneous	104.00
Fines, Book Sales & Services	1,267.09
Rural Memberships	390.00
Donations	545.70
Charitable Receipt Donations	1,000.00
Fundraisers	0.00
Adopt-a-magazine	0.00
GST Recovery	0.00
TOTAL REVENUE	<u>35,004.04</u>

TOTAL REVENUE 35,004.04

EXPENSE**EXPENSES**

Shortgrass Expense	0.00
Shortgrass - Rural mem. payment	0.00
Shortgrass - Dynix and telecom.	0.00
Books & Materials	78.00
Internet Expense	0.00
New Library Furnishings	0.00
Payroll Expense	43.38
Library Supplies	45.30
Administration & Travel	421.86
Recruitment expense	0.00
Program Expense	49.55
Repair & Maintenance	0.00
Rebinding, Microfilming, Laminating	996.75
Staff Training	0.00
Telephone and Fax Expense	455.16
Copier & Computer Costs	88.44
Security Monitoring	25.00
GST Expense	4.79
Freight & Postage	167.05
Professional Memberships	0.00
Publicity & Advertising	0.00
Audit & Insurance	0.00
Bank Charges	35.00
Miscellaneous	111.48
Wages	12,072.59
EI Expense	329.99
CPP Expense	437.23
WCB Expense	217.92
Great West Life	233.49
L.A.P.P. Expense	370.54
AB Health Expense	30.80
Loss on Theft	0.00
TOTAL EXPENSES	<u>16,214.32</u>

TOTAL EXPENSE 16,214.32

NET INCOME 18,789.72

Brooks Public Library Budget for 2003

Receipts	2002	Proposed 2003	Revised 2003
Town of Brooks	117,162.00	128,523.00	*120,677.00
Province of Alberta	46,684.00	46,684.00	46,684.00
Federal Grants	0.00	5,432.00	5,432.00
County of Newell	16,910.00	18,813.00	18,813.00
Local Memberships	18,000.00	18,000.00	*18,500.00
Rural Memberships	2,500.00	3,500.00	*2,500.00
Fines, Books & Services	18,000.00	18,000.00	18,000.00
Donations	3,500.00	4,000.00	4,000.00
Fundraisers	500.00	2,000.00	2,000.00
Interest Income	0.00	0.00	0.00
Miscellaneous	200.00	200.00	200.00
GST Recovery	1,000.00	1,000.00	1,000.00
Total Revenue	224,456.00	246,152.00	237,806.00
Expenditures			
Shortgrass Expenses			
Shortgrass Expense	42,429.00	48,500.00	*50,000.00
Shortgrass - Dynix	6,000.00	6,000.00	6,000.00
Shortgrass – Rural memberships			*1,250.00
Staffing			
Temporary Staff	0.00	5,400.00	5,400.00
Staff Training	2,100.00	2,100.00	2,100.00
Wages (inc. benefits)	132,942.00	136,496.00	*142,930.00
Materials			
Books, Periodicals, Newspapers	8,000.00	8,000.00	*4,000.00
Library Supplies	5,000.00	5,000.00	5,000.00
New Library Furnishings	4,000.00	4,000.00	*2,000.00
Equipment Reserve	3,000.00	3,000.00	*0.00
Maintenance			
Computer Technician	0.00	4,000.00	*3,000.00
Copier & Computer Exp.	2,500.00	2,500.00	2,500.00
Rebinding & Microfilming	1,000.00	1,500.00	1,500.00
Repair & Maintenance	2,800.00	2,800.00	2,800.00
Administration			
Conference & Travel	2,600.00	4,000.00	4,000.00
Program Expense	3,000.00	2,100.00	2,000.00
Security Monitoring	350.00	350.00	350.00
Bank Charges	35.00	35.00	35.00
Payroll Expense	500.00	500.00	500.00
Publicity & Advertising	1,600.00	1,600.00	1,600.00
Telephone & Fax Expense	1,850.00	3,500.00	3,500.00

Audit & Insurance	3,000.00	3,000.00	3,000.00
Freight & Postage	950.00	950.00	950.00
Professional Memberships	300.00	300.00	300.00
Miscellaneous	500.00	500.00	500.00
GST Expense	0.00	21.00	21.00
Total Expenses	224,456.00	246,152.00	245,236.00
Net (Loss) Earnings			(7,430.00)

