

**Brooks Public Library Three Year Budget Proposal 2006-2008**

<b>Receipts</b>	<b>Current 2005</b>	<b>Year 2006</b>	<b>Year 2007</b>	<b>Year 2008</b>
City of Brooks (per capita operating grant)	86,250.00	90,512.00	106,470.00	111,800.00
City of Brooks (SLS materials allotment)	45,000.00	45,604.00	52,390.00	53,690.00
Province of Alberta	50,000.00	49,782.00	55,770.00	55,770.00
Province of Alberta (via Cof Newell Library Board)	8,495.00	8,495.00	9,850.00	9,850.00
County of Newell Grants (per capita operating grant)	7,495.00	16,817.00	20,475.00	21,500.00
Federal Grants	5,500.00	5,500.00	5,500.00	5,500.00
Resident Card Fees	17,000.00	17,000.00	17,000.00	17,000.00
Non-resident Card Fees	5,000.00	3,000.00	3,000.00	3,000.00
Fines, Books & Services	20,500.00	20,500.00	20,500.00	20,500.00
Donations	7,000.00	7,000.00	7,000.00	7,000.00
Fundraisers/ Adopt-a-magazine	2,500.00	2,500.00	2,500.00	2,500.00
Interest Income	0.00	0.00	0.00	0.00
Miscellaneous	258.00	200.00	200.00	200.00
GST Recovery	2,000.00	2,000.00	2,000.00	2,000.00
<b>Total Revenue</b>	<b>256,998.00</b>	<b>268,910.00</b>	<b>302,655.00</b>	<b>310,310.00</b>
<b>Expenditures</b>				
<b>Shortgrass Library System Expenses</b>				
SLS Expense (Materials Allotment)	45,000.00	45,604.00	52,390.00	53,690.00
SLS – Non-resident Card Fees	2,000.00	1,500.00	1,500.00	1,500.00
Dynix and Telecom (SLS)	5,000.00	3,500.00	3,500.00	3,500.00
<b>Staffing</b>				
Temporary Staff	5,500.00	5,500.00	5,500.00	5,500.00
Staff Training	2,500.00	4,500.00	4,500.00	4,500.00
Wages (inc. benefits)	164,000.00	174,000.00	184,000.00	192,000.00
<b>Materials</b>				
Books, Periodicals, Newspapers	2,000.00	2,000.00	2,000.00	2,000.00
Library Supplies	4,000.00	4,000.00	5,000.00	5,000.00
Furnishings and Equipment	1,898.00	2,206.00	8,965.00	8,320.00
<b>Maintenance</b>				
Computer Maintenance Contracts	1,000.00	1,000.00	1,500.00	1,500.00
Copier & Computer Expense	2,500.00	2,500.00	4,000.00	4,000.00
Rebinding & Microfilming	1,000.00	1,000.00	1,500.00	1,500.00
Repair & Maintenance	2,000.00	2,000.00	3,000.00	3,000.00
<b>Administration</b>				
Conference & Travel	3,000.00	3,000.00	3,500.00	3,500.00
Program Expense	1,000.00	1,000.00	3,000.00	3,000.00
Security Monitoring	600.00	600.00	800.00	800.00
Bank Charges	200.00	200.00	300.00	300.00
Payroll Expense	800.00	800.00	1,000.00	1,000.00
Publicity & Advertising	1,000.00	2,000.00	3,000.00	2,000.00
Telephone & Fax Expense	4,000.00	4,000.00	4,500.00	4,500.00
Audit	6,500.00	6,500.00	7,000.00	7,000.00
Freight & Postage	1,000.00	1,000.00	1,500.00	1,500.00
Professional Memberships	300.00	300.00	500.00	500.00
Miscellaneous	200.00	200.00	200.00	200.00
<b>Total Expenses</b>	<b>256,998.00</b>	<b>268,910.00</b>	<b>302,655.00</b>	<b>310,310.00</b>

**Brooks Library Board Budget for 2006**

<b>Receipts</b>	<b>Annual Budget</b>	<b>Current Month</b>	<b>Total to Date</b>
Town of Brooks	137,813.00		
HRDC – Summer Student	1,446.00		
Province of Alberta	49,781.00		
Industry Canada - CAP V Grant	1,975.00		
County of Newell Library Board	20,475.00		
Resident Cardholder Fees	16,000.00		
Interest Income	0.00		
Miscellaneous	200.00		
Fines, books and services	20,500.00		
Non-resident Cardholder Fees	3,000.00		
Donations	14,000.00		
Fundraisers	300.00		
Adopt-a-magazine	2,200.00		
GST Recovery	2,000.00		
<b>Total Revenue</b>	<b>269,690.00</b>		
<b>Expenditures</b>			
SLS Expense (Materials Allot.)	45,604.00		
Shortgrass – Non-resident Fees	1,500.00		
Dynix and Telecom (SLS)	3,500.00		
Books & Materials	0.00		
Furnishings and Equipment	12,000.00		
Payroll Expense	800.00		
Library Supplies	4,000.00		
Administration & Travel	3,000.00		
Program Expense	2,500.00		
Repair & Maintenance	2,000.00		
Rebinding	500.00		
Staff Training	4,000.00		
Telephone & Fax Expense	3,500.00		
Copier & Computer Costs	2,000.00		
Security Monitoring	600.00		
Computer Main. Contracts	1,000.00		
GST Expense	0.00		
Freight & Postage	1,000.00		
Professional Memberships	400.00		
Publicity and Advertising	2,000.00		
Audit and Insurance	6,500.00		
Bank Charges	200.00		
Miscellaneous	200.00		

Wages (includes temp. staff)	149,286.00		
EI Expense	4,000.00		
CPP Expense	5,500.00		
WCB Expense	600.00		
AUMA Expense	4,000.00		
LAPP Expense	8,500.00		
AB Health Expense	1,000.00		
<b>Total Expenses</b>	<b>269,690.00</b>		

**Brooks Public Library Projected Payroll for 2006**

Empl. #	Name	Position	Hours per year	Current Wage	Projected Wage	Hours x Wage	MERCs	Total
88	Page position	LA 1	320	\$7.50	\$7.50	\$2,400	\$288	\$2,688
59	Schmidt, Bruce	LA 2	600	\$8.74	\$9.25	\$5,550	\$666	\$6,216
67	Wilson, Sharon	LA 2	600	\$8.57	\$9.25	\$5,550	\$666	\$6,216
86	Woo, Kethwen	LA 2	600	\$8.36	\$9.25	\$5,550	\$666	\$6,216
87	Neufeld, Patricia	LA 2	600	\$8.36	\$9.25	\$5,550	\$666	\$6,216
	Summer Program Coordinator	LA 3	490	\$8.36	\$10.75 (8.30 w/grant)	\$4,067	\$488	\$4,555
52	Adams, Ronnie	LA 4	1840	\$10.51	\$12.45	\$23,000	\$1,835	\$24,840
57	Jacowishen, Bessie	LA 4	1840	\$12.76	\$14.55	\$26,772	\$2,142	\$28,915
55	Meldrum, Maxine	LA 4	1840	\$12.76	\$14.55	\$26,772	\$2,142	\$28,915
	Public Service Librarian		Half time		\$1,583 per month (8 months)	\$12,664	\$1,520	\$14,184
	Head Librarian		Full time		\$3,333 per month (4 months) (based on \$40K per year)	\$13,332	\$1,066 (8% MERC)	\$14,399
65	Reinhart, Julia	Head Lib.	Full time		\$4,301 per month (8 months)	\$34,408	\$2,753	\$37,161
<b>TOTAL</b>	<b>SECONDMENT</b>							<b>- \$18,580</b>
								<b>\$161,941.00</b>

**Outline of Benefits – Full Time Staff – projected for 2006**

Empl. #	LAPP (Employee)	LAPP (Employer) Expense for year	AUMA (Employee)	AUMA (Employer) Expense per month	AB Health (Employee)	AB Health (Employer) per month	TOTAL Benefits Employer
52	6.40%	7.40%	\$41.70	\$97.29	\$26.40	\$61.60	\$3,610
55	6.40%	7.40%	\$3.74	\$8.74			\$2,087
57	6.40%	7.40%	\$42.32	\$98.75			\$3,167
	Head Lib. 4 months	None	None	Est. \$98.00	\$26.40	Est. \$61.60	\$640
65 for 8 months	6.40% up to YMPE, 9.14% over YMPE (40,500)	7.40% up to YMPE, 10.14% over YMPE (40,500)	\$23.07	\$53.84	\$13.20	\$30.80 Taxable Benefit	\$3,425
	SECONDMENT						-\$1,712
<b>TOTAL</b>							\$11,217.00
<b>Grand Total</b>							\$173,158

Notes of explanation:

1. Projected wages taken from wage grid
2. Part time staff – either 12 or 14% MERC
3. Full time staff – 8% MERC
4. Half time Public Services Librarian based on starting wage of \$38,000
5. Secondment for 2006 – \$37,161 / 2 employers = \$18,580.
6. Benefits – used 2005 %s for LAPP – this will increase January 2006
7. Benefits – Secondment for 2006 (8 months) - \$3,425 / 2 employers = \$1,712

**Grand Total for 2006 - \$173,158**

**Total Budgeted for wages and benefits in 2005 - \$169,500**

**Difference of \$8,137**

Secondment for 2005 - \$4,176 x 2 months = \$8,352 / 2 employers = \$4,176 for Nov. and Dec

Benefits – Secondment for 2005 - \$4,987 / 2 employers = \$2,494 / 12 months = \$208 per employer x 2 months = \$416

Secondment for 2005 totals

Public Service Librarian for 2005

**Extra funds available for 2005**

\$4,592

-\$3,546 (38,000K per annum starting in Nov. 2005)

\$1,046

		Proposed Pay Grid & Yearly Increments								
2006		1	2	3	4	5	6	7		
LA 1	7.25	7.50	7.75	8.00	8.25	8.50	8.75			
LA 2	9.25	9.55	9.85	10.15	10.45	10.80	11.15			
LA 3	10.75	11.10	11.45	11.80	12.15	12.55	12.95			
LA 4	12.45	12.85	13.25	13.65	14.10	14.55	15.00			
Public Services Librarian	38,000.00	39,200.00	40,400.00	41,600.00	42,900.00	44,200.00	45,600.00			
Head Librarian	51,615.00									

