

REVENUE

REVENUE

Town of Brooks	36,093.75
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	1,338.00
Interest Income	0.00
Miscellaneous	0.00
Fines, Book Sales and Services	1,341.33
Non-resident Cardholder Fees	300.00
Charitable Receipt Donations	3,343.00
Fundraisers	0.00
Adopt-a-magazine	0.00
Medieval Faire	0.00
GST Recovery	0.00
TOTAL REVENUE	<u>42,416.08</u>

TOTAL REVENUE	<u>42,416.08</u>
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EXPENSE

EXPENSES

SLS Expense (Materials)	0.00
SLS - Non-resident fees	0.00
SLS - Dynix and Telecom	0.00
Books and Materials	0.00
New Library Furnishings	345.55
Library Equipment	750.00
Payroll Expense	125.00
Library Supplies	28.22
Administration & Travel	36.50
Recruitment Expense	0.00
Program Expense	71.89
Medieval Faire	0.00
Repair & Maintenance	0.00
Rebinding, Microfilming, Laminating	0.00
Staff Training	0.00
Telephone and Fax Expense	266.34
Copier & Computer Costs	119.90
Security Monitoring	25.00
Computer Main. Contracts	0.00
GST Expense	1.50
Freight and Postage	156.23
Professional Memberships	0.00
Publicity and Advertising	18.14
Audit and Insurance	0.00
Bank Charges	5.00
Miscellaneous	0.00
Wages	13,474.43
Wage Reimbursement	0.00
EI Expense	339.56
CPP Expense	564.57
WCB Expense	241.61
AUMA Extended Health	498.68
L.A.P.P. Expense	483.21
AB Health Expense	184.80
TOTAL EXPENSES	<u>17,736.13</u>

TOTAL EXPENSE	<u>17,736.13</u>
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NET INCOME	<u>24,679.95</u>
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Brooks Public Library
 Reconciliation Transactions Detail Report 02/01/2007 to 02/28/2007

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
02/05/2007	J18	Feb 2007, Brooks Stationers	2458	-	63.55		Y	Cleared
02/05/2007	J19	Feb 2007, Cathryn Krochak	2459	-	23.20		Y	Cleared
02/05/2007	J20	Feb 2007, Brooks Computer Servi...	2460	-	132.50		Y	Cleared
02/05/2007	J21	Feb 2007, Harry Nielsen	2461	-	750.00		Y	Cleared
02/05/2007	J22	Feb 2007, City of Brooks	2462	-	356.19		Y	Cleared
02/02/2007	J37	Fines	Deposit	352.10	-		Y	Cleared
02/02/2007	J38	Resident Cardholder	Deposit	312.00	-		Y	Cleared
02/02/2007	J39	Non-Resident Cardholder	Deposit	60.00	-		Y	Cleared
02/02/2007	J40	Donations	Deposit	1,343.00	-		Y	Cleared
02/02/2007	J41	City of Brooks	Deposit	36,093.75	-		Y	Cleared
02/09/2007	J42	Fines	Deposit	249.80	-		Y	Cleared
02/09/2007	J43	Resident Cardholder	Deposit	384.00	-		Y	Cleared
02/09/2007	J44	Non-Resident Cardholder	Deposit	120.00	-		Y	Cleared
02/15/2007	J47	Feb 2007, Maxine Meldrum	2463	-	4.16		N	Outstanding
02/15/2007	J48	Feb 2007, Brooks and County Chr...	2464	-	19.23		Y	Cleared
02/15/2007	J49	Feb 2007, The Alberta Library	2465	-	87.74		Y	Cleared
02/15/2007	J50	Feb 2007, Alberta Health Care Ins...	2466	-	264.00		Y	Cleared
02/15/2007	J51	Feb2007, RBC Royal Bank VISA	2467	-	192.68		Y	Cleared
02/15/2007	J52	Feb2007, Water Pure & Simple	2468	-	16.50		Y	Cleared
02/15/2007	J53	Feb2007, Brooks Stationers	2469	-	63.55		Y	Cleared
02/15/2007	J54	Feb 2007, Canada Customs and ...	2470	-	25.07		Y	Cleared
02/21/2007	J55	February 2007, City of Brooks	2471	-	50.00		N	Outstanding
02/21/2007	J56	Feb 07, City of Brooks	2472	-	21.20		Y	Cleared
02/22/2007	J57	Feb 2007, Telus Communications	2473	-	282.21		Y	Cleared
02/28/2007	J58	February 2007, Bessie Jacowishen	2474	-	1,547.20		Y	Cleared
02/28/2007	J59	February 2007, Cathryn Krochak	2475	-	915.23		Y	Cleared
02/28/2007	J60	February 2007, Migs Lovlin	2476	-	471.94		Y	Cleared
02/28/2007	J61	February 07, Maxine Meldrum	2477	-	1,599.79		Y	Cleared
02/28/2007	J62	February 2007, Patricia Neufeld	2478	-	237.45		Y	Cleared
02/28/2007	J63	February 2007, Tamara Van Horne	2479	-	1,463.53		Y	Cleared
02/28/2007	J64	February 2007, Shannon Vossepoel	2480	-	2,737.91		Y	Cleared
02/28/2007	J65	February 2007, Ronnie Adams	2481	-	1,263.36		Y	Cleared
02/28/2007	J66	February 2007, Paula Bussing	2482	-	436.06		Y	Cleared
02/28/2007	J67	February 2007, Canada Customs ...	2483	-	3,133.96		Y	Cleared
02/28/2007	J68	February 2007, Local Authorities ...	2484	-	883.82		Y	Cleared
02/28/2007	J69	February 2007, Workers' Compen...	2485	-	241.61		Y	Cleared
02/28/2007	J70	February 07, City of Brooks	2486	-	356.19		Y	Cleared
02/28/2007	J71	February 2007, Brodart	2487	-	277.23		Y	Cleared
02/02/2007	J75	Fines	Deposit	352.10	-		Y	Cleared
02/02/2007	J76	Resident Cardholder	Deposit	312.00	-		Y	Cleared
02/02/2007	J77	Non-Resident Cardholder	Deposit	60.00	-		Y	Cleared
02/02/2007	J78	Donations	Deposit	1,343.00	-		Y	Cleared
02/02/2007	J79	City of Brooks	Deposit	36,093.75	-		Y	Cleared
02/09/2007	J80	Fines	Deposit	249.80	-		Y	Cleared
02/09/2007	J81	Resident Cardholder	Deposit	384.00	-		Y	Cleared
02/09/2007	J82	Non-Resident Cardholder	Deposit	120.00	-		Y	Cleared
02/16/2007	J83	Fines	Deposit	429.02	-		Y	Cleared
02/16/2007	J84	Resident Cardholder	Resident Card	324.00	-		Y	Cleared
02/16/2007	J85	Non-Resident Cardholder	Deposit	60.00	-		Y	Cleared
02/23/2007	J86	Fines	Deposit	310.41	-		Y	Cleared
02/23/2007	J87	Resident Cardholder	Deposit	318.00	-		Y	Cleared
02/23/2007	J88	Non-Resident Cardholder	Deposit	60.00	-		Y	Cleared
02/23/2007	J89	Donation	Deposit	2,000.00	-		Y	Cleared
02/28/2007	J96	Securtek	Debit	-	26.50		Y	Cleared
02/28/2007	J97	Destination Fee	Debit	-	5.00		Y	Cleared
02/02/2007	J98	Reversing J37. Correction is J99.	ADJDeposit	-	352.10		Y	Adjustment
02/02/2007	J99	Fines	Deposit	-	352.10		Y	Reversed
02/02/2007	J100	Reversing J38. Correction is J101.	ADJDeposit	-	312.00		Y	Adjustment
02/02/2007	J101	Resident Cardholder	Deposit	-	312.00		Y	Reversed
02/02/2007	J102	Reversing J39. Correction is J103.	ADJDeposit	-	60.00		Y	Adjustment
02/02/2007	J103	Non-Resident Cardholder	Deposit	-	60.00		Y	Reversed
02/02/2007	J104	Reversing J40. Correction is J105.	ADJDeposit	-	1,343.00		Y	Adjustment
02/02/2007	J105	Donations	Deposit	-	1,343.00		Y	Reversed
02/02/2007	J106	Reversing J41. Correction is J107.	ADJDeposit	-	36,093.75		Y	Adjustment
02/02/2007	J107	City of Brooks	Deposit	-	36,093.75		Y	Reversed
02/02/2007	J108	Reversing J99. Correction is J109.	ADJDeposit	352.10	-		Y	Adjustment
02/02/2007	J109	Fines	Deposit	-	352.10		Y	Reversed
02/02/2007	J110	Reversing J109. Correction is J111.	ADJDeposit	352.10	-		Y	Adjustment
02/02/2007	J111	Fines	Deposit	352.10	-		Y	Reversed
02/02/2007	J112	Reversing J103. Correction is J113.	ADJDeposit	60.00	-		Y	Adjustment