***Asterisked Items**

Receipts

Town of Brooks – granted less than requested for 2003

Local memberships – anticipating increase with addition of new divisions from County of Newell

Rural memberships – anticipating decrease for same reason above

Expenditures

Shortgrass Expense – increase due to addition of new divisions

Shortgrass – Rural memberships – ½ of anticipated revenue to be given to Shortgrass

Wages – calculation of benefits was not based on true figures – figures were skewed by credit – and LAPP has increased amounts to be taken for pension

Books, Periodicals, Newspapers – decreased as more is going to Shortgrass for books and materials

New Library Furnishings – decreased amount due to the large purchase in this area at the end of last year

Equipment reserve – removed for this year

Computer Technician – decreased as Shortgrass will not be hiring a technician until April

Brooks Public Library Board Meeting Minutes
Thursday, March 27, 2003

Present: Julia Reinhart (Librarian), Henry Najda, Jerri Schindeler, Pat Walsh, Terry Welsh (guest), Gloria Evans, Mary Becroft, Carina Weisbach, Jonathan Jaikaran.

Absent: Rudy Esau, Cheryl Pierson, Karen Bonora.

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

Agenda was amended by adding 12.7 Northern Exposure to Leadership. Moved by Henry. Seconded by Carina. **Carried.**

Terry Welsh was introduced. Terry spoke about projects for maintenance and up-grading around the library. Parking Lot to be paved, Air-conditioner unit to be replaced and lesser items. Other items were discussed.

Minutes of the February 26, 2003 meeting were read. Error with CAP Grant motion. This motion was moved by Mary and seconded by Jerri. Moved by Mary. Seconded by Pat to approve minutes as amended. **Carried.**

Business Arising

- Book Sale to be held at the library from April 28, 2003 to May 9, 2003.
- New CAP computers (2) have arrived. One is working now.
- Funding for computer lab not yet received from County of Newell.

Correspondence

- 2003 Annual Volunteer Conference - handout.
- Letter from Karen Bonora requesting financial assistance to attend LAA Conference (April 24-27) with Julia.

Financial Report

- Moved by Henry to approve February expenditures of \$13,540.75. Seconded by Pat. **Carried.**
- Moved by Jerri to support Karen to attend the LAA Conference (April 24-27) in the amount of \$500.00. Seconded by Pat. **Carried.**

Librarian Report

- as per Julia's printed report attached.
- Cheryl Pierson has retired from the Library Board.

Personnel Committee Report

- Personnel Committee Policies are signed and have been given out to the staff.

Policy Committee Report

- Policy on Computer Use - has been signed and is now a form being used for computer lab access.

Plan of Service Committee

- Need Assessment Survey - 4000 copies were sent out in the Chronicle, about 110 have been returned to date.
- Need another member for the Plan of Service Committee. It is a 5 year plan - which will be drafted to the April meeting. Pat Walsh and Carina Weisbach volunteered to be on the Plan of Service Committee.


New Business

- Library Foundation would like a Wish List for spending the funds to be raised by the Death by Chocolate.
- Patron Appreciation Night in September 2003. Gloria and Carina went on the Committee.
- Death by Chocolate - Friday, April 11, 2003. 11:30 a.m. to 4:30 p.m
- Trade Show - May 2, 2003 - May 4, 2003. Shortgrass to promote System libraries at the Trade Show. 4 Board members have volunteered to work at Fair.
- Library Logo Contest to be held in May. To be promoted with High School students and general public to draw a design. Julia will set the criteria for the contest.
- Northern Exposure to Leadership - Julia is ineligible.

Mary moved meeting be adjourned at 8:30 p.m.

Next Board meeting - Wednesday, April 23, 2003.

Finance Committee meeting - Wednesday, April 23, 2003.




**Brooks Public Library
Finance Committee Meeting
8:30 a.m. Wed. March 26, 2003**

Present: Jerri Schindeler, Jonathan Jaikaran, and Julia Reinhart

- 1) On March 4th, 2003 the Finance Committee agreed to pay \$500.00 towards the LAA Conference for Board member, Karen Bonora as per her written request dated February 28th, 2003.
- 2) Motion to accept the the expenditure of \$13,540.75 for the month of February 2003.
- 3) Meeting adjourned at 9:00 a.m.