		Proposed Pay Grid & Yearly Increments								
2007		1	2	3	4	5	6	7	8	9
LA 1	7.25	7.50	7.75	8.00	8.25	8.50	8.75	9.05		
LA 2	9.25	9.55	9.85	10.15	10.45	10.80	11.15	11.50		
LA 3	10.75	11.10	11.45	11.80	12.15	12.55	12.95	13.35		
LA 4	12.45	12.85	13.25	13.65	14.10	14.55	15.00	15.45		
Head Librarian	42,000.00	43,260.00	44,560.00	46,350.00	48,200.00	50,200.00	52,200.00	54,288.00		

		Proposed Pay Grid & Yearly Increments								
2008		1	2	3	4	5	6	7	8	9
LA 1	7.25	7.50	7.75	8.00	8.25	8.50	8.75	9.05	9.35	
LA 2	9.25	9.55	9.85	10.15	10.45	10.80	11.15	11.50	11.90	
LA 3	10.75	11.10	11.45	11.80	12.15	12.55	12.95	13.35	13.80	
LA 4	12.45	12.85	13.25	13.65	14.10	14.55	15.00	15.45	15.90	
Head Librarian	43,260.00	44,560.00	46,350.00	48,200.00	50,200.00	52,200.00	54,288.00	57,000.00	60,000.00	

Notes for 2006:

- \$9.25 - \$8.36 = 0.89 or 10% increase
- \$9.25 - \$8.57 = 0.68 or 7% increase
- \$9.25 - \$8.74 = 0.51 or 5.5% increase
- \$10.75 - \$8.36 = \$2.39 or 22% increase
- \$12.45 - \$10.51 = \$1.94 or 15.5% increase
- \$14.55 - \$12.76 = \$1.79 or 12% increase

- LA 2 start
- LA 2 - 4 years
- LA 2 - 5 years
- LA 3 or Summer Program Coordinator
- LA 4 at 7 years
- LA 4 at 12 years

**Brooks Library Board  
Finance Standing Committee Meeting  
8:00 am August 22, 2006**

Present: Elsie Strach, Dino Champlone, and Shannon Christoffersen

- 1) Meeting was called to order at 8:05 am.
- 2) Receipts and Expenditures for the month of July were discussed in detail and reviewed by the Committee. Items of Note:

**Receipts:**

- City of Brooks: received third installment of funds
- Resident Cardholder Fees: increase noticeable compared with last year
- Fines, Books, and Services: decrease noticeable
- Donations/Medieval Faire: Money earmarked for library was confused with Medieval Faire funding. Reversed this month.
- GST Recovery: More funding received than expected

**Expenditures:**

- Dynix and Telecom: paid Shortgrass
  - Books and Materials: Book buying trip in Lethbridge, monies will be reimbursed by Shortgrass. Some books/materials also purchased with donated funds.
  - Administration and Travel: Book buying trip, reimbursement to Shannon for 2-day training trip at SLS in Medicine Hat.
  - Program Expense: Bow Island Boys performed at library. SRP Coordinator bought some craft supplies.
  - Medieval Faire: Payment to Troubadour du Bois. Funding for group was paid by a donation (received last month).
  - Publicity and Advertising: Annual reports printed at Brooks Bulletin; advertised for Training Coordinator.
  - AUMA: overpayment reimbursed.
- 3) The Committee discussed the upcoming 2007 budget and worked on creating a draft copy for Board approval.
  - 4) Meeting was adjourned at 9:25 am.

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From: **Self <shannon@shortgrass-lib.ab.ca>**  
To: **bstrach@eidnet.org, dino.champlone@gmail.com,  
julia@shortgrass-lib.ab.ca**  
Subject: **June Receipts and Expenditures**  
Date sent: **Mon, 17 Jul 2006 10:46:57 -0600**

Hello Everyone,

I have attached the June Receipts and Expenditures. There are just a few things of note:

Under Receipts:

Province of Alberta - received funding (\$49,781)  
Donations - received annual donation from Meyers, Norris, and Penney (\$4000)

Under Expenditures:

SLS Expense - the first half of the Materials Allotment has been paid (\$22,875.92)  
Program Expense - paid for Cowboy Poetry (poets' fees) and Summer Reading Program  
Security Monitoring - \$25 is for our usual monitoring fee, \$100 is for the yearly systems test  
Copier and Computer costs - bought several print cartridges, etc.

I have also re-attached the May Receipts and Expenditures since it has been revised. We received \$363.78 in donations for the Medieval Faire that did not get put through in the initial reconciliation. That \$363.78 in donations was paid out directly to Bignote Entertainment for the Troubadours du Bois, our musical group for the Faire festivities. The transaction is visible in Receipts: Medieval Faire and Expenditures: Medieval Faire.

If you have any questions or concerns about either May or June, please give me a call. I hope you all are enjoying your summer!

Cheers,

Shannon

Attachments:

A:\Receipts and exp for May06revised.doc  
A:\Receipts and exp for June06.doc



**Brooks Library Board Budget**  
**July 2006**

<b>Receipts</b>	<b>Annual Budget</b>	<b>Current Month</b>	<b>Total to Date</b>
City of Brooks	137,813.00	34,453.25	103,359.75
HRDC – Summer Student	1,446.00	0.00	0.00
Province of Alberta	49,781.00	0.00	69,624.00
Industry Canada - CAP V Grant	1,975.00	0.00	0.00
County of Newell Library Board	20,475.00	0.00	3,686.76
Resident Cardholder Fees	16,000.00	1,722.00	9,534.18
Interest Income	0.00	0.00	0.00
Miscellaneous	200.00	0.00	0.00
Fines, books and services	20,500.00	1,801.61	10,751.63
Non-resident Cardholder Fees	3,000.00	200.00	1,220.00
Donations	14,000.00	500.00	16,892.12
Fundraisers	300.00	0.00	0.00
Adopt-a-magazine	2,200.00	600.00	600.00
Medieval Faire	0.00	-500.00	1,150.00
GST Recovery	2,000.00	2,698.59	2,698.59
<b>Total Revenue</b>	<b>269,690.00</b>	<b>41,475.45</b>	<b>219,517.03</b>
<b>Expenditures</b>			
SLS Expense (Materials Allot.)	45,604.00	0.00	22,875.92
Shortgrass – Non-resident Fees	1,500.00	0.00	0.00
Dynix and Telecom (SLS)	3,500.00	2,271.73	2,271.73
Books & Materials	0.00	5,270.97	6,112.86
Furnishings and Equipment	12,000.00	0.00	13,709.22
Payroll Expense	800.00	103.50	423.50
Library Supplies	4,000.00	96.78	3,303.16
Administration & Travel	3,000.00	216.77	2,532.27
Program Expense	2,500.00	286.52	1,099.47
Medieval Faire	0.00	848.82	1,212.60
Repair & Maintenance	2,000.00	64.15	170.02
Rebinding	500.00	0.00	475.16
Staff Training	4,000.00	0.00	1,137.50
Telephone & Fax Expense	3,500.00	267.07	1,870.25
Copier & Computer Costs	2,000.00	0.00	912.87
Security Monitoring	600.00	25.00	275.00
Computer Main. Contracts	1,000.00	0.00	759.95
GST Expense	0.00	1.50	12.00
Freight & Postage	1,000.00	211.58	372.03
Professional Memberships	400.00	0.00	149.18
Publicity and Advertising	2,000.00	121.68	385.68

Audit and Insurance	6,500.00	0.00	8,190.00
Bank Charges	200.00	5.00	102.21
Miscellaneous	200.00	0.00	3.95
Wages (includes temp. staff)	149,286.00	13,743.70	92,800.91
EI Expense	4,000.00	359.79	2,463.71
CPP Expense	5,500.00	534.67	3,744.09
WCB Expense	600.00	0.00	47.88
AUMA Expense	4,000.00	-26.92	899.92
LAPP Expense	8,500.00	617.50	4,869.27
AB Health Expense	1,000.00	15.40	569.80
<b>Total Expenses</b>	<b>269,690.00</b>	<b>25,035.21</b>	<b>173,752.11</b>

**ASSETS**

**CURRENT ASSETS**

GIC Account	0.00
GST Recoverable	2,968.59
Building Fund	27,706.79
Furn. & Shelving Reserve	0.00
Cash On Hand/Float	50.00
Cash In Bank	65,150.79
Accounts Receivable	236.59
<b>TOTAL CURRENT ASSETS</b>	<u>96,112.76</u>

**TOTAL ASSETS**

96,112.76

**LIABILITIES**

**CURRENT LIABILITIES**

Accounts Payable	
MNP Accrual	1,722.88
GST Charged on Sales	1,500.00
GST Paid on Purchases	0.00
GST Paid on Books	-2,532.38
New Account	0.00
Accounts Payable	0.00
Vacation Payable	0.00
EI Payable	0.00
CPP Payable	-0.01
Income Tax Payable	0.00
L.A.P.P.	0.00
AUMA Extended Health	0.00
AB Health Payable	332.52
W.C.B. Payable	105.60
Miscellaneous	0.00
<b>TOTAL CURRENT LIABILITIES</b>	<u>1,128.61</u>

**TOTAL LIABILITIES**

1,128.61

**EQUITY**

**EARNINGS**

Building Fund Reserves	
Externally restricted	28,314.20
Retained Earnings	200.00
Current Earnings	20,705.03
<b>CURRENT EARNINGS</b>	<u>45,764.92</u>

**TOTAL EQUITY**

94,984.15

**LIABILITIES AND EQUITY**

96,112.76

**REVENUE**

**REVENUE**

Town of Brooks	34,453.25
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	1,722.00
Interest Income	0.00
Miscellaneous	0.00
Fines, Book Sales and Services	1,801.61
Non-resident Cardholder Fees	200.00
Charitable Receipt Donations	500.00
Fundraisers	0.00
Adopt-a-magazine	600.00
Medieval Faire	-500.00
GST Recovery	<u>2,698.59</u>
<b>TOTAL REVENUE</b>	<u>41,475.45</u>

