

BUDGET COMMITTEE

APRIL 16, 2004

**CORRESPONDENCE -
GALLANOUGH RESOURCE CENTRE**

(Referred from the Budget Committee Meeting of March 31, 2004)

The Budget Committee at its meeting of March 12, 2004 recommended:

- 1) That this matter be referred to the Budget Committee meeting of April 8, 2004; and
- 2) That the written submission of Mr. Rick Meridew, Gallanough Resource Centre, dated March 30, 2004, be received.

The Budget Committee at its meeting of March 12, 2004 recommended:

- 1) That the Budget Committee be provided with the Gallanough Resource Centre's 2003 Financial Statement; and
- 2) That the deputation of Mr. Rick Meridew, President, Gallanough Resource Centre, 73 Glenmanor Way, Thornhill, L4J 3A3, be received.

The Budget Committee at its meeting of March 5, 2004 recommended:

- 1) That this matter be referred to the next Budget Committee meeting; and
- 2) That the written submission of Mr. Rick Meridew, President, Gallanough Resource Centre, 1 Brooke Street, Thornhill, L4J 2K7, dated March 2, 2004 (Attachment #2), be received.

The Budget Committee at its meeting of February 27, 2004 recommended:

- 1) That this matter be referred to the next Budget Committee meeting; and
- 2) That the correspondence of Mr. Rick Meridew, President, Gallanough Resource Centre, 1 Brooke Street, Thornhill, L4J 2K7, dated February 9, 2004 (Attachment #1), be received.

Recommendation

Please refer to the correspondence from Mr. Rick Meridew, President, Gallanough Resource Centre, dated February 9, 2004 (Attachment #1).

Please refer to the written submission from Mr. Rick Meridew, President, Gallanough Resource Centre, dated March 2, 2004 (Attachment #2).

Please refer to the written submission from Mr. Rick Meridew, President, Gallanough Resource Centre, dated March 30, 2004 (Attachment #3).

(The foregoing matter was brought to the attention of the Committee by Councillor Susan Kadis)

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Gallanough Resource Centre

ATTACHMENT #1

1 Brooks Street
Thornhill, Ontario
L4J 2K7

T 905-881-2328
F 905-881-2356
E info@gallanough.com

February 09, 2004

Mayor DI Biase & Members of Council
2141 Major Mackenzie Drive
Vaughan, Ontario
L6A 1T1

Dear Mayor DI Biase & Members of Council

On behalf of the Board of Directors of the Gallanough Resource Centre let me express our sincere gratitude for the financial support we have received from the City of Vaughan and Council since reopening in 1999.

Knowing that the costs of facility maintenance and the wages of a permanent part-time Librarian/Manager are borne by the City of Vaughan have allowed the Board of Directors to concentrate our efforts in other areas that compliment and enhance Vaughan's other recreational and cultural facilities.

Those "other areas" have presented many challenges and we are pleased to report that we have faced those challenges and had considerable success.

In the past four years we have rebuilt our collection of books, magazines and videos for children and adults. In 2003 we added an average of 140 new items per month and our collection now stands at 33,000 current books and videos. Our circulation has grown to 1775 items per month.

We have also outfitted the Gallanough with nine new computers for use by our patrons, staff and volunteers. Each computer is connected to the Internet, has educational games and the Microsoft Office Suite (donated by Microsoft) for use with homework assignments. We also have a colour printer, scanner and digital camera available.

Our Librarian manages our membership records and catalogue, lends books and videos through a new custom written software system. This same system will allow people to browse our catalogue and reserve books via the Internet in June. This software system was also donated to the Gallanough.

In 2003 the Gallanough offered over a dozen programs for children - many of them unique to our facility. For example 'Let's Play Music', 'Make a Book Club' and the upcoming March Break 'Puppet Workshop' are exclusive to the Gallanough. The past two years we utilized HRDC funding to hire two students who developed and ran low-cost summers programs for children. These programs were fully subscribed.

Learn Read Explore Enjoy



- The Gallanough provides:
- * Library activities
 - * Club
 - * Books
 - * Magazines
 - * Computers
 - * Telephones
 - * Programmes
 - * Social Events
 - * CDs & Videos
 - * A friendly atmosphere
 - * Volunteer opportunities

Charity Number
84935 0327 RRCC

The Gallanough has also reached out to the various ethnic, religious and cultural groups in our community. Our collections of Chinese and Russian books are very popular and several different community and non-profit groups use the Loft for a nominal charge. (We have for-profit pricing and nominal pricing for non-profit groups.)

