

A. LIBRARY MANAGEMENT

1. Please list **current** board members appointed by council (members of the board at the time of filling in this report) indicating who is the chairperson. Please place an "X" beside the name of members if they are also members of the local municipal council.

Name	X	Address	Alternate Telephone	Business Telephone	Term Expires
Dino Champlone Chairperson	<input type="checkbox"/>	19 Wildrose Cres, Brooks AB, T1R 0A4	403- 501-0064	403- 362-7575	Jan. 5, 2007
Tilly Gamble-Altwasser	<input type="checkbox"/>	523-3 rd Ave. W. Brooks, AB T1R 0B4	403- 362-7232		Feb 2, 2007
Gloria Evans	<input type="checkbox"/>	919-2 nd Ave. W, Brooks, AB T1R 0B7	403- 362-3295		July 15, 2008
Elsie Strach	<input type="checkbox"/>	Box 354 Brooks, AB T1R 1B4	403- 362-2442		County Rep
Pat Walsh	X	1151 Cassils Road W., Brooks, AB T1R 0C7	403- 362-2487		Current City Rep
Martin Shields	X	31 Anderson Park St. E, Brooks, AB T1R 0K5	403- 501-8079		Current City Rep
Karen Nelson	<input type="checkbox"/>	16 Coultis Court, Brooks, AB T1R 0J8	403- 362-6426		June 20 th , 2007
Henry Najda	<input type="checkbox"/>	88 Wildrose Ave., Brooks, AB T1R 0A7	403- 362-1346	403- 362-1346	Nov. 17 th , 2006
Sheila Tiegs	<input type="checkbox"/>	32-9 th St. W., Brooks, AB T1R 0B7	403- 362-2559		Feb. 6, 2008
Cathleen Patterson	<input type="checkbox"/>	11 Fairview Cres., Brooks, AB T1R 0N1	403- 362-3170	403- 362-5949	July 3, 2008

2. Please give the dates of board meetings held in 2005.

January 27th, February 17th, March 24th, April 21st, May 26th, June 23rd, July 28th, August 25th, September 22nd, October 25th, November 22nd

3. a. Number of libraries (branches or service points) represented by this report. ONE Service Points
A service point is a location (including bookmobiles) where users can directly access library service.

- b. Please insert number of branches/service points:

Owned by: Library Board _____ Municipality ONE School Board _____ Other _____
and/or

Leased/Rented by: Library Board _____ Municipality _____ School Board _____ Other _____

Question 1: Board members. Please give full names, addresses, telephone numbers of all board members. It is not necessary to indicate positions other than Chairperson. Give the date of expiry of each board member's term, usually three years from the date of appointment or re-appointment by municipal council.

Question 3: Service points. Library boards not operating a library, enter zero (0).

Hours OF SERVICE

5. Hours of service at the time of completing this report:

Hours of Service: Hours open daily e.g. 10 a.m.- 5 p.m.

Hours of Service

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
10am to 5pm	10am to 8pm	10am to 8pm	10am to 8pm	10am to 5pm	10am to 5pm	1pm to 4pm

Total number of hours open per week 54 hours/week or _____ hours/year

July and August Hours Same as hours above Yes No

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

Total number of hours open per week _____ hours/week or _____ hours/year

6. Plan of Service. You are required to file a current Plan of Service at least once every 5 years.

1. What are the dates of the last Plan of Service filed with the Minister? 2003-2007
2. In what year is the next Plan of Service due to be filed with the Minister? 2007

D. PERSONNEL

7. Report all paid staff, including full-time, part-time, regular, temporary, casual, student assistants, and custodial staff regardless of the source of income.
- All positions are expressed in terms of the number of staff and full-time equivalents (FTE). Full-time equivalents are based on a 35 hour work week or 1,820 hours per year.

Number of employees by category (paid staff only):

Qualifications	Number of Employees per Category			Total Hours (per year)	Total Staff (in FTE)			
Professional Librarian	Full	Part Time	2	Temporary	1950	1.07		
Other University Degree	Full	Part Time		Temporary				
Library Technician	Full	Part Time	1	Temporary	620	0.34		
Library Operations Assistant	Full	Part Time		Temporary				
Other Tech/College Diploma	Full	Part Time		Temporary				
Other Paid Positions	Full	3	Part Time	4	Temporary	1	8430	4.63
TOTAL		3		7		1	11000	6.04

8. Number of volunteers by type of work:

Type of Work	Number of Volunteers	Total Hours (per year)	Total Volunteers (in FTE)
Board Member	10	284	
Library Operations	4	159	0.08
Library Programming	71	497	0.27
Fundraising	2	43	0.02
Outreach	0	0	0
Friend	55	185	0.1
TOTAL	142	1168	0.47

E. COLLECTIONS/RESOURCES

9. Books - Print

Please report number: (include the total of all categories: e.g. fiction, non-fiction, adult, juvenile, catalogued and uncatalogued.

Total from previous year: 46,540

a. volumes acquired during reporting period: 4,298

b. volumes withdrawn during reporting period 3,824

c. **Total volumes in collection at end of reporting period:** 47,014

10. Magazine and Newspaper Subscriptions – print

PRINT TITLES: Report the number of printed magazine and newspaper titles to which the library subscribes. This may include gift subscriptions/donated subscriptions. If the library gets multiply copies of a title, count each copy of that title. E.g: if your library has three paper subscriptions to Maclean's, count as three.

Please report number of:

a. Magazine title subscriptions: 114

b. Newspaper title subscriptions: 8

c. **Total of all print title subscriptions (a + b):** 122

11. Non-Print Materials by Physical Unit

A physical unit is a single unit of library material distinguished from other single units by a separate binding, encasement or other clear distinction.

Please report number of:

a. Spoken Word/Audio Book Sound Recordings (including by not limited to cassette, compact disc, LP record): 1476

b. Music Sound Recordings (including by not limited to cassette, compact disc, LP record): 2200

c. Moving Image Recordings (movies) (including by not limited to DVD, videocassette, film): 2581

d. Computer Discs: 3

e. CD-ROMS (including by not limited to games, software, reference works): 46

f. Microfiche: 3

g. Microfilm: 47

h. Other (Please Specify): cassette recorders 2

i. **TOTAL NON-PRINT:** 6358

11. **Optional: Online/Electronic Non-Print:** items may be used in the library or circulated via download.

Do not count newspaper and magazine databases in this section. See comments below.

- j. Online/Electronic books – number of titles (access point via the Internet. Downloadable as print)
- k. Online/Electronic audio books – number of titles (access point via the Internet. Downloadable as sound)
- l. Online Music Recordings – number of titles (access point via the Internet. Downloadable)
- m. Online Moving Image (movies) – number of titles (access point via the Internet. Downloadable).....
- n. Online Other- please specify (access point via Internet or Internal Network. May provide downloadable resources)
 - i. Licensed topical resource where content does not SPECIFICALLY index **magazine/newspaper resources:** e.g. (automotive resources, games, Novelist, genealogy resources)
 - ii. Non-licensed, non-subscription databases created locally
 - iii. Any other online, networked resource not accounted for in the above (please specify)
- o. **Total online/electronic non-print accessed via the Internet** (j + k + l + m + n + i +ii + iii

Optional: TOTAL OF ALL NON-PRINT (i + o).....