**TOTAL REVENUE** 41,475.45

**EXPENSE**

**EXPENSES**

SLS Expense (Materials)	0.00
SLS - Non-resident fees	0.00
SLS - Dynix and Telecom	2,271.73
Books and Materials	5,270.97
New Library Furnishings	0.00
Library Equipment	0.00
Payroll Expense	103.50
Library Supplies	96.78
Administration & Travel	216.77
Recruitment Expense	0.00
Program Expense	286.52
Medieval Faire	848.82
Repair & Maintenance	64.15
Rebinding, Microfilming, Laminating	0.00
Staff Training	0.00
Telephone and Fax Expense	267.07
Copier & Computer Costs	0.00
Security Monitoring	25.00
Computer Main. Contracts	0.00
GST Expense	1.50
Freight and Postage	211.58
Professional Memberships	0.00
Publicity and Advertising	121.68
Audit and Insurance	0.00
Bank Charges	5.00
Miscellaneous	0.00
Wages	13,743.70
Wage Reimbursement	0.00
EI Expense	359.79
CPP Expense	534.67
WCB Expense	0.00
AUMA Extended Health	-26.92
L.A.P.P. Expense	617.50
AB Health Expense	<u>15.40</u>
<b>TOTAL EXPENSES</b>	<u>25,035.21</u>

**TOTAL EXPENSE** 25,035.21

**NET INCOME** 16,440.24

**REVENUE**

**REVENUE**

Town of Brooks	103,359.75
HRDC - Summer Student	0.00
Province of Alberta	69,624.00
Industry Canada - CAP 3	0.00
Industry Canada - CAP Y1	0.00
County of Newell Library Board	3,686.76
Resident Cardholder Fees	9,534.18
Interest Income	0.00
Miscellaneous	0.00
Fines, Book Sales and Services	10,751.63
Non-resident Cardholder Fees	1,220.00
Charitable Receipt Donations	16,892.12
Fundraisers	0.00
Adopt-a-magazine	600.00
Medieval Faire	1,150.00
GST Recovery	2,698.59
<b>TOTAL REVENUE</b>	<u>219,517.03</u>

**TOTAL REVENUE** 219,517.03

**EXPENSE**

**EXPENSES**

SLS Expense (Materials)	22,875.92
SLS - Non-resident fees	0.00
SLS - Dynix and Telecom	2,271.73
Books and Materials	6,112.86
New Library Furnishings	13,709.22
Library Equipment	0.00
Payroll Expense	423.50
Library Supplies	3,303.16
Administration & Travel	2,532.27
Recruitment Expense	0.00
Program Expense	1,099.47
Medieval Faire	1,212.60
Repair & Maintenance	170.02
Rebinding, Microfilming, Laminating	475.16
Staff Training	1,137.50
Telephone and Fax Expense	1,870.25
Copier & Computer Costs	912.87
Security Monitoring	275.00
Computer Main. Contracts	759.95
GST Expense	12.00
Freight and Postage	372.03
Professional Memberships	149.18
Publicity and Advertising	385.68
Audit and Insurance	8,190.00
Bank Charges	102.21
Miscellaneous	3.95
Wages	92,800.91
Wage Reimbursement	0.00
EI Expense	2,463.71
CPP Expense	3,744.09
WCB Expense	47.88
AUMA Extended Health	899.92
L.A.P.P. Expense	4,869.27
AB Health Expense	569.80
<b>TOTAL EXPENSES</b>	<u>173,752.11</u>

**TOTAL EXPENSE** 173,752.11

**NET INCOME** 45,764.92

**Brooks Public Library**  
**Reconciliation Transactions Detail Report 07/01/2006 to 07/31/2006**

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
07/06/2006	J320	Jul06, Shortgrass Library System	2263	-	3,053.88		Y	Cleared
07/06/2006	J321	Jul06, Xerox Canada Ltd.	2264	-	160.83		Y	Cleared
07/06/2006	J322	Jul06, Brooks Stationers	2265	-	64.15		Y	Cleared
07/29/2006	J323	Jul06, Kathleen Davis-Lepage	2266	-	848.82		N	Outstanding
07/06/2006	J326	Jul06, Brooks Computer Services ...	2267	-	53.50		Y	Cleared
07/06/2006	J327	Jul06, Brooks Bulletin	2268	-	79.18		Y	Cleared
07/06/2006	J328	July06, Bow Island Boys	2269	-	216.60		Y	Cleared
07/07/2006	J329	Fines	Deposit	586.49	-		Y	Cleared
07/07/2006	J330	Resident Cardholder	Deposit	348.00	-		Y	Cleared
07/07/2006	J331	GST Recovery	Deposit	2,698.59	-		Y	Cleared
07/07/2006	J332	Julia's - Secondment	Deposit	2,515.02	-		Y	Cleared
07/20/2006	J339	July 2006, Canada Post	2270	-	97.52		Y	Cleared
07/20/2006	J340	July2006, George and Terry Goulet	2271	-	39.90		N	Outstanding
07/20/2006	J341	July2006, Shannon Christoffersen	2272	-	132.00		Y	Cleared
07/20/2006	J342	July2006, Telus Communications	2273	-	282.98		Y	Cleared
07/20/2006	J343	July 2006, Brooks Bulletin	2274	-	45.05		Y	Cleared
07/20/2006	J344	July 2006, RBC Royal Bank VISA	2275	-	127.95		Y	Cleared
07/20/2006	J345	July 2006, Royal Bank Visa	2276	-	4,796.51		Y	Cleared
07/20/2006	J346	July 2006, Shortgrass Library Syst...	2277	-	18.62		Y	Cleared
07/20/2006	J347	July 2006, Water Pure & Simple	2278	-	16.50		Y	Cleared
07/20/2006	J348	July 2006, Brodart	2279	-	103.56		Y	Cleared
07/14/2006	J349	Fines	Deposit	374.98	-		Y	Cleared
07/14/2006	J350	Resident Cardholder	Deposit	462.00	-		Y	Cleared
07/14/2006	J351	Non-Resident Cardholder	Deposit	120.00	-		Y	Cleared
07/20/2006	J352	July06, Dennis van Westerborg	2280	-	30.00		Y	Cleared
07/31/2006	J353	July 06, Julia Reinhart	2281	-	2,818.92		N	Outstanding
07/31/2006	J354	July 06, Shannon Christoffersen	2282	-	1,400.15		Y	Cleared
07/31/2006	J355	July 06, Ronnie Adams	2283	-	1,172.29		N	Outstanding
07/31/2006	J356	July 06, Bessie Jacowishen	2284	-	1,546.25		N	Outstanding
07/31/2006	J357	July 06, Lesley Jensen	2285	-	1,594.62		N	Outstanding
07/31/2006	J358	July 06, Cathryn Krochak	2286	-	597.10		N	Outstanding
07/31/2006	J359	July 06, Patricia Neufeld	2287	-	183.70		N	Outstanding
07/31/2006	J360	July 06, Maxine Meldrum	2288	-	1,584.83		N	Outstanding
07/31/2006	J361	July 06, Tamara Van Horne	2289	-	953.46		Y	Cleared
07/31/2006	J362	July 06, Sharon Wilson	2290	-	556.97		N	Outstanding
07/31/2006	J363	July06, Lesley Jensen	2291	-	69.92		N	Outstanding
07/31/2006	J364	July06, Brooks and County Chroni...	2292	-	530.00		N	Outstanding
07/31/2006	J365	July06, Brooks Computer Services...	2293	-	53.00		N	Outstanding
07/31/2006	J366	July06, Local Authorities Pension ...	2294	-	1,467.16		N	Outstanding
07/31/2006	J367	July06, Canada Customs and Rev...	2295	-	3,702.48		N	Outstanding
07/21/2006	J368	Fines	Deposit	406.67	-		Y	Cleared
07/21/2006	J369	Resident Cardholder	Deposit	522.00	-		Y	Cleared
07/21/2006	J370	Non-Resident CAadholder	Deposit	80.00	-		Y	Cleared
07/21/2006	J371	Town of Brooks	Deposit	34,453.25	-		Y	Cleared
07/21/2006	J372	Donations	Deposit	500.00	-		Y	Cleared
07/28/2006	J373	Fines	Deposit	452.09	-		Y	Cleared
07/28/2006	J374	Resident Cardholder	Deposit	390.00	-		Y	Cleared
07/28/2006	J375	Adopt-a-Magazine	Deposit	600.00	-		Y	Cleared
07/28/2006	J376	Copier	Deposit	160.83	-		Y	Cleared
07/31/2006	J380	Securtek	Debit	-	25.00		Y	Cleared
07/31/2006	J380	Securtek	Debit	-	1.50		Y	Cleared
07/31/2006	J381	AB Health	Debit	-	30.80		Y	Cleared
07/31/2006	J381	AB Health	Debit	-	13.20		Y	Cleared
07/31/2006	J382	Bank Charge: Destination Fee	Debit	-	5.00		Y	Cleared

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44,669.92      28,473.90

Brooks Public Library  
All Journal Entries 07/01/2006 to 07/31/2006

			Debits	Credits
07/06/2006	J320	2263, Jul06, Shortgrass Library System		
		5022 SLS - Dynix and Telecom	2,271.73	-
		5030 Books and Materials	782.15	-
		1080 Cash In Bank	-	3,053.88
07/06/2006	J321	2264, Jul06, Xerox Canada Ltd.		
		5160 Copier & Computer Costs	160.83	-
		1080 Cash In Bank	-	160.83
07/06/2006	J322	2265, Jul06, Brooks Stationers		
		5100 Repair & Maintenance	64.15	-
		1080 Cash In Bank	-	64.15
07/29/2006	J323	2266, Jul06, Kathleen Davis-Lepage		
		5091 Medieval Faire	848.82	-
		1080 Cash In Bank	-	848.82
07/06/2006	J326	2267, Jul06, Brooks Computer Services Ltd.		
		5060 Payroll Expense	53.50	-
		1080 Cash In Bank	-	53.50
07/06/2006	J327	2268, Jul06, Brooks Bulletin		
		5220 Publicity and Advertising	79.18	-
		1080 Cash In Bank	-	79.18
07/06/2006	J328	2269, July06, Bow Island Boys		
		5090 Program Expense	216.60	-
		1080 Cash In Bank	-	216.60
07/07/2006	J329	Deposit, Fines		
		4120 Fines, Book Sales and Services	-	586.49
		1080 Cash In Bank	586.49	-
07/07/2006	J330	Deposit, Resident Cardholder		
		4090 Resident Cardholder Fees	-	348.00
		1080 Cash In Bank	348.00	-
07/07/2006	J331	Deposit, GST Recovery		
		4220 GST Recovery	-	2,698.59
		1080 Cash In Bank	2,698.59	-
07/07/2006	J332	Deposit, Julia's - Secondment		
		5300 Wages	-	2,150.50
		5350 L.A.P.P. Expense	-	166.67
		5340 AUMA Extended Health	-	26.92
		5360 AB Health Expense	-	15.40
		5310 EI Expense	-	56.30
		5320 CPP Expense	-	99.23
		1080 Cash In Bank	2,515.02	-
07/20/2006	J339	2270, July 2006, Canada Post		
		2100 GST Paid on Purchases	5.52	-
		5200 Freight and Postage	92.00	-
		1080 Cash In Bank	-	97.52
07/20/2006	J340	2271, July2006, George and Terry Goulet		
		5030 Books and Materials	39.90	-
		1080 Cash In Bank	-	39.90
07/20/2006	J341	2272, July2006, Shannon Christoffersen		
		5080 Administration & Travel	132.00	-
		1080 Cash In Bank	-	132.00
07/20/2006	J342	2273, July2006, Telus Communications		
		2100 GST Paid on Purchases	15.91	-
		5140 Telephone and Fax Expense	267.07	-
		1080 Cash In Bank	-	282.98

