

MINUTES OF REGULAR MEETING OF BROOKS PUBLIC LIBRARY BOARD
July 27, 2005
HELD IN BROOKS PUBLIC LIBRARY

PRESENT: Henry Najda (Chair), Julia Reinhart (Head Librarian), Dino Champlone, Gloria Evans, Karen Nelson, Cathleen Patterson, Pat Walsh, Tilly Gamble-Altwasser, Sheila Tiegs, Elsie Strach, Martin Shields

ABSENT:

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:** Henry called the meeting to order at 6:30 p.m.
2. **Welcome:** Henry welcomed new board member Cathleen Patterson.
3. **Approval of Agenda:** Gloria/Karen moved approval of agenda. Carried.
4. **Consent Agenda:**
 - a. June 2005 Board Meeting Minutes
 - b. Finance Committee Report (Next Meeting—August 23 at 8:00 a.m.)
 - c. Librarian's Report
 - d. Correspondence
 - i. Names and positions of staff members received
 - ii. Brooks Library Board Trustee list received
 - iii. Consent agenda materials from internet to be read for our information
<http://www.urbanext.uiuc.edu/ler/LGIEN2002-0015.html>
<http://www.axi.ca/tca/Sep2002tea06-2.htm>

Following some questions regarding consent items, moved by Karen/Dino the consent agenda items be approved. Carried.

5. **Business Arising:**
 - a. Public Services Librarian position: an in-camera session took place
 - b. Discussion of the question: How does a library get funding to build a new library or renovate an existing one? Some of the comments and questions included the following:
 - Why do we need to expand?
 - Look at present and future demographics.
 - What is the population trend?
 - What is the projected population growth?
 - Consider industry such as Luscar coal mine as possible population growth and funding source.
 - Government funding is a possibility. Perhaps as infrastructure?

- Get Dr. Oberg in the picture early.
- Get City council on board with proposed plans.
- Consider EID and County as funding sources.
- Find a library architectural person to survey our situation and provide information.

The Board suggested an expansion and renovation of existing facility within a five year time frame.

HOMEWORK: Each of us is to send a list of questions relating to expansion and renovation issues to Julia by August 20. The Board can answer the questions in an attempt to focus this issue.

Julia is to send a letter of information to City Council regarding our plans and stating there is an opportunity to purchase land next to the present facility right now.

6. Shortgrass Library System Report: (Martin)

- Martin reported the SLS barbeque went well. Several staff and Board members attended.
- Henry read a letter from SLS chair regarding the proposal for Julia's part-time secondment in November or December.

7. Human Resources Report: (Henry, Karen, Sheila, Pat)

- Proposed wage grid for 2006, 2007, 2008 for library staff: **Moved by Dino/Pat the proposed wage grid be accepted effective January 1, 2006. Carried.**
- Next meeting: Thursday, September 15 at 5:00 p.m.

8. Board Development Report: (Karen, Gloria)

- The committee will meet with Cathleen prior to the August meeting if Cathleen sees a need to meet. Henry suggested she choose a committee or two to be part of.

9. Policy Committee report: (Dino, Tilly, Henry)

- Policy C.2-Gifts and Donations and Attachment A, B, C, D: **Sheila/Dino moved acceptance of this policy. Carried.** Policy is to be placed in binders.
- Next meeting: August 29 following Board meeting

New Business: none

Next Meeting: August 29^{25th. MM} at 6:30 p.m

Adjournment: Moved by Pat/Tilly. Carried.

Chair Henry Neida

Head Librarian J. Benhart

**Brooks Library Board
Finance Standing Committee Meeting
8:00 am, July 12th, 2005**

Present: Julia Reinhart, Henry Najda and Elsie Strach

- 1) Meeting was called to order at 8:05 am.
- 2) Receipts and Expenditures for the month of June were discussed and reviewed by the Committee. Items of note: Under Receipts, BPL received the third installment of funds from the Town of Brooks. Under Expenditures: Library Equipment, two refurbished computers were purchased and installed in the computer lab, Library Supplies: tattle tape was purchased. Expenditures for the month totaled \$21,115.16. Motion to accept expenditures for the month of June 2005.
- 3) The creation of a wage grid was discussed and will be further discussed at the next Human Resources Committee meeting. Once we have an idea how much wages will be in 2006 the rest of the budget will be built. It was suggested that Julia speak with Pat McNamee to get some tips on how to present the budget to town and county councilors this year. Julia to follow up.
- 4) The meeting was adjourned at 8:55 am.

ASSETS**CURRENT ASSETS**

CCC Account	0.00
T Recoverable	2,058.55
Endowment Fund	6,192.45
Furn. & Shelving Reserve	0.00
Cash On Hand/Float	50.00
Cash In Bank	71,382.93
TOTAL CURRENT ASSETS	<u>79,683.93</u>

TOTAL ASSETS79,683.93**LIABILITIES****CURRENT LIABILITIES**

GST Charged on Sales	0.00
GST Paid on Purchases	-1,729.42
GST Paid on Books	0.00
Accounts Payable	0.00
Vacation Payable	0.00
EI Payable	0.00
CPP Payable	0.00
Income Tax Payable	0.00
L.A.P.P.	0.00
AUMA Extended Health	-0.01
AB Health Payable	0.00
W.C.B. Payable	0.00
Miscellaneous	0.00
TOTAL CURRENT LIABILITIES	<u>-1,729.43</u>

TOTAL LIABILITIES-1,729.43**EQUITY****EARNINGS**

Endowment Fund Reserves	6,192.45
Retained Earnings	23,309.45
Current Earnings	51,911.46
CURRENT EARNINGS	<u>81,413.36</u>

TOTAL EQUITY81,413.36**LIABILITIES AND EQUITY**79,683.93

Brooks Library Board
Receipts and Expenditures for June 2005

Receipts	Annual Budget	Current Month	Total to Date
Town of Brooks	131,250.00	32,812.50	98,437.50
HRDC – Summer Student	1,500.00	0.00	0.00
Province of Alberta	50,000.00	0.00	49,781.00
Industry Canada - CAP YI Grant	4,000.00	0.00	2,717.96
County of Newell Library Board	16,048.00	0.00	0.00
Resident Cardholder Fees	17,000.00	1,662.00	7,626.10
Interest Income	0.00	0.00	0.00
Miscellaneous	200.00	0.00	0.00
Fines, books and services	20,500.00	2,779.27	10,384.01
Non-resident Cardholder Fees	5,000.00	0.00	1,140.00
Donations	7,000.00	200.00	4,970.74
Fundraisers	300.00	0.00	0.00
Medieval Faire	0.00	0.00	1,000.00
Adopt-a-magazine	2,200.00	0.00	0.00
GST Recovery	2,000.00	0.00	2,053.55
Total Revenue	256,998.00	37,453.77	178,110.86
Expenditures			
SLS Expense (Materials Allot.)	45,000.00	0.00	22,221.66
Shortgrass – Non-resident Fees	2,000.00	560.00	560.00
Dynix and Telecom (SLS)	5,000.00	0.00	0.00
Books & Materials	2,000.00	80.90	495.80
New Library Furnishings	898.00	138.88	168.88
Library Equipment	1,000.00	919.90	1,713.24
Payroll Expense	800.00	50.00	415.00
Library Supplies	4,000.00	1,133.14	2,436.11
Administration & Travel	3,000.00	632.09	3,241.65
Program Expense	1,000.00	625.00	1,026.21
Repair & Maintenance	2,000.00	0.00	125.00
Rebinding	1,000.00	0.00	452.53
Staff Training	2,500.00	0.00	1,056.36
Telephone & Fax Expense	4,000.00	264.60	1,595.73
Copier & Computer Costs	2,500.00	211.40	898.91
Security Monitoring	600.00	84.98	257.98
Computer Main. Contracts	1,000.00	0.00	175.00
GST Expense	0.00	1.75	3.50
Freight & Postage	1,000.00	100.00	352.58
Professional Memberships	300.00	0.00	175.00
Publicity and Advertising	1,000.00	162.00	866.00

Audit and Insurance	6,500.00	0.00	6,300.00
Bank Charges	200.00	5.00	29.99
Miscellaneous	200.00	0.00	0.00
Wages (includes temp. staff)	152,000.00	13,681.04	70,361.74
EI Expense	3,500.00	373.50	1,920.75
CPP Expense	4,000.00	539.36	2,796.45
WCB Expense	500.00	0.00	544.26
AUMA Expense	1,800.00	614.53	1,259.85
LAPP Expense	7,000.00	721.49	4,194.82
AB Health Expense	700.00	215.60	554.40
Total Expenses	256,998.00	21,115.16	126,199.40

REVENUE

REVENUE	
Town of Brooks	
HRDC - Summer Student	32,812.50
Province of Alberta	0.00
Industry Canada - CAP 3	0.00
Industry Canada - CAP YI	0.00
County of Newell Library Board	0.00
Resident Cardholder Fees	0.00
Interest Income	1,662.00
Miscellaneous	0.00
Fines, Book Sales and Services	0.00
Non-resident Cardholder Fees	2,779.27
Charitable Receipt Donations	0.00
Fundraisers	200.00
Adopt-a-magazine	0.00
Medieval Faire	0.00
GST Recovery	0.00
TOTAL REVENUE	<u>37,453.77</u>

TOTAL REVENUE

37,453.77

EXPENSE

EXPENSES

SLS Expense (Materials)	0.00
SLS - Non-resident fees	560.00
SLS - Dynix and Telecom	0.00
Books and Materials	80.90
New Library Furnishings	138.88
Library Equipment	919.90
Payroll Expense	50.00
Library Supplies	1,133.14
Administration & Travel	632.09
Recruitment Expense	0.00
Program Expense	625.00
Repair & Maintenance	0.00
Rebinding, Microfilming, Laminating	0.00
Staff Training	0.00
Telephone and Fax Expense	264.60
Copier & Computer Costs	211.40
Security Monitoring	84.98
Computer Main. Contracts	0.00
GST Expense	1.75
Freight and Postage	100.00
Professional Memberships	0.00
Publicity and Advertising	162.00
Audit and Insurance	0.00
Bank Charges	5.00
Miscellaneous	0.00
Wages	13,681.04
EI Expense	373.50
CPP Expense	539.36
WCB Expense	0.00
AUMA Extended Health	614.53
L.A.P.P. Expense	721.49
AB Health Expense	215.60
TOTAL EXPENSES	<u>21,115.16</u>

TOTAL EXPENSE

21,115.16

NET INCOME

16,338.61

REVENUE

REVENUE	
Town of Brooks	
HRDC - Summer Student	98,437.50
Province of Alberta	0.00
Industry Canada - CAP 3	49,781.00
Industry Canada - CAP YI	0.00
County of Newell Library Board	2,717.96
Resident Cardholder Fees	0.00
Interest Income	7,626.10
Miscellaneous	0.00
Fines, Book Sales and Services	0.00
Non-resident Cardholder Fees	10,384.01
Charitable Receipt Donations	1,140.00
Fundraisers	4,970.74
Adopt-a-magazine	0.00
Medieval Faire	0.00
GST Recovery	1,000.00
TOTAL REVENUE	<u>2,053.55</u>
	<u>178,110.86</u>
TOTAL REVENUE	
	<u>178,110.86</u>

EXPENSE

EXPENSES	
SLS Expense (Materials)	
SLS - Non-resident fees	22,221.66
SLS - Dynix and Telecom	560.00
Books and Materials	0.00
New Library Furnishings	495.80
Library Equipment	168.88
Payroll Expense	1,713.24
Library Supplies	415.00
Administration & Travel	2,436.11
Recruitment Expense	3,241.65
Program Expense	0.00
Repair & Maintenance	1,026.21
Rebinding, Microfilming, Laminating	125.00
Staff Training	452.53
Telephone and Fax Expense	1,056.36
Copier & Computer Costs	1,595.73
Security Monitoring	898.91
Computer Main. Contracts	257.98
GST Expense	175.00
Freight and Postage	3.50
Professional Memberships	352.58
Publicity and Advertising	175.00
Audit and Insurance	866.00
Bank Charges	6,300.00
Miscellaneous	29.99
Wages	0.00
EI Expense	70,361.74
CPP Expense	1,920.75
WCB Expense	2,796.45
AUMA Extended Health	544.26
L.A.P.P. Expense	1,259.85
AB Health Expense	4,194.82
TOTAL EXPENSES	<u>554.40</u>
	<u>126,199.40</u>
TOTAL EXPENSE	
	<u>126,199.40</u>
NET INCOME	
	<u>51,911.46</u>

Account: 1080 Cash In Bank

Statement start date: 06/01/2005
 Statement end date: 06/30/2005
 Reconciliation date: 06/30/2005

Reconciled

Financial Institution
 Statement Balance Forward as of 06/01/2005
 Transactions on or before 06/30/2005

Deposit No.	Date	JE#	Source	Comment	Status	Deposits
						89,815.53
	06/03/2005	J50	Deposit	Fines	Cleared	527.45
	06/03/2005	J51	Deposit	Resident Membership	Cleared	294.00
	06/10/2005	J52	Deposit	Fines	Cleared	422.61
	06/10/2005	J53	Deposit	Resident Membership	Cleared	336.00
	06/17/2005	J54	Deposit	Donation	Cleared	200.00
	06/17/2005	J80	Deposit	Fines	Cleared	553.60
	06/24/2005	J81	Deposit	Resident Cardholder	Cleared	342.00
	06/24/2005	J120	Deposit	Fines	Cleared	543.45
	06/30/2005	J121	Deposit	Resident Cardholders	Cleared	390.00
	06/30/2005	J122	Deposit	Fines	Cleared	750.11
	06/30/2005	J123	Deposit	Resident Cardholders	Cleared	300.00
	06/30/2005	J124	Deposit	Town of Brooks	Cleared	32,812.50
Total Deposits recorded in Statement						37,471.72

Withdrawals recorded in Statement

Deposit No.	Date	JE#	Source	Comment	Status	Withdrawals
	05/20/2005	J17	1840	May05, Sharon Wilson	Cleared	-234.89
	05/31/2005	J20	1843	May05, Ronnie Adams	Cleared	-263.07
	05/31/2005	J21	1844	May05, Law Now	Cleared	-24.95
	05/31/2005	J26	1849	May05, Connie Pierson	Cleared	-60.00
	05/31/2005	J28	1851	May05, Julia Reinhart	Cleared	-2,729.92
	05/31/2005	J29	1852	May2005, Ronnie Adams	Cleared	-1,179.46
	05/31/2005	J30	1853	May05, Gavin Hoennans	Cleared	-61.18
	05/31/2005	J33	1856	May05, Maxine Meldrum	Cleared	-1,472.61
	05/31/2005	J34	1857	May05, Patricia Neufeld	Cleared	-170.50
	05/31/2005	J35	1858	May05, Bruce Schmidt	Cleared	-497.45
	05/31/2005	J36	1859	May05, Sharon Wilson	Cleared	-669.70
	05/31/2005	J37	1860	May05, Khethwen Woo	Cleared	-230.17
	05/31/2005	J38	1861	May05, Ten Zatyly	Cleared	-127.88
	05/31/2005	J39	1862	May2005, Julia Reinhart	Cleared	-56.22
	05/31/2005	J40	1863	May05, Workers' Compensation B...	Cleared	-137.70
	05/31/2005	J41	1864	May2005, Telus Mobility	Cleared	-36.65
	05/31/2005	J42	1865	May05, Shortgrass Library System	Cleared	-53.50
	05/31/2005	J43	1866	May05, Larry G. Jacobsen	Cleared	-22,221.66
	05/31/2005	J44	1867	May05, Iwassa Industries	Cleared	-20.00
	05/31/2005	J45	1868	May, Canada Customs and Reven...	Cleared	-67.95
	05/31/2005	J46	1869		Cleared	-3,073.18
	05/31/2005	J47	1870		Cleared	

Deposit No.	Date	JE#	Source	Comment	Status			
	05/31/2005	J48	1871	May05, Local Authorities Pension ...	Cleared			
	06/10/2005	J49	1872	June05, Sears	Cleared	-1,335.34		
	06/17/2005	J82	1873	June2005, Katherine Zagorsky	Cleared	-138.88		
	06/17/2005	J83	1874	June2005, Ikon Office Solution	Cleared	-17.95		
	06/17/2005	J84	1875	June 2005, Grand & Toys	Cleared	-88.33		
	06/17/2005	J85	1876	June 2005, Telus Communications	Cleared	-288.26		
	06/17/2005	J86	1877	June 2005, The Alberta Library	Cleared	-283.01		
	06/17/2005	J87	1878	June 2005, All-Knight Security	Cleared	-894.24		
	06/17/2005	J88	1879	June2005, The Brooks and County...	Cleared	-58.85		
	06/17/2005	J89	1880	June 2005, CNL Computer Sales ...	Cleared	-27.95		
	06/17/2005	J90	1881	June 2005, Brooks Stationers	Cleared	-984.29		
	06/17/2005	J91	1882	June 2005, Town of Brooks	Cleared	-132.55		
	06/17/2005	J92	1883	June 2005, Canada Post	Cleared	-29.96		
	06/22/2005	J93	1884	June05, Gavin Hoemanns	Cleared	-877.89		
	06/30/2005	J95	1886	June05, Laura Koronko	Cleared	-107.00		
	06/30/2005	J97	1888	June05, Maxine Meldrum	Cleared	-1,126.86		
	06/30/2005	J99	1890	June05, Sharon Wilson	Cleared	-796.06		
	06/30/2005	J100	1891	Securetek	Cleared	-26.75		
	06/30/2005	J104	1895	AB Health	Cleared	-44.00		
	06/30/2005	J125	1895	Destination Fee	Cleared	-5.00		
	06/30/2005	J126	1896		Cleared			
	06/30/2005	J127	1896		Cleared			
Total Withdrawals recorded in Statement						-42,394.62		-4,922.90
Bank Transactions								
Income								
Expense								
adjustment Required								
Statement End Balance as of 06/30/2005								
Outstanding Deposits								
Deposit No.	Date	JE#	Source	Comment	Status			
	03/18/2005	N/A	Deposit	Non-res. cardholders	Outstanding	80.00		84,892.63
	03/18/2005	N/A	Deposit	Res. cardholders	Outstanding	186.00		0.00
	03/18/2005	N/A	Deposit	Fines	Outstanding	363.50		0.00
Total Outstanding Deposits								
Outstanding Withdrawals								
Deposit No.	Date	JE#	Source	Comment	Status			
	04/30/2005	N/A	1810	Apr12005, Town of Brooks	Outstanding	-50.00		
	02/17/2005	N/A	1759	Feb04, Matthew	Outstanding	-34.95		
	10/15/2003	N/A	1272	Oct03, SEACIRA	Outstanding	-30.00		
	04/27/2005	N/A	1831	Shortgrass Library System	Outstanding	-150.00		
	06/22/2005	J94	1885	June05, Dr. Phil Currie	Outstanding	-230.00		
	06/30/2005	J96	1887	June05, Ronnie Adams	Outstanding	-1,100.35		
	06/30/2005	J98	1889	June05, Bessie Jacowishen	Outstanding	-1,434.03		
	06/30/2005	J101	1892	June05, Patricia Neufeld	Outstanding	-564.86		
	06/30/2005	J102	1893	June05, Julia Reinhart	Outstanding	-2,726.92		
	06/30/2005	J103	1894	June05, Bruce Schmidt	Outstanding	-462.95		
	06/30/2005	J105	1896	June05, Khethwen Woo	Outstanding	-524.39		
Outstanding Withdrawals								
Total Outstanding Deposits						629.50		

Deposit No.	Date	JE#	Source	Comment	Status	
	06/30/2005	J106	1897	June05, Canada Customs and Re...	Outstanding	-3,370.26
	06/30/2005	J107	1898	June05, Local Authorities Pension ...	Outstanding	-1,345.50
	06/30/2005	J108	1899	June2005, Mad Science of Southern ...	Outstanding	-264.00
	06/30/2005	J109	1900	June05, RBC Royal Bank VISA	Outstanding	-396.00
	06/30/2005	J110	1901	June05, CarMedia Inc.	Outstanding	-507.08
	06/30/2005	J111	1902	June05, CNL	Outstanding	-59.87
	06/30/2005	J112	1903	June05, Brooks Bulletin	Outstanding	-113.42
	06/30/2005	J113	1904	June05, Brooks Computer Service...	Outstanding	-10.65
	06/30/2005	J114	1905	June2005, Julia Reinhart	Outstanding	-53.50
	06/30/2005	J115	1906	June05, Shortgrass Library System	Outstanding	-150.47
	06/30/2005	J116	1907		Outstanding	-560.00
Total Outstanding Withdrawals						-14,139.20
Total Outstanding Transactions as of 06/30/2005						-13,509.70
Adjusted Statement End Balance as of 06/30/2005						71,382.93

General Ledger Account
 Book Balance as of 05/31/2005
 Transactions on or before 06/30/2005
 Debits recorded in account

Deposit No.	Date	JE#	Source	Comment	Status	
	06/03/2005	J50	Deposit	Fines	Cleared	527.45
	06/03/2005	J51	Deposit	Resident Membership	Cleared	294.00
	06/10/2005	J52	Deposit	Fines	Cleared	422.61
	06/10/2005	J53	Deposit	Resident Membership	Cleared	336.00
	06/17/2005	J80	Deposit	Donation	Cleared	200.00
	06/17/2005	J81	Deposit	Fines	Cleared	553.60
	06/24/2005	J120	Deposit	Resident Cardholder	Cleared	342.00
	06/24/2005	J121	Deposit	Fines	Cleared	543.45
	06/30/2005	J122	Deposit	Resident Cardholders	Cleared	390.00
	06/30/2005	J123	Deposit	Fines	Cleared	750.11
	06/30/2005	J124	Deposit	Resident Cardholders	Cleared	300.00
Total Debits recorded in account						32,812.50