12. Other Materials by Physical Unit

Include all types of resources (e.g. maps, vertical files (folders), charts, art prints, photographs) not included in questions 9-11.

Please report number of other materials in total: Interview cassettes (791), maps (26), historical albums (613), photo albums (16), transcripts (68) and special collection books (73) = 1587

13. Total of all collections 9 c + 10 c + 11 i + 11 o (if reported) + 12 55,081

Question 11: j – o Optional: DO NOT COUNT NEWSPAPER OR MAGAZINE DATABASES IN THIS SECTION

Details about online newspaper and magazine titles and newspaper/magazine subscription databases will be reported by the Province.

Electronic/online resources are fast becoming an integrated part of library collections. Adding questions about electronic/online resources 'normalizes' these collections by reporting collection details with other non-print counterparts.

11 (n): Please count each resource as 1 item. Do not provide a 'count' of the number of 'items' available through each

F. LOAN TRANSACTIONS

14. Direct Circulations

Include items circulated directly to library users. Include all items that are charged out for use, whether the use is inside or outside the library. Do not include interlibrary loans loaned to other libraries.

Please report total circulation of:

a. Adult Print:	42,843
b. Juvenile Print:	21,722
c. Adult Non-Print:	23,691
d. Juvenile Non-Print:	959
e. Magazines, Newspapers:	5151
Total Circulation	94,366

Optional: Online/Electronic circulation: items that are circulated as a download for a discreet, limited time period through the circulation system (or another product) and are reported to the library as circulated N/A

15. Bulk Loans

Include all items lent to institutions such as other libraries, schools, hospitals, prisons, senior citizen homes, if not included in direct circulations. Do not include interlibrary loans.

Please report number of items lent: 1,500 est.

G. INTERLIBRARY LOAN

16. Interlibrary loan is the loan of a library item(s) from the collection of one library to another library in order to fill a patron request. The supplying of a substitute for the requested item (e.g. a photocopy) is also considered an interlibrary loan.

Please give the source and destination of all items borrowed and lent between libraries.	Number of items borrowed	Number of items lent
(i) within library system (system members only)	7,541	16,843
(ii) within Alberta, excluding within system	171	425
(iii) inter-provincial	41	6
(iv) outside Canada		

H. REFERENCE TRANSACTIONS

17. Include encounters between a library user and a member of the library staff which involve an attempt to supply factual or bibliographic information requiring knowledge, use, recommendation or interpretation of an information source or bibliographic tool.

DO NOT include directional or administrative questions.

DO INCLUDE informal technology training sessions, such as assisting with email, the input of a URL or printing of a document.

WEEKLY COUNT - Please report number of reference transactions made as reported through a one week survey undertaken by the library during a typical week :

- a. Person to person encounters during a typical week : $339 \times 50 = 16,950$ per year
b. Telephone or fax encounters during a typical week : $128 \times 50 = 6,401$ per year
c. Electronic / online encounters from email or website during a typical week (CPM6)... $0 \times 50 = 0$ per year

OR

YEARLY COUNT – Please report number of reference transactions made as counted throughout the year :

- d. Person to person encounters from an actual count taken throughout the reporting year _____ per year
e. Telephone or fax encounters from an actual count taken throughout the reporting year _____ per year
f. Electronic / online encounters from email or website taken throughout the reporting year _____ per year
(CPM6)
g. **Total of non electronic / online reference transactions during reporting year** (a + b) **OR** (d + e) 22,991
(this figure is used for a calculation in Question 25)
h. **TOTAL OF ALL REFERENCE TRANSACTIONS DURING REPORTING YEAR** (a + b + c) **OR** (d + e + f) 22,991

I. LIBRARY USE

18. Library users and in-house use of materials.

- a. **Library Users:** Please report number of people entering the library (including each time a person re-enters the library), either:

(i) from any typical week $1,267 \times 50 = 63,350$ per year

OR

(ii) from an actual count during the reporting year _____

- b. **In-House Use:** Please report the number of items that were replaced on library shelves or in files after use in the library, either:

(i) from any typical week $469 \times 50 = 23,450$ per year

OR

(ii) from an actual count during the reporting year _____

J. PROGRAMS

19. Please give number of program sessions/activities for the **year** and number of participants. For programs with more than one session, count the **total number** of sessions and **total number** of participants at these sessions.
E.g. 5 story times, 20 children at each story time 15 X 20 = 300 participants

TYPE OF IN-LIBRARY PROGRAM (list programs under each category)	TOTAL NUMBER OF SESSIONS	TOTAL PARTICIPANTS IN SESSIONS
Children's Literacy: (eg. story times, summer reading, books for babies)	56	548
Adult Literacy:	36	1,116
Lifelong learning (children): topical programs for children		
Lifelong learning (adult): topical programs for adults	8	172
Library awareness: library week, school visits.	8	147
Technology Training - formal computer training, software (CPM6) Note: count informal technology training sessions in Section H with Reference	23	80
Books & authors: author readings, book clubs	3	71
Children – general: crafts, video, seasonal programs		
Special events – fundraising, dinner theatres, book fairs, etc	7	3,277
Other - (List additional programs and number of participants on separate sheet if necessary.) ART GALLERY	10	435

K. LIBRARY CARDHOLDERS

20. Include as much information as possible. If you have no information for a category, please mark it N.D. (No data). If you cannot give the actual number of individuals in families, the number will be calculated at 3.0 per family.

i. **Total cardholders for the library** N.D.

(all cardholders assigned to this library REGARDLESS of the status of the card)

ii. **Total current cardholders for the library** 1910

(the Total from 20 i minus all cardholders whose cards expired and were not renewed PRIOR TO Jan, 2005)

a. Residents:

Individual cardholders 953 individuals

Individuals using family cards: number of family cards **X** 3 persons 826 individuals

To determine the number of people using family cards: either multiply the number of family cards x 3 or provide the actual number of people using family cards

b. Non-Residents:

Individual cardholders 46 individuals

Individuals using family cards: number of family cards **X** 3 persons 40 individuals

To determine the number of people using family cards: either multiply the number of family cards x 3 or provide the actual number of people using family cards

c. The Alberta Library (TAL) cards issued: 45

21. Card Fees Charged

a. Residents:

Adult \$12.00

Juvenile \$12.00

Senior \$12.00

Family \$18.00

Other (please explain) \$0

b. Non-Residents:

Adult \$60.00

Juvenile \$60.00

Senior \$60.00

Family \$80.00

Other (please explain) \$0

L. LIBRARY PHYSICAL FACILITIES

22. **INCLUDE** all areas used for library purposes, e.g. shelves, workroom, study area, computer labs. **EXCLUDE** areas used solely for janitorial, custodial, and mechanical storage or service. **EXCLUDE** auditoriums, art gallery space, coffee shops, commercial space. In order to convert a measurement of square feet to one of square metres, multiply by 0.09.