2003 Annual Budget for the Brooks Public Library
February 2003

Receipts	Annual Budget	Current Month	Total to Date
Town of Brooks	120,677.00	0.00	30,169.25
Gov't of Canada – Summer Em.	1,432.00	0.00	0.00
Province of Alberta	46,684.00	0.00	0.00
AB. Temp Employment Grants	4,000.00	0.00	0.00
County of Newell	18,813.00	0.00	0.00
Local Memberships	18,500.00	1,138.30	2,666.30
Interest Income	0.00	0.00	0.00
Miscellaneous	200.00	0.00	104.00
Fines, books and services	18,000.00	1,078.26	2,345.35
Rural Memberships	2,500.00	210.00	600.00
Donations	2,000.00	0.00	545.70
Charitable Receipt Donations	2,000.00	500.00	1,500.00
Fundraisers	2,000.00	0.00	0.00
GST Recovery	1,000.00	0.00	0.00
Total Revenue	237,806.00	2,926.56	37,930.60
Expenditures			
Shortgrass Expense	50,000.00	0.00	0.00
Shortgrass – Rural membership	1,250.00	0.00	0.00
Shortgrass-Dynix	6,000.00	0.00	0.00
Books & Materials	4,000.00	473.28	551.28
New Library Furnishings	2,000.00	158.15	158.15
Payroll Expense	500.00	45.99	89.37
Library Supplies	5,000.00	190.54	235.84
Administration & Travel	4,000.00	133.92	555.78
Program Expense	2,000.00	30.26	79.81
Repair & Maintenance	2,800.00	121.00	121.00
Rebinding	1,500.00	0.00	996.75
Staff Training	2,100.00	0.00	0.00
Telephone & Fax Expense	3,500.00	265.44	720.60
Copier & Computer Costs	2,500.00	537.55	625.99
Security Monitoring	350.00	25.00	50.00
Computer Technician	3,000.00	0.00	0.00
GST Expense	21.00	8.64	13.43
Freight & Postage	950.00	75.00	242.05
Professional Memberships	300.00	0.00	0.00
Publicity and Advertising	1,600.00	134.70	134.70
Audit and Insurance	3,000.00	0.00	0.00
Bank Charges	35.00	30.00	65.00
Miscellaneous	500.00	0.00	111.48

Wages (includes temp. staff)	131,060.00	9,959.70	22,032.29
EI Expense	4,000.00	319.55	649.54
CPP Expense	4,700.00	420.56	857.79
WCB Expense	400.00	0.00	217.92
Great West Life	2,800.00	233.49	466.98
LAPP Expense	5,000.00	347.18	717.72
AB Health Expense	370.00	30.80	61.60
Total Expenses	245,236.00	13,540.75	29,755.07
Net (Loss) Earnings	(7,430.00)		
Liabilities		-1,037.60	-1,037.60
Total Expense (after liabilities)		12,503.15	28,717.47
Net Income (w/o liabilities)		-10,614.19	8,175.53

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>36,304.56</u>
TOTAL CURRENT ASSETS		<u>44,891.75</u>

TOTAL ASSETS**44,891.75****LIABILITIES****CURRENT LIABILITIES**

GST Charged on Sales	0.00	
GST Paid on Purchases	-1,671.01	
GST Paid on Books	<u>0.00</u>	
Net GST Owing/Refund		-1,671.01
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		620.04
Great West Life		13.37
AB Health Payable		0.00
W.C.B. Payable		0.00
Miscellaneous		<u>0.00</u>
TOTAL CURRENT LIABILITIES		<u>-1,037.60</u>

TOTAL LIABILITIES**-1,037.60****EQUITY****EARNINGS**

Endowment Fund Reserves		6,472.78
Retained Earnings		24,153.14
Current Earnings		<u>8,175.53</u>
Total Earnings		<u>38,801.45</u>

TOTAL EQUITY**38,801.45****LIABILITIES AND EQUITY****37,763.85**

REVENUE**REVENUE**

Town of Brooks	30,169.25
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	2,666.30
Interest Income	0.00
Miscellaneous	104.00
Fines, Book Sales & Services	2,345.35
Rural Memberships	600.00
Donations	545.70
Charitable Receipt Donations	1,500.00
Fundraisers	0.00
Adopt-a-magazine	0.00
GST Recovery	0.00
TOTAL REVENUE	<u>37,930.60</u>