Brooks Public Library
 Reconciliation Transactions Detail Report 02/01/2007 to 02/28/2007

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
02/02/2007	J113	Non-Resident Cardholder	Deposit	60.00	-		Y	Reversed
02/02/2007	J114	Reversing J101. Correction is J115.	ADJDeposit	312.00	-		Y	Adjustment
02/02/2007	J115	Resident Cardholder	Deposit	312.00	-		Y	Reversed
02/02/2007	J116	Reversing J105. Correction is J117.	ADJDeposit	1,343.00	-		Y	Adjustment
02/02/2007	J117	Donations	Deposit	1,343.00	-		Y	Reversed
02/02/2007	J118	Reversing J107. Correction is J119.	ADJDeposit	36,093.75	-		Y	Adjustment
02/02/2007	J119	City of Brooks	Deposit	36,093.75	-		Y	Reversed
02/02/2007	J120	Reversing J111. Correction is J120.	ADJDeposit	-	352.10		Y	Adjustment
02/02/2007	J121	Reversing J113. Correction is J121.	ADJDeposit	-	60.00		Y	Adjustment
02/02/2007	J122	Reversing J115. Correction is J122.	ADJDeposit	-	312.00		Y	Adjustment
02/02/2007	J123	Reversing J117. Correction is J123.	ADJDeposit	-	1,343.00		Y	Adjustment
02/02/2007	J124	Reversing J119. Correction is J124.	ADJDeposit	-	36,093.75		Y	Adjustment
02/09/2007	J125	Reversing J42. Correction is J125.	ADJDeposit	-	249.80		Y	Adjustment
02/09/2007	J126	Reversing J43. Correction is J126.	ADJDeposit	-	384.00		Y	Adjustment
02/09/2007	J127	Reversing J44. Correction is J127.	ADJDeposit	-	120.00		Y	Adjustment
				158,004.53	133,537.01			

Brooks Public Library
All Journal Entries 02/01/2007 to 02/28/2007

			<u>Debits</u>	<u>Credits</u>
02/05/2007	J18	2458, Feb 2007, Brooks Stationers		
		2100 GST Paid on Purchases	3.60	-
		5160 Copier & Computer Costs	59.95	-
		1080 Cash In Bank	-	63.55
02/05/2007	J19	2459, Feb 2007, Cathryn Krochak		
		2100 GST Paid on Purchases	1.31	-
		5090 Program Expense	21.89	-
		1080 Cash In Bank	-	23.20
02/05/2007	J20	2460, Feb 2007, Brooks Computer Services Ltd.		
		2100 GST Paid on Purchases	7.50	-
		5060 Payroll Expense	125.00	-
		1080 Cash In Bank	-	132.50
02/05/2007	J21	2461, Feb 2007, Harry Nielsen		
		5055 Library Equipment	750.00	-
		1080 Cash In Bank	-	750.00
02/05/2007	J22	2462, Feb 2007, City of Brooks		
		2420 AUMA Extended Health	106.85	-
		5340 AUMA Extended Health	249.34	-
		1080 Cash In Bank	-	356.19
02/15/2007	J47	2463, Feb 2007, Maxine Meldrum		
		2100 GST Paid on Purchases	0.24	-
		5070 Library Supplies	3.92	-
		1080 Cash In Bank	-	4.16
02/15/2007	J48	2464, Feb 2007, Brooks and County Chronicle		
		2100 GST Paid on Purchases	1.09	-
		5220 Publicity and Advertising	18.14	-
		1080 Cash In Bank	-	19.23
02/15/2007	J49	2465, Feb 2007, The Alberta Library		
		2100 GST Paid on Purchases	4.97	-
		5050 New Library Furnishings	82.77	-
		1080 Cash In Bank	-	87.74
02/15/2007	J50	2466, Feb 2007, Alberta Health Care Insurance		
		2440 AB Health Payable	79.20	-
		5360 AB Health Expense	184.80	-
		1080 Cash In Bank	-	264.00
02/15/2007	J51	2467, Feb2007, RBC Royal Bank VISA		
		2100 GST Paid on Purchases	10.91	-
		5050 New Library Furnishings	39.76	-
		5200 Freight and Postage	142.01	-
		1080 Cash In Bank	-	192.68
02/15/2007	J52	2468, Feb2007, Water Pure & Simple		
		5080 Administration & Travel	16.50	-
		1080 Cash In Bank	-	16.50
02/15/2007	J53	2469, Feb2007, Brooks Stationers		
		2100 GST Paid on Purchases	3.60	-
		5160 Copier & Computer Costs	59.95	-
		1080 Cash In Bank	-	63.55
02/15/2007	J54	2470, Feb 2007, Canada Customs and Revenue Ag		
		5320 CPP Expense	25.07	-
		1080 Cash In Bank	-	25.07
02/21/2007	J55	2471, February 2007, City of Brooks		
		5090 Program Expense	50.00	-
		1080 Cash In Bank	-	50.00
02/21/2007	J56	2472, Feb 07, City of Brooks		
		2100 GST Paid on Purchases	1.20	-
		5080 Administration & Travel	20.00	-
		1080 Cash In Bank	-	21.20