Net area in square metres assigned for library purposes:

- (a) Main library 985 Square Metres
(b) All other service points 0 Square Metres

M. ELECTRONIC PERFORMANCE MEASURES

23. Workstation Facilities and Use

Workstations (CPM3)

- a. Number of public workstations with Internet access in your library 5
(only computers that are for public or shared staff / public use)
- b. Number of public workstations WITHOUT Internet access in your library 0
(only computers that are for public or shared staff / public use)
- c. **Total number of public workstations in library (a + b)**..... 5

Workstation Sessions (CPM1 – Part 1) Please report the number of public workstation sessions as reported during a one week survey undertaken during a typical week **OR** provide an actual count of sessions undertaken during the reporting year.

- a. Number of public workstation sessions:
- i. during a typical week X 50 = per year.
OR
- ii. from an actual count taken during the reporting year 12,038 per year.
- b. Percentage of open hours that public workstations are in use 62 % of open hours.
(To calculate, take total time that all public workstations used as outlined in CPM1, Part 1 and divide that amount by the total time all are available during open hours)

E.g. The library has 3 workstations and is open 20 hours per week. 3 workstations x 20 hours is 60 available hours. If the three workstations are used for 40 hours per week (e.g. 40 1 hour sessions are undertaken during the week) then divide 40 by 60 X 100 to get 67%.

24. Workstation Activity (CPM1 – Part 2) – library user survey

Individual library users CAN report on activity for each new workstation session they undertake

TOTAL NUMBER OF SURVEYS COMPLETED BY LIBRARY USERS..... 85

- a. Number of library users using electronic resources in the library from CPM1, Part 2..... 245
(number of library users from one week survey sample).
- b. Total number of questions being searched by library users while online from CPM1, Part 2 ... 110
(number of questions in one week sample).
- c. Total number of sites and sources consulted by library users from CPM1, Part 2 110
(number of sites/sources in one week sample).

25. Electronic reference transactions as a percentage of all reference transactions (CPM4)

- a) Total number of online questions self - searched by library users in one week sample as reported in 24b 110
- b) Total number of staff mediated electronic questions per week as reported in section H, 17c **OR** 17 f ÷ 50 weeks 110
- c) Total electronic reference questions per year (25a + 25b) 220 x 50 = 11,000
- d) Total staff- mediated non-electronic / online reference transactions for one year from Section H, 17g 22,991
- e) Total reference transactions per year. (25c + 25d) 33,991
- f) Electronic reference questions are 32% of total reference transactions.

[**Formula is:** $25\ c \div 25\ e \times 100 = X\ \%$]

26. "Virtual" visits to library website and catalogue from outside library (CPM5): answer if applicable

- a) Total yearly visits to your library website N/A
- b) Total number of yearly virtual visits to library catalogue N/A

Note: this detail may come from your regional library system or from the circulation system administrator

- c) **Total annual virtual visits to library (26a + 26b)** Please see Shortgrass Library System stats

27. Number of public technology library user training sessions (CPM6) - MOVED

COUNTED IN SECTION H – REFERENCE (Informal Technology Training Sessions - counted with staff mediated reference questions)

AND

COUNTED IN SECTION J PROGRAMS (Formal Technology Training – counted with library programming)

28. Number of Database sessions conducted by users (CPM7) - REMOVED

- a) Number of online subscriptions
- b) Number of titles in subscriptions
- c) Report number of sessions

*Question 27: **Moved to Section H:** Informal technology training sessions fall into the category of reference work as it is an attempt by staff to demonstrate the use of an information source. This may include demonstrating the use of an electronic database, undertaking a brief tutorial on how to use email, using the library catalogue or assisting in the input of a URL.*

*Question 27: **Moved to Section J:** Technology Training – formal. Many libraries are providing formal sessions on computers and computer applications. Reporting these programs with traditional library programs 'normalizes' these activities by*

N. CUSTOMER SATISFACTION

29. Library User satisfaction (CPM2)

TOTAL NUMBER OF SURVEYS COMPLETED BY LIBRARY USERS..... 139

- a) Please report the rating average from 0-5 for the survey questions from CPM2:
- i) Library staff (knowledge, helpfulness) 4.8
 - ii) Library collection 4.2
 - iii) Information services 4.6
 - iv) Library facilities 4.6
 - v) Electronic resources 4.3
 - vi) Library hours 4.5
 - vii) Overall satisfaction with library 4.6
- b) What percentage of people surveyed found what they were looking for?
- i) Yes 88.5%
 - ii) No 4.1%
 - iii) Partly 7.4%

30. **Library User Comments:** Please share any comments or concerns expressed by your library users on the Library Satisfaction Survey

COMMENTS AND ACCOMPLISHMENTS

1. Summarize the major achievements for your library this year. We are particularly interested in progress related to automation or networking, building or renovations, municipal reorganization, library system membership, or fundraising initiatives.

Some of the major achievements for the Brooks Public Library for the year 2005 include:

- a) The library went up on the Supernet in the spring of 2005. An immediate effect was felt especially for staff using the ILS. The system sped up considerably and there were no longer long, frustrating waits to check materials in or out. I also noticed a rather significant change in speed when doing orders for materials online. Since the Supernet was initiated, we've had almost no down time in our computer lab, and as a result we've made our users happier. We are extremely pleased with the effects the Supernet has had on our ability to get the job done.
- b) Establishing Sunday openings – as of September 18th, BPL began opening from 1 to 4 pm – due to funding restrictions this was accomplished by reducing the number of hours the library is open on Tuesday, Wednesday and Thursdays from 11 to 10 hours each day
- c) Celebrating Alberta's Centennial – in March we hosted "Grassroots: A Centennial exhibition of art from Southern Alberta Communities" and in conjunction with this special exhibit we had a very successful open house with local artists and dignitaries in attendance.
- d) Medieval Faire – for the second year in a row the Brooks Public Library was involved in organizing this community event. And it's really grown! We had several organizations and businesses, as well as our local theatre troupe and the Society for Tilt and Lance (from Calgary) involved in the Faire. Those in attendance grew to approximately 1,500, several hundred over last year's numbers.
- e) SAILS – The Southern Alberta Integrated Library System was formed between the Shortgrass Library System and the Chinook Arch Regional Library System
- f) Lois Hole Legacy Program – was established as a fundraising mechanism in the fall.
- g) Adopt-a-magazine Program – continues to be a strong fundraiser

Foundation folded – After ten years in existence the Brooks Library Foundation folded in October 2005. This group of volunteers was responsible for raising funds for various projects including the library's security system and the purchase of equipment, shelving, and various furnishings. Several thousand dollars were raised by this organization over the years and we will greatly miss their efforts. Only a handful of people were left to keep the organization running over the last year and it was felt by the members that the organization could not continue functioning without more volunteer support from the community.