**Brooks Public Library**  
**All Journal Entries 07/01/2006 to 07/31/2006**

			Debits	Credits
07/20/2006	J343	2274, July 2006, Brooks Bulletin		
		2100 GST Paid on Purchases	2.55	-
		5220 Publicity and Advertising	42.50	-
		1080 Cash In Bank	-	45.05
07/20/2006	J344	2275, July 2006, RBC Royal Bank VISA		
		2100 GST Paid on Purchases	8.37	-
		5200 Freight and Postage	119.58	-
		1080 Cash In Bank	-	127.95
07/20/2006	J345	2276, July 2006, Royal Bank Visa		
		2100 GST Paid on Purchases	309.32	-
		5030 Books and Materials	4,418.92	-
		5080 Administration & Travel	68.27	-
		1080 Cash In Bank	-	4,796.51
07/20/2006	J346	2277, July 2006, Shortgrass Library System		
		4120 Fines, Book Sales and Services	18.62	-
		1080 Cash In Bank	-	18.62
07/20/2006	J347	2278, July 2006, Water Pure & Simple		
		5080 Administration & Travel	16.50	-
		1080 Cash In Bank	-	16.50
07/20/2006	J348	2279, July 2006, Brodart		
		2100 GST Paid on Purchases	6.78	-
		5070 Library Supplies	96.78	-
		1080 Cash In Bank	-	103.56
07/14/2006	J349	Deposit, Fines		
		4120 Fines, Book Sales and Services	-	374.98
		1080 Cash In Bank	374.98	-
07/14/2006	J350	Deposit, Resident Cardholder		
		4090 Resident Cardholder Fees	-	462.00
		1080 Cash In Bank	462.00	-
07/14/2006	J351	Deposit, Non-Resident Cardholder		
		4140 Non-resident Cardholder Fees	-	120.00
		1080 Cash In Bank	120.00	-
07/20/2006	J352	2280, July06, Dennis van Westerborg		
		5030 Books and Materials	30.00	-
		1080 Cash In Bank	-	30.00
07/31/2006	J353	2281, July 06, Julia Reinhart		
		5300 Wages	4,301.00	-
		1080 Cash In Bank	-	2,818.92
		2310 EI Payable	-	80.43
		2320 CPP Payable	-	198.46
		2330 Income Tax Payable	-	876.60
		2400 L.A.P.P.	-	290.32
		2420 AUMA Extended Health	-	23.07
		2440 AB Health Payable	-	13.20
07/31/2006	J354	2282, July 06, Shannon Christoffersen		
		5300 Wages	1,646.32	-
		1080 Cash In Bank	-	1,400.15
		2310 EI Payable	-	30.79
		2320 CPP Payable	-	67.06
		2330 Income Tax Payable	-	148.32
07/31/2006	J355	2283, July 06, Ronnie Adams		
		5300 Wages	1,568.70	-
		1080 Cash In Bank	-	1,172.29
		2310 EI Payable	-	29.33
		2320 CPP Payable	-	63.21
		2330 Income Tax Payable	-	129.88
		2400 L.A.P.P.	-	105.89
		2420 AUMA Extended Health	-	41.70



**Brooks Public Library**  
**All Journal Entries 07/01/2006 to 07/31/2006**

			Debits	Credits
		2440 AB Health Payable	-	26.40
07/31/2006	J356	2284, July 06, Bessie Jacowishen		
		5300 Wages	2,124.30	-
		1080 Cash In Bank	-	1,546.25
		2310 EI Payable	-	39.72
		2320 CPP Payable	-	90.72
		2330 Income Tax Payable	-	261.90
		2400 L.A.P.P.	-	143.39
		2420 AUMA Extended Health	-	42.32
07/31/2006	J357	2285, July 06, Lesley Jensen		
		5300 Wages	1,710.54	-
		1080 Cash In Bank	-	1,594.62
		2310 EI Payable	-	31.99
		2320 CPP Payable	-	70.23
		2330 Income Tax Payable	-	13.70
07/31/2006	J358	2286, July 06, Cathryn Krochak		
		5300 Wages	625.30	-
		1080 Cash In Bank	-	597.10
		2310 EI Payable	-	11.69
		2320 CPP Payable	-	16.51
07/31/2006	J359	2287, July 06, Patricia Neufeld		
		5300 Wages	187.20	-
		1080 Cash In Bank	-	183.70
		2310 EI Payable	-	3.50
07/31/2006	J360	2288, July 06, Maxine Meldrum		
		5300 Wages	2,124.30	-
		1080 Cash In Bank	-	1,584.83
		2310 EI Payable	-	39.72
		2320 CPP Payable	-	90.72
		2330 Income Tax Payable	-	261.90
		2400 L.A.P.P.	-	143.39
		2420 AUMA Extended Health	-	3.74
07/31/2006	J361	2289, July 06, Tamara Van Horne		
		5300 Wages	1,038.96	-
		1080 Cash In Bank	-	953.46
		2310 EI Payable	-	19.43
		2320 CPP Payable	-	36.99
		2330 Income Tax Payable	-	29.08
07/31/2006	J362	2290, July 06, Sharon Wilson		
		5300 Wages	567.58	-
		1080 Cash In Bank	-	556.97
		2310 EI Payable	-	10.61
07/31/2006	J363	2291, July06, Lesley Jensen		
		5090 Program Expense	69.92	-
		1080 Cash In Bank	-	69.92
07/31/2006	J364	2292, July06, Brooks and County Chronicle		
		2100 GST Paid on Purchases	30.00	-
		4190 Medieval Faire	500.00	-
		1080 Cash In Bank	-	530.00
07/31/2006	J365	2293, July06, Brooks Computer Services Ltd.		
		2100 GST Paid on Purchases	3.00	-
		5060 Payroll Expense	50.00	-
		1080 Cash In Bank	-	53.00
07/31/2006	J366	2294, July06, Local Authorities Pension Plan		
		2400 L.A.P.P.	682.99	-
		5350 L.A.P.P. Expense	784.17	-
		1080 Cash In Bank	-	1,467.16

			Debits	Credits
07/31/2006	J367	2295, July06, Canada Customs and Revenue Agen		
		2310 EI Payable	297.21	-
		2320 CPP Payable	633.90	-
		2330 Income Tax Payable	1,721.38	-
		5310 EI Expense	416.09	-
		5320 CPP Expense	633.90	-
		1080 Cash In Bank	-	3,702.48
07/21/2006	J368	Deposit, Fines		
		4120 Fines, Book Sales and Services	-	406.67
		1080 Cash In Bank	406.67	-
07/21/2006	J369	Deposit, Resident Cardholder		
		4090 Resident Cardholder Fees	-	522.00
		1080 Cash In Bank	522.00	-
07/21/2006	J370	Deposit, Non-Resident CAadholder		
		4140 Non-resident Cardholder Fees	-	80.00
		1080 Cash In Bank	80.00	-
07/21/2006	J371	Deposit, Town of Brooks		
		4020 Town of Brooks	-	34,453.25
		1080 Cash In Bank	34,453.25	-
07/21/2006	J372	Deposit, Donations		
		4170 Charitable Receipt Donations	-	500.00
		1080 Cash In Bank	500.00	-
07/28/2006	J373	Deposit, Fines		
		4120 Fines, Book Sales and Services	-	452.09
		1080 Cash In Bank	452.09	-
07/28/2006	J374	Deposit, Resident Cardholder		
		4090 Resident Cardholder Fees	-	390.00
		1080 Cash In Bank	390.00	-
07/28/2006	J375	Deposit, Adopt-a-Magazine		
		4185 Adopt-a-magazine	-	600.00
		1080 Cash In Bank	600.00	-
07/28/2006	J376	Deposit, Copier		
		5160 Copier & Computer Costs	-	160.83
		1080 Cash In Bank	160.83	-
07/31/2006	J380	Debit, Securtek		
		5170 Security Monitoring	25.00	-
		1080 Cash In Bank	-	25.00
		5180 GST Expense	1.50	-
		1080 Cash In Bank	-	1.50
07/31/2006	J381	Debit, AB Health		
		5360 AB Health Expense	30.80	-
		1080 Cash In Bank	-	30.80
		2440 AB Health Payable	13.20	-
		1080 Cash In Bank	-	13.20
07/31/2006	J382	Debit, Bank Charge: Destination Fee		
		5250 Bank Charges	5.00	-
		1080 Cash In Bank	-	5.00
			76,629.73	76,629.73

**Brooks Library Board  
Finance Standing Committee Meeting  
8:00 am September 18, 2006**

Present: Dino Champlone and Shannon Christoffersen

Regrets: Elsie Strach

- 1) Meeting was called to order at 8:05 am.
- 2) Receipts and Expenditures for the month of August were discussed in detail and reviewed by the Committee. Items of Note:

**Receipts:**

- CAP Grant: received funding for a Daisy Reader (audiobook player for the visually impaired) and a flat screen monitor for the computer lab.
- Eight magazines adopted this month, bringing total to fourteen.

**Expenditures:**

- Books and Materials: received reimbursement from Shortgrass for Book Buying Trip.
  - Payroll Expense: included two Records of Employment
  - Administration & Travel: water and security check for new employee
  - Repair and Maintenance: Laminate for laminating machine
  - Miscellaneous: Film for Camera
- 3) The Committee reviewed the upcoming 2007 budget to be presented to the Board on September 21, 2006.
  - 4) Meeting was adjourned at 8:40 am.