Brooks Public Library
All Journal Entries 02/01/2007 to 02/28/2007

			<u>Debits</u>	<u>Credits</u>
02/22/2007	J57	2473, Feb 2007, Telus Communications		
		2100 GST Paid on Purchases	15.87	-
		5140 Telephone and Fax Expense	266.34	-
		1080 Cash In Bank	-	282.21
02/28/2007	J58	2474, February 2007, Bessie Jacowishen		
		5300 Wages	2,107.50	-
		1080 Cash In Bank	-	1,547.20
		2310 EI Payable	-	37.94
		2320 CPP Payable	-	89.88
		2330 Income Tax Payable	-	247.94
		2400 L.A.P.P.	-	142.22
		2420 AUMA Extended Health	-	42.32
02/28/2007	J59	2475, February 2007, Cathryn Krochak		
		5300 Wages	983.27	-
		1080 Cash In Bank	-	915.23
		2310 EI Payable	-	17.70
		2320 CPP Payable	-	34.23
		2330 Income Tax Payable	-	16.11
02/28/2007	J60	2476, February 2007, Migs Lovlin		
		5300 Wages	490.62	-
		1080 Cash In Bank	-	471.94
		2310 EI Payable	-	8.83
		2320 CPP Payable	-	9.85
02/28/2007	J61	2477, February 07, Maxine Meldrum		
		5300 Wages	2,130.00	-
		1080 Cash In Bank	-	1,599.79
		2310 EI Payable	-	38.34
		2320 CPP Payable	-	91.00
		2330 Income Tax Payable	-	253.29
		2400 L.A.P.P.	-	143.84
		2420 AUMA Extended Health	-	3.74
02/28/2007	J62	2478, February 2007, Patricia Neufeld		
		5300 Wages	241.80	-
		1080 Cash In Bank	-	237.45
		2310 EI Payable	-	4.35
02/28/2007	J63	2479, February 2007, Tamara Van Horne		
		5300 Wages	1,767.90	-
		1080 Cash In Bank	-	1,463.53
		2310 EI Payable	-	31.82
		2320 CPP Payable	-	73.07
		2330 Income Tax Payable	-	167.19
		2420 AUMA Extended Health	-	19.09
		2440 AB Health Payable	-	13.20
02/28/2007	J64	2480, February 2007, Shannon Vossepoel		
		5300 Wages	3,605.00	-
		1080 Cash In Bank	-	2,737.91
		2310 EI Payable	-	64.89
		2320 CPP Payable	-	164.01
		2330 Income Tax Payable	-	638.19
02/28/2007	J65	2481, February 2007, Ronnie Adams		
		5300 Wages	1,696.20	-
		1080 Cash In Bank	-	1,263.36
		2310 EI Payable	-	30.53
		2320 CPP Payable	-	69.52
		2330 Income Tax Payable	-	150.14
		2400 L.A.P.P.	-	114.55
		2420 AUMA Extended Health	-	41.70
		2440 AB Health Payable	-	26.40
02/28/2007	J66	2482, February 2007, Paula Bussing		
		5300 Wages	452.14	-
		1080 Cash In Bank	-	436.06
		2310 EI Payable	-	8.14
		2320 CPP Payable	-	7.94

Brooks Public Library
All Journal Entries 02/01/2007 to 02/28/2007

			<u>Debits</u>	<u>Credits</u>
02/28/2007	J67	2483, February 2007, Canada Customs and Reven		
		2310 EI Payable	242.54	-
		2320 CPP Payable	539.50	-
		2330 Income Tax Payable	1,472.86	-
		5310 EI Expense	339.56	-
		5320 CPP Expense	539.50	-
		1080 Cash In Bank	-	3,133.96
02/28/2007	J68	2484, February 2007, Local Authorities Pensio		
		2400 L.A.P.P.	400.61	-
		5350 L.A.P.P. Expense	483.21	-
		1080 Cash In Bank	-	883.82
02/28/2007	J69	2485, February 2007, Workers' Compensation Bo		
		5330 WCB Expense	241.61	-
		1080 Cash In Bank	-	241.61
02/28/2007	J70	2486, February 07, City of Brooks		
		2420 AUMA Extended Health	106.85	-
		5340 AUMA Extended Health	249.34	-
		1080 Cash In Bank	-	356.19
02/28/2007	J71	2487, February 2007, Brodart		
		2100 GST Paid on Purchases	15.69	-
		5050 New Library Furnishings	223.02	-
		5070 Library Supplies	24.30	-
		5200 Freight and Postage	14.22	-
		1080 Cash In Bank	-	277.23
02/02/2007	J75	Deposit, Fines		
		4120 Fines, Book Sales and Services	-	352.10
		1080 Cash In Bank	352.10	-
02/02/2007	J76	Deposit, Resident Cardholder		
		4090 Resident Cardholder Fees	-	312.00
		1080 Cash In Bank	312.00	-
02/02/2007	J77	Deposit, Non-Resident Cardholder		
		4140 Non-resident Cardholder Fees	-	60.00
		1080 Cash In Bank	60.00	-
02/02/2007	J78	Deposit, Donations		
		4170 Charitable Receipt Donations	-	1,343.00
		1080 Cash In Bank	1,343.00	-
02/02/2007	J79	Deposit, City of Brooks		
		4020 Town of Brooks	-	36,093.75
		1080 Cash In Bank	36,093.75	-
02/09/2007	J80	Deposit, Fines		
		4120 Fines, Book Sales and Services	-	249.80
		1080 Cash In Bank	249.80	-
02/09/2007	J81	Deposit, Resident Cardholder		
		4090 Resident Cardholder Fees	-	384.00
		1080 Cash In Bank	384.00	-
02/09/2007	J82	Deposit, Non-Resident Cardholder		
		4140 Non-resident Cardholder Fees	-	120.00
		1080 Cash In Bank	120.00	-
02/16/2007	J83	Deposit, Fines		
		4120 Fines, Book Sales and Services	-	429.02
		1080 Cash In Bank	429.02	-
02/16/2007	J84	Resident Card, Resident Cardholder		
		4090 Resident Cardholder Fees	-	324.00
		1080 Cash In Bank	324.00	-
02/16/2007	J85	Deposit, Non-Resident Cardholder		
		4140 Non-resident Cardholder Fees	-	60.00
		1080 Cash In Bank	60.00	-

Brooks Public Library
All Journal Entries 02/01/2007 to 02/28/2007

			<u>Debits</u>	<u>Credits</u>
02/23/2007	J86	Deposit, Fines		
		4120 Fines, Book Sales and Services	-	310.41
		1080 Cash In Bank	310.41	-
02/23/2007	J87	Deposit, Resident Cardholder		
		4090 Resident Cardholder Fees	-	318.00
		1080 Cash In Bank	318.00	-
02/23/2007	J88	Deposit, Non-Resident Cardholder		
		4140 Non-resident Cardholder Fees	-	60.00
		1080 Cash In Bank	60.00	-
02/23/2007	J89	Deposit, Donation		
		4170 Charitable Receipt Donations	-	2,000.00
		1080 Cash In Bank	2,000.00	-
02/28/2007	J96	Debit, Securtek		
		5170 Security Monitoring	25.00	-
		5180 GST Expense	1.50	-
		1080 Cash In Bank	-	26.50
02/28/2007	J97	Debit, Destination Fee		
		5250 Bank Charges	5.00	-
		1080 Cash In Bank	-	5.00
			<u>63,166.60</u>	<u>63,166.60</u>

MINUTES OF REGULAR MEETING OF CITY OF BROOKS LIBRARY BOARD
April 25, 2007
HELD IN BROOKS PUBLIC LIBRARY

PRESENT: Tilly Gamble-Altwasser (Vice-Chair), Martin Shields, Cathleen Patterson, Sheila Tiegs, Joyce Aasen, Shannon Vossepoel (Head Librarian), Michael MacDonald

REGRETS: Gloria Evans, Dino Champlone (Chair)

VISION STATEMENT

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

MISSION STATEMENT

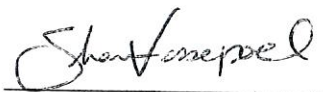
Brooks Public Library provides lifelong learning and enrichment opportunities with equitable access to high quality service, collections and facilities.

