





P.O. Box 2311  
Regina, Saskatchewan  
Canada S4P 3Z5  
TEL. (306) 777-6000  
[www.reginalibrary.ca](http://www.reginalibrary.ca)

Date: September 24, 2008  
To: His Worship and Members of City Council  
Re: **Regina Public Library (RPL) Public Accounts 2007**

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In accordance with RPL Board resolution dated October 28, 2003, where the RPL Board moved to voluntarily provide Public Accounts, I submit the Regina Public Library Public Accounts for the year ended December 31, 2007.

This report is divided into the following sections:

- 1) Regina Public Library Board Remuneration and Expenses
- 2) Employee Remuneration by title of the position, including salaries, for all positions encumbered as of December 31, 2007
- 3) Expenditures

Each section contains notes detailing the reporting requirements and provides an explanation of the contents. The Audited Financial Statements for 2007 provide additional information on the 2007 Revenue and Expenditures.

Respectfully submitted,

A handwritten signature in black ink that reads 'Darlene Hincks'.

Darlene Hincks, Chair  
Regina Public Library Board

## Board Remuneration and Expenses

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### Board Remuneration and Expenses For the Year Ended December 31, 2007 (in dollars)

Board of Regina Public Library	Board Payments	Board Travel
Brown, Janet	1,200	0
Bryce, Sharron	800	0
Fiacco, Pat	0	0
Hincks, Darlene	2,520	3,704
Kapoor, Renu	1,480	2,903
Kivisto, Elaine	1,475	572
Kleisinger, Gerald	1,040	933
Lucke, Darryl	1,640	2,876
Monson, Shelly	1,360	0

## **Board Remuneration and Expenses**

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### **Notes to Board Remuneration and Expenses For the Year Ended December 31, 2007**

#### **Note 1**

Board payments represent amounts paid to Members of the Board for attendance at Board meetings and travel per diems paid to Board Members when they travel out of the City on Board business. Attending Board Members receive an honorarium of \$80 per meeting. The per diem rate for Board travel is \$100 per day, and for Board business is \$400 per day.

#### **Note 2**

Board travel includes all 2007 travel and conference expenses (including PST) incurred by the Members of the Board that were funded by the Regina Public Library whether paid directly to the Members of the Board or on their behalf.

## Board Remuneration and Expenses

### Employee Remuneration For the Year Ended December 31, 2007 (in dollars)

Position	Number of Incumbents	Full / Part Time	Annual Salary Range (Full Time)	Hourly Range (Part Time)
Accounting and Payroll Analyst	1	F	43,610 - 52,624	
Accounting Technician	1	P		18.20 - 22.24
Accounts Payable Clerk	1	F	28,995 - 35,726	
Acquisitions Assistant	1	P		16.76 - 20.55
Administrative Assistant	1	F	44,190 - 63,128	
Adult Collection Coordinator	1	F	50,741 - 60,697	
Albert - Branch Head	1	F	43,610 - 52,624	
Albert - Library Assistant	1	F	34,314 - 41,916	
Albert - Library Assistant	1	P		18.20 - 22.24
Albert - Public Service Clerk	2	P		14.11 - 17.45
Albert - Public Service Clerk	1	P		13.50 - 16.04
Audio Visual Collection Coordinator	1	F	50,741 - 60,697	
Caretaker	5	F	28,995 - 35,726	
Cataloguer	3	F	28,995 - 35,726	
Central Children's - Librarian	1	F	47,093 - 56,554	
Central Children's Library Head	1	F	54,601 - 65,003	
Central Children's - Library Assistant	1	F	31,584 - 38,738	
Central Children's - Library Assistant	3	P		16.76 - 20.55
Central Children's - Library Clerk	3	P		13.50 - 16.04
Central Children's - Library Clerk	1	P		12.35 - 14.73
Central Children's - Page	3	P		10.29 - 12.35
Central Children's - Public Service Clerk	1	F	26,594 - 32,902	
Central Circulation - Library Assistant	2	F	34,314 - 41,916	
Central Circulation - Library Clerk	6	P		12.35 - 14.73
Central Circulation - Page	4	F	21,276 - 25,441	
Central Circulation - Page	4	P		10.29 - 12.35
Central Circulation - Public Service Clerk	1	F	26,594 - 32,902	
Central Circulation - Public Service Clerk	2	F	25,441 - 30,242	
Central Circulation - Public Service Clerk	1	P		13.50 - 16.04
Central Circulation - Services Unit Head	1	F	47,093 - 56,554	
Children's Collection Coordinator	1	F	50,741 - 60,697	
Collections Coordinator	1	F	50,741 - 60,697	
Communications Manager	1	F	56,638 - 80,912	