2. For the benefit of the Libraries, Community and Voluntary Sector Services Branch, you are invited to make any comments or give any information about your library or any aspect of library service in the Province. Please include a copy of any separate annual report produced either for the Board or the

This annual report is filed by the library board pursuant to the Libraries Regulation 141/98, July 1998. By signing, the Board accepts the above report, certifies its essential accuracy and transmits it to Alberta Community Development, Libraries, Community and Voluntary Sector Services Branch in accordance with the above regulation. Personal information contained in the report will not be disclosed except for use by the Ministry of Community Development.

If there are any questions on this matter, please contact Virginia Clevette (780) 644-5487 or call toll free through Service Alberta at 310-0000.

Please *sign and date* the first page and submit this report by February 28, 2006

Thank you for taking the time to complete this report as fully as possible.

J:\Libraries\ADMIN\FORMS\grant forms\2006\2005Annreptfm.doc

April 25, 2006

HELD IN BROOKS PUBLIC LIBRARY

PRESENT: Julia Reinhart (Head Librarian), Dino Champlone (Chair), Shannon Christoffersen (Librarian), Tilly Gamble-Altwasser, Elsie Strach, Sheila Tiegs, Gloria Evans, Karen Nelson, Cathleen Patterson

REGRETS: Martin Shields, Henry Nadja

VISION STATEMENT

Brooks Public Library: A vibrant and inspiring resource connecting our diverse community to the world.

MISSION STATEMENT

Brooks Public Library provides lifelong learning and enrichment opportunities with equitable access to high quality service, collections and facilities.

1. Call to Order: Dino called the meeting to order at 6:34 pm
2. Approval of Agenda: **Motion to approve agenda: Moved: Karen; seconded Pat. Carried.**
3. Consent Agenda: **Motion to approve consent agenda: Moved: Tilly; seconded: Pat. Carried.**
4. Correspondence
 - a) Julia commented on a letter from Alberta Community Development regarding a one-time grant. Brooks Public Library will receive a total of \$23,528.84 (\$19, 483.00 directly from ACD and \$3,685.84 from the County of Newell Library Board). Brooks Public Library will receive the same amount in 2007.
 - b) Vitalize Conference—a conference for volunteers in Red Deer June 8 to 10, 2006
5. Presentation by Dino Champlone, Chair: Dino gave a Power Point presentation of data relating to the library from the past 20 years. Discussion followed. The census of opinion was that expansion is not needed at this time. Julia, Shannon and Dino discussed possible changes to be made to better use the space. When it is time to revisit the Plan of Service this fall, we should look at implementing changes to encourage more use of the library by the current patrons or adding to our number of patrons.
6. Shortgrass Library System Report: No report due to Martin's absence.
7. Board Development Committee
 - a) Board Development Day: feedback—positive. Liz Rossnagel's presentation was well received.
 - b) Liz Rossnagel donated her travel expenses to BPL.

11. Update: Juna commented on the grant and using it to add a staff person to supplement some of the current library aspects and to begin new initiatives. **Motion: to accept the Library Assistant 4 (Training coordinator) as written. Moved: Cathleen; seconded: Karen. Carried.**

b) Library Expansion and Renovation—no longer required at this time.

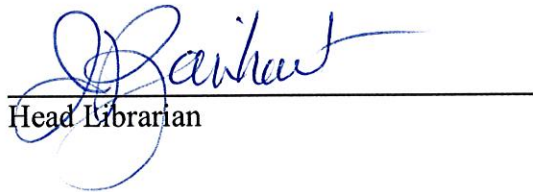
c) Sunday Openings—Discussion of staffing Sunday opening hours (1:00 to 5:00). **Motion: If a full time library staff member works a full Sunday afternoon shift, the staff member shall receive a 7-hour lieu day, and if a part time library staff member works a full Sunday afternoon shift, the staff member shall receive payment of wages for a 7 hour work day. Moved: Pat; seconded: Sheila. Carried.**

9. New Business

a) Mid term review for Shannon Christoffersen. Completed by Julia and Dino.

10. Next Board Meeting: Thursday, May 25, 2006 at 6:30 pm.

Motion: to adjourn. Moved: Elsie; seconded: Cathleen. Carried.



Head Librarian



Chair

Brooks Library Board
Finance Standing Committee Meeting
8:00 am April 17th, 2006

Present: Elsie Strach, Julia Reinhart, Shannon Christoffersen and Dino Champlone

- 1) Meeting was called to order at 8:00 am
- 2) Receipts and Expenditures for the month of March were discussed in detail and reviewed by the Committee. Items of note: Under Receipts – Province of Alberta – special one time funding; Donations – donated
- 3) received from Kinettes Club of Brooks; Medieval Faire – funds for Troubadoure de Bois donated by Palliser Locating / West Ram Investments Ltd. Under Expenditures: Furnishings and Equipment – photocopier; Under Staff Training – AALT conference expense. Expenditures for the month totaled \$23,523.69.
Motion to accept expenditures for the month of March 2006.
- 4) The meeting was adjourned at 8:20 am.

Brooks Library Board Budget

March 2006

Receipts	Annual Budget	Current Month	Total to Date
City of Brooks	137,813.00	0.00	34,453.25
HRDC – Summer Student	1,446.00	0.00	0.00
Province of Alberta	49,781.00	19,843.00	19,843.00
Industry Canada - CAP V Grant	1,975.00	0.00	0.00
County of Newell Library Board	20,475.00	0.00	0.00
Resident Cardholder Fees	16,000.00	1,598.18	4,266.18
Interest Income	0.00	0.00	0.00
Miscellaneous	200.00	0.00	0.00
Fines, books and services	20,500.00	1,582.54	4,346.47
Non-resident Cardholder Fees	3,000.00	200.00	580.00
Donations	14,000.00	2,910.62	12,392.12
Fundraisers	300.00	0.00	0.00
Adopt-a-magazine	2,200.00	0.00	0.00
Medieval Faire	0.00	1,150.00	1,150.00
GST Recovery	2,000.00	0.00	0.00
Total Revenue	269,690.00	27,284.34	77,031.02
Expenditures			
SLS Expense (Materials Allot.)	45,604.00	0.00	0.00
Shortgrass – Non-resident Fees	1,500.00	0.00	0.00
Dynix and Telecom (SLS)	3,500.00	0.00	0.00
Books & Materials	0.00	82.70	711.50
Furnishings and Equipment	12,000.00	6,575.00	7,370.76
Payroll Expense	800.00	120.00	170.00
Library Supplies	4,000.00	251.75	721.28
Administration & Travel	3,000.00	314.90	709.39
Program Expense	2,500.00	0.00	65.66
Repair & Maintenance	2,000.00	13.47	13.47
Rebinding	500.00	0.00	0.00
Staff Training	4,000.00	562.50	1,212.50
Telephone & Fax Expense	3,500.00	268.55	807.78
Copier & Computer Costs	2,000.00	26.60	106.53
Security Monitoring	600.00	25.00	75.00
Computer Main. Contracts	1,000.00	0.00	0.00
GST Expense	0.00	1.75	5.25
Freight & Postage	1,000.00	0.00	25.00