1. Call to order: Tilly called the meeting to order at 6:35 pm.
2. Approval of the Agenda: **Motion to approve the March 25, 2007 Agenda: Michael/Elsie. Carried.**
3. Consent Agenda: **Motion to approve the March 2007 Board Meeting Minutes, Finance Committee Report including receipts and expenditures for March 2007, and Librarian's Report: Sheila/Cathleen. Carried.**
4. Correspondence:
 - a. ALTA Announces E-mail circulated.
 - b. Vitalization 2007 Conference Information Brochure circulated.
 - c. The Trustee Voice – copies of this publication were distributed to each Board member.
5. Shortgrass Library System Report: Martin gave a brief report on the RISE (Rural Information Services initiative) project. He also reminded the Board that ALTA (Alberta Library Trustees Association) is actively searching for an Alternate Trustee for the Shortgrass Region to attend ALTA meetings.
6. Business Arising from the March 22, 2007 Meeting:
 - a. Trade Show: The consensus was that the show was very successful. It was reported that the Library Booth was one of the most popular and welcoming with "aggressive in a good way" volunteers. It was suggested that the Library have a storyteller on the stage next year.
2007 Survey Winners were: Tammy Weber – Library Prize Pack (Free Membership, Book Bag, *Z is for Zamboni*); Michelle Kennedy – Egan's Gift Certificate; Movie Experts Gift Certificate Packs were won by: Wilma Enns, Barry Kirzinger, Gloria Plourde, Laurel Rice, Tina Germsheid, and Lena Colluott.
 - b. Outdoor Signage: Shannon has advised Terry Welsh as to the location chosen for the outdoor sign. Michael volunteered to put it on the next City Council Agenda.

- c. A letter from the Brooks Library Board to the Shortgrass Library System endorsing the RISE project was circulated.
 - d. Kevin Penney, Metal Artist: Shannon advised the Board that Kevin Penney will submit a proposal and make a presentation regarding an outdoor metal sculpture for the library.
7. New Business:
- a. Shannon reported that the audit of the 2006 Financial Statements has been completed. Terry-Lynne Mactavish, our auditor, will be at the library on May 2, 2007 at 10:00 am to go over the audit and answer any questions that the Board might have.
 - i. Martin will ask Shortgrass Library System to find out which of their member libraries have an audit performed and the cost incurred by each.
 - b. Board Development Day: Shannon will survey Board Members regarding potential dates and choose a date from there. June 16, 2007 from 9am to 1pm was tentatively chosen as a possibility.
 - c. Women's Shelter Request: **Moved by Michael, seconded by Sheila, that we allow the Women's Shelter the use of the Board Room for their Annual General Meeting on May 23, 2007. Carried.** There will be a presentation to the library and book readings done in conjunction with this lunch-hour event.
 - i. **Moved by Cathleen, seconded by Elsie, that the Board review Bylaw S.4 regarding use of the Board Room. Carried.**
8. Plan of Service: Shannon distributed a draft of the 2008-2012 Plan of Service. She asked the Board to look it over carefully and to:
- Agree or Disagree
 - Check for spelling and wording
 - Check for anything that might be missing
 - Check timelines
9. Discussion Session: The potential formation of a new "Friends of the Library" was discussed, setting the goals of:
- a. Repairing the library roof
 - b. Beautifying the garden area
 - c. Purchasing new computer equipment
 - d. Future renovations and expansion
10. Adjournment
11. Next Board Meeting: **Thursday, May 24, 2007 @ 6:30 pm**



Chair



Head Librarian

**Brooks Library Board
Finance Standing Committee Meeting
8:00 am April 18, 2007**

Present: Dino Champlone, Elsie Strach, and Shannon Vossepoel

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

Receipts for February:

- Received second quarterly installment from City of Brooks
- Received donation from Gay Hemsing (\$100.00) and our annual donation from Robert Scammell (\$200.00) in support of the Scammell Collection.

Expenditures for February:

- Payroll expenses: February and March payroll plus one ROE
- Library Supplies: Dymo refills, binders, clipboards, envelopes
- Administration Expense: Water for office staff; nametags for new staff
- Program Expense: Photos for historical project at SLS, gallery exhibit fee for April
- Staff Training: AALT Conference Fees for Tamara and Ronnie
- Copier and Computer Costs: Xerox Copying Fees
- Freight and Postage: shipping fees for audit materials, shipping fees to send Bulletin for microfilming, postage stamps
- Professional Memberships: institutional membership in AALT
- Publicity and Advertising: Thank You Cards with library logo, advertising for Alberta Libraries Act Centennial Open House, advertising for new employees
- Audit and Insurance: Bank Confirmation for Audit (\$25.00), Insurance for Liability and Contents (will be reimbursed by City – have not yet received cheque)

- 3) Meeting was adjourned at 8:20 am.

Finance Meeting Notes: March 2007

Receipts for March:

- Received second quarterly installment from City of Brooks
- Received donation from Gay Hemsing (\$100.00) and our annual donation from Robert Scammell (\$200.00) in support of the Scammell Collection.

Expenditures for March:

- Payroll expenses: February and March payroll plus one ROE
- Library Supplies: Dymo refills, binders, clipboards, envelopes
- Administration Expense: Water for office staff; nametags for new staff
- Program Expense: Photos for historical project at SLS, gallery exhibit fee for April
- Staff Training: AALT Conference Fees for Tamara and Ronnie
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Brooks Library Board Budget
March 2007

Receipts	Annual Budget	Current Month	Total to Date
City of Brooks	144,375.00	36,093.75	72,187.50
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	1,572.00	3,984.00
Interest Income	0.00		
Miscellaneous	200.00		
Fines, books and services	19,000.00	2,050.73	5,004.69
Non-resident Cardholder Fees	1,000.00	260.00	700.00
Donations	3,000.00	300.00	4,643.00
Fundraisers	300.00		
Adopt-a-magazine	2,200.00		100.00
Medieval Faire	0.00		
GST Recovery	2,500.00		
Total Revenue	284,574.00*	40,276.48	86,619.19
Expenditures			
SLS Expense (Materials Allot.)	46,764.00		
Shortgrass – Non-resident Fees	500.00		
Dynix and Telecom (SLS)	3,000.00		
Books & Materials (Donations)	0.00		
Furnishings and Equipment	1,926.00		1095.55
Payroll Expense	800.00	105.00	230.00
Library Supplies	4,500.00	60.75	149.52
Administration & Travel	3,000.00	29.92	241.42
Program Expense	1,500.00	64.91	236.80
Medieval Faire	0.00		
Repair & Maintenance	2,000.00		
Rebinding	500.00		
Staff Training	3,750.00	590.00	815.00
Telephone & Fax Expense	3,500.00	265.77	798.65
Copier & Computer Costs	2,000.00	105.39	285.24
Security Monitoring	600.00	25.00	75.00
Computer Main. Contracts	1,000.00		
GST Expense	0.00	1.50	4.50
Freight & Postage	1,000.00	107.79	264.02
Professional Memberships	500.00	55.00	55.00
Publicity and Advertising	750.00	467.00	485.14

Audit and Insurance	6,500.00	2,542.00	2,542.00
Bank Charges	200.00	25.00	35.00
Miscellaneous	200.00		
Wages (includes temp. staff and VAC pay)	179,612.00	14,912.34	43,556.56
EI Expense	4,400.00	375.77	1,097.60
CPP Expense	6,000.00	611.51	1,799.51
WCB Expense	500.00		241.61
AUMA Expense	3,000.00		498.68
LAPP Expense	8,500.00	507.08	1,569.08
AB Health Expense	1,200.00		184.80
Total Expenses	287,702.00*	20,851.73	56,260.68

*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.