Credits recorded in account

Deposit No.	Date	JE#	Source	Comment	Status	
	06/10/2005	J49	1872	June05, Sears	Cleared	-138.88
	06/17/2005	J82	1873	June2005, Katherine Zagorsky	Cleared	-17.95
	06/17/2005	J83	1874	June2005, Ikon Office Solution	Cleared	-88.33
	06/17/2005	J84	1875	June 2005, Grand & Toys	Cleared	-288.26
	06/17/2005	J85	1876	June 2005, Telus Communications	Cleared	-283.01
	06/17/2005	J86	1877	June 2005, The Alberta Library	Cleared	-894.24
	06/17/2005	J87	1878	June 2005, All-Knight Security	Cleared	-58.85
	06/17/2005	J88	1879	June2005, The Brooks and County...	Cleared	-27.95
	06/17/2005	J89	1880	June 2005, Rick Smallwood	Cleared	-984.29
	06/17/2005	J90	1881	June 2005, CNL Computer Sales ...	Cleared	-132.55
	06/17/2005	J91	1882	June 2005, Brooks Stationers	Cleared	-29.96
	06/17/2005	J92	1883	June2005, Brooks Stationers	Cleared	-877.89
	06/17/2005	J93	1884	June 2005, Town of Brooks	Cleared	
Credits recorded in account						37,471.72

55,402.60

-13,509.70

71,382.93

Date	Account	Amount	Description	Balance Type	Balance	Adjusted Balance
06/22/2005	J94	1885		Outstanding	-230.00	
06/22/2005	J95	1886	June05, Dr. Phil Currie	Cleared	-107.00	
06/30/2005	J96	1887	June05, Canada Post	Outstanding	-1,100.35	
06/30/2005	J97	1888	June05, Ronnie Adams	Cleared	-156.78	
06/30/2005	J98	1889	June05, Gavin Hoennars	Outstanding	-1,434.03	
06/30/2005	J99	1890	June05, Bessie Jacowishen	Cleared	-1,126.86	
06/30/2005	J100	1891	June05, Laura Koronko	Outstanding	-1,472.61	
06/30/2005	J101	1892	June05, Maxine Meldrum	Outstanding	-564.86	
06/30/2005	J102	1893	June05, Patricia Neufeld	Outstanding	-2,726.92	
06/30/2005	J103	1894	June05, Julia Reinhart	Cleared	-462.95	
06/30/2005	J104	1895	June05, Bruce Schmidt	Outstanding	-796.06	
06/30/2005	J105	1896	June05, Sharon Wilson	Outstanding	-524.39	
06/30/2005	J106	1897	June05, Kethwen Woo	Outstanding	-3,370.26	
06/30/2005	J107	1898	June05, Canada Customs and Re...	Outstanding	-1,345.50	
06/30/2005	J108	1899	June2005, Local Authorities Pension ...	Outstanding	-284.00	
06/30/2005	J109	1900	June2005, Ronnie Adams	Outstanding	-396.00	
06/30/2005	J110	1901	June05, Mad Science of Southern ...	Outstanding	-507.08	
06/30/2005	J111	1902	June05, RBC Royal Bank VISA	Outstanding	-59.87	
06/30/2005	J112	1903	June05, CanMedia Inc.	Outstanding	-113.42	
06/30/2005	J113	1904	June05, Brooks Bulletin	Outstanding	-10.65	
06/30/2005	J114	1905	June05, CNL	Outstanding	-53.50	
06/30/2005	J115	1906	June05, Brooks Computer Service...	Outstanding	-150.47	
06/30/2005	J116	1907	June2005, Julia Reinhart	Outstanding	-560.00	
06/30/2005	J125		June05, Shortgrass Library System	Cleared	-26.75	
06/30/2005	J126		Securetek	Cleared	-44.00	
06/30/2005	J127		AB Health	Cleared	-5.00	
			Destination Fee	Cleared		
Book balance as of 06/30/2005					-21,491.39	
Bank Transactions						15,980.33
Income						71,382.93
Expense						0.00
Adjusted Book Balance as of 06/30/2005						71,382.93

			Debits	Credits
06/10/2005	J49	1872, June05, Sears 5050 New Library Furnishings 1080 Cash In Bank	138.88	-
06/03/2005	J50	Deposit, Fines 4120 Fines, Book Sales and Services 1080 Cash In Bank	-	138.88
06/03/2005	J51	Deposit, Resident Membership 4090 Resident Cardholder Fees 1080 Cash In Bank	527.45	-
06/10/2005	J52	Deposit, Fines 4120 Fines, Book Sales and Services 1080 Cash In Bank	294.00	-
06/10/2005	J53	Deposit, Resident Membership 4090 Resident Cardholder Fees 1080 Cash In Bank	422.61	-
06/10/2005	J54	Deposit, Donation 4170 Charitable Receipt Donations 1080 Cash In Bank	336.00	-
06/17/2005	J80	Deposit, Fines 4120 Fines, Book Sales and Services 1080 Cash In Bank	200.00	-
06/17/2005	J81	Deposit, Resident Cardholder 4090 Resident Cardholder Fees 1080 Cash In Bank	553.60	-
06/17/2005	J82	1873, June2005, Katherine Zagorsky 4120 Fines, Book Sales and Services 1080 Cash In Bank	342.00	-
06/17/2005	J83	1874, June2005, Ikon Office Solution 2100 GST Paid on Purchases 5160 Copier & Computer Costs 1080 Cash In Bank	17.95	-
06/17/2005	J84	1875, June 2005, Grand & Toys 2100 GST Paid on Purchases 5070 Library Supplies 1080 Cash In Bank	5.78 82.55	-
06/17/2005	J85	1876, June 2005, Telus Communications 2100 GST Paid on Purchases 5140 Telephone and Fax Expense 1080 Cash In Bank	-	88.33
06/17/2005	J86	1877, June 2005, The Alberta Library 2100 GST Paid on Purchases 5070 Library Supplies 1080 Cash In Bank	18.86 269.40	-
06/17/2005	J87	1878, June 2005, All-Knight Security 2100 GST Paid on Purchases 5170 Security Monitoring 1080 Cash In Bank	-	288.26
06/17/2005	J88	1879, June2005, The Brooks and County Chronic 2100 GST Paid on Purchases 5220 Publicity and Advertising 1080 Cash In Bank	18.41 264.60	-
06/17/2005	J89	1880, June2005, Rick Smallwood 2100 GST Paid on Purchases 5030 Books and Materials 1080 Cash In Bank	-	283.01
			894.24	-
			3.85	-
			55.00	-
			-	58.85
			3.92	-
			56.00	-
			-	59.92
			3.00	-
			24.95	-
			-	27.95

			Debits	Credits
06/17/2005	J90	1881, June 2005, CNL Computer Sales and Servi		
		2100 GST Paid on Purchases	64.39	-
		5055 Library Equipment	919.90	-
		1080 Cash In Bank	-	984.29
06/17/2005	J91	1882, June 2005, Brooks Stationers		
		2100 GST Paid on Purchases	8.67	-
		5160 Copier & Computer Costs	118.90	-
		5170 Security Monitoring	4.98	-
		1080 Cash In Bank	-	132.55
06/17/2005	J92	1883, June2005, Brooks Stationers		
		2100 GST Paid on Purchases	1.96	-
		5070 Library Supplies	28.00	-
		1080 Cash In Bank	-	29.96
06/17/2005	J93	1884, June 2005, Town of Brooks		
		2420 AUMA Extended Health	263.36	-
		5340 AUMA Extended Health	614.53	-
		1080 Cash In Bank	-	877.89
06/22/2005	J94	1885, June05, Dr. Phil Currie		
		5080 Administration & Travel	30.00	-
		5090 Program Expense	200.00	-
		1080 Cash In Bank	-	230.00
06/22/2005	J95	1886, June05, Canada Post		
		2100 GST Paid on Purchases	7.00	-
		5200 Freight and Postage	100.00	-
		1080 Cash In Bank	-	107.00
06/30/2005	J96	1887, June05, Ronnie Adams		
		5300 Wages	1,618.54	-
		1080 Cash In Bank	-	1,100.35
		2310 EI Payable	-	31.56
		2320 CPP Payable	-	65.68
		2330 Income Tax Payable	-	165.87
		2400 L.A.P.P.	-	103.59
		2420 AUMA Extended Health	-	125.09
		2440 AB Health Payable	-	26.40
06/30/2005	J97	1888, June05, Gavin Hoenmans		
		5300 Wages	159.90	-
		1080 Cash In Bank	-	156.78
		2310 EI Payable	-	3.12
06/30/2005	J98	1889, June05, Bessie Jacowishen		
		5300 Wages	1,977.80	-
		1080 Cash In Bank	-	1,434.03
		2310 EI Payable	-	38.57
		2320 CPP Payable	-	83.46
		2330 Income Tax Payable	-	252.84
		2400 L.A.P.P.	-	126.58
		2420 AUMA Extended Health	-	42.32
06/30/2005	J99	1890, June05, Laura Koronko		
		5300 Wages	1,286.77	-
		1080 Cash In Bank	-	1,126.86
		2310 EI Payable	-	25.09
		2320 CPP Payable	-	49.26
		2330 Income Tax Payable	-	85.56
06/30/2005	J100	1891, June05, Maxine Meldrum		
		5300 Wages	1,977.80	-
		1080 Cash In Bank	-	1,472.61
		2310 EI Payable	-	38.57
		2320 CPP Payable	-	83.46
		2330 Income Tax Payable	-	252.84
		2400 L.A.P.P.	-	126.58

			Debits	Credits
		2420 AUMA Extended Health	-	3.74
06/30/2005	J101	1892, June05, Patricia Neufeld		
		5300 Wages	591.22	-
		1080 Cash In Bank	-	564.86
		2310 EI Payable	-	11.53
		2320 CPP Payable	-	14.83
06/30/2005	J102	1893, June05, Julia Reinhart		
		5300 Wages	4,176.00	-
		1080 Cash In Bank	-	2,726.92
		2310 EI Payable	-	81.43
		2320 CPP Payable	-	192.27
		2330 Income Tax Payable	-	871.85
		2400 L.A.P.P.	-	267.26
		2420 AUMA Extended Health	-	23.07
		2440 AB Health Payable	-	13.20
06/30/2005	J103	1894, June05, Bruce Schmidt		
		5300 Wages	481.75	-
		1080 Cash In Bank	-	462.95
		2310 EI Payable	-	9.39
		2320 CPP Payable	-	9.41
06/30/2005	J104	1895, June05, Sharon Wilson		
		5300 Wages	863.51	-
		1080 Cash In Bank	-	796.06
		2310 EI Payable	-	16.84
		2320 CPP Payable	-	28.31
		2330 Income Tax Payable	-	22.30
06/30/2005	J105	1896, June05, Khethwen Woo		
		5300 Wages	547.75	-
		1080 Cash In Bank	-	524.39
		2310 EI Payable	-	10.68
		2320 CPP Payable	-	12.68
06/30/2005	J106	1897, June05, Canada Customs and Revenue Agen		
		2310 EI Payable	266.78	-
		2320 CPP Payable	539.36	-
		2330 Income Tax Payable	1,651.26	-
		5310 EI Expense	373.50	-
		5320 CPP Expense	539.36	-
		1080 Cash In Bank	-	3,370.26
06/30/2005	J107	1898, June05, Local Authorities Pension Plan		
		2400 L.A.P.P.	624.01	-
		5350 L.A.P.P. Expense	721.49	-
		1080 Cash In Bank	-	1,345.50
06/30/2005	J108	1899, June2005, Ronnie Adams		
		2440 AB Health Payable	79.20	-
		5360 AB Health Expense	184.80	-
		1080 Cash In Bank	-	264.00
06/30/2005	J109	1900, June05, Mad Science of Southern Alberta		
		2100 GST Paid on Purchases	21.00	-
		5090 Program Expense	375.00	-
		1080 Cash In Bank	-	396.00
06/30/2005	J110	1901, June05, RBC Royal Bank VISA		
		2100 GST Paid on Purchases	1.24	-
		5080 Administration & Travel	505.84	-
		1080 Cash In Bank	-	507.08
06/30/2005	J111	1902, June05, CanMedia Inc.		
		2100 GST Paid on Purchases	3.92	-
		5030 Books and Materials	55.95	-
		1080 Cash In Bank	-	59.87

Brooks Public Library
 All Journal Entries 06/01/2005 to 06/30/2005

			Debits	Credits
06/30/2005	J112	1903, June05, Brooks Bulletin		
		2100 GST Paid on Purchases	7.42	-
		5220 Publicity and Advertising	106.00	-
		1080 Cash In Bank	-	113.42
06/30/2005	J113	1904, June05, CNL		
		2100 GST Paid on Purchases	0.70	-
		5160 Copier & Computer Costs	9.95	-
		1080 Cash In Bank	-	10.65
06/30/2005	J114	1905, June05, Brooks Computer Services Ltd.		
		2100 GST Paid on Purchases	3.50	-
		5060 Payroll Expense	50.00	-
		1080 Cash In Bank	-	53.50
06/30/2005	J115	1906, June2005, Julia Reinhart		
		2100 GST Paid on Purchases	4.22	-
		5080 Administration & Travel	96.25	-
		5090 Program Expense	50.00	-
		1080 Cash In Bank	-	150.47
06/30/2005	J116	1907, June05, Shortgrass Library System		
		5021 SLS - Non-resident fees	560.00	-
		1080 Cash In Bank	-	560.00
06/24/2005	J120	Deposit, Fines		
		4120 Fines, Book Sales and Services	-	543.45
		1080 Cash In Bank	543.45	-
06/24/2005	J121	Deposit, Resident Cardholders		
		4090 Resident Cardholder Fees	-	390.00
		1080 Cash In Bank	390.00	-
06/30/2005	J122	Deposit, Fines		
		4120 Fines, Book Sales and Services	-	750.11
		1080 Cash In Bank	750.11	-
06/30/2005	J123	Deposit, Resident Cardholders		
		4090 Resident Cardholder Fees	-	300.00
		1080 Cash In Bank	300.00	-
06/30/2005	J124	Deposit, Town of Brooks		
		4020 Town of Brooks	-	32,812.50
		1080 Cash In Bank	32,812.50	-
06/30/2005	J125	Debit, Securtek		
		5170 Security Monitoring	25.00	-
		5180 GST Expense	1.75	-
		1080 Cash In Bank	-	26.75
06/30/2005	J126	Debit, AB Health		
		5360 AB Health Expense	30.80	-
		2440 AB Health Payable	13.20	-
		1080 Cash In Bank	-	44.00
06/30/2005	J127	Debit, Destination Fee		
		5250 Bank Charges	5.00	-
		1080 Cash In Bank	-	5.00
			62,278.34	62,278.34

MINUTES OF REGULAR MEETING OF BROOKS PUBLIC LIBRARY BOARD
August 25, 2005
HELD IN BROOKS PUBLIC LIBRARY

PRESENT: Henry Najda (Chair), Julia Reinhart (Head Librarian), Tilly Gamble-Altwasser, Pat Walsh, Sheila Tiegs, Elsie Strach, Gloria Evans

REGRETS: Cathleen Patterson, Martin Shields, Karen Nelson, Dino Champlone

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: Henry called the meeting to order at 6:30 p.m.

2. Approval of Agenda: Motion: "To approve the agenda as circulated"

Moved: Pat; Seconded: Sheila. Carried

3. Consent Agenda:

- a) July 25 2005 minutes
- b) Finance Committee Report (Next meeting: Sept. 13 at 8:00 a.m.)
- c) Librarian's Report
- d) Shortgrass Library System, Board Development committee, Policy Committee meeting August 29 at 5:00 p.m.
- e) Correspondence-none

Motion: "To approve Consent Agenda items"

Moved: Tilly; Seconded Elsie. Carried.

Action Item 1: Julia to ask Foundation for funds for tattle tape at their Sept. 13 meeting

Action Item 2: Julia to send letter to County to ask for a budget presentation date. Board will be asking for an increase from the County equal to amount Town provides.

4. Human Resources Committee Report (Henry, Karen, Sheila, Pat)

- a) Letter re secondment: Julia read the letter that was drafted regarding her secondment to Shortgrass.

Motion: "To approve the letter agreeing to Julia's secondment to Shortgrass"

Moved: Sheila; Seconded: Pat. Carried.

- b) Public Services Librarian position

Motion: "To move in-camera"

Moved: Elsie; Seconded: Tilly. Carried

Discussion of the applicants and the position followed.

Motion: "To move out-of-camera"

Moved: Elsie; Seconded: Pat. Carried.

Motion: "To make an offer to Shannon Christoffersen for half time Public Services Librarian position"

Moved: Pat; Seconded: Elsie. Carried.

Action Item 3: Human Resources Committee to write contract for Public Services Librarian position.

5. Business Arising from July 25, 2005 Minutes:

- a) Signed thank you card for Ronnie re the Medieval Faire
- b) Proposed Budget 2006 to 2008: Elsie and Henry reviewed the proposed budget and some suggested wording changes were made.

Motion: "To approve the Proposed Budget for 2006 to 2008 with the amended wording changes"

Moved: Elsie; Seconded: Sheila. Carried

Action Item 4: Julia and a couple Board members are to make presentations to City and County councils this fall.

c) Library Expansion and Renovations

- i. Letter to City Council re empty residential lot: The mayor spoke to Henry regarding Council's awareness of our letter and stated they will look into the residential lot.
- ii. Discussion of questions put forth by trustees: Some of the comments follow.
 - Needs assessment to be done
 - Possibility of holding public forums at the library
 - Structural concerns
 - Statistics to show the need for expansion
 - Concern for the Foundation regarding fundraising

Action Item 5: Julia to contact other libraries that might have needs assessments we can view. She will get the feedback she receives to the Board a week before our next meeting.

Action Item 6: Julia to begin looking for historical data of anecdotal documented observations and history and professional documentation of building systems maintenance. Terry Welsh may have some of the information.

Action Item 7: Julia to send invitations to MLA and MP and City and County councils to any functions we have to keep them informed.

6. New Business:

- a) Medieval Faire 2006—The Board is highly in favor of holding a faire next year.
- b) Canada Book mailing rate: Brief discussion noting our position.

Action Item 8: Elsie and Sheila to draft a letter to Canada Post minister with copies to be sent to MLA and MP. Dino to proof and sign the letter.

c) Signing authority change: **Moved by Sheila Tiegs/Elsie Strach to remove Henry Nadja's name as signing authority and replace it with the name of the new Board Chair Dino Champlone. Carried.**

d) Sunday opening kick off: Sept. 18, 2005

Action Item 9: Library staff to have all who attend the first Sunday opening put their names in for a draw for a resident membership.

e) ALTA Workshop in Medicine Hat Saturday October 15. Gloria is interested in attending. We have until our next meeting to indicate trustee attendance.

7. Next Meeting; Thursday, September 22 at 6:30 p.m.

Motion: "to adjourn"

Moved: Tilly; Seconded: Gloria. Carried.



Chair



Head Librarian

**Brooks Library Board
Finance Standing Committee Meeting
8:00 am August 23rd, 2005**

Present: Julia Reinhart, Henry Najda and Elsie Strach

- 1) Meeting was called to order at 8:05 am.
- 2) Receipts and Expenditures for the month of July were discussed and reviewed by the Committee. Items of note: Under Receipts, funds donated by TD Canada Trust were paid to James Durbano as an honorarium. Under Expenditures: the Dynix bill was paid for the year, and BPL received a reimbursement under Admin and Travel. Expenditures for the month totaled \$20,329.37. Motion to accept expenditures for the month of July 2005.
- 3) The proposed budget for 2006-2008 was also discussed and will be presented by the Treasurer at the next Board meeting.
- 4) The meeting was adjourned at 8:55 am.