TOTAL REVENUE37,930.60**EXPENSE****EXPENSES**

Shortgrass Expense	0.00
Shortgrass - Rural mem. payment	0.00
Shortgrass - Dynix and telecom.	0.00
Books & Materials	551.28
Internet Expense	0.00
New Library Furnishings	158.15
Payroll Expense	89.37
Library Supplies	235.84
Administration & Travel	555.78
Recruitment expense	0.00
Program Expense	79.81
Repair & Maintenance	121.00
Rebinding, Microfilming, Laminating	996.75
Staff Training	0.00
Telephone and Fax Expense	720.60
Copier & Computer Costs	625.99
Security Monitoring	50.00
GST Expense	13.43
Freight & Postage	242.05
Professional Memberships	0.00
Publicity & Advertising	134.70
Audit & Insurance	0.00
Bank Charges	65.00
Miscellaneous	111.48
Wages	22,032.29
EI Expense	649.54
CPP Expense	857.79
WCB Expense	217.92
Great West Life	466.98
L.A.P.P. Expense	717.72
AB Health Expense	61.60
Loss on Theft	0.00
TOTAL EXPENSES	<u>29,755.07</u>

TOTAL EXPENSE29,755.07**NET INCOME**8,175.53

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	1,138.30
Interest Income	0.00
Miscellaneous	0.00
Fines, Book Sales & Services	1,078.26
Rural Memberships	210.00
Donations	0.00
Charitable Receipt Donations	500.00
Fundraisers	0.00
Adopt-a-magazine	0.00
GST Recovery	0.00
TOTAL REVENUE	<u>2,926.56</u>

TOTAL REVENUE2,926.56**EXPENSE****EXPENSES**

Shortgrass Expense	0.00
Shortgrass - Rural mem. payment	0.00
Shortgrass - Dynix and telecom.	0.00
Books & Materials	473.28
Internet Expense	0.00
New Library Furnishings	158.15
Payroll Expense	45.99
Library Supplies	190.54
Administration & Travel	133.92
Recruitment expense	0.00
Program Expense	30.26
Repair & Maintenance	121.00
Rebinding, Microfilming, Laminating	0.00
Staff Training	0.00
Telephone and Fax Expense	265.44
Copier & Computer Costs	537.55
Security Monitoring	25.00
GST Expense	8.64
Freight & Postage	75.00
Professional Memberships	0.00
Publicity & Advertising	134.70
Audit & Insurance	0.00
Bank Charges	30.00
Miscellaneous	0.00
Wages	9,959.70
EI Expense	319.55
CPP Expense	420.56
WCB Expense	0.00
Great West Life	233.49
L.A.P.P. Expense	347.18
AB Health Expense	30.80
Loss on Theft	0.00
TOTAL EXPENSES	<u>13,540.75</u>

TOTAL EXPENSE13,540.75**NET INCOME**-10,614.19

Brooks Public Library Board Meeting Minutes
Wednesday, April 23, 2003

Present: Julia Reinhart (Librarian), Henry Najda, Jerri Schindeler, Pat Walsh, Gloria Evans, Mary Beecroft, Rudy Esau, Jonathan Jaikaran.

Absent: Carina Weisbach

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

Agenda was perused and approved by a motion. Moved by Henry. Seconded by Mary. **Carried.**

Minutes of the March meeting were read. Moved by Karen. Seconded by Gloria. **Carried.**

Business Arising

- Death by Chocolate - wonderful afternoon and a good fund- raiser.
- Trade Show - Board Volunteers working.
- CAP Computers - up and running.
- Policy on Computer Use - going well and being well accepted.
- County of Newell will be appointing a person to the Library Board.

Correspondence

- Super Net -have had a meeting for information. There will be government involvement.
- Shortgrass Library System Meeting Minutes - passed around.
- Shortgrass Library System Financial Statements passed around.

Financial Report

- Henry pointed out and explained a few items that were added together, namely telephone fax and Dynix.
- Motion made by Henry that the March 2003 expenses on the amount of \$16,864.95 to be approved. Seconded by Mary. **Carried.**

Shortgrass Report

- Rudy reported that the Municipalities have agreed to pay an extra \$0.10 per Capita for the Shortgrass levy this year. Also, a new van has been purchased.