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	64,928.92
Accounts Receivable	<u>236.59</u>

TOTAL CURRENT ASSETS 95,890.89

TOTAL ASSETS 95,890.89

LIABILITIES

CURRENT LIABILITIES

Accounts Payable	1,722.88
MNP Accrual	1,500.00
GST Charged on Sales	0.00
GST Paid on Purchases	-3,351.77
GST Paid on Books	0.00
New Account	0.00
Accounts Payable	0.00
Vacation Payable	0.00
EI Payable	-19.37
CPP Payable	-56.00
Income Tax Payable	258.55
L.A.P.P.	-183.19
AUMA Extended Health	106.88
AB Health Payable	118.80
W.C.B. Payable	0.00
Miscellaneous	<u>0.00</u>

TOTAL CURRENT LIABILITIES 96.78

TOTAL LIABILITIES 96.78

EQUITY

EARNINGS

Building Fund Reserves	28,314.20
Externally restricted	200.00
Retained Earnings	36,921.40
Current Earnings	<u>30,358.51</u>

CURRENT EARNINGS 95,794.11

TOTAL EQUITY 95,794.11

LIABILITIES AND EQUITY 95,890.89

REVENUE

REVENUE

Town of Brooks	36,093.75
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	1,572.00
Interest Income	0.00
Miscellaneous	0.00
Fines, Book Sales and Services	2,050.73
Non-resident Cardholder Fees	260.00
Charitable Receipt Donations	300.00
Fundraisers	0.00
Adopt-a-magazine	0.00
Medieval Faire	0.00
GST Recovery	0.00
TOTAL REVENUE	<u>40,276.48</u>

TOTAL REVENUE 40,276.48

EXPENSE

EXPENSES

SLS Expense (Materials)	0.00
SLS - Non-resident fees	0.00
SLS - Dynix and Telecom	0.00
Books and Materials	0.00
New Library Furnishings	0.00
Library Equipment	0.00
Payroll Expense	105.00
Library Supplies	60.75
Administration & Travel	29.92
Recruitment Expense	0.00
Program Expense	64.91
Medieval Faire	0.00
Repair & Maintenance	0.00
Rebinding, Microfilming, Laminating	0.00
Staff Training	590.00
Telephone and Fax Expense	265.77
Copier & Computer Costs	105.39
Security Monitoring	25.00
Computer Main. Contracts	0.00
GST Expense	1.50
Freight and Postage	107.79
Professional Memberships	55.00
Publicity and Advertising	467.00
Audit and Insurance	2,542.00
Bank Charges	25.00
Miscellaneous	0.00
Wages	14,912.34
Wage Reimbursement	0.00
EI Expense	375.77
CPP Expense	611.51
WCB Expense	0.00
AUMA Extended Health	0.00
L.A.P.P. Expense	507.08
AB Health Expense	0.00
TOTAL EXPENSES	<u>20,851.73</u>

TOTAL EXPENSE 20,851.73

NET INCOME 19,424.75

REVENUE

REVENUE

Town of Brooks	72,187.50
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	3,984.00
Interest Income	0.00
Miscellaneous	0.00
Fines, Book Sales and Services	5,004.69
Non-resident Cardholder Fees	700.00
Charitable Receipt Donations	4,643.00
Fundraisers	0.00
Adopt-a-magazine	100.00
Medieval Faire	0.00
GST Recovery	0.00
TOTAL REVENUE	<u>86,619.19</u>

TOTAL REVENUE

86,619.19

EXPENSE

EXPENSES

SLS Expense (Materials)	0.00
SLS - Non-resident fees	0.00
SLS - Dynix and Telecom	0.00
Books and Materials	0.00
New Library Furnishings	345.55
Library Equipment	750.00
Payroll Expense	230.00
Library Supplies	149.52
Administration & Travel	241.42
Recruitment Expense	0.00
Program Expense	236.80
Medieval Faire	0.00
Repair & Maintenance	0.00
Rebinding, Microfilming, Laminating	0.00
Staff Training	815.00
Telephone and Fax Expense	798.65
Copier & Computer Costs	285.24
Security Monitoring	75.00
Computer Main. Contracts	0.00
GST Expense	4.50
Freight and Postage	264.02
Professional Memberships	55.00
Publicity and Advertising	485.14
Audit and Insurance	2,542.00
Bank Charges	35.00
Miscellaneous	0.00
Wages	43,556.56
Wage Reimbursement	0.00
EI Expense	1,097.60
CPP Expense	1,799.51
WCB Expense	241.61
AUMA Extended Health	498.68
L.A.P.P. Expense	1,569.08
AB Health Expense	184.80
TOTAL EXPENSES	<u>56,260.68</u>

TOTAL EXPENSE

56,260.68

NET INCOME

30,358.51

Brooks Public Library
 Reconciliation Transactions Detail Report 03/01/2007 to 03/31/2007

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
03/12/2007	J72	March 2007, Brooks Stationers	2488	-	31.69		Y	Cleared
03/12/2007	J73	March 2007, Purolator	2489	-	21.75		Y	Cleared
03/12/2007	J74	March 2007, Brooks Computer Se...	2490	-	53.00		Y	Cleared
03/02/2007	J90	Fines	Deposit	511.34	-		Y	Cleared
03/02/2007	J91	Resident Cardholder	Deposit	246.00	-		Y	Cleared
03/09/2007	J92	Fines	Seposit	466.43	-		Y	Cleared
03/09/2007	J93	Resident Cardholder	Deposit	348.00	-		Y	Cleared
03/09/2007	J94	Non-Resident Cardholder	Deposit	140.00	-		Y	Cleared
03/09/2007	J95	Donation	Deposit	200.00	-		Y	Cleared
03/13/2007	J128	March 2007, Alberta Association o...	2491	-	55.00		Y	Cleared
03/21/2007	J129	March2007, AALT Conference	2492	-	590.00		N	Outstanding
03/21/2007	J130	Mar 2007, Xerox Canada Ltd.	2493	-	111.71		Y	Cleared
03/21/2007	J131	Mar 2007, Brooks and County Chr...	2494	-	93.28		Y	Cleared
03/21/2007	J132	Mar 2007, Water Pure & Simple	2495	-	16.50		Y	Cleared
03/21/2007	J133	Mar 2007, Brooks Bulletin	2496	-	27.03		Y	Cleared
03/21/2007	J134	Mar2007, Brooks Bulletin	2497	-	193.98		Y	Cleared
03/21/2007	J135	March 2007, Brooks Bulletin	2498	-	63.07		Y	Cleared
03/21/2007	J136	Mar 2007, Telus Communications	2499	-	281.61		Y	Cleared
03/21/2007	J137	Mar 2007, Royal Bank Visa	2500	-	109.38		Y	Cleared
03/30/2007	J138	March 2007, Ronnie Adams	2501	-	1,424.61		N	Outstanding
03/30/2007	J139	March 2007, Shannon Vossepoel	2502	-	2,737.91		Y	Cleared
03/30/2007	J140	March 2007, Paula Bussing	2503	-	705.18		N	Outstanding
03/30/2007	J141	March 2007, Bessie Jacowishen	2504	-	1,664.76		Y	Cleared
03/30/2007	J142	March 2007, Cathryn Krochak	2505	-	977.83		N	Outstanding
03/30/2007	J143	March 2007, Migs Lovlin	2506	-	776.94		N	Outstanding
03/30/2007	J144	March 2007, Maxine Meldrum	2507	-	1,703.34		N	Outstanding
03/30/2007	J145	March 2007, Patricia Neufeld	2508	-	221.62		N	Outstanding
03/30/2007	J146	March 2007, Tamara Van Horne	2509	-	1,567.31		Y	Cleared
03/30/2007	J147	March 2007, Local Authorities Pen...	2510	-	948.73		N	Outstanding
03/30/2007	J148	March 2007, Canada Customs an...	2511	-	3,532.02		N	Outstanding
03/30/2007	J149	March 07, Brooks Bulletin	2512	-	54.06		N	Outstanding
03/30/2007	J150	Mar 2007, Brooks Computer Servi...	2513	-	58.30		N	Outstanding
03/30/2007	J151	Mar 2007, Maxine Meldrum	2514	-	8.47		N	Outstanding
03/30/2007	J152	Mar 2007, Purolator	2515	-	37.39		N	Outstanding
03/30/2007	J153	March 2007, Brooks and County C...	2516	-	63.60		N	Outstanding
03/30/2007	J154	March 2007, Esplanade Arts and ...	2517	-	50.00		N	Outstanding
03/30/2007	J155	March 2007, AMSC Insurance Ser...	2518	-	2,517.00		N	Outstanding
03/31/2007	J158	Securtek Fee	Debit	-	25.00		Y	Cleared
03/31/2007	J158	Securtek Fee	Debit	-	1.50		Y	Cleared
03/31/2007	J159	Branch Destination Fee	Debit	-	5.00		Y	Cleared
03/31/2007	J160	Library License Fee	Debit	-	20.00		Y	Cleared
03/31/2007	J161	Bank Confirmation Fee (for Audit)	Debit	-	25.00		Y	Cleared
03/09/2007	J162	Donation (Scammell)	Deposit	200.00	-		Y	Cleared
03/16/2007	J163	Fines	Deposit	490.44	-		Y	Cleared
03/16/2007	J164	Resident Cardholder Fees	Deposit	366.00	-		Y	Cleared
03/16/2007	J165	Non-Resident Cardholder Fees	Deposit	60.00	-		Y	Cleared
03/16/2007	J166	Donation	Deposit	100.00	-		Y	Cleared
03/23/2007	J167	Fines	Deposit	343.56	-		Y	Cleared
03/23/2007	J168	Resident Cardholder Fees	Deposit	372.00	-		Y	Cleared
03/23/2007	J169	Non-Resident Cardholder Fees	Deposit	60.00	-		Y	Cleared
03/30/2007	J170	Fines	Deposit	238.96	-		Y	Cleared
03/30/2007	J171	Resident Cardholder Fees	Deposit	240.00	-		Y	Cleared
03/30/2007	J172	City of Brooks Quarterly Installment	Deposit	36,093.75	-		Y	Cleared
03/09/2007	J173	Reversing J162. Correction is J173.	ADJDeposit	-	200.00		Y	Adjustment
				40,476.48	20,973.57			