**Brooks Library Board Budget**  
**August 2006**

<b>Receipts</b>	<b>Annual Budget</b>	<b>Current Month</b>	<b>Total to Date</b>
City of Brooks	137,813.00	0.00	103,359.75
HRDC – Summer Student	1,446.00	0.00	0.00
Province of Alberta	49,781.00	0.00	69,624.00*
Industry Canada - CAP V Grant	1,975.00	554.00	554.00
County of Newell Library Board	20,475.00	0.00	3,686.76**
Resident Cardholder Fees	16,000.00	1,440.00	10,974.18
Interest Income	0.00	0.00	0.00
Miscellaneous	200.00	0.00	0.00
Fines, books and services	20,500.00	1,583.24	12,334.87
Non-resident Cardholder Fees	3,000.00	60.00	1,280.00
Donations	14,000.00	25.00	16,917.12
Fundraisers	300.00	0.00	0.00
Adopt-a-magazine	2,200.00	800.00	1,400.00
Medieval Faire	0.00	0.00	1,150.00
GST Recovery	2,000.00	0.00	2,698.59
<b>Total Revenue</b>	<b>269,690.00</b>	<b>4,462.24</b>	<b>223,979.27</b>
<b>Expenditures</b>			
SLS Expense (Materials Allot.)	45,604.00	0.00	22,875.92
Shortgrass – Non-resident Fees	1,500.00	0.00	0.00
Dynix and Telecom (SLS)	3,500.00	0.00	2,271.73
Books & Materials	0.00	-4560.19	1,552.67
Furnishings and Equipment	12,000.00	0.00	13,709.22
Payroll Expense	800.00	60.00	483.50
Library Supplies	4,000.00	38.71	3,341.87
Administration & Travel	3,000.00	37.70	2,569.97
Program Expense	2,500.00	14.50	1,113.97
Medieval Faire	0.00	0.00	1,212.60
Repair & Maintenance	2,000.00	75.00	245.02
Rebinding	500.00	0.00	475.16
Staff Training	4,000.00	0.00	1,137.50
Telephone & Fax Expense	3,500.00	265.80	2,136.05
Copier & Computer Costs	2,000.00	0.00	912.87
Security Monitoring	600.00	25.00	300.00
Computer Main. Contracts	1,000.00	0.00	759.95
GST Expense	0.00	1.50	13.50
Freight & Postage	1,000.00	102.00	474.03
Professional Memberships	400.00	0.00	149.18
Publicity and Advertising	2,000.00	0.00	385.68

Audit and Insurance	6,500.00	0.00	8,190.00
Bank Charges	200.00	5.00	107.21
Miscellaneous	200.00	17.98	21.93
Wages (includes temp. staff)	149,286.00	14,588.39	107,389.30
EI Expense	4,000.00	421.32	2,885.03
CPP Expense	5,500.00	555.52	4,299.61
WCB Expense	600.00	125.80	173.68
AUMA Expense	4,000.00	-37.69	862.23
LAPP Expense	8,500.00	597.52	5,466.79
AB Health Expense	1,000.00	194.04	763.84
<b>Total Expenses</b>	269,690.00	12,527.90	186,280.01

\*Additional funding from the Province of Alberta in the amount of \$19,843.00 was part of a special one-time grant available to Public Libraries from the Province of Alberta for 2006-2007. This additional funding will be used to fund the new position of Training Coordinator as well as new equipment purchases and programming expenses.

\*\*Additional funding from County of Newell Library Board in the amount of \$3,686.76 was part of special one-time grant available to Public Libraries from the Province of Alberta for 2006-2007.

**ASSETS**

**CURRENT ASSETS**

GIC Account	0.00
GST Recoverable	2,968.59
Building Fund	27,706.79
Furn. & Shelving Reserve	0.00
Cash On Hand/Float	50.00
Cash In Bank	57,108.84
Accounts Receivable	236.59
<b>TOTAL CURRENT ASSETS</b>	<u>88,070.81</u>

**TOTAL ASSETS**

88,070.81

**LIABILITIES**

**CURRENT LIABILITIES**

Accounts Payable	1,722.88
MNP Accrual	1,500.00
GST Charged on Sales	0.00
GST Paid on Purchases	-2,566.71
GST Paid on Books	0.00
New Account	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	443.35
AB Health Payable	52.80
W.C.B. Payable	0.00
Miscellaneous	0.00
<b>TOTAL CURRENT LIABILITIES</b>	<u>1,152.32</u>

**TOTAL LIABILITIES**

1,152.32

**EQUITY**

**EARNINGS**

Building Fund Reserves	28,314.20
Externally restricted	200.00
Retained Earnings	20,705.03
Current Earnings	37,699.26
<b>CURRENT EARNINGS</b>	<u>86,918.49</u>

**TOTAL EQUITY**

86,918.49

**LIABILITIES AND EQUITY**

88,070.81

**REVENUE**

**REVENUE**

Town of Brooks	0.00
HRDC - Summer Student	0.00
Province of Alberta	0.00
Industry Canada - CAP 3	554.00
Industry Canada - CAP Y1	0.00
County of Newell Library Board	0.00
Resident Cardholder Fees	1,440.00
Interest Income	0.00
Miscellaneous	0.00
Fines, Book Sales and Services	1,583.24
Non-resident Cardholder Fees	60.00
Charitable Receipt Donations	25.00
Fundraisers	0.00
Adopt-a-magazine	800.00
Medieval Faire	0.00
GST Recovery	0.00
<b>TOTAL REVENUE</b>	<u>4,462.24</u>

**TOTAL REVENUE** 4,462.24

**EXPENSE**

**EXPENSES**

SLS Expense (Materials)	0.00
SLS - Non-resident fees	0.00
SLS - Dynix and Telecom	0.00
Books and Materials	-4,560.19
New Library Furnishings	0.00
Library Equipment	0.00
Payroll Expense	60.00
Library Supplies	38.71
Administration & Travel	37.70
Recruitment Expense	0.00
Program Expense	14.50
Medieval Faire	0.00
Repair & Maintenance	75.00
Rebinding, Microfilming, Laminating	0.00
Staff Training	0.00
Telephone and Fax Expense	265.80
Copier & Computer Costs	0.00
Security Monitoring	25.00
Computer Main. Contracts	0.00
GST Expense	1.50
Freight and Postage	102.00
Professional Memberships	0.00
Publicity and Advertising	0.00
Audit and Insurance	0.00
Bank Charges	5.00
Miscellaneous	17.98
Wages	14,588.39
Wage Reimbursement	0.00
EI Expense	421.32
CPP Expense	555.52
WCB Expense	125.80
AUMA Extended Health	-37.69
L.A.P.P. Expense	597.52
AB Health Expense	194.04
<b>TOTAL EXPENSES</b>	<u>12,527.90</u>

**TOTAL EXPENSE** 12,527.90

**NET INCOME** -8,065.66

**REVENUE**

<b>REVENUE</b>	
Town of Brooks	103,359.75
HRDC - Summer Student	0.00
Province of Alberta	69,624.00
Industry Canada - CAP 3	554.00
Industry Canada - CAP YI	0.00
County of Newell Library Board	3,686.76
Resident Cardholder Fees	10,974.18
Interest Income	0.00
Miscellaneous	0.00
Fines, Book Sales and Services	12,334.87
Non-resident Cardholder Fees	1,280.00
Charitable Receipt Donations	16,917.12
Fundraisers	0.00
Adopt-a-magazine	1,400.00
Medieval Faire	1,150.00
GST Recovery	2,698.59
<b>TOTAL REVENUE</b>	<u>223,979.27</u>
<b>TOTAL REVENUE</b>	<u>223,979.27</u>

**EXPENSE**

<b>EXPENSES</b>	
SLS Expense (Materials)	22,875.92
SLS - Non-resident fees	0.00
SLS - Dynix and Telecom	2,271.73
Books and Materials	1,552.67
New Library Furnishings	13,709.22
Library Equipment	0.00
Payroll Expense	483.50
Library Supplies	3,341.87
Administration & Travel	2,569.97
Recruitment Expense	0.00
Program Expense	1,113.97
Medieval Faire	1,212.60
Repair & Maintenance	245.02
Rebinding, Microfilming, Laminating	475.16
Staff Training	1,137.50
Telephone and Fax Expense	2,136.05
Copier & Computer Costs	912.87
Security Monitoring	300.00
Computer Main. Contracts	759.95
GST Expense	13.50
Freight and Postage	474.03
Professional Memberships	149.18
Publicity and Advertising	385.68
Audit and Insurance	8,190.00
Bank Charges	107.21
Miscellaneous	21.93
Wages	107,389.30
Wage Reimbursement	0.00
EI Expense	2,885.03
CPP Expense	4,299.61
WCB Expense	173.68
AUMA Extended Health	862.23
L.A.P.P. Expense	5,466.79
AB Health Expense	763.84
<b>TOTAL EXPENSES</b>	<u>186,280.01</u>
<b>TOTAL EXPENSE</b>	<u>186,280.01</u>
<b>NET INCOME</b>	<u>37,699.26</u>