The improvements made to these "other areas" have led to a surge in membership. We now have a combination of 700 individual and family memberships representing about 2,000 active members. Many non-members also use the facility. Membership (\$5.00 per individual, \$10.00 per family) is required to take out a book or participate in a program.

In addition to our permanent part-time Librarian (30 hours per week funded by Vaughan), we have many volunteers. This includes a volunteer Board of Directors, students fulfilling their community service hours, adults, retirees and placements from social agencies that have dedicated thousands of hours of time over these past four years.

You may also be interested to know that we operate the Gallanough on a balanced budget of about \$80,000 per year - which includes the money received from Vaughan for our Librarian.

With all these improvements the Gallanough literally bustles with activity. In order to keep pace with our growth, it has become apparent that we require the services of a second permanent part-time Librarian for 30 hours per week. This position is primarily needed to assist the Librarian to provide services to our growing number of patrons and volunteers.

While we continue to fundraise for all other areas of operation we respectfully request your support by granting funding for a second permanent part-time Librarian (30 hours) beginning with the 2004 Operating Budget.

The new position will entail the delivery of library services, backup to the Librarian/Manager and minor administrative responsibilities.

Although our new position entails more responsibility, we have based our request on the Vaughan Public Library Pay Scale 2003 for a VLP Clerk II working 30 hours per week at \$17.53 per hour. Based on 52 weeks this extends to \$27,346.80 per year - which is the amount we are requesting.

During our first four years the Gallanough has given back to the community value well beyond its cost to the taxpayer. The Gallanough has been recognized as a unique and valuable community asset in the pages of the Toronto Star, Globe and Mail, Quill and Quire as well as the Liberal and Thornhill Post. This reflects positively on the City of Vaughan.

It is our greatest desire to build on this winning partnership in 2004.

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We trust you will agree that the Gallanough provides the City of Vaughan exceptional value. With all its success, however, the Gallanough has now exceeded the capacity of its current staff and volunteers.

The Board of Directors sincerely requests Council to support our application for the additional funding that will enable us to take the Gallanough to its next level of success.

On behalf of all members of the Gallanough and especially the Board of Directors I again thank the City of Vaughan and Council for its partnership and support in this truly unique and innovative private-public partnership.

Sincerely,



Rick Meridew
President

Cc Mr. Michael DeAngelis
City Manager

Mr. Clayton Harris
Commissioner of Finance and Corporate Services

Mr. Marlon Kallideen
Commissioner of Community Services

Ms. Diane LaPointe-Kay
Director of Recreation and Culture

ATTACHMENT #2

9.5

Gallanough Resource Centre

1 Brooke Street
Thornhill, Ontario
L4J 2K7

T 905-881-2828
F 905-881-2366
e info@gallanough.com

Gallanough
Resource
Centre
gallanough.com

March 2, 2004

Mayor Di Biase & Members of Council
2141 Major Mackenzie Drive
Vaughan, Ontario
L6A 1T1

Dear Mayor Di Biase & Members of Council

As per your request we are pleased to provide a copy of our most recent Financial Statements as of December 31, 2002.

We wish to bring to your attention and provide an explanation of the Investment of \$25,000.00 listed under Assets on page 2.

This amount is primarily made up of funds from a one-time grant from Visteon Inc. for the improvement of our collection of Children's books, CDs, videos, computers and educational games. A portion of this declining amount is used for these purposes each year.

A lesser portion of the \$25,000.00 is being accumulated towards the purchase of new carpet, painting and a new check-out desk on the main floor plus the professional services that will be needed to move the books and shelves during the renovations.

We trust the remainder of the Financial Statements are self-explanatory but welcome any questions you may have.

Sincerely,



Rick Meridew
President

Cc Mr. Clayton Harris
Commissioner of Finance and Corporate Services

Mr. Marlon Kallideen
Commissioner of Community Services

- The Gallanough provides:
- Library-like activities
 - Clubs
 - Books
 - Magazines
 - Computers
 - The Internet
 - Programmes
 - Special Events
 - CDs & Videos
 - A friendly atmosphere
 - Volunteer opportunities

Charity Number
80020 1234 5678

Learn. Read. Explore. Enjoy.