Brooks Public Library
All Journal Entries 03/01/2007 to 03/31/2007

			<u>Debits</u>	<u>Credits</u>
03/12/2007	J72	2488, March 2007, Brooks Stationers		
		2100 GST Paid on Purchases	1.79	-
		5070 Library Supplies	29.90	-
		1080 Cash In Bank	-	31.69
03/12/2007	J73	2489, March 2007, Purolator		
		2100 GST Paid on Purchases	1.23	-
		5200 Freight and Postage	20.52	-
		1080 Cash In Bank	-	21.75
03/12/2007	J74	2490, March 2007, Brooks Computer Services Lt		
		2100 GST Paid on Purchases	3.00	-
		5060 Payroll Expense	50.00	-
		1080 Cash In Bank	-	53.00
03/02/2007	J90	Deposit, Fines		
		4120 Fines, Book Sales and Services	-	511.34
		1080 Cash In Bank	511.34	-
03/02/2007	J91	Deposit, Resident Cardholder		
		4090 Resident Cardholder Fees	-	246.00
		1080 Cash In Bank	246.00	-
03/09/2007	J92	Seposit, Fines		
		4120 Fines, Book Sales and Services	-	466.43
		1080 Cash In Bank	466.43	-
03/09/2007	J93	Deposit, Resident Cardholder		
		4090 Resident Cardholder Fees	-	348.00
		1080 Cash In Bank	348.00	-
03/09/2007	J94	Deposit, Non-Resident Cardholder		
		4140 Non-resident Cardholder Fees	-	140.00
		1080 Cash In Bank	140.00	-
03/09/2007	J95	Deposit, Donation		
		4170 Charitable Receipt Donations	-	200.00
		1080 Cash In Bank	200.00	-
03/13/2007	J128	2491, March 2007, Alberta Association of Libr		
		5210 Professional Memberships	55.00	-
		1080 Cash In Bank	-	55.00
03/21/2007	J129	2492, March2007, AALT Conference		
		5130 Staff Training	590.00	-
		1080 Cash In Bank	-	590.00
03/21/2007	J130	2493, Mar 2007, Xerox Canada Ltd.		
		2100 GST Paid on Purchases	6.32	-
		5160 Copier & Computer Costs	105.39	-
		1080 Cash In Bank	-	111.71
03/21/2007	J131	2494, Mar 2007, Brooks and County Chronicle		
		2100 GST Paid on Purchases	5.28	-
		5220 Publicity and Advertising	88.00	-
		1080 Cash In Bank	-	93.28
03/21/2007	J132	2495, Mar 2007, Water Pure & Simple		
		5080 Administration & Travel	16.50	-
		1080 Cash In Bank	-	16.50
03/21/2007	J133	2496, Mar 2007, Brooks Bulletin		
		2100 GST Paid on Purchases	1.53	-
		5220 Publicity and Advertising	25.50	-
		1080 Cash In Bank	-	27.03
03/21/2007	J134	2497, Mar2007, Brooks Bulletin		
		2100 GST Paid on Purchases	10.98	-
		5220 Publicity and Advertising	183.00	-
		1080 Cash In Bank	-	193.98
03/21/2007	J135	2498, March 2007, Brooks Bulletin		
		2100 GST Paid on Purchases	3.57	-
		5220 Publicity and Advertising	59.50	-