**Brooks Public Library**  
**Reconciliation Transactions Detail Report 08/01/2006 to 08/31/2006**

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
08/10/2006	J377	Aug06, City of Brooks	2296	-	21.20		N	Outstanding
08/10/2006	J378	Aug06, Alberta Health Care Insura...	2297	-	264.00		Y	Cleared
08/10/2006	J379	Aug06, Shortgrass Library System	2298	-	85.89		Y	Cleared
08/22/2006	J383	August 2006, Brooks Stationers	2299	-	26.30		Y	Cleared
08/22/2006	J384	August 2006, Julia Reinhart	2300	-	14.73		N	Outstanding
08/22/2006	J385	August 2006, Water Pure & Simple	2301	-	16.50		Y	Cleared
08/22/2006	J386	August 2006, Ben's Office Machines	2302	-	79.50		Y	Cleared
08/22/2006	J387	August 2006, Telus Communicatio...	2303	-	281.64		Y	Cleared
08/22/2006	J388	August 2006, RBC Royal Bank Vi...	2304	-	9.92		Y	Cleared
08/31/2006	J389	August 2006, Ronnie Adams	2305	-	1,367.33		N	Outstanding
08/31/2006	J390	August 2006, Shannon Christoffer...	2306	-	1,400.15		Y	Cleared
08/31/2006	J391	August 2006, Allan Gragasin	2307	-	704.66		N	Outstanding
08/31/2006	J392	August 2006, Bessie Jacowishen	2308	-	1,610.07		Y	Cleared
08/31/2006	J393	August 2006, Lesley Jensen	2309	-	1,024.94		N	Outstanding
08/31/2006	J394	August 2006, Cathryn Krochak	2310	-	801.97		N	Outstanding
08/31/2006	J395	August 2006, Maxine Meldrum	2311	-	1,703.37		N	Outstanding
08/31/2006	J396	August 2006, Patricia Neufeld	2312	-	252.59		N	Outstanding
08/31/2006	J397	Aug 2006, Julia Reinhart	2313	-	2,818.92		N	Outstanding
08/31/2006	J398	August 2006, Tamara Van Horne	2314	-	1,378.56		Y	Cleared
08/31/2006	J399	August 2006, Sharon Wilson	2315	-	674.98		N	Outstanding
08/22/2006	J400	Reversing J388. Correction is J401.	ADJ2304	9.92	-		Y	Adjustment
08/22/2006	J401	August 2006, RBC Royal Bank Vi...	2304	-	9.92		Y	Cleared
08/22/2006	J402	Reversing J401. Correction is J403.	ADJ2304	9.92	-		Y	Adjustment
08/22/2006	J403	August 2006, RBC Royal Bank Vi...	2304	-	9.92		Y	Cleared
08/31/2006	J404	August 2006, Canada Customs an...	2316	-	4,142.63		N	Outstanding
08/31/2006	J405	August 2006, Local Authorities Pe...	2317	-	1,554.50		N	Outstanding
08/31/2006	J406	August 2006, Brooks Computer S...	2318	-	63.60		N	Outstanding
08/31/2006	J407	August 2006, Workers' Compensa...	2319	-	125.80		N	Outstanding
08/31/2006	J408	August 2006, Shortgrass Library S...	2320	-	106.67		N	Outstanding
08/31/2006	J409	August 2006, Canada Post	2321	-	108.12		N	Outstanding
08/04/2006	J411	Fines	Deposit	535.89	-		Y	Cleared
08/04/2006	J412	Resident Cardholder	Deposit	390.00	-		Y	Cleared
08/04/2006	J413	Adopt-a-Magazine	Deposit	300.00	-		Y	Cleared
08/11/2006	J414	Fines	Deposit	226.52	-		Y	Cleared
08/11/2006	J415	Resident Cardholder	Deposit	378.00	-		Y	Cleared
08/11/2006	J416	Donation	Deposit	25.00	-		Y	Cleared
08/11/2006	J417	Adopt-a-Magazine	Deposit	-	100.00		Y	Reversed
08/11/2006	J418	Shortgrass Library System	Deposit	8,763.85	-		Y	Cleared
08/18/2006	J419	Resident Cardholder	Deposit	318.00	-		Y	Cleared
08/18/2006	J420	Fines	Deposit	417.78	-		Y	Cleared
08/18/2006	J421	Adopt-a-Magazine	Deposit	100.00	-		Y	Cleared
08/25/2006	J422	Fines	Deposit	403.05	-		Y	Cleared
08/25/2006	J423	Resident Cardholder	Deposit	354.00	-		Y	Cleared
08/25/2006	J424	Non-Resident Cardholder	Deposit	60.00	-		Y	Cleared
08/25/2006	J425	Adopt-a-Magazine	Deposit	300.00	-		Y	Cleared
08/31/2006	J433	Securtek	Debit	-	26.75		Y	Cleared
08/31/2006	J434	AB Health	Debit	-	44.00		Y	Cleared
08/31/2006	J435	Destination Fee	Debit	-	5.00		Y	Cleared
08/11/2006	J436	Reversing J417. Correction is J437.	ADJDeposit	100.00	-		Y	Cleared
08/11/2006	J437	Adopt-a-Magazine	Deposit	100.00	-		Y	Cleared
08/31/2006	J438	Reversing J433. Correction is J439.	ADJDebit	26.75	-		Y	Adjustment
08/31/2006	J439	Securtek	Debit	-	26.50		Y	Cleared

12,818.68      20,860.63

**Brooks Public Library**  
**All Journal Entries 08/01/2006 to 08/31/2006**

			Debits	Credits
08/10/2006	J377	2296, Aug06, City of Brooks		
		5080 Administration & Travel	21.20	-
		1080 Cash In Bank	-	21.20
08/10/2006	J378	2297, Aug06, Alberta Health Care Insurance PI		
		2440 AB Health Payable	79.20	-
		5360 AB Health Expense	184.80	-
		1080 Cash In Bank	-	264.00
08/10/2006	J379	2298, Aug06, Shortgrass Library System		
		5030 Books and Materials	85.89	-
		1080 Cash In Bank	-	85.89
08/22/2006	J383	2299, August 2006, Brooks Stationers		
		2100 GST Paid on Purchases	1.49	-
		5070 Library Supplies	24.81	-
		1080 Cash In Bank	-	26.30
08/22/2006	J384	2300, August 2006, Julia Reinhart		
		2100 GST Paid on Purchases	0.83	-
		5070 Library Supplies	13.90	-
		1080 Cash In Bank	-	14.73
08/22/2006	J385	2301, August 2006, Water Pure & Simple		
		5080 Administration & Travel	16.50	-
		1080 Cash In Bank	-	16.50
08/22/2006	J386	2302, August 2006, Ben's Office Machines		
		2100 GST Paid on Purchases	4.50	-
		5100 Repair & Maintenance	75.00	-
		1080 Cash In Bank	-	79.50
08/22/2006	J387	2303, August 2006, Telus Communications		
		2100 GST Paid on Purchases	15.84	-
		5140 Telephone and Fax Expense	265.80	-
		1080 Cash In Bank	-	281.64
08/31/2006	J389	2305, August 2006, Ronnie Adams		
		5300 Wages	1,879.95	-
		1080 Cash In Bank	-	1,367.33
		2310 EI Payable	-	35.16
		2320 CPP Payable	-	78.62
		2330 Income Tax Payable	-	203.84
		2400 L.A.P.P.	-	126.90
		2420 AUMA Extended Health	-	41.70
		2440 AB Health Payable	-	26.40
08/31/2006	J390	2306, August 2006, Shannon Christoffersen		
		5300 Wages	1,646.32	-
		1080 Cash In Bank	-	1,400.15
		2310 EI Payable	-	30.79
		2320 CPP Payable	-	67.06
		2330 Income Tax Payable	-	148.32
08/31/2006	J391	2307, August 2006, Allan Gragasin		
		5300 Wages	740.74	-
		1080 Cash In Bank	-	704.66
		2310 EI Payable	-	13.85
		2320 CPP Payable	-	22.23
08/31/2006	J392	2308, August 2006, Bessie Jacowishen		
		5300 Wages	2,226.15	-
		1080 Cash In Bank	-	1,610.07
		2310 EI Payable	-	41.63
		2320 CPP Payable	-	95.76
		2330 Income Tax Payable	-	286.10
		2400 L.A.P.P.	-	150.27
		2420 AUMA Extended Health	-	42.32

			Debits	Credits
08/31/2006	J393	2309, August 2006, Lesley Jensen		
		5300 Wages	1,084.46	-
		1080 Cash In Bank	-	1,024.94
		2310 EI Payable	-	20.28
		2320 CPP Payable	-	39.24
08/31/2006	J394	2310, August 2006, Cathryn Krochak		
		5300 Wages	846.56	-
		1080 Cash In Bank	-	801.97
		2310 EI Payable	-	15.83
		2320 CPP Payable	-	27.47
		2330 Income Tax Payable	-	1.29
08/31/2006	J395	2311, August 2006, Maxine Meldrum		
		5300 Wages	2,313.45	-
		1080 Cash In Bank	-	1,703.37
		2310 EI Payable	-	43.26
		2320 CPP Payable	-	100.08
		2330 Income Tax Payable	-	306.84
		2400 L.A.P.P.	-	156.16
		2420 AUMA Extended Health	-	3.74
08/31/2006	J396	2312, August 2006, Patricia Neufeld		
		5300 Wages	257.40	-
		1080 Cash In Bank	-	252.59
		2310 EI Payable	-	4.81
08/31/2006	J397	2313, Aug 2006, Julia Reinhart		
		5300 Wages	4,301.00	-
		1080 Cash In Bank	-	2,818.92
		2310 EI Payable	-	80.43
		2320 CPP Payable	-	198.46
		2330 Income Tax Payable	-	876.60
		2400 L.A.P.P.	-	290.32
		2420 AUMA Extended Health	-	23.07
		2440 AB Health Payable	-	13.20
08/31/2006	J398	2314, August 2006, Tamara Van Horne		
		5300 Wages	1,615.22	-
		1080 Cash In Bank	-	1,378.56
		2310 EI Payable	-	30.20
		2320 CPP Payable	-	65.52
		2330 Income Tax Payable	-	140.94
08/31/2006	J399	2315, August 2006, Sharon Wilson		
		5300 Wages	687.84	-
		1080 Cash In Bank	-	674.98
		2310 EI Payable	-	12.86
08/22/2006	J403	2304, August 2006, RBC Royal Bank VISA		
		2100 GST Paid on Purchases	1.95	-
		5090 Program Expense	14.50	-
		5260 Miscellaneous	17.98	-
		1080 Cash In Bank	-	9.92
		5030 Books and Materials	-	24.51
08/31/2006	J404	2316, August 2006, Canada Customs and Revenue		
		2310 EI Payable	329.09	-
		2320 CPP Payable	694.44	-
		2330 Income Tax Payable	1,963.93	-
		5310 EI Expense	460.73	-
		5320 CPP Expense	694.44	-
		1080 Cash In Bank	-	4,142.63
08/31/2006	J405	2317, August 2006, Local Authorities Pension		
		2400 L.A.P.P.	723.65	-
		5350 L.A.P.P. Expense	830.85	-
		1080 Cash In Bank	-	1,554.50

