

Village of Innisfree  
Regular Council Meeting  
Innisfree Council Chambers  
November 19, 2019 @ 5:00 p.m.



## AGENDA ADDITIONS

### **New Business:**

7 I – Innisfree Library Board 2020 Draft Budget

7 J – Rescind Motion No. 2019-10-15/18 – Public Auction/Tax Sale

ESTIMATED RECEIPTS FOR THE YEAR		Budget 2019
<b>Projected cash balance at beginning of year, January 1</b>		
01	Cash on hand	\$42,315.16
02	Total in current bank accounts	
03	Total in savings accounts	
04	Term deposits	\$30,903.40
05	Other committed funds (e.g. trust funds and bequests)	
<b>06</b>	<b>TOTAL PROJECTED OPENING CASH ON HAND (add lines 01 to 05)</b>	<b>\$73,218.56</b>
<b>Government contributions</b>		
07	Local appropriation (contribution from your council to the operation of library)	\$3,500.00
08	Provincial library operating grant	\$6,600.00
<b>Other government contributions</b>		
09	Directly from neighbouring municipality (e.g. village, town, county, municipal district)	\$18,146.70
10	Directly from Improvement District/Summer Village	
11	Cash transfer from another municipal library board	
12	Cash transfer from library system (do not include system book allotment)	\$1,877.57
13	School board, FCSS	
14	Employment programs (e.g. STEP, Canada Summer Jobs)	\$3,600.00
15	Other grants (e.g. capital grants from your municipality, CFEP, CIP) please list	
15a		
15b		
15c		
<b>Other revenue</b>		
16	Book sales	\$100.00
17	Fundraising (donations and other fundraising activities, incl. from Friends groups)	\$5,000.00
18	Fees and fines (card fees, fines, non-resident deposits)	
18a	Fees	
18b	Fines	\$300.00
19	Program revenue	\$1,500.00
20	Room rentals	
21	Other service revenue (e.g. photocopying, faxing, contracts)	\$300.00
22	GST refund	
23	Interest	\$550.00
24	Transfers from reserve accounts	
25	Other income (please list)	
25a	<u>FILS Casino Funds</u>	\$6,000.00
25b		
25c		
<b>26</b>	<b>TOTAL PROJECTED CASH RECEIPTS (add lines 07 to 25)</b>	<b>\$47,474.27</b>
<b>27</b>	<b>TOTAL PROJECTED CASH TO BE ACCOUNTED FOR (add lines 06 and 26)</b>	<b>\$120,692.83</b>

ESTIMATE OF EXPENDITURE		Budget 2019
<b>Staff</b>		
28	Salaries, wages and benefits	\$28,000.00
29	Honoraria (volunteers)	\$300.00
30	Moving expenses	
31	Course or conference fees	\$800.00
32	Travel and hospitality (staff)	
<b>33</b>	<b>TOTAL PROJECTED STAFF EXPENSE (add lines 28 to 32)</b>	<b>\$29,100.00</b>
<b>Library resources</b>		
34	Books (include freight and purchased cataloguing; <b>do not</b> include money you transfer to your library system for book purchases, that info goes on line 59)	\$3,500.00
35	Periodicals and newspapers	\$100.00
36	Non-print materials (e.g. audio-visual materials, loanable objects)	
37	Digital and electronic resources	
<b>38</b>	<b>TOTAL PROJECTED LIBRARY RESOURCES (add lines 34 to 37)</b>	<b>\$3,600.00</b>
<b>Administration</b>		
39	Audit and/or annual financial review	\$100.00
40	Board expenses (incl. honoraria, travel, course and conference fees)	\$500.00
41	Equipment rentals and maintenance	
42	Contracts for services (e.g. bookkeeping, IT services)	
43	Legal fees, bank charges, refunds and deposits	\$150.00
44	Library supplies (incl. binding & repair)	\$500.00
45	Association memberships ( <b>Do not include payments to a regional library system, that info goes on line 59</b> )	\$150.00
46	Postage and box rental	\$500.00
47	Program expense (incl. publicity/advertising, equipment rental, artist's fees)	\$2,000.00
48	General office supplies (incl. stationery, printing and copier supplies)	\$2,000.00
49	Telephone and telecommunications (incl. internet connections)	\$800.00
50	Other materials and supplies	\$500.00
51	Other expenses- Fundraising	\$500.00
<b>52</b>	<b>TOTAL PROJECTED ADMINISTRATION EXPENSE (add lines 39 to 51)</b>	<b>\$7,700.00</b>