Bank Charges	200.00	5.00	70.21
Miscellaneous	200.00	0.00	0.00
Wages (includes temp. staff)	149,286.00	12,923.11	39,205.70
EI Expense	4,000.00	338.31	1,060.60
CPP Expense	5,500.00	499.81	1,663.20
WCB Expense	600.00	0.00	131.87
AUMA Expense	4,000.00	748.97	748.97
LAPP Expense	8,500.00	672.87	2,331.27
AB Health Expense	1,000.00	15.40	323.40
Total Expenses	269,690.00	23,523.69	57,942.52

CURRENT ASSETS

Account	0.00
Recoverable	2,058.55
Building Fund	27,699.38
Furn. & Shelving Reserve	0.00
Cash On Hand/Float	50.00
Cash In Bank	<u>39,961.37</u>
TOTAL CURRENT ASSETS	<u>69,769.30</u>

TOTAL ASSETS69,769.30**LIABILITIES****CURRENT LIABILITIES**

GST Charged on Sales	0.00
GST Paid on Purchases	-3,574.04
GST Paid on Books	0.00
Accounts Payable	0.00
Vacation Payable	0.00
EI Payable	-0.01
CPP Payable	0.00
Income Tax Payable	0.00
L.A.P.P.	0.00
AUMA Extended Health	0.02
AB Health Payable	79.20
W.C.B. Payable	0.00
Miscellaneous	<u>0.00</u>
TOTAL CURRENT LIABILITIES	<u>-3,494.83</u>

TOTAL LIABILITIES-3,494.83**EQUITY****EARNINGS**

Building Fund Reserves	6,192.45
Retained Earnings	47,983.18
Current Earnings	<u>19,088.50</u>
CURRENT EARNINGS	<u>73,264.13</u>

TOTAL EQUITY73,264.13**LIABILITIES AND EQUITY**69,769.30

REVENUE	34,453.25
wn of Brooks	0.00
DC - Summer Student	19,843.00
Province of Alberta	0.00
Industry Canada - CAP 3	0.00
Industry Canada - CAP YI	0.00
County of Newell Library Board	4,266.18
Resident Cardholder Fees	0.00
Interest Income	0.00
Miscellaneous	4,346.47
Fines, Book Sales and Services	580.00
Non-resident Cardholder Fees	12,392.12
Charitable Receipt Donations	0.00
Fundraisers	0.00
Adopt-a-magazine	1,150.00
Medieval Faire	0.00
GST Recovery	<u>77,031.02</u>
TOTAL REVENUE	

TOTAL REVENUE 77,031.02

EXPENSE

EXPENSES	0.00
SLS Expense (Materials)	0.00
SLS - Non-resident fees	0.00
SLS - Dynix and Telecom	711.50
Books and Materials	7,370.76
New Library Furnishings	0.00
Library Equipment	170.00
Payroll Expense	721.28
Library Supplies	709.39
Administration & Travel	0.00
Recruitment Expense	65.66
rogram Expense	13.47
Repair & Maintenance	0.00
Rebinding, Microfilming, Laminating	1,212.50
Staff Training	807.78
Telephone and Fax Expense	106.53
Copier & Computer Costs	75.00
Security Monitoring	0.00
Computer Main. Contracts	5.25
GST Expense	25.00
Freight and Postage	149.18
Professional Memberships	264.00
Publicity and Advertising	0.00
Audit and Insurance	70.21
Bank Charges	0.00
Miscellaneous	39,205.70
Wages	1,060.60
EI Expense	1,663.20
CPP Expense	131.87
WCB Expense	748.97
AUMA Extended Health	2,331.27
L.A.P.P. Expense	323.40
AB Health Expense	<u>57,942.52</u>
TOTAL EXPENSES	

TOTAL EXPENSE 57,942.52

NET INCOME 19,088.50

REVENUE	
wn of Brooks	0.00
DC - Summer Student	0.00
Province of Alberta	19,843.00
Industry Canada - CAP 3	0.00
Industry Canada - CAP YI	0.00
County of Newell Library Board	0.00
Resident Cardholder Fees	1,598.18
Interest Income	0.00
Miscellaneous	0.00
Fines, Book Sales and Services	1,582.54
Non-resident Cardholder Fees	200.00
Charitable Receipt Donations	2,910.62
Fundraisers	0.00
Adopt-a-magazine	0.00
Medieval Faire	1,150.00
GST Recovery	0.00
TOTAL REVENUE	<u>27,284.34</u>

TOTAL REVENUE 27,284.34

EXPENSE

EXPENSES	
SLS Expense (Materials)	0.00
SLS - Non-resident fees	0.00
SLS - Dynix and Telecom	0.00
Books and Materials	82.70
New Library Furnishings	6,575.00
Library Equipment	0.00
Payroll Expense	120.00
Library Supplies	251.75
Administration & Travel	314.90
Recruitment Expense	0.00
rogram Expense	0.00
Repair & Maintenance	13.47
Rebinding, Microfilming, Laminating	0.00
Staff Training	562.50
Telephone and Fax Expense	268.55
Copier & Computer Costs	26.60
Security Monitoring	25.00
Computer Main. Contracts	0.00
GST Expense	1.75
Freight and Postage	0.00
Professional Memberships	0.00
Publicity and Advertising	78.00
Audit and Insurance	0.00
Bank Charges	5.00
Miscellaneous	0.00
Wages	12,923.11
EI Expense	338.31
CPP Expense	499.81
WCB Expense	0.00
AUMA Extended Health	748.97
L.A.P.P. Expense	672.87
AB Health Expense	15.40
TOTAL EXPENSES	<u>23,523.69</u>