**Brooks Public Library**  
**All Journal Entries 08/01/2006 to 08/31/2006**

			Debits	Credits
08/31/2006	J406	2318, August 2006, Brooks Computer Services L		
		2100 GST Paid on Purchases	3.60	-
		5060 Payroll Expense	60.00	-
		1080 Cash In Bank	-	63.60
08/31/2006	J407	2319, August 2006, Workers' Compensation Boar		
		5330 WCB Expense	125.80	-
		1080 Cash In Bank	-	125.80
08/31/2006	J408	2320, August 2006, Shortgrass Library System		
		5030 Books and Materials	106.67	-
		1080 Cash In Bank	-	106.67
08/31/2006	J409	2321, August 2006, Canada Post		
		2100 GST Paid on Purchases	6.12	-
		5200 Freight and Postage	102.00	-
		1080 Cash In Bank	-	108.12
08/04/2006	J411	Deposit, Fines		
		4120 Fines, Book Sales and Services	-	535.89
		1080 Cash In Bank	535.89	-
08/04/2006	J412	Deposit, Resident Cardholder		
		4090 Resident Cardholder Fees	-	390.00
		1080 Cash In Bank	390.00	-
08/04/2006	J413	Deposit, Adopt-a-Magazine		
		4185 Adopt-a-magazine	-	300.00
		1080 Cash In Bank	300.00	-
08/11/2006	J414	Deposit, Fines		
		4120 Fines, Book Sales and Services	-	226.52
		1080 Cash In Bank	226.52	-
08/11/2006	J415	Deposit, Resident Cardholder		
		4090 Resident Cardholder Fees	-	378.00
		1080 Cash In Bank	378.00	-
08/11/2006	J416	Deposit, Donation		
		4170 Charitable Receipt Donations	-	25.00
		1080 Cash In Bank	25.00	-
08/11/2006	J418	Deposit, Shortgrass Library System		
		5030 Books and Materials	-	1,550.33
		5030 Books and Materials	-	3,177.91
		4045 Industry Canada - CAP 3	-	554.00
		5300 Wages	-	3,010.70
		5350 L.A.P.P. Expense	-	233.33
		5340 AUMA Extended Health	-	37.69
		5360 AB Health Expense	-	21.56
		5310 EI Expense	-	39.41
		5320 CPP Expense	-	138.92
		1080 Cash In Bank	8,763.85	-
08/18/2006	J419	Deposit, Resident Cardholder		
		4090 Resident Cardholder Fees	-	318.00
		1080 Cash In Bank	318.00	-
08/18/2006	J420	Deposit, Fines		
		4120 Fines, Book Sales and Services	-	417.78
		1080 Cash In Bank	417.78	-
08/18/2006	J421	Deposit, Adopt-a-Magazine		
		4185 Adopt-a-magazine	-	100.00
		1080 Cash In Bank	100.00	-
08/25/2006	J422	Deposit, Fines		
		4120 Fines, Book Sales and Services	-	403.05
		1080 Cash In Bank	403.05	-

Brooks Public Library  
 All Journal Entries 08/01/2006 to 08/31/2006

			Debits	Credits
08/25/2006	J423	Deposit, Resident Cardholder 4090 Resident Cardholder Fees 1080 Cash In Bank	-	354.00
08/25/2006	J424	Deposit, Non-Resident Cardholder 4140 Non-resident Cardholder Fees 1080 Cash In Bank	354.00	-
08/25/2006	J425	Deposit, Adopt-a-Magazine 4185 Adopt-a-magazine 1080 Cash In Bank	60.00	-
08/31/2006	J434	Debit, AB Health 5360 AB Health Expense 2440 AB Health Payable 1080 Cash In Bank	300.00 30.80 13.20	-
08/31/2006	J435	Debit, Destination Fee 5250 Bank Charges 1080 Cash In Bank	5.00	44.00
08/11/2006	J437	Deposit, Adopt-a-Magazine 4185 Adopt-a-magazine 1080 Cash In Bank	-	5.00
08/31/2006	J439	Debit, Securtek 5170 Security Monitoring 5180 GST Expense 1080 Cash In Bank	100.00 25.00 1.50	-
			-	26.50
			37,272.19	37,272.19

**MINUTES OF REGULAR MEETING OF BROOKS PUBLIC LIBRARY BOARD**  
**October 26, 2006**  
**HELD IN BROOKS PUBLIC LIBRARY**

**PRESENT:** Dino Champlone (Chair), Cathleen Patterson, Sheila Tiegs, Karen Nelson, Gloria Evans, Joyce Aasen, Shannon Christoffersen (Head Librarian), Martin Shields

**REGRETS:** Elsie Strach, Tilly Gamble-Altwasser, Michael Macdonald

**VISION STATEMENT**

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

**MISSION STATEMENT**

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

1. Call to Order: Dino called the meeting to order at 6:30 pm.
2. Dino welcomed new Board member Joyce Aasen and explained Michael Macdonald (who is replacing Pat Walsh as City representative on the Board) had a previous commitment.
3. Approval of Agenda: Item 4c Librarian's Report moved to 8b under New Business. Item 7d (Plan of Service) moved from Business Arising to become Item 9. Item 10 became Next Board Meeting and Item 11 Adjournment added. **Motion to approve agenda as amended: Sheila/Karen. Carried.**
4. Consent Agenda: **Motion to approve Consent Agenda items—Sept 2006 Board Minutes and Finance Committee Report: Karen/Cathleen. Carried.**
5. Correspondence
  - a. City of Brooks: received a letter proclaiming October Library Month
  - b. City of Brooks: letter appointing Joyce Aasen as BPL Board member for a 3-year term
  - c. City of Brooks: letter appointing Michael Macdonald and Martin Shields as City representatives on BPL Board
  - d. Received a copy of Shortgrass letter to City acknowledging the expected 5% budget increase
  - e. Circulated April letter from Kinette Club regarding their donation
  - f. Circulated thank you letter from Julia regarding the farewell gift and gathering. Shannon commented on a donation from Julia that was used for purchasing books.
  - g. SLS June Board Minutes circulated
6. Shortgrass Library System Report: Martin reported he and County Councillor Anne Marie Phillipsen are developing a plan to encourage Duchess Library to join SLS.
7. Business Arising from September 2006 Board meeting minutes
  - a. 2006 Audit: Shannon explained invitations to tender were sent out to several local and southern Alberta companies. She reviewed the price ranges from the companies that

replied to the invitation to tender. **Motion to recommend Gordon, Mactavish and Company of Medicine Hat perform a 2006 review engagement for BPL: Karen/Martin. Carried.** (An audit engagement requires that the accountant provides an opinion of the financial statements whereas a review engagement provides reasonable assurance that the financial statements are not materially misstated based on the review.) Gordon, Mactavish and Company states the price range for a review engagement would be between \$3,000 to \$4,000.

- b. Insurance coverage: This week Shannon sent a letter to the City requesting financial assistance to cover part or all of BPL liability and contents coverage.
- c. Budget: Shannon sent letters to the City and County thanking them for the budget allotment and noting that we made no request for increases this year.
- d. ALTA Trustee Workshop: to be held at Brooks Campus Nov. 4. Attending: Joyce, Sheila, Elsie, Karen. BPL will cover the fees.
- e. Request from Kathy Ramer for support in making the EID engineer's house a historical site: Shannon reviewed Terry Welsh's information regarding the prospect of the property next to the library being a historical site. **Motion to send letter of support for Kathy Ramer's project in making the engineer's house a historical site: Sheila/Martin. Carried.**
- f. Signage: Shannon attended City council meeting and spoke regarding the need for permanent signage. The City will take this matter forward and Shannon will report back to the Board. There was some discussion on the placement of the proposed sign.

8. New Business:

- a. City of Brooks Lease Agreement: After discussion regarding the wording of the lease agreement, this item was tabled until the November meeting. We will use our discussion time for this item at that meeting.
- b. Librarian's Report: Shannon reviewed her written report and spoke briefly about the Netspeed conference she attended. Shannon spoke of Holy Family Academy teachers being at the library for a tour and said that each teacher took out a library card. Shannon will be away from Nov. 1 to 14—something about a wedding! Congratulations, Shannon.


9. Plan of Service Discussion: In this time period we used Step 2 in the Road Map for a Plan of Service and following discussion, we agreed

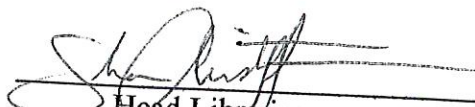
- a. Our role combines being a community information centre, community activities centre and a popular materials library
- b. Our Mission Statement accurately reflects what we believe is important for our library
- c. Our Vision Statement is an accurate vision for BPL

At the November meeting we will discuss the Lease Agreement with the City.

10. Next Board Meeting: Thursday, November 23, 2006 at 6:30 pm.

11. Adjournment: **Motion to adjourn at 7:40 pm: Cathleen/Joyce. Carried.**

  
Chair

  
Head Librarian

**Brooks Library Board**  
**Finance Standing Committee Meeting**  
**8:00 am October 23, 2006**

Present: Dino Champlone, Elsie Strach, and Shannon Christoffersen

- 1) Meeting was called to order at 8:00 am.
- 2) Receipts and Expenditures for the month of September were discussed in detail and reviewed by the Committee. Items of Note:

**Receipts:**

- City of Brooks: Received the last of the quarterly payments.
- Nine magazines adopted this month, bringing total to twenty-three.

**Expenditures:**

- SLS Expense (Materials Allot.): Second materials allotment paid to Shortgrass. Total expense was \$73.92 more than budgeted.
- Books and Materials: Books purchased with donated funds from Scammel and Carl J. Anderson.
- Furnishings and Equipment: Purchased two security mirrors for back of library and a rack to hold graphic novels in YA section.
- Administration and Travel: Business lunch with Dick Larsen (AB Community Development), Bottled Water, Gift for Julia from Board.
- Program Expense: Supplies for Toddler Time and Story Time, Gift for Ronnie for organizing Medieval Faire.
- Repair and Maintenance: Annual service contract for Microfilm Reader, (this went up a bit (\$1743.41), Repair of Front Door Counter/Security System (\$550.56).
- Staff Training: Netspeed Registration fee.
- Publicity and Advertising: Advertised for two new library assistants.
- Miscellaneous: Set-up of logo with Stitch F/X, Gift for Henry (reimbursed with donation from staff).

- 3) Meeting was adjourned at 8:30 am.