Librarian Report

- As per Julia's printed report attached.

Personnel Committee Report

- No report

Policy Committee Report

- No report.

New Business

- Alberta Government announced that per Capita increase from \$4.03 to \$4.29 for Libraries and a per Capita increase from \$3.07 to \$3.22 for Library Systems.
- Plant Swap and sale to be held on Thursday, May 15th. 6:00 p.m. to 8:00 p.m.

Plan of Service Committee

- The 5 Year Plan of Service draft was reviewed, discussed and wording changes suggested.
- Interim Meeting on Monday, May 12th at 6:30 p.m. to finalize 5 Year Plan of Service.

Mary moved adjournment. Seconded by Pat. **Carried.**

Next Board meeting - Thursday, May 22 at 6:30 p.m.

Finance Committee meeting - Wednesday, May 21 at 8:30 a.m.



J. Quintana

RECREATION & PARKS SERVICES				
2003 ANNUAL WORK PLAN - CAPITAL PROJECTS				
PRIORITY	PROJECT DESCRIPTION	Proposed Deadline	Date Completed	Alternate Date
2	Tree Planting Program	16-May-03		
2	Lake Stafford Shore Protection	15-Jun-03		
3	Petrick Park Playground	24-Oct-03		
2	Communities In Bloom - Raised Flowerbeds	18-Apr-03		
3	Rodeo Grounds Washroom Renovations	4-Jun-03		
3	Sutherland Drive Bollards	31-Oct-03		
4	MaKay Park Irrigation System Upgrade	19-Sep-03		
5	Communities In Bloom - Recognition Signage	25-Jul-03		
3	Sutherland Dr. Park - Raw Water Connection	20-Jun-03		
4	Litter Control - Garbage Receptacles	12-Sep-03		
3	Lake Stafford Playground	31-Oct-03		
3	Cemetery Landscaping	29-Aug-03		
3	Cemetery Shed Power Hookup	26-Sep-03		
5	Cemetery Shed Radiant Heaters	31-Oct-03		
3	Cemetery Shed Washrooms	23-May-03		
* 2	Library - Parking Lot Resurfacing	20-Jun-03		
* 2	Library - Rooftop HVAC Unit	16-May-03		
* 2	Library - Humidifier	16-May-03		
* 3	Library - Cladding Replacement	27-Jun-03		
1 - 5	Community Cultural Centre - Annual Renovations	26-Sep-03		
	Recreation Centre Redevelopment Project			
	Phase One Construction	2-Sep-03		

RECREATION & PARKS SERVICES
003 WORK LIST - LEN RANCH

PRIORITY	TASK	Budget	Date Assigned	Scheduled Completion	Date Completed
H	CCC Building - Complete electrical circuit mapping				
H	CCC Building - Obtain quotes for electrical panel installation in Maintenance Shop and supervise installation	N/A	21-Jan-03	31-Jan-03	28-Jan-03
H	Develop work plan for upcoming off season maintenance period	\$1,000	21-Jan-03	7-Feb-03	13-Mar-03
M	CCC Building - Electrical Panel Replacement in Food Bank, obtain quotes and supervise installation	N/A	21-Jan-03	28-Feb-03	25-Feb-03
M	CCC Building - Exterior Lighting Upgrade, obtain quotes and supervise installation	\$2,500	21-Jan-03	28-Feb-03	15-Mar-03
M	CCC Building - Maintenance Shop Radiant Heater Installation	\$1,200	21-Jan-03	16-May-03	
M	CCC Building - Exhaust Fan Replacements in washrooms	\$1,000	21-Jan-03	16-May-03	
M	CCC Building - Heating System Pump Replacements, purchase and install	\$1,600	21-Jan-03	18-Apr-03	
M	CCC Building - Heating System Zone Valve Replacements, purchase and install	\$3,600	21-Jan-03	29-Aug-03	
H	Library - Rooftop HVAC Unit Replacement, obtain quotes, order equipment and supervise installation once heating season is completed and prior to cooling season	\$600	21-Jan-03	29-Aug-03	14-Feb-03
H	Library - Humidifier Replacement, obtain quotes, order equipment and supervise installation once heating season is completed and prior to cooling season	\$15,000	21-Jan-03	16-May-03	
H	Cemetery Shed Washroom - Install plumbing and gravity supply system for potable water	\$4,500	21-Jan-03	16-May-03	
M	Cemetery Shed Radiant Heaters - Obtain quotes, order equipment, and install prior to heating season	\$1,500	21-Jan-03	16-May-03	
M	Ice Plant - Tag all valves and develop procedure logs for shutting in specific equipment	\$2,500	21-Jan-03	29-Aug-03	21-Mar-03
L	Develop service schedules for all mechanical equipment at the Rec Centre, CCC Building, Library, and Town Office	N/A	21-Jan-03	29-Aug-03	
M	Develop Tool Inventory, purchase tool belts for Staff, create inventory controls	N/A	21-Jan-03	26-Sep-03	
L	CCC Building - Move North Wing thermostat into hallway to better control heat	N/A	21-Jan-03	1-Aug-03	
				29-Aug-03	