TOTAL EXPENSE 23,523.69

NET INCOME 3,760.65

D	Tran. No.	Comment	Source	Deposits	Withdrawals	Deposit No.	C	Status
03/03/2006	J99	Fines	Deposit	328.23	-		Y	Cleared
03/03/2006	J100	Resident Cardholder	Deposit	258.00	-		Y	Cleared
03/03/2006	J101	Non-Resident Cardholder	Deposit	140.00	-		Y	Cleared
03/09/2006	J106	Feb2006, The Brooks and County ...	2143	-	29.96		Y	Cleared
03/09/2006	J107	Feb2006, Ikon Office Solution	2144	-	28.46		Y	Cleared
03/09/2006	J108	Feb2006, Brooks Stationers	2145	-	123.21		Y	Cleared
03/09/2006	J109	Feb2006, Shortgrass Library System	2146	-	82.70		Y	Cleared
03/09/2006	J110	Feb2006, Brooks Computer Servic...	2147	-	128.40		Y	Cleared
03/09/2006	J111	Feb2006, 918263 ALberta Ltd.	2148	-	1,690.60		Y	Cleared
03/09/2006	J112	Feb2006, Xerox Canada Ltd.	2149	-	5,344.65		Y	Cleared
03/22/2006	J113	Mar2006, City of Brooks	2150	-	1,108.35		N	Outstanding
03/22/2006	J114	Mar2005, Royal Bank Visa	2151	-	231.75		Y	Cleared
03/22/2006	J115	Mar2006, Telus Communications	2152	-	287.04		Y	Cleared
03/22/2006	J116	Mar2006, Brooks Community Adul...	2153	-	50.00		Y	Cleared
03/22/2006	J117	Mar2006, Shannon Christoffersen	2154	-	18.24		Y	Cleared
03/22/2006	J118	Mar2006, Julia Reinhart	2155	-	26.75		N	Outstanding
03/22/2006	J119	Mar2006, Engravables	2156	-	13.91		N	Outstanding
03/22/2006	J120	Mar 2006, City of Brooks	2157	-	50.00		N	Outstanding
03/23/2006	J121	Shortgrass Library System	Deposit	2,602.52	-		Y	Reversed
03/10/2006	J122	Fines	Deposit	269.13	-		Y	Cleared
03/10/2006	J123	Resident Cardholder	Deposit	342.00	-		Y	Cleared
03/10/2006	J124	Non-Resident Cardholder	Deposit	60.00	-		Y	Cleared
03/10/2006	J125	Donation	Deposit	200.00	-		Y	Cleared
03/10/2006	J126	Donation	Deposit	35.00	-		Y	Cleared
03/10/2006	J127	Donations	Deposit	575.62	-		Y	Cleared
03/17/2006	J128	Fines	Deposit	269.74	-		Y	Cleared
03/17/2006	J129	Resident Cardholder	Deposit	192.00	-		Y	Cleared
03/23/2006	J130	Reversing J121. Correction is J131.	ADJDeposit	-	2,602.52		Y	Adjustment
03/10/2006	J131	Shortgrass Library System	Deposit	2,602.52	-		Y	Cleared
03/31/2006	J132	Mar06, Ronnie Adams	2158	-	1,381.67		N	Outstanding
03/31/2006	J133	Mar06, Shannon Christoffersen	2159	-	1,397.66		Y	Cleared
03/31/2006	J134	Mar06, Bessie Jacowishen	2160	-	1,656.22		Y	Cleared
03/31/2006	J135	Mar06, Cathryn Krochak	2161	-	444.71		N	Outstanding
03/31/2006	J136	Mar06, Maxine Meldrum	2162	-	1,713.18		N	Outstanding
03/31/2006	J137	Mar06, Patricia Neufeld	2163	-	214.32		N	Outstanding
03/31/2006	J138	Mar06, Julia Reinhart	2164	-	2,822.67		N	Outstanding
03/31/2006	J139	Mar06, Tamara Van Home	2165	-	1,077.67		Y	Cleared
03/31/2006	J140	Mar06, Sharon Wilson	2166	-	698.57		N	Outstanding
03/31/2006	J141	Mar06, Local Authorities Pension ...	2167	-	3,778.94		Y	Reversed
03/31/2006	J142	Reversing J141. Correction is J143.	ADJ2167	3,778.94	-		Y	Adjustment
03/31/2006	J143	Mar06, Local Authorities Pension ...	2167	-	1,570.77		N	Outstanding
03/31/2006	J144	Mar06, Canada Customs and Rev...	2168	-	3,778.94		N	Outstanding
03/31/2006	J145	Mar06, Shortgrass Library System	2169	-	360.00		Y	Reversed
03/31/2006	J146	Mar06, Brooks Home Hardware	2170	-	14.41		N	Outstanding
03/31/2006	J147	Reversing J145. Correction is J148.	ADJ2169	360.00	-		Y	Adjustment
03/31/2006	J148	Mar06, Shortgrass Library System	2169	-	180.00		N	Outstanding
03/31/2006	J149	Apr06, AALT Conference	2171	-	650.00		N	Outstanding
03/31/2006	J150	Securtek	Debit	26.75	-		Y	Cleared
03/31/2006	J151	AB Health	Debit	-	44.00		Y	Cleared
03/31/2006	J152	Destination Fee	Debit	-	5.00		Y	Cleared
03/31/2006	J153	Reversing J150. Correction is J154.	ADJDebit	-	26.75		Y	Cleared
03/31/2006	J154	Securtek	Debit	-	26.75		Y	Cleared
03/24/2006	J155	Fines	Deposit	264.00	-		Y	Cleared
03/24/2006	J156	Resident Cardholder	Deposit	464.18	-		Y	Cleared
03/24/2006	J157	Donations	Deposit	2,000.00	-		Y	Cleared
03/31/2006	J158	Fines	Deposit	451.44	-		Y	Cleared
03/31/2006	J159	Resident Cardholder	Deposit	342.00	-		Y	Cleared
03/31/2006	J160	Donation	Deposit	100.00	-		Y	Cleared
03/31/2006	J161	Donation	Deposit	1,200.00	-		Y	Cleared
03/23/2006	J162	Alberta Govt. Special Grant	Deposit	19,843.00	-		Y	Cleared

36,705.07 33,658.77

		1080 Cash In Bank	328.23	-
03/03/2006	J100	Deposit, Resident Cardholder		
		4090 Resident Cardholder Fees	-	258.00
		1080 Cash In Bank	258.00	-
03/03/2006	J101	Deposit, Non-Resident Cardholder		
		4140 Non-resident Cardholder Fees	-	140.00
		1080 Cash In Bank	140.00	-
03/09/2006	J106	2143, Feb2006, The Brooks and County Chronicl		
		2100 GST Paid on Purchases	1.96	-
		5220 Publicity and Advertising	28.00	-
		1080 Cash In Bank	-	29.96
03/09/2006	J107	2144, Feb2006, Ikon Office Solution		
		2100 GST Paid on Purchases	1.86	-
		5160 Copier & Computer Costs	26.60	-
		1080 Cash In Bank	-	28.46
03/09/2006	J108	2145, Feb2006, Brooks Stationers		
		2100 GST Paid on Purchases	8.06	-
		5070 Library Supplies	115.15	-
		1080 Cash In Bank	-	123.21
03/09/2006	J109	2146, Feb2006, Shortgrass Library System		
		5030 Books and Materials	82.70	-
		1080 Cash In Bank	-	82.70
03/09/2006	J110	2147, Feb2006, Brooks Computer Services Ltd.		
		2100 GST Paid on Purchases	8.40	-
		5060 Payroll Expense	120.00	-
		1080 Cash In Bank	-	128.40
03/09/2006	J111	2148, Feb2006, 918263 ALberta Ltd.		
		2100 GST Paid on Purchases	110.60	-
		5050 New Library Furnishings	1,580.00	-
		1080 Cash In Bank	-	1,690.60
03/09/2006	J112	2149, Feb2006, Xerox Canada Ltd.		
		2100 GST Paid on Purchases	349.65	-
		5050 New Library Furnishings	4,995.00	-
		1080 Cash In Bank	-	5,344.65
03/22/2006	J113	2150, Mar2006, City of Brooks		
		2420 AUMA Extended Health	332.46	-
		5340 AUMA Extended Health	775.89	-
		1080 Cash In Bank	-	1,108.35
03/22/2006	J114	2151, Mar2005, Royal Bank Visa		
		2100 GST Paid on Purchases	15.56	-
		5070 Library Supplies	136.60	-
		5080 Administration & Travel	79.59	-
		1080 Cash In Bank	-	231.75
03/22/2006	J115	2152, Mar2006, Telus Communications		
		2100 GST Paid on Purchases	18.49	-
		5140 Telephone and Fax Expense	268.55	-
		1080 Cash In Bank	-	287.04
03/22/2006	J116	2153, Mar2006, Brooks Community Adult Learnin		
		5220 Publicity and Advertising	50.00	-
		1080 Cash In Bank	-	50.00
03/22/2006	J117	2154 Mar2006 Shannon Christoffersen		