## Board Remuneration and Expenses

Position	Number of Incumbents	Full / Part Time	Annual Salary Range (Full Time)	Hourly Range (Part Time)
Community Development Librarian	1	F	54,600	
Computer Support Technician	1	F	31,584 - 38,738	
Connaught - Branch Head	1	F	47,093 - 56,554	
Connaught - Library Assistant	1	F	34,314 - 41,916	
Connaught - Library Assistant	1	P		18.20 - 22.24
Connaught - Library Clerk	2	P		12.35 - 14.73
Connaught - Senior Public Service Clerk	1	P		14.11 - 17.45
Deputy Library Director	1	F	89,544 - 110,240	
Desktop Computer Administrator	1	F	40,339 - 48,858	
Development Coordinator	1	F	43,610 - 52,624	
Dunlop Art Gallery Director	1	F	70,252 - 100,360	
Dunlop Art Gallery - Administrative Assistant	1	F	28,995 - 35,726	
Dunlop Art Gallery - Assistant Curator	1	F	43,610 - 52,624	
Dunlop Art Gallery - Curator	1	F	50,741 - 60,697	
Dunlop Art Gallery - Curatorial Assistant	1	F	43,610 - 52,624	
Dunlop Art Gallery - Gallery Facilitator	5	P		13.50 - 16.04
Dunlop Art Gallery - Gallery Preparator	1	F	37,232 - 45,305	
Executive Secretary	1	F	35,818 - 51,168	
Film Theatre Cashier	2	P		12.35 - 14.73
Film Theatre Clerk	1	P		13.50 - 16.04
Film Theatre Coordinator	1	P		23.14 - 27.92
Film Theatre Projectionist	2	P		14.11 - 17.45
Finance Manager	1	F	56,638 - 80,912	
George Bothwell - Branch Head	1	F	50,741 - 60,697	
George Bothwell - Library Assistant	1	F	34,314 - 41,916	
George Bothwell - Library Clerk	2	P		12.35 - 14.73
George Bothwell - Literacy Program Assistant	1	P		16.76 - 20.55
George Bothwell - Page	2	P		10.29 - 12.35
George Bothwell - Public Service Clerk	3	P		13.50 - 16.04
George Bothwell - Senior Public Service Clerk	2	F	26,594 - 32,902	
Glen Elm - Branch Head	1	F	47,093 - 56,554	
Glen Elm - Library Assistant	1	F	34,314 - 41,916	

## Board Remuneration and Expenses

Position	Number of Incumbents	Full / Part Time	Annual Salary Range (Full Time)	Hourly Range (Part Time)
Glen Elm - Library Assistant	1	P		18.20 - 22.24
Glen Elm - Library Clerk	3	P		13.50 - 16.04
Glen Elm - Public Service Clerk	1	F	26,594 - 32,902	
Glen Elm - Senior Public Service Clerk	1	F	26,594 - 32,902	
Head, Finance and Administration	1	F	70,252 - 100,360	
Head, Central Public Services	1	F	70,252 - 100,360	
Human Resources Assistant	1	F	35,818 - 51,168	
Integrated Library System Librarian	1	F	47,093 - 56,554	
Interlibrary Loan Clerk	1	F	26,594 - 32,902	
Interlibrary Loan Clerk	1	F	25,441 - 30,242	
Interlibrary Loan Supervisor	1	F	34,314 - 41,916	
Janitor	2	F	21,276 - 25,441	
Library Director	1	F	114,000	
Literacy Service Clerk	1	F	26,594 - 32,902	
Literacy Service Programmer	3	F	37,232 - 45,305	
Manager, Budget	1	F	44,190 - 63,128	
Manager, Collections and Technical Services	1	F	70,252 - 100,360	
Manager, Human Resources	1	F	70,252 - 100,360	
Manager, Strategic Initiatives	1	F	70,252 - 100,360	
Network Administrator	1	F	43,610 - 52,624	
Office Clerk	1	P		12.35 - 14.73
Outreach - Library Assistant	1	P		16.76 - 20.55
Outreach - Public Service Clerk	1	P		13.50 - 16.04
Outreach - Public Service Clerk	1	P		12.35 - 14.73
Outreach - Supervisor	1	F	37,232 - 45,305	
Physical Plant Manager	1	F	44,190 - 63,128	
Prince of Wales - Branch Supervisor	1	F	43,610 - 52,624	
Prince of Wales - Library Clerk	1	P		12.35 - 14.73
Prince of Wales - Public Service Clerk	2	P		13.50 - 16.04
Public Relations Assistant	1	P		15.38 - 18.95
Public Relations Clerk	1	P		14.11 - 17.45
Public Relations Display & Graphic Artist	1	F	37,232 - 45,305	
Public Relations Marketing Coordinator	1	F	43,610 - 52,624	
Reference and Independent Learning - Unit Head	1	F	54,601 - 65,003	
Reference - Library Assistant	2	F	31,584 - 38,738	