Brooks Library Board
Receipts and Expenditures for July 2005

Receipts	Annual Budget	Current Month	Total to Date
Town of Brooks	131,250.00	0.00	98,437.50
HRDC – Summer Student	1,500.00	0.00	0.00
Province of Alberta	50,000.00	0.00	49,781.00
Industry Canada - CAP YI Grant	4,000.00	0.00	2,717.96
County of Newell Library Board	16,048.00	0.00	0.00
Resident Cardholder Fees	17,000.00	1,669.00	9,295.10
Interest Income	0.00	0.00	0.00
Miscellaneous	200.00	0.00	0.00
Fines, books and services	20,500.00	2,131.65	12,515.66
Non-resident Cardholder Fees	5,000.00	320.00	1,460.00
Donations	7,000.00	-200.00	4,770.74
Fundraisers	300.00	0.00	0.00
Medieval Faire	0.00	257.15	1,257.15
Adopt-a-magazine	2,200.00	0.00	0.00
GST Recovery	2,000.00	0.00	2,053.55
Total Revenue	256,998.00	4,177.80	182,288.66
Expenditures			
SLS Expense (Materials Allot.)	45,000.00	0.00	22,221.66
Shortgrass – Non-resident Fees	2,000.00	0.00	560.00
Dynix and Telecom (SLS)	5,000.00	3,884.53	3,884.53
Books & Materials	2,000.00	350.65	846.45
New Library Furnishings	898.00	281.00	449.88
Library Equipment	1,000.00	0.00	1,713.24
Payroll Expense	800.00	50.00	465.00
Library Supplies	4,000.00	597.45	3,033.56
Administration & Travel	3,000.00	-193.66	3,047.99
Program Expense	1,000.00	41.49	1,067.70
Repair & Maintenance	2,000.00	0.00	125.00
Rebinding	1,000.00	0.00	452.53
Staff Training	2,500.00	0.00	1,056.36
Telephone & Fax Expense	4,000.00	265.55	1,861.28
Copier & Computer Costs	2,500.00	562.15	1,461.06
Security Monitoring	600.00	25.00	282.98
Computer Main. Contracts	1,000.00	141.00	316.00
GST Expense	0.00	1.75	5.25
Freight & Postage	1,000.00	0.00	352.58
Professional Memberships	300.00	0.00	175.00
Publicity and Advertising	1,000.00	0.00	866.00

Audit and Insurance	6,500.00	0.00	6,300.00
Bank Charges	200.00	24.59	54.58
Miscellaneous	200.00	0.00	0.00
Wages (includes temp. staff)	152,000.00	12,725.08	83,085.82
EI Expense	3,500.00	347.37	2,268.12
CPP Expense	4,000.00	491.80	3,288.25
WCB Expense	500.00	0.00	544.26
AUMA Expense	1,800.00	0.00	1,259.85
LAPP Expense	7,000.00	702.82	4,897.64
AB Health Expense	700.00	30.80	585.20
Total Expenses	256,998.00	20,329.37	146,527.77

ASSETS

CURRENT ASSETS

GIC Account	0.00
GST Recoverable	2,058.55
Endowment Fund	6,192.45
Furn. & Shelving Reserve	0.00
Cash On Hand/Float	50.00
Cash In Bank	55,175.37
TOTAL CURRENT ASSETS	<u>63,476.37</u>

TOTAL ASSETS

63,476.37

LIABILITIES

CURRENT LIABILITIES

GST Charged on Sales	0.00
GST Paid on Purchases	-1,923.64
GST Paid on Books	0.00
Accounts Payable	0.00
Vacation Payable	0.00
EI Payable	0.00
CPP Payable	0.00
Income Tax Payable	0.00
L.A.P.P.	0.00
AUMA Extended Health	110.82
AB Health Payable	26.40
W.C.B. Payable	0.00
Miscellaneous	0.00
TOTAL CURRENT LIABILITIES	<u>-1,786.42</u>

TOTAL LIABILITIES

-1,786.42

EQUITY

EARNINGS

Endowment Fund Reserves	6,192.45
Retained Earnings	23,309.45
Current Earnings	35,760.89
CURRENT EARNINGS	<u>65,262.79</u>

TOTAL EQUITY

65,262.79

LIABILITIES AND EQUITY

63,476.37

REVENUE

REVENUE	
Town of Brooks	98,437.50
HRDC - Summer Student	0.00
Province of Alberta	49,781.00
Industry Canada - CAP 3	0.00
Industry Canada - CAP Y1	2,717.96
County of Newell Library Board	0.00
Resident Cardholder Fees	9,295.10
Interest Income	0.00
Miscellaneous	0.00
Fines, Book Sales and Services	12,515.66
Non-resident Cardholder Fees	1,460.00
Charitable Receipt Donations	4,770.74
Fundraisers	0.00
Adopt-a-magazine	0.00
Medieval Faire	1,257.15
GST Recovery	2,053.55
TOTAL REVENUE	<u>182,288.66</u>

TOTAL REVENUE 182,288.66

EXPENSE

EXPENSES	
SLS Expense (Materials)	22,221.66
SLS - Non-resident fees	560.00
SLS - Dynix and Telecom	3,884.53
Books and Materials	846.45
New Library Furnishings	449.88
Library Equipment	1,713.24
Payroll Expense	465.00
Library Supplies	3,033.56
Administration & Travel	3,047.99
Recruitment Expense	0.00
Program Expense	1,067.70
Repair & Maintenance	125.00
Rebinding, Microfilming, Laminating	452.53
Staff Training	1,056.36
Telephone and Fax Expense	1,861.28
Copier & Computer Costs	1,461.06
Security Monitoring	282.98
Computer Main. Contracts	316.00
GST Expense	5.25
Freight and Postage	352.58
Professional Memberships	175.00
Publicity and Advertising	866.00
Audit and Insurance	6,300.00
Bank Charges	54.58
Miscellaneous	0.00
Wages	83,085.82
EI Expense	2,268.12
CPP Expense	3,288.25
WCB Expense	544.26
AUMA Extended Health	1,259.85
L.A.P.P. Expense	4,897.64
AB Health Expense	585.20
TOTAL EXPENSES	<u>146,527.77</u>

TOTAL EXPENSE 146,527.77

NET INCOME 35,760.89

REVENUE

REVENUE

Town of Brooks	0.00
HRDC - Summer Student	0.00
Province of Alberta	0.00
Industry Canada - CAP 3	0.00
Industry Canada - CAP Y1	0.00
County of Newell Library Board	0.00
Resident Cardholder Fees	1,669.00
Interest Income	0.00
Miscellaneous	0.00
Fines, Book Sales and Services	2,131.65
Non-resident Cardholder Fees	320.00
Charitable Receipt Donations	-200.00
Fundraisers	0.00
Adopt-a-magazine	0.00
Medieval Faire	257.15
GST Recovery	0.00
TOTAL REVENUE	<u>4,177.80</u>

TOTAL REVENUE 4,177.80

EXPENSE

EXPENSES

SLS Expense (Materials)	0.00
SLS - Non-resident fees	0.00
SLS - Dynix and Telecom	3,884.53
Books and Materials	350.65
New Library Furnishings	281.00
Library Equipment	0.00
Payroll Expense	50.00
Library Supplies	597.45
Administration & Travel	-193.66
Recruitment Expense	0.00
Program Expense	41.49
Repair & Maintenance	0.00
Rebinding, Microfilming, Laminating	0.00
Staff Training	0.00
Telephone and Fax Expense	265.55
Copier & Computer Costs	562.15
Security Monitoring	25.00
Computer Main. Contracts	141.00
GST Expense	1.75
Freight and Postage	0.00
Professional Memberships	0.00
Publicity and Advertising	0.00
Audit and Insurance	0.00
Bank Charges	24.59
Miscellaneous	0.00
Wages	12,724.08
EI Expense	347.37
CPP Expense	491.80
WCB Expense	0.00
AUMA Extended Health	0.00
L.A.P.P. Expense	702.82
AB Health Expense	30.80
TOTAL EXPENSES	<u>20,328.37</u>

TOTAL EXPENSE 20,328.37

NET INCOME -16,150.57

Account: 1080 Cash In Bank

Statement start date: 07/01/2005
 Statement end date: 07/31/2005
 Reconciliation date: 07/31/2005

Unincorporated

Financial Institution
 Statement Balance Forward as of 07/01/2005
 Transactions on or before 07/31/2005

84,892.63

Deposit No.	Date	JE#	Source	Comment	Status	Deposits
Deposits recorded in Statement						
07/08/2005	07/08/2005	J117	Deposit	Fines	Cleared	650.19
		J118	Deposit	Resident Membership	Cleared	565.00
		J119	Deposit	Non-Resident Cardholders	Cleared	140.00
		J166	Deposit	Fines	Cleared	512.78
		J167	Deposit	Resident Memberships	Cleared	360.00
		J168	Deposit	Alberta Library	Cleared	692.97
		J137	Deposit	Fines	Cleared	563.53
		J138	Deposit	Resident Memberships	Cleared	456.00
		J155	ADJ1932	Reversing J154. Correction is J156.	Adjustment	3,358.51
		J159	ADJ1929	Reversing J151. Correction is J160.	Adjustment	1,184.97
		J161	ADJ1932	Reversing J156. Correction is J162.	Adjustment	3,358.51
		J163	ADJ1929	Reversing J160. Correction is J164.	Adjustment	560.32
		J169	Deposit	Fines	Cleared	405.15
		J170	Deposit	Resident Cardholder	Cleared	288.00
		J171	Deposit	Non-Resident Cardholder	Cleared	180.00
		J172	Deposit	Medieval Faire	Cleared	257.15
Total Deposits recorded in Statement						13,533.08

Withdrawals recorded in Statement	Date	JE#	Source	Comment	Status	Withdrawals
06/22/2005	06/22/2005	J94	1885	June05, Dr. Phil Currie	Cleared	-230.00
		J96	1887	June05, Ronnie Adams	Cleared	-1,100.35
		J98	1889	June05, Bessie Jacobshen	Cleared	-1,434.03
		J101	1892	June05, Patricia Neufeld	Cleared	-564.86
		J102	1893	June05, Julia Reinhart	Cleared	-2,726.92
		J103	1894	June05, Bruce Schmidt	Cleared	-462.95
		J105	1896	June05, Khethwen Woo	Cleared	-524.39
		J106	1897	June05, Canada Customs and Re...	Cleared	-3,370.26
		J107	1898	June05, Local Authorities Pension ...	Cleared	-1,345.50
		J108	1899	June2005, Ronnie Adams	Cleared	-264.00
		J109	1900	June05, Mad Science of Southern ...	Cleared	-396.00
		J110	1901	June05, RBC Royal Bank VISA	Cleared	-507.08
		J111	1902	June05, CanMedia Inc.	Cleared	-59.87
		J112	1903	June05, Brooks Bulletin	Cleared	-113.42
		J113	1904	June05, CNL	Cleared	-10.65
		J114	1905	June05, Brooks Computer Service...	Cleared	-53.50
		J115	1906	June2005, Julia Reinhart	Cleared	-150.47
		J116	1907	June05, Shortgrass Library System	Cleared	-560.00

Date	JE#	Source	Comment	Status	Amount
07/18/2005	J128	1908	July2005, Ikon Office Solution	Cleared	-109.36
07/18/2005	J129	1909	July2005, Brodart	Cleared	-389.47
07/18/2005	J130	1910	July2005, Alpha Vico Inc.	Cleared	-320.36
07/18/2005	J131	1911	July 2005, Shortgrass Library Syst...	Cleared	-1,314.51
07/18/2005	J132	1912	July2005, Shortgrass Library Syst...	Cleared	-165.09
07/18/2005	J133	1913	July 2005, Shortgrass Library System	Cleared	-2,570.02
07/18/2005	J134	1914	July 2005, Gloria Evans	Cleared	-96.00
07/18/2005	J135	1915	July 2005, Brooks Computer Servi...	Cleared	-53.50
07/29/2005	J146	1916	July 2005, Brooks Stationers	Cleared	-64.15
07/29/2005	J147	1924	July05, Gavin Hoemans	Cleared	-160.61
07/29/2005	J148	1925	July05, Bessie Jacobwisher	Cleared	-1,378.22
07/29/2005	J151	1926	July05, Laura Koronko	Cleared	-1,079.47
07/29/2005	J154	1929	July05, Bruce Schmidt	Reversed	-1,184.97
07/29/2005	J156	1932	July05, Canada Customs and Rev...	Reversed	-3,358.51
07/29/2005	J160	1932	July05, Canada Customs and Rev...	Reversed	-3,358.51
07/31/2005	J178	1929	July05, Bruce Schmidt	Reversed	-560.32
07/31/2005	J179	Debit	Securetek	Cleared	-26.75
07/31/2005	J180	Debit	Alberta Health	Cleared	-44.00
		Debit	Destination Fee	Cleared	-5.00
Total Withdrawals recorded in Statement					-30,113.07

Bank Transactions
 Income
 Expense

Adjustment Required
 Statement End Balance as of 07/31/2005

Deposit No.	Date	JE#	Source	Comment	Status	Amount
	03/18/2005	N/A	Deposit	Non-res. cardholders	Outstanding	80.00
	03/18/2005	N/A	Deposit	Res. cardholders	Outstanding	186.00
	03/18/2005	N/A	Deposit	Fines	Outstanding	363.50
Total Outstanding Deposits						629.50

Deposit No.	Date	JE#	Source	Comment	Status	Amount
	04/30/2005	N/A	1810	Apr12005, Town of Brooks	Outstanding	-50.00
	02/17/2005	N/A	1759	Feb04, Matthew	Outstanding	-34.95
	10/15/2003	N/A	1272	Oct03, SEACIRA	Outstanding	-30.00
	04/27/2005	N/A	1831	Shortgrass Library System	Outstanding	-150.00
	07/22/2005	J139	1917	July 2005, Brooks Bulletin	Outstanding	-123.05
	07/22/2005	J140	1918	July 2005, Memory Lane Computers	Outstanding	-427.99
	07/22/2005	J141	1919	July 2005, Telus Communications	Outstanding	-284.01
	07/22/2005	J142	1920	July 2005, Royal Bank Visa	Outstanding	-791.99
	07/29/2005	J143	1921	July05, Julia Reinhart	Outstanding	-36.44
	07/29/2005	J144	1922	July2005, Julia Reinhart	Outstanding	-2,726.92
	07/29/2005	J145	1923	July05, Ronnie Adams	Outstanding	-1,137.76
	07/29/2005	J149	1927	July05, Maxine Meldrum	Outstanding	-1,416.80
	07/29/2005	J150	1928	July05, Patricia Neufeld	Outstanding	-322.03
	07/29/2005	J152	1930	July05, Sharon Wilson	Outstanding	-589.88

07/29/2005	J153	1931	July05, Knehtwen Wco	Outstanding	-297.74
07/29/2005	J157	1933	July05, Local Authorities Pension ...	Outstanding	-1,310.68
07/29/2005	J158	1934	July05, James Durpano	Outstanding	-200.00
07/29/2005	J162	1932	July05, Canada Customs and Rev...	Outstanding	-3,137.70
07/29/2005	J164	1929	July05, Bruce Schmitt	Outstanding	-557.83
07/29/2005	J165	1935	July05, Shannon Christoffersen	Outstanding	-141.00
Total Outstanding Withdrawals					-13,766.77
Total Outstanding Transactions as of 07/31/2005					-13,137.27
Adjusted Statement End Balances as of 07/31/2005					55,175.37

General Ledger Account
 Book balance as of 06/30/2005

Transactions on or before 07/31/2005

Debit No.	Date	JE#	Source	Comment	Status	
	07/08/2005	J117	Deposit	Fines	Cleared	650.19
	07/08/2005	J118	Deposit	Resident Membership	Cleared	565.00
	07/08/2005	J119	Deposit	Non-Resident Cardholders	Cleared	140.00
	07/22/2005	J137	Deposit	Fines	Cleared	563.53
	07/22/2005	J138	Deposit	Resident Memberships	Cleared	456.00
	07/29/2005	J155	ADJ1932	Reversing J154. Correction is J156.	Adjustment	3,358.51
	07/29/2005	J159	ADJ1929	Reversing J151. Correction is J160.	Adjustment	1,184.97
	07/29/2005	J161	ADJ1932	Reversing J156. Correction is J162.	Adjustment	3,358.51
	07/29/2005	J163	ADJ1929	Reversing J160. Correction is J164.	Adjustment	560.32
	07/15/2005	J166	Deposit	Fines	Cleared	512.78
	07/15/2005	J167	Deposit	Resident Memberships	Cleared	360.00
	07/15/2005	J168	Deposit	Alberta Library	Cleared	692.97
	07/29/2005	J169	Deposit	Fines	Cleared	405.15
	07/29/2005	J170	Deposit	Resident Cardholder	Cleared	288.00
	07/29/2005	J171	Deposit	Non-Resident Cardholder	Cleared	180.00
	07/29/2005	J172	Deposit	Medieval Faire	Cleared	257.15
Total Debits recorded in account						13,533.08

Credits recorded in account

Deposit No.	Date	JE#	Source	Comment	Status	
	07/18/2005	J128	1908	July2005, Ikon Office Solution	Cleared	-109.36
	07/18/2005	J129	1909	July2005, Brodart	Cleared	-389.47
	07/18/2005	J130	1910	July2005, Alpha Vico Inc.	Cleared	-320.36
	07/18/2005	J131	1911	July2005, Shortgrass Library Syst...	Cleared	-1,314.51
	07/18/2005	J132	1912	July2005, Shortgrass Library Syst...	Cleared	-165.09
	07/18/2005	J133	1913	July05, Shortgrass Library System	Cleared	-2,570.02
	07/18/2005	J134	1914	July2005, Gloria Evans	Cleared	-96.00
	07/18/2005	J135	1915	July2005, Brooks Computer Servi...	Cleared	-53.50
	07/18/2005	J136	1916	July2005, Brooks Stationers	Cleared	-64.15
	07/22/2005	J139	1917	July2005, Brooks Bulletin	Outstanding	-123.05
	07/22/2005	J140	1918	July2005, Memory Lane Computers	Outstanding	-427.99
	07/22/2005	J141	1919	July2005, Telus Communications	Outstanding	-284.01
	07/22/2005	J142	1920	July2005, Royal Bank Visa	Outstanding	-791.99
	07/29/2005	J143	1921	July05, Julia Reinhart	Outstanding	-36.44

Date	Account	Description	Amount
07/29/2005	J144	1922	
07/29/2005	J145	1923	
07/29/2005	J146	1924	
07/29/2005	J147	1925	
07/29/2005	J148	1926	
07/29/2005	J149	1927	
07/29/2005	J150	1928	
07/29/2005	J151	1929	
07/29/2005	J152	1930	
07/29/2005	J153	1931	
07/29/2005	J154	1932	
07/29/2005	J156	1932	
07/29/2005	J157	1933	
07/29/2005	J158	1934	
07/29/2005	J160	1929	
07/29/2005	J162	1932	
07/29/2005	J164	1929	
07/29/2005	J165	1935	
07/31/2005	J178	Debit	
07/31/2005	J179	Debit	
07/31/2005	J180	Debit	

Bank Transactions

Income

Expense

Adjustment Required

Adjusted Book Balance as of 07/31/2005

Date	Account	Description	Amount
July05	Julia Reinhart	Outstanding	-2,726.92
July05	Ronnie Adams	Outstanding	-1,137.76
July05	Gavin Hoemans	Cleared	-160.61
July05	Bessie Jacowishen	Cleared	-1,378.22
July05	Laura Koronko	Cleared	-1,079.47
July05	Maxine Meldrum	Outstanding	-1,416.80
July05	Patricia Neufeld	Outstanding	-322.03
July05	Bruce Schmidt	Reversed	-1,184.97
July05	Sharon Wilson	Outstanding	-589.88
July05	Khethwen Wico	Outstanding	-297.74
July05	Canada Customs and Rev...	Reversed	-3,358.51
July05	Canada Customs and Rev...	Reversed	-3,358.51
July05	Local Authorities Pension ...	Outstanding	-1,310.68
July05	James Durbaro	Outstanding	-200.00
July05	Bruce Schmidt	Reversed	-560.32
July05	Canada Customs and Rev...	Outstanding	-3,137.70
July05	Bruce Schmidt	Outstanding	-557.83
July05	Shannon Christoffersen	Outstanding	-141.00
	Securtek	Cleared	-26.75
	Alberta Health	Cleared	-44.00
	Destination Fee	Cleared	-5.00

-29,740.64

-16,207.56

0.00

0.00

0.00

55,175.37

			Debits	Credits
07/08/2005	J117	Deposit, Fines		
		4120 Fines, Book Sales and Services	-	650.19
		1080 Cash In Bank	650.19	-
07/08/2005	J118	Deposit, Resident Membership		
		4090 Resident Cardholder Fees	-	565.00
		1080 Cash In Bank	565.00	-
07/08/2005	J119	Deposit, Non-Resident Cardholders		
		4140 Non-resident Cardholder Fees	-	140.00
		1080 Cash In Bank	140.00	-
07/18/2005	J128	1908, July2005, Ikon Office Solution		
		2100 GST Paid on Purchases	7.15	-
		5160 Copier & Computer Costs	102.21	-
		1080 Cash In Bank	-	109.36
07/18/2005	J129	1909, July2005, Brodart		
		2100 GST Paid on Purchases	25.48	-
		5070 Library Supplies	363.99	-
		1080 Cash In Bank	-	389.47
07/18/2005	J130	1910, July2005, Alpha Vico Inc.		
		2100 GST Paid on Purchases	39.36	-
		5050 New Library Furnishings	281.00	-
		1080 Cash In Bank	-	320.36
07/18/2005	J131	1911, July 2005, Shortgrass Library System		
		5022 SLS - Dynix and Telecom	1,314.51	-
		1080 Cash In Bank	-	1,314.51
07/18/2005	J132	1912, July2005, Shortgrass Library System		
		2100 GST Paid on Purchases	10.80	-
		5030 Books and Materials	154.29	-
		1080 Cash In Bank	-	165.09
07/18/2005	J133	1913, July05, Shortgrass Library System		
		5022 SLS - Dynix and Telecom	2,570.02	-
		1080 Cash In Bank	-	2,570.02
07/18/2005	J134	1914, July 2005, Gloria Evans		
		5080 Administration & Travel	96.00	-
		1080 Cash In Bank	-	96.00
07/18/2005	J135	1915, July 2005, Brooks Computer Services Ltd		
		2100 GST Paid on Purchases	3.50	-
		5060 Payroll Expense	50.00	-
		1080 Cash In Bank	-	53.50
07/18/2005	J136	1916, July 2005, Brooks Stationers		
		2100 GST Paid on Purchases	4.20	-
		5160 Copier & Computer Costs	59.95	-
		1080 Cash In Bank	-	64.15
07/22/2005	J137	Deposit, Fines		
		4120 Fines, Book Sales and Services	-	563.53
		1080 Cash In Bank	563.53	-
07/22/2005	J138	Deposit, Resident Memberships		
		4090 Resident Cardholder Fees	-	456.00
		1080 Cash In Bank	456.00	-
07/22/2005	J139	1917, July 2005, Brooks Bulletin		
		2100 GST Paid on Purchases	8.05	-
		5070 Library Supplies	115.00	-
		1080 Cash In Bank	-	123.05
07/22/2005	J140	1918, July 2005, Memory Lane Computers		
		2100 GST Paid on Purchases	28.00	-
		5160 Copier & Computer Costs	399.99	-