		2100	GST Paid on Purchases	1.40	-
		5080	Administration & Travel	25.35	-
		1080	Cash In Bank	-	26.75
03/22/2006	J119	2156, Mar2006, Engravables			
		2100	GST Paid on Purchases	0.91	-
		5080	Administration & Travel	13.00	-
		1080	Cash In Bank	-	13.91
03/22/2006	J120	2157, Mar 2006, City of Brooks			
		4190	Medieval Faire	50.00	-
		1080	Cash In Bank	-	50.00
03/10/2006	J122	Deposit, Fines			
		4120	Fines, Book Sales and Services	-	269.13
		1080	Cash In Bank	269.13	-
03/10/2006	J123	Deposit, Resident Cardholder			
		4090	Resident Cardholder Fees	-	342.00
		1080	Cash In Bank	342.00	-
03/10/2006	J124	Deposit, Non-Resident Cardholder			
		4140	Non-resident Cardholder Fees	-	60.00
		1080	Cash In Bank	60.00	-
03/10/2006	J125	Deposit, Donation			
		4170	Charitable Receipt Donations	-	200.00
		1080	Cash In Bank	200.00	-
03/10/2006	J126	Deposit, Donation			
		4170	Charitable Receipt Donations	-	35.00
		1080	Cash In Bank	35.00	-
03/10/2006	J127	Deposit, Donations			
		4170	Charitable Receipt Donations	-	575.62
		1080	Cash In Bank	575.62	-
03/17/2006	J128	Deposit, Fines			
		4120	Fines, Book Sales and Services	-	269.74
		1080	Cash In Bank	269.74	-
03/17/2006	J129	Deposit, Resident Cardholder			
		4090	Resident Cardholder Fees	-	192.00
		1080	Cash In Bank	192.00	-
03/10/2006	J131	Deposit, Shortgrass Library System			
		5130	Staff Training	-	87.50
		5300	Wages	-	2,150.50
		5350	L.A.P.P. Expense	-	166.67
		5340	AUMA Extended Health	-	26.92
		5360	AB Health Expense	-	15.40
		5310	EI Expense	-	56.30
		5320	CPP Expense	-	99.23
		1080	Cash In Bank	2,602.52	-
03/31/2006	J132	2158, Mar06, Ronnie Adams			
		5300	Wages	1,904.85	-
		1080	Cash In Bank	-	1,381.67
		2310	EI Payable	-	35.62
		2320	CPP Payable	-	79.85
		2330	Income Tax Payable	-	211.03
		2400	L.A.P.P.	-	128.58
		2420	AUMA Extended Health	-	41.70
		2440	AB Health Payable	-	26.40

		2330	Income Tax Payable	-	150.81
03/31/2006	J134	2160, Mar06,	Bessie Jacowishen		
		5300	Wages	2,298.90	-
		1080	Cash In Bank	-	1,656.22
		2310	EI Payable	-	42.99
		2320	CPP Payable	-	99.36
		2330	Income Tax Payable	-	302.83
		2400	L.A.P.P.	-	155.18
		2420	AUMA Extended Health	-	42.32
03/31/2006	J135	2161, Mar06,	Cathryn Krochak		
		5300	Wages	461.76	-
		1080	Cash In Bank	-	444.71
		2310	EI Payable	-	8.63
		2320	CPP Payable	-	8.42
03/31/2006	J136	2162, Mar06,	Maxine Meldrum		
		5300	Wages	2,328.00	-
		1080	Cash In Bank	-	1,713.18
		2310	EI Payable	-	43.53
		2320	CPP Payable	-	100.80
		2330	Income Tax Payable	-	309.61
		2400	L.A.P.P.	-	157.14
		2420	AUMA Extended Health	-	3.74
03/31/2006	J137	2163, Mar06,	Patricia Neufeld		
		5300	Wages	218.40	-
		1080	Cash In Bank	-	214.32
		2310	EI Payable	-	4.08
03/31/2006	J138	2164, Mar06,	Julia Reinhart		
		5300	Wages	4,301.00	-
		1080	Cash In Bank	-	2,822.67
		2310	EI Payable	-	80.43
		2320	CPP Payable	-	198.46
		2330	Income Tax Payable	-	872.84
		2400	L.A.P.P.	-	290.33
		2420	AUMA Extended Health	-	23.07
		2440	AB Health Payable	-	13.20
03/31/2006	J139	2165, Mar06,	Tamara Van Home		
		5300	Wages	1,202.50	-
		1080	Cash In Bank	-	1,077.67
		2310	EI Payable	-	22.49
		2320	CPP Payable	-	45.09
		2330	Income Tax Payable	-	57.25
03/31/2006	J140	2166, Mar06,	Sharon Wilson		
		5300	Wages	711.88	-
		1080	Cash In Bank	-	698.57
		2310	EI Payable	-	13.31
03/31/2006	J143	2167, Mar06,	Local Authorities Pension Plan		
		2400	L.A.P.P.	731.23	-
		5350	L.A.P.P. Expense	839.54	-
		1080	Cash In Bank	-	1,570.77
03/31/2006	J144	2168, Mar06,	Canada Customs and Revenue Agenc		
		2310	EI Payable	281.88	-
		2320	CPP Payable	599.04	-
		2330	Income Tax Payable	1,904.37	-
		5310	EI Expense	394.61	-
		5320	CPP Expense	599.04	-
		1080	Cash In Bank	-	3,778.94