Brooks Public Library
All Journal Entries 03/01/2007 to 03/31/2007

				<u>Debits</u>	<u>Credits</u>
		1080	Cash In Bank	-	63.07
03/21/2007	J136	2499,	Mar 2007, Telus Communications		
		2100	GST Paid on Purchases	15.84	-
		5140	Telephone and Fax Expense	265.77	-
		1080	Cash In Bank	-	281.61
03/21/2007	J137	2500,	Mar 2007, Royal Bank Visa		
		2100	GST Paid on Purchases	6.19	-
		5070	Library Supplies	22.86	-
		5080	Administration & Travel	13.42	-
		5090	Program Expense	14.91	-
		5200	Freight and Postage	52.00	-
		1080	Cash In Bank	-	109.38
03/30/2007	J138	2501,	March 2007, Ronnie Adams		
		5300	Wages	1,953.20	-
		1080	Cash In Bank	-	1,424.61
		2310	EI Payable	-	35.16
		2320	CPP Payable	-	82.25
		2330	Income Tax Payable	-	211.25
		2400	L.A.P.P.	-	131.83
		2420	AUMA Extended Health	-	41.70
		2440	AB Health Payable	-	26.40
03/30/2007	J139	2502,	March 2007, Shannon Vossepoel		
		5300	Wages	3,605.00	-
		1080	Cash In Bank	-	2,737.91
		2310	EI Payable	-	64.89
		2320	CPP Payable	-	164.01
		2330	Income Tax Payable	-	638.19
03/30/2007	J140	2503,	March 2007, Paula Bussing		
		5300	Wages	740.74	-
		1080	Cash In Bank	-	705.18
		2310	EI Payable	-	13.33
		2320	CPP Payable	-	22.23
03/30/2007	J141	2504,	March 2007, Bessie Jacowishen		
		5300	Wages	2,295.00	-
		1080	Cash In Bank	-	1,664.76
		2310	EI Payable	-	41.31
		2320	CPP Payable	-	99.17
		2330	Income Tax Payable	-	292.53
		2400	L.A.P.P.	-	154.91
		2420	AUMA Extended Health	-	42.32
03/30/2007	J142	2505,	March 2007, Cathryn Krochak		
		5300	Wages	1,062.72	-
		1080	Cash In Bank	-	977.83
		2310	EI Payable	-	19.13
		2320	CPP Payable	-	38.17
		2330	Income Tax Payable	-	27.59
03/30/2007	J143	2506,	March 2007, Migs Lovlin		
		5300	Wages	817.70	-
		1080	Cash In Bank	-	776.94
		2310	EI Payable	-	14.72
		2320	CPP Payable	-	26.04
03/30/2007	J144	2507,	March 2007, Maxine Meldrum		
		5300	Wages	2,295.00	-
		1080	Cash In Bank	-	1,703.34
		2310	EI Payable	-	41.31
		2320	CPP Payable	-	99.17
		2330	Income Tax Payable	-	292.53
		2400	L.A.P.P.	-	154.91
		2420	AUMA Extended Health	-	3.74
03/30/2007	J145	2508,	March 2007, Patricia Neufeld		
		5300	Wages	225.68	-
		1080	Cash In Bank	-	221.62
		2310	EI Payable	-	4.06

Brooks Public Library
All Journal Entries 03/01/2007 to 03/31/2007

			Debits	Credits
03/30/2007	J146	2509, March 2007, Tamara Van Horne		
		5300 Wages		
		1080 Cash In Bank	1,917.30	-
		2310 EI Payable	-	1,567.31
		2320 CPP Payable	-	34.51
		2330 Income Tax Payable	-	80.47
		2420 AUMA Extended Health	-	202.72
		2440 AB Health Payable	-	19.09
			-	13.20
03/30/2007	J147	2510, March 2007, Local Authorities Pension P		
		2400 L.A.P.P.		
		5350 L.A.P.P. Expense	441.65	-
		1080 Cash In Bank	507.08	-
			-	948.73
03/30/2007	J148	2511, March 2007, Canada Customs and Revenue		
		2310 EI Payable		
		2320 CPP Payable	268.42	-
		2330 Income Tax Payable	611.51	-
		5310 EI Expense	1,664.81	-
		5320 CPP Expense	375.77	-
		1080 Cash In Bank	611.51	-
			-	3,532.02
03/30/2007	J149	2512, March 07, Brooks Bulletin		
		2100 GST Paid on Purchases		
		5220 Publicity and Advertising	3.06	-
		1080 Cash In Bank	51.00	-
			-	54.06
03/30/2007	J150	2513, Mar 2007, Brooks Computer Services Ltd.		
		2100 GST Paid on Purchases		
		5060 Payroll Expense	3.30	-
		1080 Cash In Bank	55.00	-
			-	58.30
03/30/2007	J151	2514, Mar 2007, Maxine Meldrum		
		2100 GST Paid on Purchases		
		5070 Library Supplies	0.48	-
		1080 Cash In Bank	7.99	-
			-	8.47
03/30/2007	J152	2515, Mar 2007, Purolator		
		2100 GST Paid on Purchases		
		5200 Freight and Postage	2.12	-
		1080 Cash In Bank	35.27	-
			-	37.39
03/30/2007	J153	2516, March 2007, Brooks and County Chronicle		
		2100 GST Paid on Purchases		
		5220 Publicity and Advertising	3.60	-
		1080 Cash In Bank	60.00	-
			-	63.60
03/30/2007	J154	2517, March 2007, Esplanade Arts and Heritage		
		5090 Program Expense		
		1080 Cash In Bank	50.00	-
			-	50.00
03/30/2007	J155	2518, March 2007, AMSC Insurance Services Lim		
		5240 Audit and Insurance		
		1080 Cash In Bank	2,517.00	-
			-	2,517.00
03/31/2007	J158	Debit, Securtek Fee		
		5170 Security Monitoring		
		1080 Cash In Bank	25.00	-
		5180 GST Expense	-	25.00
		1080 Cash In Bank	1.50	-
			-	1.50
03/31/2007	J159	Debit, Branch Destination Fee		
		5250 Bank Charges		
		1080 Cash In Bank	5.00	-
			-	5.00
03/31/2007	J160	Debit, Library License Fee		
		5250 Bank Charges		
		1080 Cash In Bank	20.00	-
			-	20.00
03/31/2007	J161	Debit, Bank Confirmation Fee (for Audit)		
		5240 Audit and Insurance		
		1080 Cash In Bank	25.00	-
			-	25.00

Brooks Public Library
 All Journal Entries 03/01/2007 to 03/31/2007

			Debits	Credits
03/16/2007	J163	Deposit, Fines		
		4120 Fines, Book Sales and Services	-	490.44
		1080 Cash In Bank	490.44	-
03/16/2007	J164	Deposit, Resident Cardholder Fees		
		4090 Resident Cardholder Fees	-	366.00
		1080 Cash In Bank	366.00	-
03/16/2007	J165	Deposit, Non-Resident Cardholder Fees		
		4140 Non-resident Cardholder Fees	-	60.00
		1080 Cash In Bank	60.00	-
03/16/2007	J166	Deposit, Donation		
		4170 Charitable Receipt Donations	-	100.00
		1080 Cash In Bank	100.00	-
03/23/2007	J167	Deposit, Fines		
		4120 Fines, Book Sales and Services	-	343.56
		1080 Cash In Bank	343.56	-
03/23/2007	J168	Deposit, Resident Cardholder Fees		
		4090 Resident Cardholder Fees	-	372.00
		1080 Cash In Bank	372.00	-
03/23/2007	J169	Deposit, Non-Resident Cardholder Fees		
		4140 Non-resident Cardholder Fees	-	60.00
		1080 Cash In Bank	60.00	-
03/30/2007	J170	Deposit, Fines		
		4120 Fines, Book Sales and Services	-	238.96
		1080 Cash In Bank	238.96	-
03/30/2007	J171	Deposit, Resident Cardholder Fees		
		4090 Resident Cardholder Fees	-	240.00
		1080 Cash In Bank	240.00	-
03/30/2007	J172	Deposit, City of Brooks Quarterly Installment		
		4020 Town of Brooks	-	36,093.75
		1080 Cash In Bank	36,093.75	-
			64,182.89	64,182.89

MINUTES OF REGULAR MEETING OF BROOKS PUBLIC LIBRARY BOARD
May 24, 2007
HELD IN BROOKS PUBLIC LIBRARY

PRESENT: Dino Champlone (Chair), Shannon Vossepoel (Head Librarian), Karen Nelson, Cathleen Patterson, Joyce Aasen, Elsie Strach, Tilly Gamble-Altwasser, Martin Shields, Michael Glynn MacDonald