			Debits	Credits
		1080 Cash In Bank	-	427.99
07/22/2005	J141	1919, July 2005, Telus Communications		
		2100 GST Paid on Purchases	18.46	-
		5140 Telephone and Fax Expense	265.55	-
		1080 Cash In Bank	-	284.01
07/22/2005	J142	1920, July 2005, Royal Bank Visa		
		2100 GST Paid on Purchases	49.22	-
		5030 Books and Materials	196.36	-
		5070 Library Supplies	82.02	-
		5080 Administration & Travel	403.31	-
		5090 Program Expense	41.49	-
		5250 Bank Charges	19.59	-
		1080 Cash In Bank	-	791.99
07/29/2005	J143	1921, July05, Julia Reinhart		
		5070 Library Supplies	36.44	-
		1080 Cash In Bank	-	36.44
07/29/2005	J144	1922, July2005, Julia Reinhart		
		5300 Wages	4,176.00	-
		1080 Cash In Bank	-	2,726.92
		2310 EI Payable	-	81.43
		2320 CPP Payable	-	192.27
		2330 Income Tax Payable	-	871.85
		2400 L.A.P.P.	-	267.26
		2420 AUMA Extended Health	-	23.07
		2440 AB Health Payable	-	13.20
07/29/2005	J145	1923, July05, Ronnie Adams		
		5300 Wages	1,544.97	-
		1080 Cash In Bank	-	1,137.76
		2310 EI Payable	-	30.13
		2320 CPP Payable	-	62.04
		2330 Income Tax Payable	-	148.06
		2400 L.A.P.P.	-	98.88
		2420 AUMA Extended Health	-	41.70
		2440 AB Health Payable	-	26.40
07/29/2005	J146	1924, July05, Gavin Hoenmans		
		5300 Wages	163.80	-
		1080 Cash In Bank	-	160.61
		2310 EI Payable	-	3.19
07/29/2005	J147	1925, July05, Bessie Jacowishen		
		5300 Wages	1,888.48	-
		1080 Cash In Bank	-	1,378.22
		2310 EI Payable	-	36.83
		2320 CPP Payable	-	79.04
		2330 Income Tax Payable	-	231.21
		2400 L.A.P.P.	-	120.86
		2420 AUMA Extended Health	-	42.32
07/29/2005	J148	1926, July05, Laura Koronko		
		5300 Wages	1,225.91	-
		1080 Cash In Bank	-	1,079.47
		2310 EI Payable	-	23.91
		2320 CPP Payable	-	46.25
		2330 Income Tax Payable	-	76.28
07/29/2005	J149	1927, July05, Maxine Meldrum		
		5300 Wages	1,888.48	-
		1080 Cash In Bank	-	1,416.80
		2310 EI Payable	-	36.83
		2320 CPP Payable	-	79.04
		2330 Income Tax Payable	-	231.21
		2400 L.A.P.P.	-	120.86
		2420 AUMA Extended Health	-	3.74

			Debits	Credits
07/29/2005	J150	1928, July05, Patricia Neufeld		
		5300 Wages	330.39	-
		1080 Cash In Bank	-	322.03
		2310 EI Payable	-	6.44
		2320 CPP Payable	-	1.92
07/29/2005	J152	1930, July05, Sharon Wilson		
		5300 Wages	618.09	-
		1080 Cash In Bank	-	589.88
		2310 EI Payable	-	12.05
		2320 CPP Payable	-	16.16
07/29/2005	J153	1931, July05, Khethwen Woo		
		5300 Wages	304.30	-
		1080 Cash In Bank	-	297.74
		2310 EI Payable	-	5.93
		2320 CPP Payable	-	0.63
07/29/2005	J157	1933, July05, Local Authorities Pension Plan		
		2400 L.A.P.P.	607.86	-
		5350 L.A.P.P. Expense	702.82	-
		1080 Cash In Bank	-	1,310.68
07/29/2005	J158	1934, July05, James Durbano		
		4170 Charitable Receipt Donations	200.00	-
		1080 Cash In Bank	-	200.00
07/29/2005	J162	1932, July05, Canada Customs and Revenue Agen		
		2310 EI Payable	248.12	-
		2320 CPP Payable	491.80	-
		2330 Income Tax Payable	1,558.61	-
		5310 EI Expense	347.37	-
		5320 CPP Expense	491.80	-
		1080 Cash In Bank	-	3,137.70
07/29/2005	J164	1929, July05, Bruce Schmidt		
		5300 Wages	583.66	-
		1080 Cash In Bank	-	557.83
		2310 EI Payable	-	11.38
		2320 CPP Payable	-	14.45
07/29/2005	J165	1935, July05, Shannon Christoffersen		
		5175 Computer Main. Contracts	141.00	-
		1080 Cash In Bank	-	141.00
07/15/2005	J166	Deposit, Fines		
		4120 Fines, Book Sales and Services	-	512.78
		1080 Cash In Bank	512.78	-
07/15/2005	J167	Deposit, Resident Memberships		
		4090 Resident Cardholder Fees	-	360.00
		1080 Cash In Bank	360.00	-
07/15/2005	J168	Deposit, Alberta Library		
		5080 Administration & Travel	-	692.97
		1080 Cash In Bank	692.97	-
07/29/2005	J169	Deposit, Fines		
		4120 Fines, Book Sales and Services	-	405.15
		1080 Cash In Bank	405.15	-
07/29/2005	J170	Deposit, Resident Cardholder		
		4090 Resident Cardholder Fees	-	288.00
		1080 Cash In Bank	288.00	-
07/29/2005	J171	Deposit, Non-Resident Cardholder		
		4140 Non-resident Cardholder Fees	-	180.00
		1080 Cash In Bank	180.00	-

All Journal Entries 07/01/2005 to 07/31/2005

			Debits	Credits
07/29/2005	J172	Deposit, Medieval Faire		
		4190 Medieval Faire	-	257.15
		1080 Cash In Bank	257.15	-
07/31/2005	J178	Debit, Securtek		
		5170 Security Monitoring	25.00	-
		5180 GST Expense	1.75	-
		1080 Cash In Bank	-	26.75
07/31/2005	J179	Debit, Alberta Health		
		5360 AB Health Expense	30.80	-
		2440 AB Health Payable	13.20	-
		1080 Cash In Bank	-	44.00
07/31/2005	J180	Debit, Destination Fee		
		5250 Bank Charges	5.00	-
		1080 Cash In Bank	-	5.00
			29,405.92	29,405.92

MINUTES OF REGULAR MEETING OF BROOKS PUBLIC LIBRARY BOARD
September 22, 2005
HELD IN BROOKS PUBLIC LIBRARY

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

REGRETS: Henry Najda

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 p.m.
2. Welcome: Since Terry Welsh was not in attendance, we continued on with the agenda.
3. Approval of Agenda: **Motion: "To approve the agenda as circulated"**
Moved: Sheila; Seconded: Karen. Carried.
4. Review of Action Items from August 25, 2005 Minutes

ACTION	RESPONSIBILITY	STATUS
Action Item 1: To request funds from Foundation for tattle tape	Julia	Approved
Action Item 2: To set up meeting with County council for presentation of 2006 budget	Julia	Completed
Action Item 3: To write contract for Public Services Librarian Position	Human Resources committee	In progress
Action Item 4: To make presentations to City and County councils regarding proposed budget	Julia	County completed; City presentation to be done
Action Item 5: To contact other libraries for needs assessments	Julia	Completed
Action Item 6: To look for written documentation re building system's maintenance	Julia	In progress
Action Item 7: To send invitations to MLA and MP and City and County for any library functions	Julia	On-going
Action Item 8: To draft a letter to Canada Post minister with copies to MLA and MP.	Letter: Sheila and Elsie Proof and sign: Dino	In progress
Action Item 9: To have attendees at first Sunday opening put names in for resident membership draw	Library staff	Completed

5. Consent Agenda

- a. August 2005 Board meeting minutes
- b. Finance Committee Report including Copy of Budget package. Next meeting October 13@ 8 a.m.
- c. Board Development Committee—no report
- d. D. Human Resources Committee
 - i. Public Services Librarian job description and job description for LA1, LA2, LA3 and LA4 positions not yet complete
 - ii. Next meeting: Nov. 15 @ 5 p.m.

Motion: "To approve Consent Agenda items"

Moved: Elsie; Seconded: Pat. Carried.

6. Shortgrass Library System Report: Dino briefed the Board regarding the meeting he and Julia attended in relation to Super Net and ILS (Integrated Library System).

7. Librarian's Report: Julia gave an oral report which included the following:

- a. The library is taking part in Telling Our Story event Sept 24.
- b. Toddler Time and Story Time begin Oct. 5
- c. The Lois Hole Library Legacy Launch open house is Tuesday, Oct. 18 at 7 p.m. MLA Oberg has not yet replied to his invitation to attend.
- d. Upcoming art exhibits were reviewed.
- e. Staff have led tours and presentations.
- f. The first Sunday opening saw approximately 70 patrons in attendance. Several positive comments were received. Two free memberships were given out.
- g. The library will be closed Monday, November 21 for staff development including ILS information.

8. Policy Committee Report:

- a. Health and Safety Policy—draft handed out. Policy not yet completed.
Action Item 1: Policy Committee to complete the Health and Safety Policy.
- b. Violence and Harassment Policy
Motion: "To approve the Violence and Harassment Policy"
Moved: Tilly; Seconded: Sheila. Carried.
- c. Next Meeting: To be announced

9. Correspondence: An article from Medicine Hat News regarding our building expansion/renovation was circulated.

10. Business Arising from August 2005 Board meeting minutes

- a. ALTA Workshop—October 15 from 9:00 a.m. to 4 p.m. in Medicine Hat. Elsie, Dino and Cathleen expressed interest in attending.
- b. Budget presentation to County of Newell council: Dino, Elsie and Julia reported on their meeting with County council today, Sept. 22. They felt they were heard and there was a positive exchange of ideas with County council. There was some reservation expressed regarding the Board's request for funding to match that provided by the City of Brooks.

Action Item 2: Next month the Board is to discuss whether or not to notify patrons whose memberships are due.

c. Library expansion and Renovation

- i. Needs Assessment—Reviewed the findings Julia received from various libraries relating to their expansions. Discussed moving Needs Assessment into Plan of Service. No decision on that.
- ii. Professional Library Planner—probably needed.
- iii. Fundraising by library organization vs. paid professional fundraiser—the consensus seemed to be that it is best if the fundraising is done by community members who are known in Brooks and area and who know Brooks and area.

Action Item 3: Board members are to prepare two questions we would like to see added to the “Are You Satisfied” survey for next meeting. The questions could be rated on a scale, or Yes or No responses or open ended requiring a short written response.

Action Item 4: Board members are to present names of possible fundraisers at our next meeting.


11. New Business: Brooks Library Foundation meeting—Dino and Julia spoke of their meeting with the Foundation and their future as a group and their options. The Foundation would likely benefit from additional members who are enthused about helping the Library. Julia mentioned the need for the Foundation to remain even if it is in name only because of its status as a charitable organization.

12. Next Board Meeting: Thursday, October 27th at 6:30 p.m.

Motion: “To adjourn the meeting”

Moved: Karen; Seconded: Sheila. Carried.


Dino Champlone
Chair


Julia Reinhart
Head Librarian

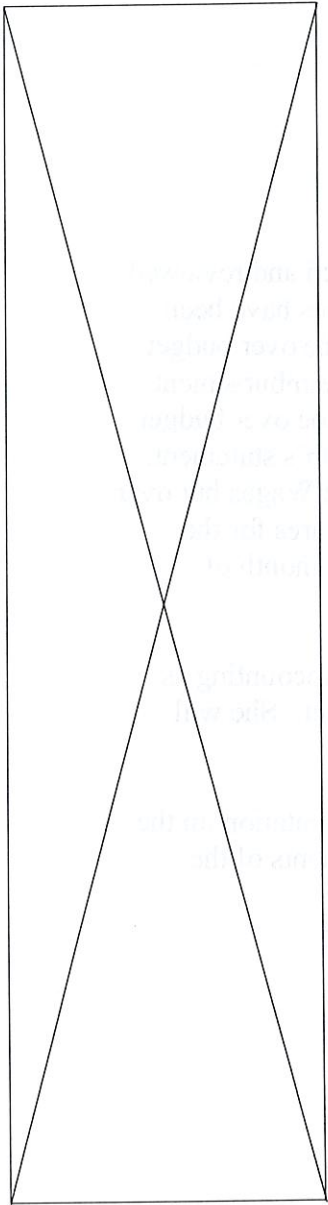
ACTION ITEMS
August 25, 2005 Board Minutes

ACTION	RESPONSIBILITY	STATUS
Action Item 1: To request funds from Foundation for tattle tape	Julia	In progress
Action Item 2: To set up meeting with County council for presentation of 2006 budget	Julia	In progress
Action Item 3: To write contract for Public Services Librarian Position	Human Resources committee	In progress
Action Item 4: To make presentations to City and County councils regarding proposed budget	Dino, Henry, Elsie and Julia	This fall
Action Item 5: To contact other libraries for needs assessments	Julia	By Sept 15
Action Item 6: To look for written documentation re building system's maintenance	Julia	In progress
Action Item 7: To send invitations to MLA and MP and City and County for any library functions	Julia	On-going
Action Item 8: To draft a letter to Canada Post minister with copies to MLA and MP.	Letter: Sheila and Elsie Proof and sign: Dino	In progress
Action Item 9: To have attendees at first Sunday opening put names in for resident membership draw	Library staff	Sept 18

Brooks Library Board
Finance Standing Committee Meeting
8:00 am September 20th, 2005

Present: Elsie Strach, Dino Champlone and Julia Reinhart

- 1) Meeting was called to order at 8:10 am.
- 2) Receipts and Expenditures for the month of August were discussed and reviewed by the Committee. Items of note: Under Receipts – four magazines have been readopted. Under Expenditures – Books & Materials appears to be over budget but Board will be reimbursed by Shortgrass; Admin & Travel – reimbursement explains the minus amount; Professional Memberships appear to be over budget but Julia has reimbursed library and this will appear on next month's statement. The committee noted that it's likely we will be under budget with Wages but over budget with EI, CPP and AUMA expenses by year end. Expenditures for the month totaled \$18,683.52. Motion to accept expenditures for the month of August 2005.
- 3) Elsie had some concerns about how GST is recorded in Simply Accounting as well as how it appears on the monthly reconciliation/ balance sheet. She will assist Julia in trying to resolve this issue.
- 4) The County has invited the Board to do the proposed budget presentation on the afternoon of Sept. 22nd, 2005. The Committee discussed components of the presentation and will meet again on Thursday for final prep.
- 5) The meeting was adjourned at 9:30 am.



Handbook of Statistics
 Volume 1: Methodology and Statistics
 Edited by Stanley Stein and Barbara Stein

Journal of Statistical Theory and Applications

1) What are the main results of the paper?

2) Describe the methodology used in the paper. How is the data analyzed? What statistical tests are used? What are the main results of the analysis? How do these results compare with previous research? What are the implications of these results for future research?

3) Discuss the strengths and weaknesses of the study. How well do you think the study is designed? What are the limitations of the study? How do you think the results should be interpreted?

4) The authors have provided a list of references. How do you think these references are relevant to the study? How do you think the authors have used these references in their study?

5) What are your overall impressions of the paper? Do you think it is a good example of statistical research? Why or why not?

Brooks Public Library
Balance Sheet As at 08/31/2005

ASSETS

CURRENT ASSETS

GIC Account	0.00
GST Recoverable	2,058.55
Endowment Fund	6,192.45
Furn. & Shelving Reserve	0.00
Cash On Hand/Float	50.00
Cash In Bank	39,934.47
TOTAL CURRENT ASSETS	<u>48,235.47</u>

TOTAL ASSETS 48,235.47

LIABILITIES

CURRENT LIABILITIES

GST Charged on Sales	0.00
GST Paid on Purchases	-1,998.20
GST Paid on Books	0.00
Accounts Payable	0.00
Vacation Payable	0.00
EI Payable	0.00
CPP Payable	0.00
Income Tax Payable	0.00
L.A.P.P.	0.00
AUMA Extended Health	-0.01
AB Health Payable	52.80
W.C.B. Payable	0.00
Miscellaneous	0.00
TOTAL CURRENT LIABILITIES	<u>-1,945.41</u>

TOTAL LIABILITIES -1,945.41

EQUITY

EARNINGS

Endowment Fund Reserves	6,192.45
Retained Earnings	23,309.45
Current Earnings	20,678.98
CURRENT EARNINGS	<u>50,180.88</u>

TOTAL EQUITY 50,180.88

LIABILITIES AND EQUITY 48,235.47

Brooks Library Board
Receipts and Expenditures for August 2005

Receipts	Annual Budget	Current Month	Total to Date
Town of Brooks	131,250.00	0.00	98,437.50
HRDC – Summer Student	1,500.00	0.00	0.00
Province of Alberta	50,000.00	0.00	49,781.00
Industry Canada - CAP YI Grant	4,000.00	0.00	2,717.96
County of Newell Library Board	16,048.00	0.00	0.00
Resident Cardholder Fees	17,000.00	1,488.00	10,783.10
Interest Income	0.00	0.00	0.00
Miscellaneous	200.00	0.00	0.00
Fines, books and services	20,500.00	1,533.61	14,049.27
Non-resident Cardholder Fees	5,000.00	180.00	1,640.00
Donations	7,000.00	0.00	4,770.74
Fundraisers	300.00	0.00	0.00
Adopt-a-magazine	2,200.00	400.00	400.00
Medieval Faire	0.00	0.00	1,257.15
GST Recovery	2,000.00	0.00	2,053.55
Total Revenue	256,998.00	3,601.61	185,890.27
Expenditures			
SLS Expense (Materials Allot.)	45,000.00	0.00	22,221.66
Shortgrass – Non-resident Fees	2,000.00	0.00	560.00
Dynix and Telecom (SLS)	5,000.00	0.00	3,884.53
Books & Materials	2,000.00	2,378.48	3,224.93
New Library Furnishings	898.00	0.00	449.88
Library Equipment	1,000.00	0.00	1,713.24
Payroll Expense	800.00	110.00	575.00
Library Supplies	4,000.00	71.27	3,104.83
Administration & Travel	3,000.00	-29.61	3,018.38
Program Expense	1,000.00	126.94	1,194.64
Repair & Maintenance	2,000.00	0.00	125.00
Rebinding	1,000.00	0.00	452.53
Staff Training	2,500.00	0.00	1,056.36
Telephone & Fax Expense	4,000.00	367.34	2,228.62
Copier & Computer Costs	2,500.00	95.40	1,556.46
Security Monitoring	600.00	25.00	307.98
Computer Main. Contracts	1,000.00	0.00	316.00
GST Expense	0.00	1.75	7.00
Freight & Postage	1,000.00	0.00	352.58
Professional Memberships	300.00	230.00	405.00
Publicity and Advertising	1,000.00	100.00	966.00

Audit	6,500.00	0.00	6,300.00
Bank Charges	200.00	17.78	72.36
Miscellaneous	200.00	0.00	0.00
Wages (includes temp. staff)	152,000.00	13,038.20	96,124.02
EI Expense	3,500.00	355.95	2,624.07
CPP Expense	4,000.00	506.23	3,794.48
WCB Expense	500.00	0.00	544.26
AUMA Expense	1,800.00	517.24	1,777.09
LAPP Expense	7,000.00	740.75	5,638.39
AB Health Expense	700.00	30.80	616.00
Total Expenses	256,998.00	18,683.52	165,211.29

REVENUE

REVENUE

Town of Brooks	98,437.50
HRDC - Summer Student	0.00
Province of Alberta	49,781.00
Industry Canada - CAP 3	0.00
Industry Canada - CAP Y1	2,717.96
County of Newell Library Board	0.00
Resident Cardholder Fees	10,783.10
Interest Income	0.00
Miscellaneous	0.00
Fines, Book Sales and Services	14,049.27
Non-resident Cardholder Fees	1,640.00
Charitable Receipt Donations	4,770.74
Fundraisers	0.00
Adopt-a-magazine	400.00
Medieval Faire	1,257.15
GST Recovery	2,053.55
TOTAL REVENUE	<u>185,890.27</u>

TOTAL REVENUE

185,890.27

EXPENSE

EXPENSES

SLS Expense (Materials)	22,221.66
SLS - Non-resident fees	560.00
SLS - Dynix and Telecom	3,884.53
Books and Materials	3,224.93
New Library Furnishings	449.88
Library Equipment	1,713.24
Payroll Expense	575.00
Library Supplies	3,104.83
Administration & Travel	3,018.38
Recruitment Expense	0.00
Program Expense	1,194.64
Repair & Maintenance	125.00
Rebinding, Microfilming, Laminating	452.53
Staff Training	1,056.36
Telephone and Fax Expense	2,228.62
Copier & Computer Costs	1,556.46
Security Monitoring	307.98
Computer Main. Contracts	316.00
GST Expense	7.00
Freight and Postage	352.58
Professional Memberships	405.00
Publicity and Advertising	966.00
Audit and Insurance	6,300.00
Bank Charges	72.36
Miscellaneous	0.00
Wages	96,124.02
EI Expense	2,624.07
CPP Expense	3,794.48
WCB Expense	544.26
AUMA Extended Health	1,777.09
L.A.P.P. Expense	5,638.39
AB Health Expense	616.00
TOTAL EXPENSES	<u>165,211.29</u>

TOTAL EXPENSE

165,211.29

NET INCOME

20,678.98

REVENUE

REVENUE	
Town of Brooks	
HRDC - Summer Student	0.00
Province of Alberta	0.00
Industry Canada - CAP 3	0.00
Industry Canada - CAP YI	0.00
County of Newell Library Board	0.00
Resident Cardholder Fees	0.00
Interest Income	1,488.00
Miscellaneous	0.00
Fines, Book Sales and Services	0.00
Non-resident Cardholder Fees	1,533.61
Charitable Receipt Donations	180.00
Fundraisers	0.00
Adopt-a-magazine	0.00
Medieval Faire	400.00
GST Recovery	0.00
TOTAL REVENUE	<u>3,601.61</u>
TOTAL REVENUE	<u>3,601.61</u>