		5100 Repair & Maintenance	13.47	-
		1080 Cash In Bank	-	14.41
03/31/2006	J148	2169, Mar06, Shortgrass Library System		
		5080 Administration & Travel	180.00	-
		1080 Cash In Bank	-	180.00
03/31/2006	J149	2171, Apr06, AALT Conference		
		5130 Staff Training	650.00	-
		1080 Cash In Bank	-	650.00
03/31/2006	J151	Debit, AB Health		
		5360 AB Health Expense	30.80	-
		2440 AB Health Payable	13.20	-
		1080 Cash In Bank	-	44.00
03/31/2006	J152	Debit, Destination Fee		
		5250 Bank Charges	5.00	-
		1080 Cash In Bank	-	5.00
03/31/2006	J154	Debit, Securtek		
		5170 Security Monitoring	25.00	-
		5180 GST Expense	1.75	-
		1080 Cash In Bank	-	26.75
03/24/2006	J155	Deposit, Fines		
		4120 Fines, Book Sales and Services	-	264.00
		1080 Cash In Bank	264.00	-
03/24/2006	J156	Deposit, Resident Cardholder		
		4090 Resident Cardholder Fees	-	464.18
		1080 Cash In Bank	464.18	-
03/24/2006	J157	Deposit, Donations		
		4170 Charitable Receipt Donations	-	2,000.00
		1080 Cash In Bank	2,000.00	-
03/31/2006	J158	Deposit, Fines		
		4120 Fines, Book Sales and Services	-	451.44
		1080 Cash In Bank	451.44	-
03/31/2006	J159	Deposit, Resident Cardholder		
		4090 Resident Cardholder Fees	-	342.00
		1080 Cash In Bank	342.00	-
03/31/2006	J160	Deposit, Donation		
		4170 Charitable Receipt Donations	-	100.00
		1080 Cash In Bank	100.00	-
03/31/2006	J161	Deposit, Donation		
		4190 Medieval Faire	-	1,200.00
		1080 Cash In Bank	1,200.00	-
03/23/2006	J162	Deposit, Alberta Govt. Special Grant		
		4040 Province of Alberta	-	19,843.00
		1080 Cash In Bank	19,843.00	-
			60,494.36	60,494.36

HELD IN BROOKS PUBLIC LIBRARY

PRESENT: Dino Champlone (chair), Cathleen Patterson, Henry Nadja, Sheila Tiegs, Gloria Evans, Julia Reinhart (head librarian), Shannon Christoffersen (librarian), Martin Shields
REGRETS: Tilly Gamble-Altwasser, Elsie Strach, Karen Nelson, Pat Walsh

VISION STATEMENT

Brooks Public Library: A vibrant and inspiring resource connecting our diverse community to the world.

MISSION STATEMENT

Brooks Public Library provides lifelong learning and enrichment opportunities with equitable access to high quality service, collections and facilities.

1. Call to Order: Dino called the meeting to order at 6:30 pm.
2. Approval of Agenda: **Motion to approve agenda: Moved: Cathleen; seconded: Henry. Carried.**
3. Consent Agenda
 - a) April 2006 Board Meeting Minutes: Sheila noted the need for a correction to the wording in item 5 of the April minutes. The word "census" should be "consensus."
 - b) Finance Committee Report: The April receipts and expenditures received. Next meeting June 19 at 8:00 am. **Motion to approve Consent Agenda items: Moved: Sheila; seconded: Gloria. Carried.**
4. Correspondence
 - a) Shortgrass Library System Financial Statement—circulated.
 - b) SLS Minutes—circulated
 - c) SLS Annual Report for 2005—copies given to each Board member
 - d) SLS Funding—Julia circulated a letter from Shortgrass to all funding groups re SLS operation and with capital comments on ILS and Special Library Grant from the province
 - e) Holy Family Academy—a thank you was received from them for the library tours
 - f) Audited Financial Statements—Julia reviewed the audited statement. Discussion of the Foundation. Julia will check on its status.
5. SLS Report—Martin spoke about ILS and a new SLS position that will be beneficial.
6. Librarians' Report
 - a) Shannon circulated her report and highlighted various happenings.
 - b) Julia reported she had sent thank-you letters about the one-time provincial libraries' grant. The BPL Annual Report will be completed soon. Two staff members are at a conference in Banff. Alberta Treasury Branch contacted BPL for a wish list. Julia responded with a list of items. Julia wrote to the City asking for information about the library pilings. Three staff members

7. Business Arising

- a) Afterthoughts on last month's presentation: the presentation was informative and well done. Thank you, Dino, for the work you did to prepare the presentation.
- b) One-time grant from province: a job ad for a library tech/training coordinator will be sent out shortly. There is a possibility of additional funds from Rural Initiatives Project. If additional funds are available, there may be a change in terms of the qualifications we will be looking for as we could then hire a librarian.
- c) Requirements for CAP sites: Shannon distributed handouts noting requirement for CAP sites. Under these requirements, BPL cannot charge for computer/internet use.

8. New Business

- a) Medieval Faire: Plans are moving ahead. This year's faire will be larger than the previous year. There is a bit of a problem about tents. Volunteers are needed the day of the faire.
- b) Death by Chocolate and Seniors Outreach: Julia gave the group permission to use the theme as a fundraiser.
- c) Summer meetings: **Motion to have a meeting break in July and August: Moved: Sheila; seconded: Cathleen. Carried.** If necessary, a meeting will be called during these months to deal with any urgent situations that may occur.
- d) Alberta Library Conference Report: Sheila reported on the conference she attended in April. The informative sessions gave her much to think about.
- e) NEXT BOARD MEETING: JUNE 22, 2006 AT 6:30 pm.

Motion to adjourn: Moved: Martin; seconded: Henry. Carried.



Librarian



Chair

Receipts	Annual Budget	Current Month	Total to Date
City of Brooks	137,813.00	34,453.25	68,906.50
HRDC – Summer Student	1,446.00	0.00	0.00
Province of Alberta	49,781.00	0.00	19,843.00
Industry Canada - CAP V Grant	1,975.00	0.00	0.00
County of Newell Library Board	20,475.00	0.00	0.00
Resident Cardholder Fees	16,000.00	1,182.00	5,448.18
Interest Income	0.00	0.00	0.00
Miscellaneous	200.00	0.00	0.00
Fines, books and services	20,500.00	1,241.56	5,588.03
Non-resident Cardholder Fees	3,000.00	120.00	700.00
Donations	14,000.00	0.00	12,392.12
Fundraisers	300.00	0.00	0.00
Adopt-a-magazine	2,200.00	0.00	0.00
Medieval Faire	0.00	0.00	1,150.00
GST Recovery	2,000.00	0.00	0.00
Total Revenue	269,690.00	36,996.81	114,027.83
Expenditures			
SLS Expense (Materials Allot.)	45,604.00	0.00	0.00
Shortgrass – Non-resident Fees	1,500.00	0.00	0.00
Dynix and Telecom (SLS)	3,500.00	0.00	0.00
Books & Materials	0.00	-411.31	300.19
Furnishings and Equipment	12,000.00	6,338.46	13,709.22
Payroll Expense	800.00	50.00	220.00
Library Supplies	4,000.00	1,253.56	1,974.84
Administration & Travel	3,000.00	211.42	920.81
Program Expense	2,500.00	61.97	127.63
Repair & Maintenance	2,000.00	37.50	50.97
Rebinding	500.00	0.00	0.00
Staff Training	4,000.00	185.00	1,397.50
Telephone & Fax Expense	3,500.00	261.88	1,069.66
Copier & Computer Costs	2,000.00	0.00	106.53
Security Monitoring	600.00	25.00	100.00
Computer Main. Contracts	1,000.00	0.00	0.00
GST Expense	0.00	1.75	7.00
Freight & Postage	1,000.00	0.00	25.00
Professional Memberships	400.00	0.00	149.18
Publicity and Advertising	2,000.00	0.00	264.00