Brooks Public Library
Finance Committee Meeting
8:30 a.m. Wed. April 23, 2003

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

- 1) The 2002 Financial Statements for the Brooks Public Library have been completed by Meyers, Norris and Penny. On the Statement of Operations (page 4) of the audit Dues and Memberships includes Shortgrass expense, and the Telephone, fax and internet expense includes the Dynix expense for the year.
- 2) Motion to accept the expenditure of \$16,864.95 for the month of March 2003.
- 3) Meeting adjourned at 9:00 a.m.

2003 Annual Budget for the Brooks Public Library
MARCH 2003

Receipts	Annual Budget	Current Month	Total to Date
Town of Brooks	120,677.00	30,169.25	60,338.50
Gov't of Canada – Summer Em.	1,432.00	0.00	0.00
Province of Alberta	46,684.00	200.00	200.00
AB. Temp Employment Grants	4,000.00	0.00	0.00
County of Newell	18,813.00	0.00	0.00
Local Memberships	18,500.00	1,424.93	4,091.23
Interest Income	0.00	0.00	0.00
Miscellaneous	200.00	0.00	104.00
Fines, books and services	18,000.00	1,341.36	3,686.71
Rural Memberships	2,500.00	180.00	780.00
Donations	2,000.00	412.35	958.05
Charitable Receipt Donations	2,000.00	0.00	1,500.00
Fundraisers	2,000.00	0.00	0.00
GST Recovery	1,000.00	0.00	0.00
Total Revenue	237,806.00	33,727.89	71,658.49
Expenditures			
Shortgrass Expense	50,000.00	0.00	0.00
Shortgrass – Rural membership	1,250.00	0.00	0.00
Shortgrass-Dynix	6,000.00	0.00	0.00
Books & Materials	4,000.00	147.80	699.08
New Library Furnishings	2,000.00	421.93	580.08
Payroll Expense	500.00	137.88	227.25
Library Supplies	5,000.00	461.96	697.80
Administration & Travel	4,000.00	499.25	1,055.03
Program Expense	2,000.00	20.58	100.39
Repair & Maintenance	2,800.00	0.00	121.00
Rebinding	1,500.00	0.00	996.75
Staff Training	2,100.00	365.47	365.47
Telephone & Fax Expense	3,500.00	262.60	983.20
Copier & Computer Costs	2,500.00	163.06	789.05
Security Monitoring	350.00	26.75	76.75
Computer Technician	3,000.00	0.00	0.00
GST Expense	21.00	0.00	13.43
Freight & Postage	950.00	75.00	242.05
Professional Memberships	300.00	0.00	0.00
Publicity and Advertising	1,600.00	240.00	374.70
Audit and Insurance	3,000.00	0.00	0.00
Bank Charges	35.00	5.00	70.00
Miscellaneous	500.00	0.00	111.48

Wages (includes temp. staff)	131,060.00	12,566.89	34,599.18
EI Expense	4,000.00	370.36	1,019.90
CPP Expense	4,700.00	501.70	1,359.49
WCB Expense	400.00	0.00	217.92
Great West Life	2,800.00	233.49	1,034.04
LAPP Expense	5,000.00	409.43	1,127.15
AB Health Expense	370.00	30.80	92.40
Total Expenses	245,236.00	16,864.95	46,953.59
Net (Loss) Earnings	(7,430.00)		
Liabilities		-876.37	-876.37
Total Expense (after liabilities)		17,741.32	47,829.96
Net Income (w/o liabilities)			24,704.90