EXPENSE

EXPENSES	
SLS Expense (Materials)	
SLS - Non-resident fees	0.00
SLS - Dynix and Telecom	0.00
Books and Materials	0.00
New Library Furnishings	2,378.48
Library Equipment	0.00
Payroll Expense	0.00
Library Supplies	110.00
Administration & Travel	71.27
Recruitment Expense	-29.61
Program Expense	0.00
Repair & Maintenance	126.94
Rebinding, Microfilming, Laminating	0.00
Staff Training	0.00
Telephone and Fax Expense	0.00
Copier & Computer Costs	367.34
Security Monitoring	95.40
Computer Main. Contracts	25.00
GST Expense	0.00
Freight and Postage	1.75
Professional Memberships	0.00
Publicity and Advertising	230.00
Audit and Insurance	100.00
Bank Charges	0.00
Miscellaneous	17.78
Wages	0.00
EI Expense	13,038.20
CPP Expense	355.95
WCB Expense	506.23
AUMA Extended Health	0.00
L.A.P.P. Expense	517.24
AB Health Expense	740.75
TOTAL EXPENSES	<u>30.80</u>
TOTAL EXPENSE	<u>18,683.52</u>
NET INCOME	<u>-15,081.91</u>

Account: 1080 Cash In Bank
 Statement start date: 08/01/2005
 Statement end date: 08/31/2005
 Reconciliation date: 08/31/2005

Reconciled

Financial Institution
 Statement Balance Forward as of 08/01/2005
 Transactions on or before 08/31/2005
 Deposits recorded in Statement

Deposit No.	Date	JE#	Source	Comment	Status	Deposits
	08/05/2005	J174	Deposit	Fines	Cleared	493.07
	08/05/2005	J175	Deposit	Resident Memberships	Cleared	324.00
	08/05/2005	J176	Deposit	Non-Resident Memberships	Cleared	60.00
	08/05/2005	J177	Deposit	Reimbursement from TAL	Cleared	573.84
	08/12/2005	J181	Deposit	Fines	Cleared	441.39
	08/12/2005	J182	Deposit	Resident Cardholder	Cleared	468.00
	08/19/2005	J183	Deposit	Fines	Cleared	314.85
	08/19/2005	J184	Deposit	Resident Cardholder	Cleared	318.00
	08/19/2005	J185	Deposit	Non-Resident Cardholder	Cleared	60.00
	08/19/2005	J186	Deposit	Adopt-a-Magazine	Cleared	100.00
	08/26/2005	J230	Deposit	Fines	Cleared	284.30
	08/26/2005	J231	Deposit	Resident Membership	Cleared	378.00
	08/26/2005	J232	Deposit	Non-Resident Cardholder	Cleared	60.00
	08/26/2005	J233	Deposit	Adopt-a-Magazine	Cleared	300.00
Total Deposits recorded in Statement						4,175.45

Withdrawals recorded in Statement

Deposit No.	Date	JE#	Source	Comment	Status	Withdrawals
	07/22/2005	J139	1917	July 2005, Brooks Bulletin	Cleared	-123.05
	07/22/2005	J140	1918	July 2005, Memory Lane Computers	Cleared	-427.99
	07/22/2005	J141	1919	July 2005, Telus Communications	Cleared	-284.01
	07/29/2005	J142	1920	July 2005, Royal Bank Visa	Cleared	-791.99
	07/29/2005	J143	1921	July 2005, Julia Reinhart	Cleared	-36.44
	07/29/2005	J144	1922	July 2005, Julia Reinhart	Cleared	-2,726.92
	07/29/2005	J145	1923	July 05, Ronnie Adams	Cleared	-1,137.76
	07/29/2005	J149	1927	July 05, Maxine Meldrum	Cleared	-1,416.80
	07/29/2005	J150	1928	July 05, Patricia Neufeld	Cleared	-322.03
	07/29/2005	J152	1930	July 05, Sharon Wilson	Cleared	-589.88
	07/29/2005	J153	1931	July 05, Khethwen Woo	Cleared	-297.74
	07/29/2005	J157	1933	July 05, Local Authorities Pension ...	Cleared	-1,310.68
	07/29/2005	J158	1934	July 05, James Durhano	Cleared	-200.00
	07/29/2005	J162	1932	July 05, Canada Customs and Rev...	Cleared	-3,137.70
	07/29/2005	J164	1929	July 05, Bruce Schmidt	Cleared	-557.83
	08/03/2005	J165	1935	July 05, Shannon Christoffersen	Cleared	-141.00
	08/25/2005	J173	1936	Aug 2005, Brooks Computer Servic...	Cleared	-53.50
	08/25/2005	J187	1937	Aug 2005, Julia Reinhart	Cleared	-2,647.67
	08/25/2005	J188	1938	Aug 2005, Canadian Library Associ...	Cleared	-230.00
	08/25/2005	J190	1940	Aug 2005, Laura Koronko	Cleared	-108.88
Total Withdrawals recorded in Statement						4,175.45

68,312.64

Account Reconciliation Detail Report 08/01/2005 to 08/31/2005
 Report By: Statement end date

Date	J/E#	Source	Comment	Status	Amount
08/25/2005	J192	1942	Aug2005, Ikon Office Solution	Cleared	-102.08
08/25/2005	J194	1944	Aug 2005, The Brooks and County...	Cleared	-107.00
08/25/2005	J195	1945	Aug 2005, Telus Communications	Cleared	-385.85
08/25/2005	J196	1946	Aug2005, Royal Bank Visa	Cleared	-137.29
08/31/2005	J203	1947	Aug 2005, Town of Brooks	Cleared	-738.90
08/31/2005	J227	1953	Aug05, Laura Koronko	Cleared	-895.90
08/31/2005	J228	Debit	Securtek	Cleared	-26.75
08/31/2005	J229	Debit	Alberta Health	Cleared	-44.00
08/31/2005	J229	Debit	Destination Fee	Cleared	-5.00
Total Withdrawals recorded in Statement					-18,984.64

Bank Transactions					
Income					0.00
Expense					0.00
Adjustment Required					0.00

Statement End Balance as of 08/31/2005					
Deposit No.	Date	J/E#	Source	Comment	Status
	03/18/2005	N/A	Deposit	Non-res. cardholders	Outstanding
	03/18/2005	N/A	Deposit	Res. cardholders	Outstanding
	03/18/2005	N/A	Deposit	Fines	Outstanding
Total Outstanding Deposits					629.50

Deposit No.	Date	J/E#	Source	Comment	Status	Amount
04/30/2005	N/A	1810	April2005, Town of Brooks	Outstanding	-50.00	
02/17/2005	N/A	1759	Feb04, Matthew	Outstanding	-34.95	
10/15/2003	N/A	1272	Oct03, SEACIRA	Outstanding	-30.00	
04/27/2005	N/A	1831	Shortgrass Library System	Outstanding	-150.00	
08/25/2005	J189	1939	Aug 2005, Maxine Meldrum	Outstanding	-27.93	
08/25/2005	J191	1941	Aug2005, Telus Mobility	Outstanding	-6.62	
08/25/2005	J193	1943	Aug 2005, APLAC Memberships	Outstanding	-25.00	
08/25/2005	J198	1948	Aug2005, Shortgrass Library Syst...	Outstanding	-54.48	
08/31/2005	J199	1949	Aug05, Shannon Christoffersen	Outstanding	-44.87	
08/31/2005	J200	1950	Aug05, Ronnie Adams	Outstanding	-1,206.73	
08/31/2005	J201	1951	Aug05, Gavin Hoennmans	Outstanding	-137.66	
08/31/2005	J202	1952	Aug05, Bessie Jacowishen	Outstanding	-1,517.76	
08/31/2005	J204	1954	Aug05, Maxine Meldrum	Outstanding	-1,528.43	
08/31/2005	J205	1955	Aug05, Patricia Neufeld	Outstanding	-354.40	
08/31/2005	J206	1956	Aug05, Julia Reinhart	Outstanding	-2,726.92	
08/31/2005	J207	1957	Aug05, Bruce Schmidt	Outstanding	-707.63	
08/31/2005	J208	1958	Aug05, Sharon Wilson	Outstanding	-395.24	
08/31/2005	J209	1959	Aug05, Khethwen Woo	Outstanding	-317.98	
08/31/2005	J210	1960	Aug05, Canada Customs and Rev...	Outstanding	-3,275.78	
08/31/2005	J211	1961	Aug05, Local Authorities Pension ...	Outstanding	-1,381.40	
08/31/2005	J212	1962	Aug05, The Alberta Library	Outstanding	-160.50	
08/31/2005	J213	1963	Aug05, Brooks Computer Services...	Outstanding	-64.20	
Total Outstanding Withdrawals					-14,198.48	

Total Outstanding Transactions as of 08/31/2005					-13,568.98
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Adjusted Statement End Balance as of 08/31/2005

General Ledger Account

Book balance as of 07/31/2005

Transactions on or before 08/31/2005

Debits recorded in account

Deposit No.	Date	JE#	Source	Comment	Status	
	08/05/2005	J174	Deposit	Fines	Cleared	493.07
	08/05/2005	J175	Deposit	Resident Memberships	Cleared	324.00
	08/05/2005	J176	Deposit	Non-Resident Memberships	Cleared	60.00
	08/12/2005	J177	Deposit	Reimbursement from TAL	Cleared	573.84
	08/12/2005	J181	Deposit	Fines	Cleared	441.39
	08/19/2005	J182	Deposit	Resident Cardholder	Cleared	468.00
	08/19/2005	J183	Deposit	Fines	Cleared	314.85
	08/19/2005	J184	Deposit	Resident Cardholder	Cleared	318.00
	08/19/2005	J185	Deposit	Non-Resident Cardholder	Cleared	60.00
	08/26/2005	J230	Deposit	Adopt-a-Magazine	Cleared	100.00
	08/26/2005	J231	Deposit	Fines	Cleared	284.30
	08/26/2005	J232	Deposit	Resident Membership	Cleared	378.00
	08/26/2005	J233	Deposit	Non-Resident Cardholder	Cleared	60.00
	08/26/2005	J233	Deposit	Adopt-a-Magazine	Cleared	300.00
Total Debits recorded in account						4,175.45

39,934.47

55,175.37

Credits recorded in account

Deposit No.	Date	JE#	Source	Comment	Status	
	08/03/2005	J173	1936	Aug2005, Brooks Computer Serv...	Cleared	-53.50
	08/25/2005	J187	1937	Aug2005, Julia Reinhart	Cleared	-2,647.67
	08/25/2005	J188	1938	Aug2005, Canadian Library Associ...	Cleared	-230.00
	08/25/2005	J189	1939	Aug 2005, Maxine Meldrum	Outstanding	-27.93
	08/25/2005	J190	1940	Aug 2005, Laura Koronko	Cleared	-108.88
	08/25/2005	J191	1941	Aug2005, Telus Mobility	Outstanding	-6.62
	08/25/2005	J192	1942	Aug2005, Ikon Office Solution	Cleared	-102.08
	08/25/2005	J193	1943	Aug 2005, AP/LAC Memberships	Cleared	-25.00
	08/25/2005	J194	1944	Aug 2005, The Brooks and County...	Cleared	-107.00
	08/25/2005	J195	1945	Aug2005, Royal Bank Visa	Cleared	-385.85
	08/25/2005	J196	1946	Aug 2005, Town of Brooks	Cleared	-137.29
	08/25/2005	J197	1947	Aug2005, Shortgrass Library Syst...	Outstanding	-54.48
	08/31/2005	J199	1949	Aug05, Shannon Christoffersen	Outstanding	-44.87
	08/31/2005	J200	1950	Aug05, Ronnie Adams	Outstanding	-1,206.73
	08/31/2005	J201	1951	Aug05, Gavin Hoemmans	Outstanding	-137.66
	08/31/2005	J202	1952	Aug05, Bessie Jacowiszen	Outstanding	-1,517.76
	08/31/2005	J203	1953	Aug05, Laura Koronko	Cleared	-895.90
	08/31/2005	J204	1954	Aug05, Maxine Meldrum	Outstanding	-1,528.43
	08/31/2005	J205	1955	Aug05, Patricia Neufeld	Outstanding	-354.40
	08/31/2005	J206	1956	Aug05, Julia Reinhart	Outstanding	-2,726.92
	08/31/2005	J207	1957	Aug05, Bruce Schmidt	Outstanding	-707.63
	08/31/2005	J208	1958	Aug05, Sharon Wilson	Outstanding	-395.24
	08/31/2005	J209	1959	Aug05, Khethwen Woo	Outstanding	-317.98

08/31/2005	J210	1960	Aug05, Canada Customs and Rev...	Outstanding	-3,275.78
08/31/2005	J211	1961	Aug05, Local Authorities Pension ...	Outstanding	-1,381.40
08/31/2005	J212	1962	Aug05, The Alberta Library	Outstanding	-160.50
08/31/2005	J213	1963	Aug05, Brooks Computer Services...	Outstanding	-64.20
08/31/2005	J227	Debit	Securtek	Cleared	-26.75
08/31/2005	J228	Debit	Alberta Health	Cleared	-44.00
08/31/2005	J229	Debit	Destination Fee	Cleared	-5.00

Total Credits recorded in account

Book balance as of 08/31/2005

Bank Transactions

Income

Expense

Adjusted Book Balance as of 08/31/2005

-19,416.35	-15,240.90
0.00	39,934.47
0.00	
0.00	
0.00	
39,934.47	

			Debits	Credits
08/03/2005	J173	1936, Aug2005, Brooks Computer Services Ltd.		
		2100 GST Paid on Purchases	3.50	-
		5060 Payroll Expense	50.00	-
		1080 Cash In Bank	-	53.50
08/05/2005	J174	Deposit, Fines		
		4120 Fines, Book Sales and Services	-	493.07
		1080 Cash In Bank	493.07	-
08/05/2005	J175	Deposit, Resident Memberships		
		4090 Resident Cardholder Fees	-	324.00
		1080 Cash In Bank	324.00	-
08/05/2005	J176	Deposit, Non-Resident Memberships		
		4140 Non-resident Cardholder Fees	-	60.00
		1080 Cash In Bank	60.00	-
08/05/2005	J177	Deposit, Reimbursement from TAL		
		5080 Administration & Travel	-	573.84
		1080 Cash In Bank	573.84	-
08/12/2005	J181	Deposit, Fines		
		4120 Fines, Book Sales and Services	-	441.39
		1080 Cash In Bank	441.39	-
08/12/2005	J182	Deposit, Resident Cardholder		
		4090 Resident Cardholder Fees	-	468.00
		1080 Cash In Bank	468.00	-
08/19/2005	J183	Deposit, Fines		
		4120 Fines, Book Sales and Services	-	314.85
		1080 Cash In Bank	314.85	-
08/19/2005	J184	Deposit, Resident Cardholder		
		4090 Resident Cardholder Fees	-	318.00
		1080 Cash In Bank	318.00	-
08/19/2005	J185	Deposit, Non-Resident Cardholder		
		4140 Non-resident Cardholder Fees	-	60.00
		1080 Cash In Bank	60.00	-
08/19/2005	J186	Deposit, Adopt-a-Magazine		
		4185 Adopt-a-magazine	-	100.00
		1080 Cash In Bank	100.00	-
08/25/2005	J187	1937, Aug2005, Julia Reinhart		
		5030 Books and Materials	2,378.48	-
		5080 Administration & Travel	269.19	-
		1080 Cash In Bank	-	2,647.67
08/25/2005	J188	1938, Aug2005, Canadian Library Association		
		5210 Professional Memberships	230.00	-
		1080 Cash In Bank	-	230.00
08/25/2005	J189	1939, Aug 2005, Maxine Meldrum		
		2100 GST Paid on Purchases	1.96	-
		5070 Library Supplies	25.97	-
		1080 Cash In Bank	-	27.93
08/25/2005	J190	1940, Aug 2005, Laura Koronko		
		2100 GST Paid on Purchases	7.62	-
		5090 Program Expense	101.26	-
		1080 Cash In Bank	-	108.88
08/25/2005	J191	1941, Aug2005, Telus Mobility		
		5140 Telephone and Fax Expense	6.62	-
		1080 Cash In Bank	-	6.62

			Debits	Credits
08/25/2005	J192	1942, Aug2005, Ikon Office Solution		
		2100 GST Paid on Purchases	6.68	-
		5160 Copier & Computer Costs	95.40	-
		1080 Cash In Bank	-	102.08
08/25/2005	J193	1943, Aug 2005, APLAC Memberships		
		5080 Administration & Travel	25.00	-
		1080 Cash In Bank	-	25.00
08/25/2005	J194	1944, Aug 2005, The Brooks and County Chronic		
		2100 GST Paid on Purchases	7.00	-
		5220 Publicity and Advertising	100.00	-
		1080 Cash In Bank	-	107.00
08/25/2005	J195	1945, Aug 2005, Telus Communications		
		2100 GST Paid on Purchases	25.13	-
		5140 Telephone and Fax Expense	360.72	-
		1080 Cash In Bank	-	385.85
08/25/2005	J196	1946, Aug2005, Royal Bank Visa		
		2100 GST Paid on Purchases	7.97	-
		5070 Library Supplies	16.50	-
		5080 Administration & Travel	100.04	-
		5250 Bank Charges	12.78	-
		1080 Cash In Bank	-	137.29
08/25/2005	J197	1947, Aug 2005, Town of Brooks		
		2420 AUMA Extended Health	221.66	-
		5340 AUMA Extended Health	517.24	-
		1080 Cash In Bank	-	738.90
08/25/2005	J198	1948, Aug2005, Shortgrass Library System		
		5070 Library Supplies	28.80	-
		5090 Program Expense	25.68	-
		1080 Cash In Bank	-	54.48
08/31/2005	J199	1949, Aug05, Shannon Christoffersen		
		5300 Wages	45.76	-
		1080 Cash In Bank	-	44.87
		2310 EI Payable	-	0.89
08/31/2005	J200	1950, Aug05, Ronnie Adams		
		5300 Wages	1,655.33	-
		1080 Cash In Bank	-	1,206.73
		2310 EI Payable	-	32.28
		2320 CPP Payable	-	67.50
		2330 Income Tax Payable	-	174.78
		2400 L.A.P.P.	-	105.94
		2420 AUMA Extended Health	-	41.70
		2440 AB Health Payable	-	26.40
08/31/2005	J201	1951, Aug05, Gavin Hoenmans		
		5300 Wages	140.40	-
		1080 Cash In Bank	-	137.66
		2310 EI Payable	-	2.74
08/31/2005	J202	1952, Aug05, Bessie Jacowishen		
		5300 Wages	2,111.78	-
		1080 Cash In Bank	-	1,517.76
		2310 EI Payable	-	41.18
		2320 CPP Payable	-	90.10
		2330 Income Tax Payable	-	285.27
		2400 L.A.P.P.	-	135.15
		2420 AUMA Extended Health	-	42.32
08/31/2005	J203	1953, Aug05, Laura Koronko		
		5300 Wages	991.16	-
		1080 Cash In Bank	-	895.90
		2310 EI Payable	-	19.33
		2320 CPP Payable	-	34.62

		2330	Income Tax Payable	Debits	Credits
08/31/2005	J204	1954, Aug05, Maxine Meldrum		-	41.31
		5300 Wages			
		1080 Cash In Bank		2,067.12	-
		2310 EI Payable		-	1,528.43
		2320 CPP Payable		-	40.31
		2330 Income Tax Payable		-	87.88
		2400 L.A.P.P.		-	274.46
		2420 AUMA Extended Health		-	132.30
				-	3.74
08/31/2005	J205	1955, Aug05, Patricia Neufeld			
		5300 Wages			
		1080 Cash In Bank		365.16	-
		2310 EI Payable		-	354.40
		2320 CPP Payable		-	7.12
				-	3.64
08/31/2005	J206	1956, Aug05, Julia Reinhart			
		5300 Wages			
		1080 Cash In Bank		4,176.00	-
		2310 EI Payable		-	2,726.92
		2320 CPP Payable		-	81.43
		2330 Income Tax Payable		-	192.27
		2400 L.A.P.P.		-	871.85
		2420 AUMA Extended Health		-	267.26
		2440 AB Health Payable		-	23.07
				-	13.20
08/31/2005	J207	1957, Aug05, Bruce Schmidt			
		5300 Wages			
		1080 Cash In Bank		750.42	-
		2310 EI Payable		-	707.63
		2320 CPP Payable		-	14.63
		2330 Income Tax Payable		-	22.71
				-	5.45
08/31/2005	J208	1958, AUg05, Sharon Wilson			
		5300 Wages			
		1080 Cash In Bank		409.03	-
		2310 EI Payable		-	395.24
		2320 CPP Payable		-	7.98
				-	5.81
08/31/2005	J209	1959, Aug05, Khethwen Woo			
		5300 Wages			
		1080 Cash In Bank		326.04	-
		2310 EI Payable		-	317.98
		2320 CPP Payable		-	6.36
				-	1.70
08/31/2005	J210	1960, Aug05, Canada Customs and Revenue Agenc			
		2310 EI Payable			
		2320 CPP Payable		254.25	-
		2330 Income Tax Payable		506.23	-
		5310 EI Expense		1,653.12	-
		5320 CPP Expense		355.95	-
		1080 Cash In Bank		506.23	-
				-	3,275.78
08/31/2005	J211	1961, Aug05, Local Authorities Pension Plan			
		2400 L.A.P.P.			
		5350 L.A.P.P. Expense		640.65	-
		1080 Cash In Bank		740.75	-
				-	1,381.40
08/31/2005	J212	1962, Aug05, The Alberta Library			
		2100 GST Paid on Purchases			
		5080 Administration & Travel		10.50	-
		1080 Cash In Bank		150.00	-
				-	160.50
08/31/2005	J213	1963, Aug05, Brooks Computer Services Ltd.			
		2100 GST Paid on Purchases			
		5060 Payroll Expense		4.20	-
		1080 Cash In Bank		60.00	-
				-	64.20