## Board Remuneration and Expenses

Position	Number of Incumbents	Full / Part Time	Annual Salary Range (Full Time)	Hourly Range (Part Time)
Reference - Library Assistant	7	P		16.76 - 20.55
Reference - Public Service Clerk	4	F	26,594 - 32,902	
Reference - Reference Specialist	3	F	47,093 - 56,554	
Reference Specialist - Prairie History Genealogy	1	F	47,093 - 56,554	
Regent Place - Branch Head	1	F	47,093 - 56,554	
Regent Place - Library Assistant	1	F	34,314 - 41,916	
Regent Place - Library Assistant	1	P		18.20 - 22.24
Regent Place - Library Clerk	1	F	23,276 - 27,771	
Regent Place - Library Clerk	2	P		12.35 - 14.73
Regent Place - Page	1	P		10.29 - 12.35
Regent Place - Public Service Clerk	2	P		13.50 - 16.04
Regent Place - Senior Public Service Clerk	2	F	26,594 - 32,902	
Senior Computer Operator	1	F	37,232 - 45,305	
Senior Payroll Clerk	1	F	31,584 - 38,738	
Sherwood Village - Branch Head	1	F	47,093 - 56,554	
Sherwood Village - Library Assistant	1	F	34,314 - 41,916	
Sherwood Village - Library Assistant	1	P		18.20 - 22.24
Sherwood Village - Library Clerk	2	P		12.35 - 14.73
Sherwood Village - Page	2	P		10.29 - 12.35
Sherwood Village - Public Service Clerk	1	F	25,441 - 30,242	
Sherwood Village - Public Service Clerk	2	P		13.50 - 16.04
Sherwood Village - Senior Public Service Clerk	2	F	26,594 - 32,902	
Staffing and Benefits Consultant	1	F	35,818 - 51,168	
Sunrise - Branch Head	1	F	50,741 - 60,697	
Sunrise - Library Assistant (Job share)	2	F	34,314 - 41,916	
Sunrise - Library Assistant	1	P		18.20 - 22.24
Sunrise - Library Clerk	3	P		12.35 - 14.73
Sunrise - Page	2	P		10.29 - 12.35
Sunrise - Public Service Clerk	2	P		13.50 - 16.04
Sunrise - Senior Public Service Clerk	2	F	26,594 - 32,902	
Sunrise - Young Adult Services Specialist	1	F	47,093 - 56,554	
Technical Services Assistant	1	F	25,441 - 30,242	
Training and Development Coordinator	1	F	47,093 - 56,554	
Training and Support Technician	1	F	31,584 - 38,738	



## **Board Remuneration and Expenses**

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<b>Position</b>	<b>Number of Incumbents</b>	<b>Full / Part Time</b>	<b>Annual Salary Range (Full Time)</b>	<b>Hourly Range (Part Time)</b>
Truck Driver	2	F	26,594 - 32,902	
Technical Services Librarian	1	F	50,741 - 60,697	
Web Coordinator	1	F	43,610 - 52,624	

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### Notes to Employee Remuneration For the Year Ended December 31, 2007

#### Note

Employee remuneration includes information on all positions filled by Library employees, including those on long-term leave, as of December 31, 2007. The Position column represents the official employment title of the position as at December 31, 2007. The Number of Incumbents column represents the number of employees filling the same job title as of December 31, 2007.

For full time employees, the annual minimum and maximum salary range, per the 2007/2008/2009 Collective Agreement, has been shown. Part time employees have variable hours of work. For part time employees, the minimum and maximum hourly wage rate has been shown.

A job share position has been reported as a single position with two incumbents.

This report includes a term position funded in whole or in part by external granting agencies.