9.6

GALLANOUGH RESOURCE CENTRE

Financial Statements
December 31, 2002

Nader Saad, Chartered Accountant

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Notice To Reader

**To The Members of
GALLANOUGH RESOURCE CENTRE**

I have compiled the balance sheet of GALLANOUGH RESOURCE CENTRE as at December 31, 2002 and statements of revenue, expenditures and surplus for the year then ended from information supplied by the Board of Directors. These financial statements are the responsibility of the board of directors. I have not audited, reviewed or otherwise attempted to verify the accuracy or completeness of such information. Readers are cautioned that these statements may not be appropriate for their use.

North York, Canada
December 16, 2003


Nader Saad
Chartered Accountant

GALLANOUGH RESOURCE CENTRE

Balance Sheet
As At December 31, 2002

	2002 \$	2001 \$
Assets		
Current		
Bank and cash on hand	5,525	-
Investments	25,000	20,712
Accounts Receivable	-	22,509
	<hr/> 30,525	<hr/> 43,221
Capital Assets (note 3)	43,211	34,911
	<hr/> 73,736	<hr/> 78,132
Current Liabilities		
Bank indebtedness	-	12,293
Payroll deductions payable	421	111
	<hr/> 421	<hr/> 12,404
SURPLUS ACCOUNT		
Balance	73,315	65,728
	<hr/> 73,736	<hr/> 78,132

Approved On Behalf Of The Board:

Marilyn Braude
L. N. O'Neill

Nader Saad, Chartered Accountant

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GALLANOUGH RESOURCE CENTRE

Statement Of Revenue And Expenditures
For The Year Ended December 31, 2002

	2002 \$	2001 \$
Revenue, page 4	70,485	84,357
<hr/>		
Expenditures		
Amortization	13,561	10,700
Operating expenses, page 5	49,337	63,988
	62,898	74,688
<hr/>		
Excess Of Revenue Over Expenditures (Expenditures Over Revenue)	7,587	9,669
Surplus Account, Beginning of year	65,728	56,059
<hr/>		
Surplus Account, End of year	73,315	65,728

Nader Saad, Chartered Accountant

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GALLANOUGH RESOURCE CENTRE
Schedule Of Revenue
For The Year Ended December 31, 2002

	2002 \$	2001 \$
Donations	731	22,893
Interest	323	621
Membership	1,766	1,470
Recovered expenses	37,961	31,122
Rent	28,900	25,883
Other	804	2,368
	<hr/>	<hr/>
	70,485	84,357

Nader Saad, Chartered Accountant

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GALLANOUGH RESOURCE CENTRE
Schedule Of Operating Expenses
For The Year Ended December 31, 2002

	2002 \$	2001 \$
Advertising and promotion	766	28,481
Bank charges	70	144
Library services	40,426	28,449
Professional fees	-	535
Programming	462	930
Supplies and subscription	5,684	5,017
Other	1,929	432
	<hr/>	<hr/>
	49,337	63,988

Nader Saad, Chartered Accountant

1. Operations

The primary purpose of the Gallanough Resource Centre is to provide library services to its members. The corporation was incorporated without share capital under the laws of the Province of Ontario on February 16, 1999 and was registered as a charitable organization under the Income Tax Act.

2. Summary Of Significant Accounting Policies**Revenue and Expenditure Recognition**

Revenue is accounted for on a cash basis and is recorded as received by the Corporation from various sources and tax deductible receipts are issued for qualifying contributions.

Interest income and general expenditures are recognized on the accrual basis.

Investments

Funds are invested in Certificates of Deposit with Toronto Dominion Bank for short terms and are renewed at maturity.

Capital Assets

Capital assets of the corporation are recorded at cost and are amortized on a declining balance basis at the following rates:

Equipment	20.00%
Furniture	20.00%
Computers	33.33%
Software	33.33%
Books	20.00%
CDs/Videos	33.33%

Volunteer Services

The Corporation's program relies on volunteer time for some of its services. Since these invaluable donated services are not purchased by the Corporation, they are not recorded in these financial statements.

3. Capital Assets

Capital assets are comprised of the following:

	Cost
Equipment	\$ 623
Furniture	6,698
Computer	16,809
Software	4,279
Books	44,637
CDs/Videos	3,982

Assets total \$77,028 with accumulated depreciation \$33,817

Nader Saad, Chartered Accountant

9.14
Fernandes, Sybil

ATTACHMENT #3

From: Traub, Debi
Sent: Tuesday, March 30, 2004 2:20 PM
To: Fernandes, Sybil
Cc: Leach, John
Subject: FW: 2003 Financial Statements



gallanough financial
statem.pdf...