			Debits	Credits
08/31/2005	J227	Debit, Securtek		
		5170 Security Monitoring	25.00	-
		5180 GST Expense	1.75	-
		1080 Cash In Bank	-	26.75
08/31/2005	J228	Debit, Alberta Health		
		5360 AB Health Expense	30.80	-
		2440 AB Health Payable	13.20	-
		1080 Cash In Bank	-	44.00
08/31/2005	J229	Debit, Destination Fee		
		5250 Bank Charges	5.00	-
		1080 Cash In Bank	-	5.00
08/26/2005	J230	Deposit, Fines		
		4120 Fines, Book Sales and Services	-	284.30
		1080 Cash In Bank	284.30	-
08/26/2005	J231	Deposit, Resident Membership		
		4090 Resident Cardholder Fees	-	378.00
		1080 Cash In Bank	378.00	-
08/26/2005	J232	Deposit, Non-Resident Cardholder		
		4140 Non-resident Cardholder Fees	-	60.00
		1080 Cash In Bank	60.00	-
08/26/2005	J233	Deposit, Adopt-a-Magazine		
		4185 Adopt-a-magazine	-	300.00
		1080 Cash In Bank	300.00	-
			26,796.48	26,796.48

MINUTES OF REGULAR MEETING OF BROOKS PUBLIC LIBRARY BOARD
October 25, 2005
HELD IN BROOKS PUBLIC LIBRARY

PRESENT: Dino Champlone (Chair), Julia Reinhart (Head Librarian), Sheila Tiegs, Karen Nelson, Elsie Strach, Pat Walsh, Henry Najda

REGRETS: Gloria Evans, Martin Shields, Tilly Gamble-Altwasser, Cathleen Patterson

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 6:45 p.m.
2. Approval of Agenda: **Motion: "To approve the agenda as circulated"**
Moved: Karen; Seconded: Pat. Carried.
3. Review of Action Items from October 25, 2005 Minutes

ACTION	RESPONSIBILITY	STATUS
Action Item 1: To complete the Health and Safety Policy	Policy Committee	In Progress
Action Item 2: Discussion of possibility of notifying patrons whose memberships are due.	Julia and Maxine are working on this	In progress
Action Item 3: Prepare two questions for the "Are You Satisfied" survey.	Board Members	Discussed at meeting
Action Item 4: To present names of possible local fundraisers.	Board Members	Discussed at meeting
Action Item 5: To draft a letter re : Canada Book Rate to Canada Post Minister with copies to MLA and MP	Elsie, Sheila and Dino	Completed
Action Item 6: To write contract for Public Services Librarian Position	Human Resources Committee	In progress
Action Item 7: To look for written documentation re: building system maintenance	Julia	In progress

4. Consent Agenda
 - a. September 2005 Board meeting minutes
 - b. Finance Committee Report including Copy of Budget package. Next meeting November 15th@ 8 a.m.
 - c. Librarian's Report – Netspeed report available
 - d. Board Development Committee – no report

- e. Policy Committee – no report. Meeting planned for January

Motion: “To approve Consent Agenda items”

Moved: Henry; Seconded: Elsie. Carried.

5. Correspondence : Letters and information passed around for members to read.

- a) Letter from County re: Budget request
- b) Letter from City re: budget request
- c) Letter to City re: Proclamation of Canadian Library Week and Response
- d) Shortgrass Library System Board meeting minutes
- e) Shortgrass Library System Budget Request to the City of Brooks
- f) Shortgrass Clippings
- g) Brooks Library Board Contact Information and term dates – more corrections need to be made.

6. Shortgrass Library System Report: Tabled. (Martin absent)

7. Human Resources Committee

- i. Public Service Librarian Job description – will be attached to contract. Policy no. HR3 – Julia answered questions Board members had. Board members asked that LA1 have a Criminal Record Check included the same as all other Library Assistants.

Motion: “to move as amended”

Moved: Pat; Seconded: Sheila. Carried.

8. Business arising from the September 2005 Board meeting minutes:

- a. ALTA Workshop – report attached. It was an excellent session. There was a lot of discussion and questions
 - i. Discovered that Elsie Strach was never formally appointed by the City to the Board. Julia will ask the County to forward a letter to the City of Brooks making this request.
 - ii. Board felt a suggestion box was a good idea. Julia said she could implement this easily.
 - iii. ALTA looking for Southern Alberta Rep. Julia mentioned it to the Board to seek out possible interest.
- b. Brooks Library Foundation
 - i. Julia attended the October 11, 2005 meeting and they made the decision to “FOLD”. The money (approximately \$23,000) will go into a separate account strictly for the Building Fund.
 - ii. Have a newspaper article done by the Brooks Bulletin and the Brooks and County Chronicle about the Foundation and what has happened. Julia also suggested sending thank-you’s to those who have been involved

iii. Decision re: donation - \$200.00 that the Brooks Public Library Board donated to the Endowment Fund in honor of Wanda White.

Motion: re; changes to Endowment Fund- the original amount of \$200.00 placed in the Endowment Fund by the Brooks Library Board in honor of Wanda White will be moved to the Building Fund

Moved: Henry; Seconded: Elsie. Carried.

c. Library Expansion and Renovation

i. Questions to be added to "Are You Satisfied" Survey. Several ideas for questions were suggested that Julia noted. Suggestion for staff to actually assist patrons filling out the surveys.

ii. Names of possible fundraisers. Murray Hauck's name was brought up by Sheila. Discussion **Tabled** for the next meeting.

Motion: to have an alternate roundtable workshop meeting to discuss building vision planning.

Moved: Sheila; Seconded: Pat. Carried.

Date chosen for Workshop: November 17th @ 6:30 p.m. at the Brooks Public Library.

9. New Business

a. Julia asked for a list of Committees each Board member is on.

b. Campaign poster – Julia offered then to anyone who wants to put them up around the city.

c. Alberta Library Promo DVD – Julia ran the 5 minute DVD for the Board members. It was excellent.

d. Staff and Board Christmas Function – Board decided to hold a Potluck function in January at the Library. Date to be determined at the November meeting.

Motion: to close for the Christmas Holidays the following dates: Dec. 24th, 25th, 26th, 27th and Dec. 31st, Jan. 1st, and 2nd.

Moved: Sheila; Seconded: Pat. Carried.

e. Vandalism – 2 more windows broken by rocks. It will cost \$1000.00 - \$1500.00 to fix them and the replacement will be covered by the city's insurance.

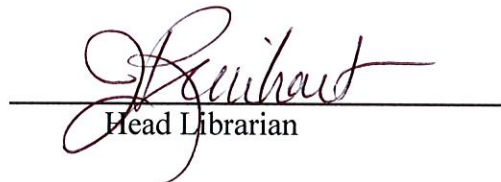
12. Next Board Meeting: Tuesday, November 22nd @ 6:30 p.m.

Motion: "To adjourn the meeting"

Moved: Henry. Carried.



Chair



Head Librarian

ACTION ITEMS
October 25th, 2005 Board Minutes

ACTION	RESPONSIBILITY	STATUS
Action Item 1: To complete the Health and Safety Policy	Policy Committee	In progress
Action Item 2: Notification of patrons whose memberships are due.	Julia and Maxine	Letters to go out shortly – handout of letter provided *
Action Item 3: To write contract for Public Services Librarian Position	Human Resources Committee	Draft complete
Action Item 4: Thank yous sent to Foundation members	Julia, Dino to sign	Complete
Action Item 5: Updated list of Committee members	Julia	Complete
Action Item 6: Formal appointment of Elsie Strach to Board	Julia	In progress

*Action Item 7 -
Suggestion Box*

Julia

In progress.

**Brooks Library Board
Finance Standing Committee Meeting
8:00 am October 13th, 2005**

Present: Elsie Strach and Julia Reinhart

Regrets: Dino Champlone

- 1) Meeting was called to order at 8:05 am.
- 2) Receipts and Expenditures for the month of September were discussed in detail and reviewed by the Committee. Items of note: Under Receipts – final installment from City; grant from HRDC; grant from County of Newell Library Board. Under Expenditures – final payment to SLS for materials allotment; Books & Materials appears to be over budget but Board will be reimbursed by Shortgrass; Repair and Maintenance – maintenance contract for microfilm reader was paid; Professional Memberships was reimbursed. Expenditures for the month totaled \$41,718.02. Motion to accept expenditures for the month of September 2005.
- 3) Julia informed Elsie that letters were sent out to Endowment Fund supporters re: change to Lois Hole Library Legacy program. Several have responded and will be putting their money towards a renovation and building fund Julia will be setting up. Others have chosen to put their Endowment Funds towards the purchase of new library materials through the LHLLP.
- 4) The meeting was adjourned at 8:30 am.

Brooks Library Board
Receipts and Expenditures for September 2005

Receipts	Annual Budget	Current Month	Total to Date
Town of Brooks	131,250.00	32,812.50	131,250.00
HRDC – Summer Student	1,500.00	1,446.00	1,446.00
Province of Alberta	50,000.00	0.00	49,781.00
Industry Canada - CAP YI Grant	4,000.00	0.00	2,717.96
County of Newell Library Board	16,048.00	15,084.64	15,084.64
Resident Cardholder Fees	17,000.00	1,516.00	12,299.10
Interest Income	0.00	0.00	0.00
Miscellaneous	200.00	0.00	0.00
Fines, books and services	20,500.00	1,814.23	15,863.50
Non-resident Cardholder Fees	5,000.00	500.00	2,140.00
Donations	7,000.00	500.00	5,270.74
Fundraisers	300.00	0.00	0.00
Adopt-a-magazine	2,200.00	1,400.00	1,800.00
Medieval Faire	0.00	0.00	1,257.15
GST Recovery	2,000.00	0.00	2,053.55
Total Revenue	256,998.00	55,073.37	240,963.64
Expenditures			
SLS Expense (Materials Allot.)	45,000.00	22,221.66	44,443.32
Shortgrass – Non-resident Fees	2,000.00	0.00	560.00
Dynix and Telecom (SLS)	5,000.00	0.00	3,884.53
Books & Materials	2,000.00	3,652.52	6,877.45
New Library Furnishings	898.00	0.00	449.88
Library Equipment	1,000.00	0.00	1,713.24
Payroll Expense	800.00	0.00	575.00
Library Supplies	4,000.00	107.69	3,212.52
Administration & Travel	3,000.00	238.97	3,257.35
Program Expense	1,000.00	50.00	1,244.64
Repair & Maintenance	2,000.00	1,626.84	1,751.84
Rebinding	1,000.00	0.00	452.53
Staff Training	2,500.00	0.00	1,056.36
Telephone & Fax Expense	4,000.00	307.55	2,536.17
Copier & Computer Costs	2,500.00	43.56	1,600.02
Security Monitoring	600.00	25.00	332.98
Computer Main. Contracts	1,000.00	0.00	316.00
GST Expense	0.00	1.75	8.75
Freight & Postage	1,000.00	100.00	452.58
Professional Memberships	300.00	-100.00	305.00
Publicity and Advertising	1,000.00	224.00	1,190.00

Audit	6,500.00	0.00	6,300.00
Bank Charges	200.00	6.33	78.69
Miscellaneous	200.00	0.00	0.00
Wages (includes temp. staff)	152,000.00	11,689.40	107,813.42
EI Expense	3,500.00	325.95	2,950.02
CPP Expense	4,000.00	461.55	4,256.03
WCB Expense	500.00	0.00	544.26
AUMA Expense	1,800.00	0.00	1,777.09
LAPP Expense	7,000.00	704.45	6,342.84
AB Health Expense	700.00	30.80	646.80
Total Expenses	256,998.00	41,718.02	206,929.31

ASSETS

CURRENT ASSETS

GIC Account	0.00
GST Recoverable	2,058.55
Endowment Fund	6,192.45
Furn. & Shelving Reserve	0.00
Cash On Hand/Float	50.00
Cash In Bank	52,926.14
TOTAL CURRENT ASSETS	<u>61,227.14</u>

TOTAL ASSETS

61,227.14

LIABILITIES

CURRENT LIABILITIES

GST Charged on Sales	0.00
GST Paid on Purchases	-2,499.11
GST Paid on Books	0.00
Accounts Payable	0.00
Vacation Payable	0.00
EI Payable	0.00
CPP Payable	0.00
Income Tax Payable	0.00
L.A.P.P.	0.00
AUMA Extended Health	110.82
AB Health Payable	79.20
W.C.B. Payable	0.00
Miscellaneous	0.00
TOTAL CURRENT LIABILITIES	<u>-2,309.09</u>

TOTAL LIABILITIES

-2,309.09

EQUITY

EARNINGS

Endowment Fund Reserves	
Retained Earnings	6,192.45
Current Earnings	23,309.45
CURRENT EARNINGS	<u>34,034.33</u>
	<u>63,536.23</u>

TOTAL EQUITY

63,536.23

LIABILITIES AND EQUITY

61,227.14

REVENUE

REVENUE

Town of Brooks	
HRDC - Summer Student	32,812.50
Province of Alberta	1,446.00
Industry Canada - CAP 3	0.00
Industry Canada - CAP Y1	0.00
County of Newell Library Board	0.00
Resident Cardholder Fees	15,084.64
Interest Income	1,516.00
Miscellaneous	0.00
Fines, Book Sales and Services	0.00
Non-resident Cardholder Fees	1,814.23
Charitable Receipt Donations	500.00
Fundraisers	500.00
Adopt-a-magazine	0.00
Medieval Faire	1,400.00
GST Recovery	0.00
TOTAL REVENUE	<u>55,073.37</u>

TOTAL REVENUE

55,073.37

EXPENSE

EXPENSES

SLS Expense (Materials)	
SLS - Non-resident fees	22,221.66
SLS - Dynix and Telecom	0.00
Books and Materials	0.00
New Library Furnishings	3,652.52
Library Equipment	0.00
Payroll Expense	0.00
Library Supplies	0.00
Administration & Travel	107.69
Recruitment Expense	238.97
Program Expense	0.00
Repair & Maintenance	50.00
Rebinding, Microfilming, Laminating	1,626.84
Staff Training	0.00
Telephone and Fax Expense	0.00
Copier & Computer Costs	307.55
Security Monitoring	43.56
Computer Main. Contracts	25.00
GST Expense	0.00
Freight and Postage	1.75
Professional Memberships	100.00
Publicity and Advertising	-100.00
Audit and Insurance	224.00
Bank Charges	0.00
Miscellaneous	6.33
Wages	0.00
EI Expense	11,689.40
CPP Expense	325.95
WCB Expense	461.55
AUMA Extended Health	0.00
L.A.P.P. Expense	0.00
AB Health Expense	704.45
TOTAL EXPENSES	<u>41,718.02</u>

TOTAL EXPENSE

41,718.02

NET INCOME

13,355.35

REVENUE

REVENUE	
Town of Brooks	
HRDC - Summer Student	131,250.00
Province of Alberta	1,446.00
Industry Canada - CAP 3	49,781.00
Industry Canada - CAP YI	0.00
County of Newell Library Board	2,717.96
Resident Cardholder Fees	15,084.64
Interest Income	12,299.10
Miscellaneous	0.00
Fines, Book Sales and Services	0.00
Non-resident Cardholder Fees	15,863.50
Charitable Receipt Donations	2,140.00
Fundraisers	5,270.74
Adopt-a-magazine	0.00
Medieval Faire	1,800.00
GST Recovery	1,257.15
TOTAL REVENUE	<u>2,053.55</u>
	<u>240,963.64</u>
TOTAL REVENUE	<u>240,963.64</u>

EXPENSE

EXPENSES	
SLS Expense (Materials)	
SLS - Non-resident fees	44,443.32
SLS - Dynix and Telecom	560.00
Books and Materials	3,884.53
New Library Furnishings	6,877.45
Library Equipment	449.88
Payroll Expense	1,713.24
Library Supplies	575.00
Administration & Travel	3,212.52
Recruitment Expense	3,257.35
Program Expense	0.00
Repair & Maintenance	1,244.64
Rebinding, Microfilming, Laminating	1,751.84
Staff Training	452.53
Telephone and Fax Expense	1,056.36
Copier & Computer Costs	2,536.17
Security Monitoring	1,600.02
Computer Main. Contracts	332.98
GST Expense	316.00
Freight and Postage	8.75
Professional Memberships	452.58
Publicity and Advertising	305.00
Audit and Insurance	1,190.00
Bank Charges	6,300.00
Miscellaneous	78.69
Wages	0.00
EI Expense	107,813.42
CPP Expense	2,950.02
WCB Expense	4,256.03
AUMA Extended Health	544.26
L.A.P.P. Expense	1,777.09
AB Health Expense	6,342.84
TOTAL EXPENSES	<u>646.80</u>
	<u>206,929.31</u>
TOTAL EXPENSE	<u>206,929.31</u>
NET INCOME	<u>34,034.33</u>

			Debits	Credits
09/02/2005	J214	Deposit, Resident Cardholder		
		4090 Resident Cardholder Fees	-	282.00
		1080 Cash In Bank	282.00	-
09/02/2005	J215	Deposit, Fines		
		4120 Fines, Book Sales and Services	-	377.04
		1080 Cash In Bank	377.04	-
09/02/2005	J216	Deposit, Adopt-a-Magazine		
		4185 Adopt-a-magazine	-	600.00
		1080 Cash In Bank	600.00	-
09/09/2005	J217	Deposit, Resident Cardholder		
		4090 Resident Cardholder Fees	-	276.00
		1080 Cash In Bank	276.00	-
09/09/2005	J218	Deposit, Fines		
		4120 Fines, Book Sales and Services	-	325.72
		1080 Cash In Bank	325.72	-
09/09/2005	J219	Deposit, Non-Resident Cardholder		
		4140 Non-resident Cardholder Fees	-	60.00
		1080 Cash In Bank	60.00	-
09/09/2005	J220	Deposit, Adopt-a-Magazine		
		4185 Adopt-a-magazine	-	300.00
		1080 Cash In Bank	300.00	-
09/12/2005	J221	1964, Sept2005, Brooks Bulletin		
		2100 GST Paid on Purchases	5.60	-
		5220 Publicity and Advertising	80.00	-
		1080 Cash In Bank	-	85.60
09/12/2005	J222	1965, Sept 2005, Ikon Office Solution		
		2100 GST Paid on Purchases	3.05	-
		5160 Copier & Computer Costs	43.56	-
		1080 Cash In Bank	-	46.61
09/12/2005	J223	1966, Sept 2005, Grand & Toys		
		2100 GST Paid on Purchases	7.54	-
		5070 Library Supplies	107.69	-
		1080 Cash In Bank	-	115.23
09/12/2005	J224	1967, Sept 2005, Shortgrass Library System		
		4120 Fines, Book Sales and Services	27.20	-
		1080 Cash In Bank	-	27.20
09/12/2005	J225	1968, Sept 2005, Esplande Arts & Heritage Cen		
		5090 Program Expense	50.00	-
		1080 Cash In Bank	-	50.00
09/13/2005	J226	1969, Sept05, Canada Customs and Revenue Agen		
		2100 GST Paid on Purchases	7.00	-
		5200 Freight and Postage	100.00	-
		1080 Cash In Bank	-	107.00
09/16/2005	J234	Deposit, Fines		
		4120 Fines, Book Sales and Services	-	399.55
		1080 Cash In Bank	399.55	-
09/16/2005	J235	Deposit, Resident Membership		
		4090 Resident Cardholder Fees	-	316.00
		1080 Cash In Bank	316.00	-
09/16/2005	J236	Deposit, Non-Resident Cardholders		
		4140 Non-resident Cardholder Fees	-	240.00
		1080 Cash In Bank	240.00	-

			Debits	Credits
09/16/2005	J237	Deposit, Books and Materials		
		5030 Books and Materials	-	40.20
		5210 Professional Memberships	-	100.00
		1080 Cash In Bank	140.20	-
09/16/2005	J238	Deposit, Adopt-a-Magazine		
		4185 Adopt-a-magazine	-	200.00
		1080 Cash In Bank	200.00	-
09/22/2005	J239	1970, Sept 2005, The Alberta Library		
		2100 GST Paid on Purchases	2.80	-
		5220 Publicity and Advertising	40.00	-
		1080 Cash In Bank	-	42.80
09/22/2005	J240	1971, Sept 2005, Julia Reinhart		
		5080 Administration & Travel	122.10	-
		1080 Cash In Bank	-	122.10
09/22/2005	J241	1972, Sept 2005, Brooks Bulletin		
		2100 GST Paid on Purchases	5.60	-
		5220 Publicity and Advertising	80.00	-
		1080 Cash In Bank	-	85.60
09/22/2005	J242	1973, Sept 2005, Telus Communications		
		2100 GST Paid on Purchases	18.24	-
		5140 Telephone and Fax Expense	262.23	-
		1080 Cash In Bank	-	280.47
09/22/2005	J243	1974, Sept 2005, Royal Bank Visa		
		2100 GST Paid on Purchases	335.52	-
		5030 Books and Materials	4,768.23	-
		5080 Administration & Travel	28.87	-
		5250 Bank Charges	1.33	-
		1080 Cash In Bank	-	5,133.95
09/30/2005	J244	1975, Sept05, Ronnie Adams		
		5300 Wages	1,502.93	-
		1080 Cash In Bank	-	1,111.48
		2310 EI Payable	-	29.31
		2320 CPP Payable	-	59.96
		2330 Income Tax Payable	-	137.89
		2400 L.A.P.P.	-	96.19
		2420 AUMA Extended Health	-	41.70
		2440 AB Health Payable	-	26.40
09/30/2005	J246	1977, Sept05, Bessie Jacowishen		
		5300 Wages	1,875.72	-
		1080 Cash In Bank	-	1,370.24
		2310 EI Payable	-	36.58
		2320 CPP Payable	-	78.41
		2330 Income Tax Payable	-	228.12
		2400 L.A.P.P.	-	120.05
		2420 AUMA Extended Health	-	42.32
09/30/2005	J247	1978, Sept05, Maxine Meldrum		
		5300 Wages	1,965.04	-
		1080 Cash In Bank	-	1,464.64
		2310 EI Payable	-	38.32
		2320 CPP Payable	-	82.83
		2330 Income Tax Payable	-	249.75
		2400 L.A.P.P.	-	125.76
		2420 AUMA Extended Health	-	3.74
09/30/2005	J248	1979, Sept05, Patricia Neufeld		
		5300 Wages	390.00	-
		1080 Cash In Bank	-	377.52
		2310 EI Payable	-	7.61
		2320 CPP Payable	-	4.87