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**Expenditures – Regina Public Library Board**  
**For the Year Ended December 31, 2007**  
**(in dollars)**

<b>Payee</b>	<b>Total (\$)</b>
Adecco Employment Services Limited	14,610
Air Canada	40,779
Alford's Floors and Interiors	19,980
Amazon.ca	14,192
Annette Hurtig	39,865
* Auralog Inc.	10,500
Avax International	29,339
Behavior Description Technologies	16,876
Bennett Dunlop Ford	39,292
Best Buy Canada	20,244
Book & Brier Patch	136,574
Brennan Supply	79,153
Bro-Dart Co.	15,494
BTS Group Inc.	24,296
Canada Post	32,437
Canwest Commercial Printers	35,254
Carlson Wagonlit Travel	12,849
Carswell Legal Publications	10,725
CCH Canadian Limited	17,043
CDW Canada	17,062
City of Regina	161,676
Clean Brite Services Regina Ltd..	16,826
CNIB	12,369
ComicReaders (Downtown)	16,858
CTV Television	25,266
CUPE Local 1594	105,592
Deloitte & Touche LLP	12,919
Digital Postage-On-Call	27,006
Ebsco Canada Ltd.	68,398
FPINFormat, A Division of Can West Media	10,608
Gail Thompson	11,553
* Gale	36,344
Global Books in Print	12,745
Great West Life, The	361,289
Honeywell Limited	12,124

\* See Note 1

*This statement has not been audited.*

## Expenditures

<b>Payee</b>	<b>Total (\$)</b>
Indigo Books and Music Inc.	62,730
Insight Canada	41,480
* Jeanne Goodrich Consulting	38,576
Joe's Electric	55,621
Johnson Controls Ltd.	20,762
Ken Haycock & Associates Ltd.	22,027
Kirby Electric Ltd.	47,740
Knibbs & Associates Human Resources Consulting	13,618
Kone Inc.	27,611
Kromar Printing Ltd.	11,156
Larry Schneider	19,543
Leader Post	35,877
Library Bound Inc.	189,194
Library Services Centre	540,551
Mackie Moving Systems	10,682
MacPherson Leslie & Tyerman	76,986
Marathon Mechanical (1993) Inc.	462,048
Marsh Canada Limited	48,856
* Mergent Inc.	10,995
Meyers Norris Penny	11,630
Millwork Plus	30,575
Minister of Finance (Saskatchewan)	89,842
Mitchell 1	10,462
National Leasing	12,640
New Age Collections Ltd.	25,444
Newswest Inc.	46,220
North Ridge Development Corp.	315,535
O.K. Boiler Service	23,664
* OCLC Netlibrary	17,940
PC Place	35,812
Phil Johnson	13,464
Prairie Advertising	79,568
Print 1	12,368
Print-It Centres	41,169
PrintWest Communications	12,947
Rawlco Regina	17,858
Receiver General for Canada	14,943
Regal Flooring Ltd.	19,921

\* See Note 1

*This statement has not been audited.*

## Expenditures

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<b>Payee</b>	<b>Total (\$)</b>
Regina Civic Employees' Superannuation and Benefit Long Term Disability Plans	1,308,301
Regina Inn	13,748
Riocan Property Services Inc.	303,071
S & B Books Ltd.	65,678
Sask Energy	123,762
Sask Power	193,044
Sask Tel	108,389
Saskatchewan Worker's Compensation Board	21,030
Serbu Sand & Gravel Ltd.	16,461
Sharon Flynn	26,730
Sherwood Co-op Association Ltd.	16,472
Sirsidynix Inc.	12,983
SOS Janitorial Services Ltd.	23,432
Spotless Cleaning	145,321
Stantec Architecture Ltd.	48,008
Staseson-Klein Applicators	15,011
Suncorp Valuations Ltd.	14,596
Supreme Basics	58,117
Sylvie Blocher	11,253
TDR Human Resource Services Ltd.	38,900
* The Library Corporation	27,136
Trojan Security Systems	84,065
UNPS	11,391
Visions Electronics	35,000
Walter's Industrial Mechanical Ltd.	14,000
WBM Office Systems	10,777
Westfield 111 Albert Street Mall Ltd.	133,110
World Book Educational Products of Canada Ltd.	14,456

\* See Note 1

*This statement has not been audited.*

**Notes to Expenditures  
For the Year Ended December 31, 2007**

**Note 1**

Payments to vendors in the United States have been reported in U.S. dollars.

**Note 2**

Expenditures include payments (including PST and GST) to suppliers of goods and services to the Regina Public Library where the combined amounts of goods or services supplied during 2007 totalled at least \$10,000. The expenditures reported include payments from the General Fund, Dunlop Art Gallery Fund, RPL Lottery Fund, and the Capital Fund.

**Note 3**

Certain expenditures reported have been partially funded by employees, government agencies or other organizations.

**Note 4**

Expenditures have been reported using the accrual basis of accounting. Direct expenditures have been reported on a gross basis.