ASSETS**CURRENT ASSETS**

GIC Account		0.00
GST Recoverable		983.50
Endowment Fund		6,981.18
Furn. & Shelving Reserve		0.00
Cash On Hand / Float		50.00
Cash In Bank		51,902.81
TOTAL CURRENT ASSETS		<u>59,917.49</u>

TOTAL ASSETS59,917.49**LIABILITIES****CURRENT LIABILITIES**

GST Charged on Sales	0.00	
GST Paid on Purchases	-344.20	
GST Paid on Books	0.00	
Net GST Owning/Refund		-344.20
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		-532.17
Great West Life		0.00
AB Health Payable		0.00
W.C.B. Payable		0.00
Miscellaneous		0.00
TOTAL CURRENT LIABILITIES		<u>-876.37</u>

TOTAL LIABILITIES-876.37**EQUITY****EARNINGS**

Endowment Fund Reserves		6,981.18
Retained Earnings		21,979.88
Current Earnings		24,704.90
Total Earnings		<u>53,665.96</u>

TOTAL EQUITY53,665.96**LIABILITIES AND EQUITY**52,789.59

Brooks Public Library Board Meeting Minutes
May 22, 2003

Present: Julia Reinhart (Librarian), Henry Najda, Jonathan Jaikaran, Pat Walsh (proxy), Karen Bonora, Jerri Schindeler, Rudy Esau (proxy).

Absent: Carina Weisbach, Mary Beecroft, Gloria Evans.

Jonathan Jaikaran called the meeting to order at 6:40 p.m.

Agenda was read. Jerri moved agenda be approved as printed.

Minutes

Special meeting held on May 12th moved by Henry. Moved adoption. Seconded by Karen. **Carried.**

Minutes of regular board meeting held April 23, 2003 were read. Moved by Karen. Seconded by Jerri. Minutes be approved as printed. **Carried.**

Business Arising

- Death by Chocolate - Julia has wish-list to take to the Foundation. A thank you to the Foundation for their efforts will also be sent.

- Trade Show - was a success. Thanks to those who helped.

- Plant Swap - was a success. Thanks to Rudy for his help.

- Fall - have an information session for elected officials.

* - Julia working on a mid-year review to be given to the Town.

Correspondence

- Letter from Gene Zwozdesky - grant increase of approximately \$3,000.00.

- Shortgrass Library System - report to partners passed out.

- ALTA Handbook received. Julia will obtain additional copies. The Trustee Voice was handed out.

Financial Report

- Henry went over the financial report. Henry moved that the April expenditures in the amount of \$17,581.62 be approved. Seconded by Karen. **Carried.**

Shortgrass System Report

- No report.

Librarian's Report

- As per Julia's printed report attached.

Personnel Committee Report

- Draft for Staff and Board recognition policy to be done at next Committee meeting.

Policy Committee Report

- No report.

Plan of Service Committee Report

- 5 year Plan of Service has been completed and sent to Government with grant application.

New Business

- LAA - Julia and Karen attended conference at Jasper. Julia gave us an overview of some of the seminars she attended.

- County of Newell will be appointing a Rep. for the Library Board this evening.

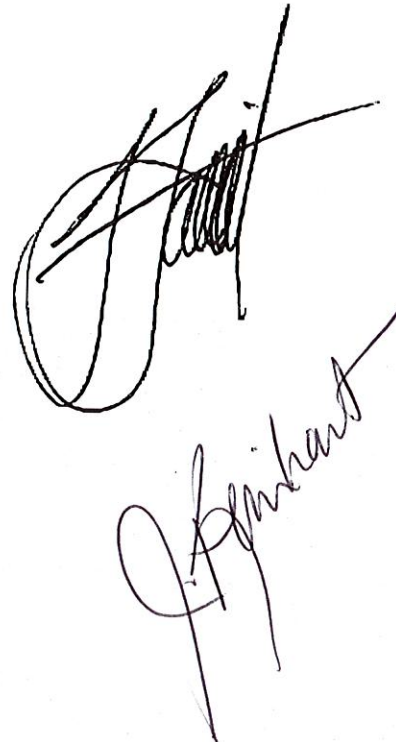
No Board meeting in June.

Finance Committee - Wednesday, June 11, 2003 at 8:30 a.m.

- Wednesday, July 23, 2003 at 8:30 a.m.