			Debits	Credits
09/30/2005	J249	1980, Sept05, Julia Reinhart		
		5300 Wages	4,176.00	-
		1080 Cash In Bank	-	2,726.92
		2310 EI Payable	-	81.43
		2320 CPP Payable	-	192.27
		2330 Income Tax Payable	-	871.85
		2400 L.A.P.P.	-	267.26
		2420 AUMA Extended Health	-	23.07
		2440 AB Health Payable	-	13.20
09/30/2005	J250	1981, Sept05, Bruce Schmidt		
		5300 Wages	634.61	-
		1080 Cash In Bank	-	605.26
		2310 EI Payable	-	12.37
		2320 CPP Payable	-	16.98
09/30/2005	J252	1983, Sept05, Khethwen Woo		
		5300 Wages	504.28	-
		1080 Cash In Bank	-	483.93
		2310 EI Payable	-	9.83
		2320 CPP Payable	-	10.52
09/30/2005	J254	1982, Sept05, Sharon Wilson		
		5300 Wages	609.00	-
		1080 Cash In Bank	-	581.41
		2310 EI Payable	-	11.88
		2320 CPP Payable	-	15.71
09/30/2005	J256	1976, Sept05, Shannon Christoffersen		
		5300 Wages	31.82	-
		1080 Cash In Bank	-	31.33
		2310 EI Payable	-	0.49
09/30/2005	J257	1984, Sept2005, Canada Customs and Revenue Ag		
		2310 EI Payable	227.82	-
		2320 CPP Payable	461.55	-
		2330 Income Tax Payable	1,487.61	-
		5310 EI Expense	325.95	-
		5320 CPP Expense	461.55	-
		1080 Cash In Bank	-	2,964.48
09/23/2005	J258	Deposit, Fines		
		4120 Fines, Book Sales and Services	-	481.74
		1080 Cash In Bank	481.74	-
09/23/2005	J259	Deposit, Resident cardholders		
		4090 Resident Cardholder Fees	-	288.00
		1080 Cash In Bank	288.00	-
09/23/2005	J260	Deposit, Non-resident cardholders		
		4140 Non-resident Cardholder Fees	-	140.00
		1080 Cash In Bank	140.00	-
09/23/2005	J261	Deposit, Adopt-a-magazine		
		4185 Adopt-a-magazine	-	100.00
		1080 Cash In Bank	100.00	-
09/23/2005	J262	Deposit, Donation - C.Patterson		
		4170 Charitable Receipt Donations	-	500.00
		1080 Cash In Bank	500.00	-
09/23/2005	J263	Deposit, Town of Brooks - 4th installment		
		4020 Town of Brooks	-	32,812.50
		1080 Cash In Bank	32,812.50	-
09/23/2005	J265	Deposit, Reimbursement books and materials		
		5030 Books and Materials	-	1,075.51
		1080 Cash In Bank	1,075.51	-

Brooks Public Library
All Journal Entries 09/01/2005 to 09/30/2005

			Debits	Credits
09/30/2005	J266	1985, Sept2005, Shortgrass Library System		
		5020 SLS Expense (Materials)	22,221.66	-
		1080 Cash In Bank	-	22,221.66
09/30/2005	J267	1986, Sept05, Second Street Drycleaners		
		2100 GST Paid on Purchases	2.10	-
		5100 Repair & Maintenance	30.00	-
		1080 Cash In Bank	-	32.10
09/30/2005	J268	1987, Sept05, Brooks Bulletin		
		2100 GST Paid on Purchases	1.68	-
		5220 Publicity and Advertising	24.00	-
		1080 Cash In Bank	-	25.68
09/30/2005	J269	1988, Sept05, Telus Communications		
		5140 Telephone and Fax Expense	89.03	-
		1080 Cash In Bank	-	89.03
09/30/2005	J270	1989, Sept2005, Maxine Meldrum		
		5080 Administration & Travel	88.00	-
		1080 Cash In Bank	-	88.00
09/30/2005	J271	1990, Sept05, Docucom Limited Partnership		
		2100 GST Paid on Purchases	111.78	-
		5100 Repair & Maintenance	1,596.84	-
		1080 Cash In Bank	-	1,708.62
09/30/2005	J272	1991, Sept05, Local Authorities Pension Plan		
		2400 L.A.P.P.	609.26	-
		5350 L.A.P.P. Expense	704.45	-
		1080 Cash In Bank	-	1,313.71
09/23/2005	J274	Deposit, GST recovery		
		4030 HRDC - Summer Student	-	1,446.00
		1080 Cash In Bank	1,446.00	-
09/30/2005	J278	Deposit, Fines		
		4120 Fines, Book Sales and Services	-	257.38
		1080 Cash In Bank	257.38	-
09/30/2005	J279	Deposit, Resident Cardholder		
		4090 Resident Cardholder Fees	-	354.00
		1080 Cash In Bank	354.00	-
09/30/2005	J280	Deposit, Non-Resident Cardholder		
		4140 Non-resident Cardholder Fees	-	60.00
		1080 Cash In Bank	60.00	-
09/30/2005	J281	Deposit, Reimbursement		
		5140 Telephone and Fax Expense	-	43.71
		1080 Cash In Bank	43.71	-
09/30/2005	J282	Deposit, County of Newell		
		4060 County of Newell Library Board	-	15,084.64
		1080 Cash In Bank	15,084.64	-
09/30/2005	J283	Deposit, Adopt-a-Magazine		
		4185 Adopt-a-magazine	-	200.00
		1080 Cash In Bank	200.00	-
09/30/2005	J288	Debit, Securtek		
		5170 Security Monitoring	25.00	-
		5180 GST Expense	1.75	-
		1080 Cash In Bank	-	26.75
09/30/2005	J289	Debit, AB Health		
		5360 AB Health Expense	30.80	-
		2440 AB Health Payable	13.20	-
		1080 Cash In Bank	-	44.00

			<u>Debits</u>	<u>Credits</u>
09/30/2005	J290	Debit, Destination Fee		
		5250 Bank Charges	5.00	-
		1080 Cash In Bank	-	5.00
			<hr/>	<hr/>
			102,664.98	102,664.98

Brooks Public Library
Reconciliation Transactions Detail Report 09/01/2005 to 09/30/2005

Account: 1080 Cash In Bank

Deposit No.: *** all ***

Cleared: Y, Deposit error: Y, Payment error: Y, NSF: Y, Reversed: Y, Void: Y, Adjustment: Y, Outstanding: Y

Date	Tran. No.	Comment	Source	Deposits	Withdrawals	Deposit No.	C	Status
09/02/2005	J214	Resident Cardholder	Deposit	282.00	-		Y	Cleared
09/02/2005	J215	Fines	Deposit	377.04	-		Y	Cleared
09/02/2005	J216	Adopt-a-Magazine	Deposit	600.00	-		Y	Cleared
09/09/2005	J217	Resident Cardholder	Deposit	276.00	-		Y	Cleared
09/09/2005	J218	Fines	Deposit	325.72	-		Y	Cleared
09/09/2005	J219	Non-Resident Cardholder	Deposit	60.00	-		Y	Cleared
09/09/2005	J220	Adopt-a-Magazine	Deposit	300.00	-		Y	Cleared
09/12/2005	J221	Sept2005, Brooks Bulletin	1964	-	85.60		Y	Cleared
09/12/2005	J222	Sept 2005, Ikon Office Solution	1965	-	46.61		Y	Cleared
09/12/2005	J223	Sept 2005, Grand & Toys	1966	-	115.23		Y	Cleared
09/12/2005	J224	Sept 2005, Shortgrass Library Sys...	1967	-	27.20		Y	Cleared
09/12/2005	J225	Sept 2005, Esplande Arts & Herita...	1968	-	50.00		Y	Cleared
09/13/2005	J226	Sept05, Canada Customs and Rev...	1969	-	107.00		Y	Cleared
09/16/2005	J234	Fines	Deposit	399.55	-		Y	Cleared
09/16/2005	J235	Resident Membership	Deposit	316.00	-		Y	Cleared
09/16/2005	J236	Non-Resident Cardholders	Deposit	240.00	-		Y	Cleared
09/16/2005	J237	Books and Materials	Deposit	140.20	-		Y	Cleared
09/16/2005	J238	Adopt-a-Magazine	Deposit	200.00	-		Y	Cleared
09/22/2005	J239	Sept 2005, The Alberta Library	1970	-	42.80		Y	Cleared
09/22/2005	J240	Sept 2005, Julia Reinhart	1971	-	122.10		Y	Cleared
09/22/2005	J241	Sept 2005, Brooks Bulletin	1972	-	85.60		Y	Cleared
09/22/2005	J242	Sept 2005, Telus Communications	1973	-	280.47		Y	Cleared
09/22/2005	J243	Sept 2005, Royal Bank Visa	1974	-	5,133.95		Y	Cleared
09/30/2005	J244	Sept05, Ronnie Adams	1975	-	1,111.48		N	Outstanding
09/30/2005	J245	Sept05, Shannon Christoffersen	1976	-	24.47		Y	Reversed
09/30/2005	J246	Sept05, Bessie Jacowishen	1977	-	1,370.24		Y	Cleared
09/30/2005	J247	Sept05, Maxine Meldrum	1978	-	1,464.64		N	Outstanding
09/30/2005	J248	Sept05, Patricia Neufeld	1979	-	377.52		N	Outstanding
09/30/2005	J249	Sept05, Julia Reinhart	1980	-	2,726.92		N	Outstanding
09/30/2005	J250	Sept05, Bruce Schmidt	1981	-	605.26		Y	Cleared
09/30/2005	J251	Sept05, Sharon Wilson	1982	-	605.26		Y	Reversed
09/30/2005	J252	Sept05, Khethwen Woo	1983	-	483.93		N	Outstanding
09/30/2005	J253	Reversing J251. Correction is J254.	ADJ1982	605.26	-		Y	Adjustment
09/30/2005	J254	Sept05, Sharon Wilson	1982	-	581.41		N	Outstanding
09/30/2005	J255	Reversing J245. Correction is J256.	ADJ1976	24.47	-		Y	Adjustment
09/30/2005	J256	Sept05, Shannon Christoffersen	1976	-	31.33		N	Outstanding
09/30/2005	J257	Sept2005, Canada Customs and ...	1984	-	2,964.48		N	Outstanding
09/23/2005	J258	Fines	Deposit	481.74	-		Y	Cleared
09/23/2005	J259	Resident cardholders	Deposit	288.00	-		Y	Cleared
09/23/2005	J260	Non-resident cardholders	Deposit	140.00	-		Y	Cleared
09/23/2005	J261	Adopt-a-magazine	Deposit	100.00	-		Y	Cleared
09/23/2005	J262	Donation - C.Patterson	Deposit	500.00	-		Y	Cleared
09/23/2005	J263	Town of Brooks - 4th installment	Deposit	32,812.50	-		Y	Cleared
09/23/2005	J264	GST recovery	Deposit	1,446.00	-		Y	Reversed
09/23/2005	J265	Reimbursement books and materials	Deposit	1,075.51	-		Y	Cleared
09/30/2005	J266	Sept2005, Shortgrass Library Syst...	1985	-	22,221.66		Y	Cleared
09/30/2005	J267	Sept05, Second Street Drycleaners	1986	-	32.10		N	Outstanding
09/30/2005	J268	Sept05, Brooks Bulletin	1987	-	25.68		Y	Cleared
09/30/2005	J269	Sept05, Telus Communications	1988	-	89.03		N	Outstanding
09/30/2005	J270	Sept2005, Maxine Meldrum	1989	-	88.00		N	Outstanding
09/30/2005	J271	Sept05, Docucom Limited Partner...	1990	-	1,708.62		N	Outstanding
09/30/2005	J272	Sept05, Local Authorities Pension ...	1991	-	1,313.71		Y	Cleared
09/23/2005	J273	Reversing J264. Correction is J274.	ADJDeposit	-	1,446.00		Y	Adjustment
09/23/2005	J274	GST recovery	Deposit	1,446.00	-		Y	Cleared
09/30/2005	J278	Fines	Deposit	257.38	-		Y	Cleared
09/30/2005	J279	Resident Cardholder	Deposit	354.00	-		Y	Cleared
09/30/2005	J280	Non-Resident Cardholder	Deposit	60.00	-		Y	Cleared
09/30/2005	J281	Reimbursement	Deposit	43.71	-		Y	Cleared
09/30/2005	J282	County of Newell	Deposit	15,084.64	-		Y	Cleared
09/30/2005	J283	Adopt-a-Magazine	Deposit	200.00	-		Y	Cleared
09/30/2005	J288	Securtek	Debit	-	26.75		Y	Cleared
09/30/2005	J289	AB Health	Debit	-	44.00		Y	Cleared
09/30/2005	J290	Destination Fee	Debit	-	5.00		Y	Cleared
				58,435.72	45,444.05			

Reconciliation Transactions Detail Report 09/01/2005 to 09/30/2005

Account: 1080 Cash In Bank

Deposit No.: *** all ***

Cleared: Y, Deposit error: Y, Payment error: Y, NSF: Y, Reversed: Y, Void: Y, Adjustment: Y, Outstanding: Y

<u>Date</u>	<u>Tran. No.</u>	<u>Comment</u>	<u>Source</u>	<u>Deposits</u>	<u>Withdrawals</u>	<u>Deposit No.</u>	<u>C</u>	<u>Status</u>
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MINUTES OF REGULAR MEETING OF BROOKS PUBLIC LIBRARY BOARD
November 22, 2005
HELD IN BROOKS PUBLIC LIBRARY

PRESENT: Dino Champlone (Chair), Shannon Christoffersen, Pat Walsh, Henry Najda, Sheila Tiegs, Gloria Evans, Cathleen Patterson, Julia Reinhart (Head Librarian)

REGRETS: Martin Shields, Karen Nelson, Elsie Strach, Tilly Gamble-Altwasser

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.
2. Welcome: Dino welcomed Shannon Christoffersen to the meeting.
3. Approval of the Agenda: **Motion: to approve the agenda as amended**
Moved: Pat; Seconded: Sheila. Carried
4. Consent Agenda:
 - a) October 2005 Action Items
 - b) October 2005 Board meeting minutes
 - c) Finance Committee Report—next meeting December 15 @ 8 am
 - d) Librarian's Report—amended to remove from Consent agenda—Julia to give orally
 - e) Board Development Committee—no report—meeting re Board Development Day TBA
 - f) Policy Committee—no report—next meeting Thursday, January 26 after Board meeting**Motion: to approve Consent Agenda as amended**
Moved: Cathleen; Seconded: Henry. Carried

Librarian's Report:

- a) There will be physical changes to the collection arrangement within the next month
- b) Present gallery exhibit well received
- c) December and January exhibits organized
- d) Second Toddler Time added to January schedule because of demand
- e) Julia started with Shortgrass in November.
- f) BPL Staff Professional Day was November 21. For our users, Monday is not a good day to close. In future may have to have some staff work that day, especially for the book returns.
- g) The Tilley library has joined the Shortgrass system

5. Correspondence:

- a) Letter from City of Brooks reappointing Pat Walsh and Martin Shields to Board
- b) Secondment contract between Shortgrass and BPL covering Julia's half time with Shortgrass from November 1, 2005 to October 31, 2006
- c) Shortgrass ALTA report circulated
- d) BPL contact info and term dates handed out
- e) Reply from prime minister's office responding to our letter regarding postal book rates

6. Shortgrass Library System Report: Tabled

7. Human Resources Committee:

- a) Nov. 15 meeting cancelled due to Budget presentation to City that evening. Meeting to be rescheduled for early 2006.

8. Business Arising from the October 2005 Board minutes:

- a) Budget Presentation to City Council: A letter will be sent to City Council reminding them of their commitment of 5% for 3 year period. We have not heard from County Council regarding the results of BPL's budget meeting with them.
- b) Library Expansion Report: Sheila, Henry, Elsie and Gloria met Nov. 17. Sheila reported we would like to ask the Lethbridge librarian to attend a Board development day in March with us to talk to us regarding library expansion as they have just expanded their library. Sheila will be the point person for further informal expansion meetings. The next meeting will be Thursday, January 12, 2006 at 6:30 p.m.
- c) A revised committee Member list was handed out.
- d) Staff and Board Christmas function: We will have a potluck at the library January 9, 2006. Elsie will be asked to organize the function along with a staff member.

9. New Business:

- a) Representative for Board to attend SLS Christmas Banquet on Dec. 7 –speak to Julia about it if interested in attending
- b) Dates for next year's Board meetings: Wed., Jan. 25; Feb. 23; March 23; Tues., Apr 25; May 25; June 22; July 27; Aug. 24; Sept. 28; Oct. 26; Nov. 23.
- c) Staff Christmas Gifts: Julia and Shannon left the meeting during the discussion.

Motion: "to give gift certificates in last year's amounts for staff (\$100.00 for full time staff; \$50.00 for part time staff; \$25.00 for new staff—3 months)"

Moved: Pat; Seconded: Sheila.

Amendment: "to give gift certificates from local merchants"

Moved: Henry; Seconded: Sheila. Carried.

Vote on original motion: Carried.

Motion: "to give Julia \$250.00 gift certificate from local merchants"

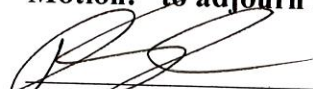
Moved: Pat; Seconded: Henry. Carried.

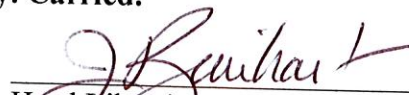
Julia will check with staff for their gift certificate preferred merchants.

- d) City Christmas Party: Let Julia know if attending.

10. Next Board Meeting: Wednesday, January 25 at 6:30.

Motion: "to adjourn the meeting" Moved: Henry. Carried.


Chair


Head Librarian

ACTION ITEMS
Brooks Library Board Meeting
November 22nd, 2005

ACTION	RESPONSIBILITY	STATUS
Action item 1: To send letter re: funding to City Council	Julia/ Dino	Complete
Action item 2: To contact Lethbridge librarian re: expansion	Julia	Complete
Action item 3: To ask Elsie and one staff member to organize staff/board function	Julia	Complete
Action item 4: To ask staff re: their gift certificate preferred merchants	Julia	Complete

**Brooks Library Board
Finance Standing Committee Meeting
8:00 am November 15th, 2005**

Present: Elsie Strach, Julia Reinhart and Dino Champlone

- 1) Meeting was called to order at 8:05 am.
- 2) Receipts and Expenditures for the month of October were discussed in detail and reviewed by the Committee. Items of note: Under Expenditures – Books & Materials - amount was reimbursed by Shortgrass; Library Equipment received donation of \$400 to be strictly used for a new computer workstation; Library Supplies were reimbursed by donation from Foundation; Administration and Travel was reimbursed by Shortgrass for Julia's attendance at Netspeed Conference. Expenditures for the month totaled \$7,545.53. Motion to accept expenditures for the month of October 2005.
- 3) The donation made by the Foundation to the Brooks Public Library Building Fund was discussed and will appear on the Balance Sheet for December 2005. The total donated was \$22,306.93.
- 4) The Committee discussed Christmas gifts and dinner out for library staff. It was decided that this item should be brought to the Board for decision.
- 5) A budget presentation to the City of Brooks Council will be done later today and the Committee spent time preparing for this meeting.
- 6) The meeting was adjourned at 9:00 am.