ESTIMATE OF EXPENDITURE (cont'd)	Budget 2019
<b>Building costs</b>	
53 Insurance	\$2,000.00
54 Janitorial and maintenance (janitorial service/supplies, maintenance and minor repairs to building and grounds)	\$700.00
55 Utilities	
56 Occupancy costs (e.g. share of building costs in joint-use buildings)	
57 Rent	
<b>58 TOTAL PROJECTED BUILDING EXPENSES (add lines 53 to 57)</b>	<b>\$2,700.00</b>
<b>Transfer payments</b>	
59 Transfer to other library boards ( <b>please specify boards:</b> may include municipal or library system boards for membership fees, etc.)	
59a NLLS	\$2,000.00
59b	
59c	
59d	
59e	
59f	
60 Contract payments to library societies (please list)	
60a	
60b	
60c	
60d	
<b>61 TOTAL PROJECTED TRANSFER PAYMENTS (add lines 59 and 60)</b>	<b>\$2,000.00</b>
<b>62 TOTAL PROJECTED OPERATING EXPENDITURE (add lines 33, 38, 52, 58, and 61)</b>	<b>\$45,100.00</b>
63 Loan interest and payments	
64 Transfer to other accounts (i.e., capital, operating reserves)	
<b>Capital expenditures</b>	
65 Building repairs and renovations (e.g., roof, carpet, partitions)	
66 Furniture and equipment (incl. computer hardware)	\$2,300.00
67 Other (please list)	
67a	
67b	
<b>68 TOTAL PROJECTED CAPITAL EXPENDITURE (add lines 65 to 67)</b>	<b>\$2,300.00</b>
<b>69 TOTAL PROJECTED ESTIMATE OF EXPENDITURE (add lines 62, 63, 64, 68)</b>	<b>\$47,400.00</b>

<b>Projected cash balance at end of reporting year</b>	
70 Cash on hand	\$74.27
71 Total in current bank accounts	\$42,315.16
72 Total in savings accounts	
73 Term deposits	\$30,903.40
74 Other committed funds (e.g. trusts and bequests, reserves, capital)	
<b>75 TOTAL PROJECTED CASH ON HAND (add lines 70 to 74)</b>	<b>\$73,292.83</b>
<b>76 TOTAL PROJECTED CASH ACCOUNTED FOR (add lines 69 and 75)</b>	<b>\$120,692.83</b>

Please continue on to page 5 if your municipality will make any payments on behalf of the library board.  
Please have the Municipal Administrator fill out page 5.

**PAGE 3, VILLAGE OF INNISFREE REGULAR MEETING MINUTES OF OCTOBER 15, 2019.**

**COUNCILLOR REPORTS  
2019-10-15/17**

Moved by Councillor Cannan that the Councillor Reports be approved as presented.

CARRIED.

**PUBLIC AUCTION/TAX  
SALE  
2019-10-15/18**

Moved by Deputy Mayor Oudshoorn that Council set the Public Auction/Tax Sale to take place on Thursday, December 12, 2019 at 5:00 PM at the Village Administration Office (5116 50 Avenue). Further that the Village appoint Dale Dmytriw to run/conduct the public auction.

CARRIED.

**STAFF CHRISTMAS  
PARTY – DECEMBER  
14, 2019  
2019-10-15/19**

Moved by Councillor Cannan that Council set the staff Christmas Party to be December 14, 2019 at 3:00PM.

CARRIED.

**ADMINISTRATION  
REPORTS  
2019-10-15/20**

Moved by Councillor Cannan that council approve the Administration Report as presented.

CARRIED.

**CORRESPONDENCE  
2019-10-15/21**

Moved by Deputy Mayor Oudshoorn that the following Correspondence be received as information.

CARRIED.

**ADJOURNMENT**

Councillor Cannan adjourned the meeting at 9:22 PM.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Chief Administrative Officer