Could you please copy this to staff for the BUDGET MEETING TOMORROW.

Thank you,

debi

-----Original Message-----

From: Rick Meridew [mailto:rick@worldconnect.com]
Sent: Tuesday, March 30, 2004 1:53 PM
To: Traub, Debi
Subject: Fwd: 2003 Financial Statements

Hi Susan & Debi

The 2003 Financial Statements are attached.

They differ from the format of the 2002 financial statements in that there is no notice to reader & they are not on the accountant's stationery as he still has to review them.

FYI we have until June 2004 to file our 2003 statements so we are not late as implied by one member of Council. The accountant who will review and formally 'produce' the statements does this in May (for a tax receipt) after income tax season. Therefore the attached statements are what we can provide at this time. We can send the final statements on the accountant's letterhead in May should they be required.

You will note that there is nothing unusual from 2002 to 2003 - we do show the steady growth we discussed at the previous meeting.

I'm at a conference the next three days but may be able to respond to email.

Debi, thanks for making copies and passing the FS to the appropriate people.

Rick

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GALLANOUGH RESOURCE CENTRE
Financial Statements
December 31, 2003

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GALLANOUGH RESOURCE CENTRE

Financial Statements
December 31, 2003

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GALLANOUGH RESOURCE CENTRE

1

Balance Sheet
As At December 31, 2003

	2003 \$	2002 \$
Assets		
Current		
Bank and cash on hand	11,270	5,525
Investments	19,132	25,000
	<hr/>	<hr/>
	30,402	30,525
Capital Assets (note 3)		
	49,182	43,211
	<hr/>	<hr/>
	79,584	73,736
Current Liabilities		
Payroll deductions payable	358	421
	<hr/>	<hr/>
	358	421
SURPLUS ACCOUNT		
Balance	79,226	73,315
	<hr/>	<hr/>
	79,584	73,736

Approved On Behalf of The Board:

Marilyn Braude

L. N. O'Neill

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GALLANOUGH RESOURCE CENTRE

2

Statement of Revenue and Expenditures
For The Year Ended December 31, 2003

	2003 \$	2002 \$
Revenue, page 3	81,349	70,485
Expenditures		
Amortization	15,232	13,561
Operating expenses, page 4	60,206	49,337
	75,438	62,898
Excess of Revenue Over Expenditures (Expenditures Over Revenue)	5,911	7,587
Surplus Account, Beginning of year	73,315	65,728
Surplus Account, End of year	79,226	73,315

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GALLANOUGH RESOURCE CENTRE

3

Schedule of Revenue
For The Year Ended December 31, 2003

	2003	2002
	\$	\$
Donations	6,192	731
Interest	475	323
Membership	2,830	1,766
Recovered expenses	37,502	37,961
Rent	33,003	28,900
Other	1,347	804
	<hr/>	<hr/>
	81,349	70,485

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GALLANOUGH RESOURCE CENTRE

4

Schedule of Operating Expenses
For The Year Ended December 31, 2003

	2003 \$	2002 \$
Advertising and promotion	7,258	766
Bank charges	10	70
Library services	45,038	40,428
Professional fees	50	-
Programming	774	462
Supplies and subscriptions	5,368	5,684
Other	1,708	1,929
	<hr/> 60,206	<hr/> 49,337

GALLANOUGH RESOURCE CENTRE
Notes To The Financial Statements
December 31, 2003

1. Operations

The primary purpose of the Gallanough Resource Centre is to provide library services to its members. The corporation was incorporated without share capital under the laws of the Province of Ontario on February 16, 1999 and was registered as a charitable organization under the Income Tax Act.

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Revenue is accounted for on a cash basis and is recorded as received by the Corporation from various sources and tax deductible receipts are issued for qualifying contributions.

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Equipment	20.00%
Furniture	20.00%
Computers	33.33%
Software	33.33%
Books	20.00%
CDs/Videos/DVDs	33.33%

Volunteer Services

The Corporation's program relies on volunteer time for some of its services. Since these invaluable donated services are not purchased by the Corporation, they are not recorded in these financial statements.

3. Capital Assets

Capital assets are comprised of the following:

	Cost
Equipment	\$ 1,860
Furniture	8,474
Computers	18,935
Software	7,004
Books	56,240
CDs/Videos/DVDs	5,718

Assets total \$98,231 with accumulated depreciation \$49,049