Brooks Library Board
Receipts and Expenditures for October 2005

Receipts	Annual Budget	Current Month	Total to Date
Town of Brooks	131,250.00	0.00	131,250.00
HRDC – Summer Student	1,500.00	0.00	1,446.00
Province of Alberta	50,000.00	0.00	49,781.00
Industry Canada - CAP YI Grant	4,000.00	0.00	2,717.96
County of Newell Library Board	16,048.00	0.00	15,084.64
Resident Cardholder Fees	17,000.00	1,292.00	13,591.10
Interest Income	0.00	0.00	0.00
Miscellaneous	200.00	48.00	48.00
Fines, books and services	20,500.00	1,424.96	17,288.46
Non-resident Cardholder Fees	5,000.00	120.00	2,260.00
Donations	7,000.00	0.00	5,270.74
Fundraisers	300.00	0.00	0.00
Adopt-a-magazine	2,200.00	100.00	1,900.00
Medieval Faire	0.00	0.00	1,257.15
GST Recovery	2,000.00	0.00	2,053.55
Total Revenue	256,998.00	2,984.96	243,948.60
Expenditures			
SLS Expense (Materials Allot.)	45,000.00	0.00	44,443.32
Shortgrass – Non-resident Fees	2,000.00	0.00	560.00
Dynix and Telecom (SLS)	5,000.00	0.00	3,884.53
Books & Materials	2,000.00	-6,404.98	472.47
New Library Furnishings	898.00	0.00	449.88
Library Equipment	1,000.00	-400.00	1,313.24
Payroll Expense	800.00	13.38	588.38
Library Supplies	4,000.00	-413.90	2,798.62
Administration & Travel	3,000.00	-88.00	3,169.35
Program Expense	1,000.00	0.00	1,244.64
Repair & Maintenance	2,000.00	9.38	1,761.22
Rebinding	1,000.00	67.50	520.03
Staff Training	2,500.00	728.00	1,784.36
Telephone & Fax Expense	4,000.00	187.28	2,723.45
Copier & Computer Costs	2,500.00	70.01	1,670.03
Security Monitoring	600.00	25.00	357.98
Computer Main. Contracts	1,000.00	0.00	316.00
GST Expense	0.00	1.75	10.50
Freight & Postage	1,000.00	8.60	461.18
Professional Memberships	300.00	25.00	330.00
Publicity and Advertising	1,000.00	100.00	1,290.00

Audit	6,500.00	0.00	6,300.00
Bank Charges	200.00	45.00	123.69
Miscellaneous	200.00	0.00	0.00
Wages (includes temp. staff)	152,000.00	11,661.59	119,475.01
EI Expense	3,500.00	243.02	3,193.04
CPP Expense	4,000.00	389.55	4,645.58
WCB Expense	500.00	0.00	544.26
AUMA Expense	1,800.00	517.24	2,294.33
LAPP Expense	7,000.00	729.31	7,072.15
AB Health Expense	700.00	30.80	677.60
Total Expenses	256,998.00	7,545.53	214,474.84

ASSETS

CURRENT ASSETS

3IC Account	0.00
GST Recoverable	2,058.55
Endowment Fund	6,192.45
Furn. & Shelving Reserve	0.00
Cash On Hand/Float	50.00
Cash In Bank	<u>48,218.98</u>
TOTAL CURRENT ASSETS	<u>56,519.98</u>

TOTAL ASSETS	<u>56,519.98</u>
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LIABILITIES

CURRENT LIABILITIES

GST Charged on Sales	0.00
GST Paid on Purchases	-2,561.27
GST Paid on Books	0.00
Accounts Payable	0.00
Vacation Payable	0.00
EI Payable	0.00
CPP Payable	0.00
Income Tax Payable	0.00
L.A.P.P.	0.00
AUMA Extended Health	-0.01
AB Health Payable	105.60
W.C.B. Payable	0.00
Miscellaneous	<u>0.00</u>
TOTAL CURRENT LIABILITIES	<u>-2,455.68</u>

TOTAL LIABILITIES	<u>-2,455.68</u>
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EQUITY

EARNINGS

Endowment Fund Reserves	6,192.45
Retained Earnings	23,309.45
Current Earnings	<u>29,473.76</u>
CURRENT EARNINGS	<u>58,975.66</u>

TOTAL EQUITY	<u>58,975.66</u>
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LIABILITIES AND EQUITY	<u>56,519.98</u>
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REVENUE

REVENUE

City of Brooks	0.00
HRDC - Summer Student	0.00
Province of Alberta	0.00
Industry Canada - CAP 3	0.00
Industry Canada - CAP Y1	0.00
County of Newell Library Board	0.00
Resident Cardholder Fees	1,292.00
Interest Income	0.00
Miscellaneous	48.00
Fines, Book Sales and Services	1,424.96
Non-resident Cardholder Fees	120.00
Charitable Receipt Donations	0.00
Fundraisers	0.00
Adopt-a-magazine	100.00
Medieval Faire	0.00
GST Recovery	0.00
TOTAL REVENUE	<u>2,984.96</u>

TOTAL REVENUE 2,984.96

EXPENSE

EXPENSES

SLS Expense (Materials)	0.00
SLS - Non-resident fees	0.00
SLS - Dynix and Telecom	0.00
Books and Materials	-6,404.98
New Library Furnishings	0.00
Library Equipment	-400.00
Payroll Expense	13.38
Library Supplies	-413.90
Administration & Travel	-88.00
Recruitment Expense	0.00
Program Expense	0.00
Repair & Maintenance	9.38
Rebinding, Microfilming, Laminating	67.50
Staff Training	728.00
Telephone and Fax Expense	187.28
Copier & Computer Costs	70.01
Security Monitoring	25.00
Computer Main. Contracts	0.00
GST Expense	1.75
Freight and Postage	8.60
Professional Memberships	25.00
Publicity and Advertising	100.00
Audit and Insurance	0.00
Bank Charges	45.00
Miscellaneous	0.00
Wages	11,661.59
EI Expense	243.02
CPP Expense	389.55
WCB Expense	0.00
AUMA Extended Health	517.24
L.A.P.P. Expense	729.31
AB Health Expense	30.80
TOTAL EXPENSES	<u>7,545.53</u>

TOTAL EXPENSE 7,545.53

NET INCOME -4,560.57

REVENUE

REVENUE

City of Brooks	131,250.00
IRDC - Summer Student	1,446.00
Province of Alberta	49,781.00
Industry Canada - CAP 3	0.00
Industry Canada - CAP Y1	2,717.96
County of Newell Library Board	15,084.64
Resident Cardholder Fees	13,591.10
Interest Income	0.00
Miscellaneous	48.00
Fines, Book Sales and Services	17,288.46
Non-resident Cardholder Fees	2,260.00
Charitable Receipt Donations	5,270.74
Fundraisers	0.00
Adopt-a-magazine	1,900.00
Medieval Faire	1,257.15
GST Recovery	2,053.55
TOTAL REVENUE	<u>243,948.60</u>
TOTAL REVENUE	<u>243,948.60</u>

EXPENSE

EXPENSES

SLS Expense (Materials)	44,443.32
SLS - Non-resident fees	560.00
SLS - Dynix and Telecom	3,884.53
Books and Materials	472.47
New Library Furnishings	449.88
Library Equipment	1,313.24
Payroll Expense	588.38
Library Supplies	2,798.62
Administration & Travel	3,169.35
Recruitment Expense	0.00
Program Expense	1,244.64
Repair & Maintenance	1,761.22
Rebinding, Microfilming, Laminating	520.03
Staff Training	1,784.36
Telephone and Fax Expense	2,723.45
Copier & Computer Costs	1,670.03
Security Monitoring	357.98
Computer Main. Contracts	316.00
GST Expense	10.50
Freight and Postage	461.18
Professional Memberships	330.00
Publicity and Advertising	1,290.00
Audit and Insurance	6,300.00
Bank Charges	123.69
Miscellaneous	0.00
Wages	119,475.01
EI Expense	3,193.04
CPP Expense	4,645.58
WCB Expense	544.26
AUMA Extended Health	2,294.33
L.A.P.P. Expense	7,072.15
AB Health Expense	677.60
TOTAL EXPENSES	<u>214,474.84</u>
TOTAL EXPENSE	<u>214,474.84</u>
NET INCOME	<u>29,473.76</u>

Brooks Public Library
Reconciliation Transactions Detail Report 10/01/2005 to 10/31/2005

Account: 1080 Cash In Bank Deposit No.: *** all ***
 Cleared: Y, Deposit error: Y, Payment error: Y, NSF: Y, Reversed: Y, Void: Y, Adjustment: Y, Outstanding: Y

	Tran. No.	Comment	Source	Deposits	Withdrawals	Deposit No.	C	Status
10/04/2005	J275	Oct05, Alberta Library Trustees As...	1992	-	70.00		Y	Reversed
10/04/2005	J276	Reversing J275. Correction is J277.	ADJ1992	70.00	-		Y	Adjustment
10/04/2005	J277	Oct05, Alberta Library Trustees As...	1992	-	105.00		N	Outstanding
10/07/2005	J284	Fines	Deposit	559.84	-		Y	Cleared
10/07/2005	J285	Resident Cardholder	Deposit	384.00	-		Y	Cleared
10/07/2005	J286	Reimbursement	Deposit	88.00	-		Y	Cleared
10/07/2005	J287	Adopt-a-Magazine	Deposit	100.00	-		Y	Cleared
10/07/2005	J291	Oct 2005, Ikon Office Solution	1993	-	74.91		Y	Cleared
10/07/2005	J292	Oct 2005, The Alberta Library	1994	-	9.20		Y	Cleared
10/07/2005	J293	Oct 2005, Brooks Home Hardware	1995	-	10.04		Y	Cleared
10/07/2005	J294	Oct 2005, Ben's Office Machines	1996	-	72.23		Y	Cleared
10/07/2005	J295	Oct 2005, Brooks Community Adul...	1997	-	100.00		Y	Cleared
10/25/2005	J296	Oct 2005, Kari Bolen	1998	-	29.75		Y	Cleared
10/25/2005	J297	Oct 2005, Telus Mobility	1999	-	54.98		N	Outstanding
10/25/2005	J298	Oct 2005, Royal Bank Visa	2000	-	397.13		Y	Cleared
10/25/2005	J299	Oct 2005, City of Brooks	2001	-	738.90		Y	Cleared
10/25/2005	J300	Oct 2005, Brooks Computer Servi...	2002	-	13.38		N	Outstanding
10/25/2005	J301	Oct 2005, Brodart	2003	-	444.42		N	Outstanding
10/25/2005	J302	Oct 2005, Telus Communications	2004	-	172.96		N	Outstanding
10/25/2005	J303	Oct 2005, Foothills Library Associ...	2005	-	25.00		N	Outstanding
10/25/2005	J304	Oct 2005, Julia Reinhart	2006	-	253.90		N	Outstanding
10/25/2005	J305	Fines	Deposit	297.84	-		Y	Cleared
10/14/2005	J306	Resident Cardholder	Deposit	332.00	-		Y	Cleared
10/14/2005	J307	Non-Resident Cardholder	Deposit	60.00	-		Y	Cleared
10/21/2005	J308	Fines	Deposit	298.88	-		Y	Cleared
10/21/2005	J309	Resident Cardholder	Deposit	312.00	-		Y	Cleared
10/21/2005	J310	Non-Resident Cardholder	Deposit	60.00	-		Y	Cleared
10/21/2005	J311	Reimbursement for Materials	Deposit	6,404.98	-		Y	Cleared
10/21/2005	J312	Library Equipment	Deposit	200.00	-		Y	Cleared
10/31/2005	J313	Oct05, Ronnie Adams	2007	-	1,045.80		N	Outstanding
10/31/2005	J314	Oct05, Bessie Jacowishen	2008	-	1,362.26		Y	Cleared
10/31/2005	J315	Oct05, Maxine Meldrum	2009	-	1,456.66		N	Outstanding
10/31/2005	J316	Oct05, Patricia Neufeld	2010	-	267.68		N	Outstanding
10/31/2005	J317	Oct05, Julia Reinhart	2011	-	2,798.42		N	Outstanding
10/31/2005	J318	Oct05, Bruce Schmidt	2012	-	609.57		N	Outstanding
10/31/2005	J319	Oct05, Tamara Van Horne	2013	-	230.17		N	Outstanding
10/31/2005	J320	Oct05, Sharon Wilson	2014	-	657.58		N	Outstanding
10/31/2005	J321	Oct05, Khethwen Woo	2015	-	419.16		N	Outstanding
10/31/2005	J322	Oct05, Canada Customs and Rev...	2016	-	2,661.01		N	Outstanding
10/31/2005	J323	Oct05, Local Authorities Pension ...	2017	-	1,364.73		N	Outstanding
10/28/2005	J325	Fines	Deposit	298.15	-		Y	Cleared
10/28/2005	J326	Resident Cardholder	Deposit	264.00	-		Y	Cleared
10/28/2005	J327	Donation - Newell Assoc Clinic	Deposit	200.00	-		Y	Cleared
10/28/2005	J328	Reimburse from Foundation	Deposit	835.74	-		Y	Cleared
10/03/2005	J337	Securtek	Debit	-	26.75		Y	Cleared
10/17/2005	J338	AB Health for October	Debit	-	44.00		Y	Cleared
10/31/2005	J340	Br Dest Fee	Debit	-	5.00		Y	Cleared
10/21/2005	J341	Adjustment by bank	Deposit	48.00	-		Y	Cleared
				10,813.43	15,520.59			

			Debits	Credits
10/04/2005	J277	1992, Oct05, Alberta Library Trustees Associa 5130 Staff Training 1080 Cash In Bank	105.00	-
			-	105.00
10/07/2005	J284	Deposit, Fines 4120 Fines, Book Sales and Services 1080 Cash In Bank	-	559.84
			559.84	-
10/07/2005	J285	Deposit, Resident Cardholder 4090 Resident Cardholder Fees 1080 Cash In Bank	-	384.00
			384.00	-
10/07/2005	J286	Deposit, Reimbursement 5080 Administration & Travel 1080 Cash In Bank	-	88.00
			88.00	-
10/07/2005	J287	Deposit, Adopt-a-Magazine 4185 Adopt-a-magazine 1080 Cash In Bank	-	100.00
			100.00	-
10/07/2005	J291	1993, Oct 2005, Ikon Office Solution 2100 GST Paid on Purchases 5160 Copier & Computer Costs 1080 Cash In Bank	4.90 70.01 -	-
			-	74.91
10/07/2005	J292	1994, Oct 2005, The Alberta Library 2100 GST Paid on Purchases 5200 Freight and Postage 1080 Cash In Bank	0.60 8.60 -	-
			-	9.20
10/07/2005	J293	1995, Oct 2005, Brooks Home Hardware 2100 GST Paid on Purchases 5100 Repair & Maintenance 1080 Cash In Bank	0.66 9.38 -	-
			-	10.04
7/2005	J294	1996, Oct 2005, Ben's Office Machines 2100 GST Paid on Purchases 5120 Rebinding, Microfilming, Laminating 1080 Cash In Bank	4.73 67.50 -	-
			-	72.23
10/07/2005	J295	1997, Oct 2005, Brooks Community Adult Learni 5220 Publicity and Advertising 1080 Cash In Bank	100.00 -	-
			-	100.00
10/25/2005	J296	1998, Oct 2005, Kari Bolen 4120 Fines, Book Sales and Services 1080 Cash In Bank	29.75 -	-
			-	29.75
10/25/2005	J297	1999, Oct 2005, Telus Mobility 2100 GST Paid on Purchases 5140 Telephone and Fax Expense 1080 Cash In Bank	3.60 51.38 -	-
			-	54.98
10/25/2005	J298	2000, Oct 2005, Royal Bank Visa 5130 Staff Training 5250 Bank Charges 1080 Cash In Bank	357.13 40.00 -	-
			-	397.13
10/25/2005	J299	2001, Oct 2005, City of Brooks 2420 AUMA Extended Health 5340 AUMA Extended Health 1080 Cash In Bank	221.66 517.24 -	-
			-	738.90
10/25/2005	J300	2002, Oct 2005, Brooks Computer Services Ltd. 5060 Payroll Expense 1080 Cash In Bank	13.38 -	-
			-	13.38
10/25/2005	J301	2003, Oct 2005, Brodart 2100 GST Paid on Purchases 5070 Library Supplies	29.08 415.34 -	-

			Debits	Credits
		1080 Cash In Bank	-	444.42
5/2005	J302	2004, Oct 2005, Telus Communications		
		2100 GST Paid on Purchases	18.13	-
		5140 Telephone and Fax Expense	154.83	-
		1080 Cash In Bank	-	172.96
10/25/2005	J303	2005, Oct 2005, Foothills Library Association		
		5210 Professional Memberships	25.00	-
		1080 Cash In Bank	-	25.00
10/25/2005	J304	2006, Oct 2005, Julia Reinhart		
		2100 GST Paid on Purchases	0.46	-
		5070 Library Supplies	6.50	-
		5130 Staff Training	265.87	-
		1080 Cash In Bank	-	253.90
		5140 Telephone and Fax Expense	-	18.93
10/25/2005	J305	Deposit, Fines		
		4120 Fines, Book Sales and Services	-	297.84
		1080 Cash In Bank	297.84	-
10/14/2005	J306	Deposit, Resident Cardholder		
		4090 Resident Cardholder Fees	-	332.00
		1080 Cash In Bank	332.00	-
10/14/2005	J307	Deposit, Non-Resident Cardholder		
		4140 Non-resident Cardholder Fees	-	60.00
		1080 Cash In Bank	60.00	-
10/21/2005	J308	Deposit, Fines		
		4120 Fines, Book Sales and Services	-	298.88
		1080 Cash In Bank	298.88	-
10/21/2005	J309	Deposit, Resident Cardholder		
		4090 Resident Cardholder Fees	-	312.00
		1080 Cash In Bank	312.00	-
10/21/2005	J310	Deposit, Non-Resident Cardholder		
		4140 Non-resident Cardholder Fees	-	60.00
		1080 Cash In Bank	60.00	-
10/21/2005	J311	Deposit, Reimbursement for Materials		
		5030 Books and Materials	-	6,404.98
		1080 Cash In Bank	6,404.98	-
10/21/2005	J312	Deposit, Library Equipment		
		5055 Library Equipment	-	200.00
		1080 Cash In Bank	200.00	-
10/31/2005	J313	2007, Oct05, Ronnie Adams		
		5300 Wages	1,397.83	-
		1080 Cash In Bank	-	1,045.80
		2310 EI Payable	-	27.26
		2320 CPP Payable	-	54.76
		2330 Income Tax Payable	-	112.45
		2400 L.A.P.P.	-	89.46
		2420 AUMA Extended Health	-	41.70
		2440 AB Health Payable	-	26.40
10/31/2005	J314	2008, Oct05, Bessie Jacowishen		
		5300 Wages	1,862.96	-
		1080 Cash In Bank	-	1,362.26
		2310 EI Payable	-	36.33
		2320 CPP Payable	-	77.78
		2330 Income Tax Payable	-	225.04
		2400 L.A.P.P.	-	119.23
		2420 AUMA Extended Health	-	42.32

Brooks Public Library
All Journal Entries 10/01/2005 to 10/31/2005

			Debits	Credits
10/31/2005	J315	2009, Oct05, Maxine Meldrum		
		5300 Wages	1,952.28	-
		1080 Cash In Bank	-	1,456.66
		2310 EI Payable	-	38.07
		2320 CPP Payable	-	82.20
		2330 Income Tax Payable	-	246.66
		2400 L.A.P.P.	-	124.95
		2420 AUMA Extended Health	-	3.74
10/31/2005	J316	2010, Oct05, Patricia Neufeld		
		5300 Wages	273.00	-
		1080 Cash In Bank	-	267.68
		2310 EI Payable	-	5.32
10/31/2005	J317	2011, Oct05, Julia Reinhart		
		5300 Wages	4,176.00	-
		1080 Cash In Bank	-	2,798.42
		2310 EI Payable	-	27.61
		2320 CPP Payable	-	130.77
		2330 Income Tax Payable	-	881.15
		2400 L.A.P.P.	-	301.78
		2420 AUMA Extended Health	-	23.07
		2440 AB Health Payable	-	13.20
10/31/2005	J318	2012, Oct05, Bruce Schmidt		
		5300 Wages	639.24	-
		1080 Cash In Bank	-	609.57
		2310 EI Payable	-	12.47
		2320 CPP Payable	-	17.20
10/31/2005	J319	2013, Oct05, Tamara Van Horne		
		5300 Wages	234.75	-
		1080 Cash In Bank	-	230.17
		2310 EI Payable	-	4.58
1/2005	J320	2014, Oct05, Sharon Wilson		
		5300 Wages	690.81	-
		1080 Cash In Bank	-	657.58
		2310 EI Payable	-	13.47
		2320 CPP Payable	-	19.76
10/31/2005	J321	2015, Oct05, Khethwen Woo		
		5300 Wages	434.72	-
		1080 Cash In Bank	-	419.16
		2310 EI Payable	-	8.48
		2320 CPP Payable	-	7.08
10/31/2005	J322	2016, Oct05, Canada Customs and Revenue Agenc		
		2310 EI Payable	173.59	-
		2320 CPP Payable	389.55	-
		2330 Income Tax Payable	1,465.30	-
		5310 EI Expense	243.02	-
		5320 CPP Expense	389.55	-
		1080 Cash In Bank	-	2,661.01
10/31/2005	J323	2017, Oct05, Local Authorities Pension Plan		
		2400 L.A.P.P.	635.42	-
		5350 L.A.P.P. Expense	729.31	-
		1080 Cash In Bank	-	1,364.73
10/28/2005	J325	Deposit, Fines		
		4120 Fines, Book Sales and Services	-	298.15
		1080 Cash In Bank	298.15	-
10/28/2005	J326	Deposit, Resident Cardholder		
		4090 Resident Cardholder Fees	-	264.00
		1080 Cash In Bank	264.00	-

Brooks Public Library

All Journal Entries 10/01/2005 to 10/31/2005

			Debits	Credits
10/28/2005	J327	Deposit, Donation - Newell Assoc Clinic		
		4170 Charitable Receipt Donations	-	200.00
		1080 Cash In Bank	200.00	-
10/28/2005	J328	Deposit, Reimburse from Foundation		
		5070 Library Supplies	-	835.74
		1080 Cash In Bank	835.74	-
10/03/2005	J337	Debit, Securtek		
		5170 Security Monitoring	25.00	-
		5180 GST Expense	1.75	-
		1080 Cash In Bank	-	26.75
10/17/2005	J338	Debit, AB Health for October		
		5360 AB Health Expense	30.80	-
		2440 AB Health Payable	13.20	-
		1080 Cash In Bank	-	44.00
10/31/2005	J340	Debit, Br Dest Fee		
		5250 Bank Charges	5.00	-
		1080 Cash In Bank	-	5.00
10/21/2005	J341	Deposit, Adjustment by bank		
		4110 Miscellaneous	-	48.00
		1080 Cash In Bank	48.00	-
			29,027.24	29,027.24