Board meeting - Thursday, July 24, 2003 at 6:30 p.m.

Karen moved adjournment at 7:50 p.m.

A large, stylized handwritten signature in black ink, appearing to be "J. Finckert".

**Brooks Public Library Board
Special Meeting
Monday, May 12, 2003**

Present: Julia Reinhart (Head Librarian), Mary Beecroft, Henry Najda, Carina Weisbach, Jerri Schindeler, Rudy Esau, Pat Walsh.

Absent: Gloria Evans, Karen Bonora, Jonathan Jaikaran.

Rudy opened the meeting at 6:40 p.m.

Julia went over the Plan of Service. Some amendments were suggested.

Excellent Plan of Service - thanks Julia.

Mary moved that the Plan of Service be accepted as amended. Seconded by Pat. **Carried.**

Meeting adjourned at 7:20 p.m.

**Brooks Public Library
Finance Committee Meeting
8:30 a.m. Wed. May 21, 2003**

Present: Jerri Schindeler, Jonathan Jaikaran and Julia Reinhart

- 1) Motion to accept the expenditure of \$17,581.62 for the month of April 2003.
- 2) Next Finance Committee Meeting will be on Wed. June 11th, 2003
- 3) Meeting adjourned at 9:00 a.m.

2003 Annual Budget for the Brooks Public Library
APRIL 2003

Receipts	Annual Budget	Current Month	Total to Date
Town of Brooks	120,677.00	0.00	60,338.50
Gov't of Canada – Summer Em.	1,432.00	0.00	0.00
Province of Alberta	46,684.00	0.00	200.00
AB. Temp Employment Grants	4,000.00	0.00	0.00
County of Newell	18,813.00	0.00	0.00
Local Memberships	18,500.00	1,184.00	5,275.23
Interest Income	0.00	0.00	0.00
Miscellaneous	200.00	0.00	104.00
Fines, books and services	18,000.00	1,171.31	4,858.02
Rural Memberships	2,500.00	657.80	1,437.80
Donations	2,000.00	0.20	958.25
Charitable Receipt Donations	2,000.00	248.61	1,748.61
Fundraisers	2,000.00	0.00	0.00
GST Recovery	1,000.00	0.00	0.00
Total Revenue	237,806.00	3,261.92	74,920.41
Expenditures			
Shortgrass Expense	50,000.00	0.00	0.00
Shortgrass – Rural membership	1,250.00	0.00	0.00
Shortgrass-Dynix	6,000.00	0.00	0.00
Books & Materials	4,000.00	75.08	774.16
New Library Furnishings	2,000.00	228.00	808.08
Payroll Expense	500.00	38.10	265.35
Library Supplies	5,000.00	678.48	1,376.28
Administration & Travel	4,000.00	749.29	1,804.32
Program Expense	2,000.00	270.96	371.35
Repair & Maintenance	2,800.00	0.00	121.00
Rebinding	1,500.00	0.00	996.75
Staff Training	2,100.00	0.00	365.47
Telephone & Fax Expense	3,500.00	235.01	1,218.21
Copier & Computer Costs	2,500.00	52.10	841.15
Security Monitoring	350.00	25.00	76.75
Computer Technician	3,000.00	0.00	0.00
GST Expense	21.00	4.42	17.85
Freight & Postage	950.00	0.00	242.05
Professional Memberships	300.00	0.00	0.00
Publicity and Advertising	1,600.00	0.00	374.70
Audit and Insurance	3,000.00	2,730.00	2,730.00
Bank Charges	35.00	5.00	75.00
Miscellaneous	500.00	0.00	111.48

Wages (includes temp. staff)	131,060.00	11,040.93	45,640.11
EI Expense	4,000.00	325.53	1,345.43
CPP Expense	4,700.00	428.18	1,787.67
WCB Expense	400.00	0.00	217.92
Great West Life	2,800.00	0.00	1,034.04
LAPP Expense	5,000.00	664.74	1,791.89
AB Health Expense	370.00	30.80	123.20
Total Expenses	245,236.00	17,581.62	64,510.21
Net (Loss) Earnings	(7,430.00)		
Liabilities		-680.21	-680.21
Total Expense (after liabilities)		18,261.83	65,190.42
Net Income (w/o liabilities)		-14,319.70	10,410.20