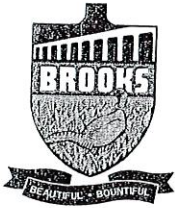
**Brooks Library Board Budget**  
**September 2006**

<b>Receipts</b>	<b>Annual Budget</b>	<b>Current Month</b>	<b>Total to Date</b>
City of Brooks	137,813.00	34,453.25	137,813.00
HRDC – Summer Student	1,446.00	0.00	0.00
Province of Alberta	49,781.00	0.00	69,624.00*
Industry Canada - CAP V Grant	1,975.00	0.00	554.00
County of Newell Library Board	20,475.00	0.00	3,686.76**
Resident Cardholder Fees	16,000.00	1,626.00	12,600.18
Interest Income	0.00	0.00	0.00
Miscellaneous	200.00	0.00	0.00
Fines, books and services	20,500.00	1,449.24	13,784.11
Non-resident Cardholder Fees	3,000.00	120.00	1,400.00
Donations	14,000.00	100.00	17,017.12
Fundraisers	300.00	0.00	0.00
Adopt-a-magazine	2,200.00	900.00	2,300.00
Medieval Faire	0.00	0.00	1,150.00
GST Recovery	2,000.00	0.00	2,698.59
<b>Total Revenue</b>	<b>269,690.00</b>	<b>38,648.49</b>	<b>262,627.76</b>
<b>Expenditures</b>			
SLS Expense (Materials Allot.)	45,604.00	22,802.00	45,677.92
Shortgrass – Non-resident Fees	1,500.00	0.00	0.00
Dynix and Telecom (SLS)	3,500.00	0.00	2,271.73
Books & Materials	0.00	100.63	1,653.30
Furnishings and Equipment	12,000.00	290.15	13,999.37
Payroll Expense	800.00	60.00	543.50
Library Supplies	4,000.00	372.46	3,714.33
Administration & Travel	3,000.00	97.07	2,667.04
Program Expense	2,500.00	91.91	1,205.88
Medieval Faire	0.00	0.00	1,212.60
Repair & Maintenance	2,000.00	2,164.12	2,409.14
Rebinding	500.00	0.00	475.16
Staff Training	4,000.00	185.00	1,322.50
Telephone & Fax Expense	3,500.00	264.82	2,400.87
Copier & Computer Costs	2,000.00	186.69	1,099.56
Security Monitoring	600.00	25.00	325.00
Computer Main. Contracts	1,000.00	0.00	759.95
GST Expense	0.00	1.50	15.00
Freight & Postage	1,000.00	62.40	536.43
Professional Memberships	400.00	0.00	149.18
Publicity and Advertising	2,000.00	81.50	467.18

Audit and Insurance	6,500.00	0.00	8,190.00
Bank Charges	200.00	5.00	112.21
Miscellaneous	200.00	120.00	141.93
Wages (includes temp. staff)	149,286.00	10,551.55	117,940.85
EI Expense	4,000.00	276.24	3,161.27
CPP Expense	5,500.00	406.05	4,705.66
WCB Expense	600.00	0.00	173.68
AUMA Expense	4,000.00	1,212.34	2074.57
LAPP Expense	8,500.00	313.21	5,780.00
AB Health Expense	1,000.00	-15.40	748.44
<b>Total Expenses</b>	269,690.00	39,654.24	225,934.25

\*Additional funding from the Province of Alberta in the amount of \$19,843.00 was part of a special one-time grant available to Public Libraries from the Province of Alberta for 2006-2007. This additional funding will be used to fund the new position of Training Coordinator as well as new equipment purchases and programming expenses.

\*\*Additional funding from County of Newell Library Board in the amount of \$3,686.76 was part of special one-time grant available to Public Libraries from the Province of Alberta for 2006-2007.



## CITY OF BROOKS

201 - 1<sup>ST</sup> Ave. West  
Bag 880  
Brooks, AB T1R 0Z6  
362-3333  
Fax: 501-0090  
[www.brooks.ca](http://www.brooks.ca)  
Email: [wmcgonigal@brooks.ca](mailto:wmcgonigal@brooks.ca)



December 20<sup>th</sup>, 2005

Brooks Public Library  
PO Box 1149  
Brooks, Alberta  
T1R 1B9

Attention: Julia Reinhart

Dear Ms. Reinhart:

RE: 2006 -2008 Budget Requisition

On behalf of Council, I would like to thank you for meeting with Council during budget deliberations.

I am pleased to advise that Council approved the 2006 – 2008 Operating and Capital budgets for the City December 19<sup>th</sup>. Council approved funding to the Brooks Public Library as follows:

Year:	Approved Funding:
2006	\$ 137,813.00
2007	\$ 144,375.00
2008	\$ 150,938.00

Should you have any questions in this regard, please do not hesitate to contact myself.

Yours truly,

Wanda Mortensen  
Director Corporate Services

Cc: Accounts Payable

**Brooks Library Board Budget for 2007**

<b>Receipts</b>	<b>Annual Budget</b>	<b>Current Month</b>	<b>Total to Date</b>
City of Brooks	144,375.00		
HRDC – Summer Student	1,715.00		
Province of Alberta	49,781.00		
Province One Time Grant	23,528.00		
Industry Canada - CAP Grants	0.00		
County of Newell Library Board	20,475.00		
Resident Cardholder Fees	16,500.00		
Interest Income	0.00		
Miscellaneous	200.00		
Fines, books and services	19,000.00		
Non-resident Cardholder Fees	3,000.00		
Donations	3,000.00		
Fundraisers	300.00		
Adopt-a-magazine	2,200.00		
Medieval Faire	0.00		
GST Recovery	2,500.00		
<b>Total Revenue</b>	286,574.00*		
<b>Expenditures</b>			
SLS Expense (Materials Allot.)	46,764.00		
Shortgrass – Non-resident Fees	1,500.00		
Dynix and Telecom (SLS)	3,000.00		
Books & Materials (Donations)	0.00		
Furnishings and Equipment	1,926.00		
Payroll Expense	800.00		
Library Supplies	4,500.00		
Administration & Travel	3,000.00		
Program Expense	2,000.00		
Medieval Faire	0.00		
Repair & Maintenance	2,000.00		
Rebinding	500.00		
Staff Training	4,000.00		
Telephone & Fax Expense	3,500.00		
Copier & Computer Costs	2,000.00		
Security Monitoring	600.00		
Computer Main. Contracts	1,000.00		
GST Expense	0.00		
Freight & Postage	1,000.00		
Professional Memberships	500.00		
Publicity and Advertising	1,000.00		

Audit and Insurance	6,500.00		
Bank Charges	200.00		
Miscellaneous	200.00		
Wages (includes temp. staff and VAC pay)	179,612.00		
EI Expense	4,400.00		
CPP Expense	6,000.00		
WCB Expense	500.00		
AUMA Expense	3,000.00		
LAPP Expense	8,500.00		
AB Health Expense	1,200.00		
<b>Total Expenses</b>	<b>289,702.00*</b>		

\*Brooks Public Library had a surplus budget in 2006 of \$3,128.00. These surplus funds will offset the 2007 deficit in the amount of \$3,128.00.

16 October 2006

Reeve Molly Douglass and  
County of Newell Councilors  
P.O. Box 130  
Brooks, Alberta  
T1R 1B2

Dear Reeve Douglass,

Re: Brooks Public Library 2007 Budget

On behalf of the Brooks Public Library Board, I would like to extend our thanks to the County of Newell Council for approving a 5% increase to the Brooks Public Library's operating budget in 2006.

The additional funding from the County of Newell has really made a difference in the quality of service that our library can provide to the Brooks community. The increase in funding has helped us to provide additional programming such as author events and programs developed specifically for teens. It has also helped us to increase the amount of staff training at the library which has resulted in improved service, particularly for new residents.

Enclosed, please find a copy of the Brooks Public Library's 2007 budget plan which was approved by the Brooks Public Library Board on September 21, 2006. The Brooks Public Library Board is not seeking an increase in funding from the County of Newell in 2007, but we would appreciate having our current level of funding maintained.

Thank you for your support!

Sincerely,



Shannon Christoffersen  
Head Librarian  
Brooks Public Library

**Brooks Library Board Budget for 2007**

<b>Receipts</b>	<b>Annual Budget</b>	<b>Current Month</b>	<b>Total to Date</b>
City of Brooks	144,375.00		
HRDC – Summer Student	1,715.00		
Province of Alberta	49,781.00		
Province One Time Grant	23,528.00		
Industry Canada - CAP Grants	0.00		
County of Newell Library Board	20,475.00		
Resident Cardholder Fees	16,500.00		
Interest Income	0.00		
Miscellaneous	200.00		
Fines, books and services	19,000.00		
Non-resident Cardholder Fees	3,000.00		
Donations	3,000.00		
Fundraisers	300.00		
Adopt-a-magazine	2,200.00		
Medieval Faire	0.00		
GST Recovery	2,500.00		
<b>Total Revenue</b>	<b>286,574.00*</b>		
<b>Expenditures</b>			
SLS Expense (Materials Allot.)	46,764.00		
Shortgrass – Non-resident Fees	1,500.00		
Dynix and Telecom (SLS)	3,000.00		
Books & Materials (Donations)	0.00		
Furnishings and Equipment	1,926.00		
Payroll Expense	800.00		
Library Supplies	4,500.00		
Administration & Travel	3,000.00		
Program Expense	2,000.00		
Medieval Faire	0.00		
Repair & Maintenance	2,000.00		
Rebinding	500.00		
Staff Training	4,000.00		
Telephone & Fax Expense	3,500.00		
Copier & Computer Costs	2,000.00		
Security Monitoring	600.00		
Computer Main. Contracts	1,000.00		
GST Expense	0.00		
Freight & Postage	1,000.00		
Professional Memberships	500.00		
Publicity and Advertising	1,000.00		

Audit and Insurance	6,500.00		
Bank Charges	200.00		
Miscellaneous	200.00		
Wages (includes temp. staff and VAC pay)	179,612.00		
EI Expense	4,400.00		
CPP Expense	6,000.00		
WCB Expense	500.00		
AUMA Expense	3,000.00		
LAPP Expense	8,500.00		
AB Health Expense	1,200.00		
<b>Total Expenses</b>	<b>289,702.00*</b>		

\*Brooks Public Library had a surplus budget in 2006 of \$3,128.00. These surplus funds will offset the 2007 deficit in the amount of \$3,128.00.