REGRETS: Sheila Tiegs, Gloria Evans

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 6:32pm.
2. Approval of Agenda: **Motion to approve the agenda: Michael Elsie. Carried.**
3. Consent Agenda: **Motion to approve April 2007 Board Meeting Minutes, the Finance Committee Report including receipts and expenditures for April 2007, the Policy Committee Report (April 2007), and the Librarian's Report: Cathleen/Elsie. Carried.**
4. Correspondence
 - a. Service Canada Summer Jobs: letter informing Brooks Library Board that funding application for the Summer Reading Program summer student was denied. Shannon reported that she received a phone call on May 23rd informing her that additional funds had become available and the funding has been reinstated, though we will likely not receive as much money as originally requested.
 - b. Shortgrass Library System 2006 Annual Report was distributed.
 - c. Shortgrass Library System 2006 Financial Statements was circulated.
 - d. Shortgrass Library System Board Meeting Minutes (February 2007) was circulated.
 - e. Local Authorities Pension Plan 2006 Annual Report was circulated.
 - f. Brooks McDonald's: thank you to Shannon Vossepoel for representing Brooks Public Library and helping out on McHappy Day.
 - g. Trustee Voice: copies were available to anyone who did not receive one at the last board meeting.
5. Shortgrass Library System: Martin Shields
 - a. Shortgrass Library System has amended their budget to account for changes in the implementation of the new ILS equipment.
 - b. Shortgrass Library Board is looking at how member libraries are completing their audit. Medicine Hat Public Library has their audit performed in conjunction with the City of

Medicine Hat. It may be a good idea to consider requesting this of the City of Brooks when our audit contract comes up for review as a cost-saving measure.


6. Business Arising from the April 2007 Board meeting minutes

- a. Outdoor Signage: After meeting with Terry Welsh, Shannon reports that the planned sign for the front of the library cannot go where the Board had proposed due to electrical needs and potential future road expansion. Terry has suggested a spot a bit further back from the road, but still visible from the main intersection. The Board discussed the situation and agreed that the new spot would be acceptable.
- b. Library Roof Situation: After meeting with Terry Welsh, Shannon reports that the roof's patch job is holding up well and that Terry is considering installing a second patch to ensure its effectiveness. The cost to permanently repair the roof is estimated at \$175,000 after Terry spoke to contractors and the City of Brooks is currently working on obtaining the funds.
- c. Audit and Brooks Library Financial Statements: The City of Brooks Library Board 2006 Financial Statements have been prepared by the Auditor. The audit for the Local Authorities Pension Plan is underway; it was delayed after a misunderstanding. Apparently, Alberta Municipal Affairs and Housing requires the City of Brooks Council to approve the auditor appointment, of which neither Shannon nor the City Council were aware. The appointment is necessary to complete the application for the library's provincial funding. Shannon has sent in a request to City Council to make the appointment in retrospect.
- d. Board Development Day: Board Development Day is planned for Wednesday, May 30th at 6:00pm. The session will be used to focus on the Plan of Service.
- e. Alberta Library Conference Librarian's Report: Shannon distributed a report on the Alberta Library Conference and encouraged Board members to attend as it is a great opportunity for learning and networking. Martin noted that at one of the sessions he attended, board membership for smaller libraries is becoming a big problem. With many libraries unable to recruit boards, some libraries are looking at forming regional boards that would provide stewardship for multiple libraries.

7. New Business

- a. Karen Nelson Reappointment: **Motion to reappoint Karen Nelson to the Board for a second three-year term: Michael/Elsie. Carried.**
- b. Brooks Public Library 2006 Annual Report was distributed.
- c. Proposed Change to Bylaw 5.4: Responsibilities of a Cardholder – change would make the master cardholder on family memberships responsible for all fines/fees on their own card as well as that of additional cardholders. **Motion to pass the bylaw as amended: Joyce/Martin. Carried.**
- d. Proposed Change to Bylaw C.1: Overdue Fines – change would align Brooks Public Library's fee schedule with the majority of Shortgrass member libraries. **Motion to pass the bylaw as amended: Martin/Michael. Carried.** Proposed fee schedule would be implemented in September 2007 with the other Shortgrass member libraries.
- e. Brooks and District Rodeo Parade: The Shortgrass Library System is providing the float for the parade and requests that a board member ride in the van. Board members will check their schedules and let Shannon know.
- f. December Library Closures: Tabled for the June 28, 2007 meeting. **Motion to table the agenda item: Karen/Elsie. Carried.**

8. Plan of Service Discussion Session: Shannon requests that any proposed amendments to the Plan of Service be e-mailed to her prior to the May 30th Board Development Day and she will compile them for discussion.
9. Adjournment: **Motion to adjourn at 7:35 pm: Joyce. Carried.**
10. Next Board Meeting: Thursday, June 28, 2007 at 6:30pm.



Chair



Head Librarian

**Brooks Library Board
Finance Standing Committee Meeting
10:00 am May 15, 2007**

Present: Dino Champlone, Elsie Strach, and Shannon Vossepoel

- 1) Meeting was called to order at 10:02 am.
- 2) Receipts and Expenditures for the month of April were discussed in detail and reviewed by the Committee. Items of Note:

Receipts for April:

- Received payment from City of Brooks for Insurance Coverage

Expenditures for April:

- Library Supplies: coloured paper, paperclips, rubber bands, envelopes, data CDs, new CPA approved cheques, Simply Accounting 2007
 - Administration Expense: Charter bus to Jasper for ALC, water for office staff, criminal record checks for two new employees
 - Program Expense: Fruit platter, plates, cups, and cleaning supplies. Platter and cups/plates used for Alberta Libraries Act Centennial.
 - Rebinding: Microfilming of the Brooks Bulletin. Price has escalated since last year by about \$230. Bulletin gave us a donation last year to help cover microfilming costs in the amount of \$250.00.
 - Staff Training: Deposit for Jasper Park Lodge (ALC Conference), travel costs for Cathryn and Tamara to attend Database Training in Medicine Hat
 - Freight and Postage: shipping fees for Staples order
- 3) Brooks Public Library received our first NSF cheque in several years. The cheque was in the amount of \$29.00 (\$18.00 for membership, \$11.00 in overdue fines). The bank charged us \$7.00 to process the NSF cheque. Charges have been put on patron's card and membership privileges have been revoked until fines have been paid in cash. Committee discussed the possibility of purchasing an ATM or Interac Machine for patrons making it less likely that patrons will use cheques for payment.
 - 4) Brooks Public Library did not receive the HRDC grant this year. We will apply for a STEP grant as well next year to help ensure funding. Finance Committee discussed several possibilities to make up the cost of the grant money including cutting budget items, asking for donations from local businesses or organizations, and raising program costs.
 - 5) Meeting was adjourned at 10:30 am.

Finance Meeting Notes: April 2007

Receipts for April:

- Received payment from City of Brooks for Insurance Coverage

Expenditures for April:

- Library Supplies: coloured paper, paperclips, rubber bands, envelopes, data CDs, new CPA approved cheques, Simply Accounting 2007
- Administration Expense: Charter bus to Jasper for ALC, water for office staff, criminal record checks for two new employees
- Program Expense: Fruit platter, plates, cups, and cleaning supplies. Platter and cups/plates used for Alberta Libraries Act Centennial.
- Rebinding: Microfilming of the Brooks Bulletin. Price has escalated since last year by about \$230. Bulletin gave us a donation last year to help cover microfilming costs in the amount of \$250.00.
- Staff Training: Deposit for Jasper Park Lodge (ALC Conference), travel costs for Cathryn and Tamara to attend Database Training in Medicine Hat
- Freight and Postage: shipping fees for Staples order

Additional Notes:

- Did not receive HRDC grant this year. Will apply for STEP grant as well next year to help ensure funding. May raise program costs to offset.
- Received our first NSF cheque in several years. Cheque was in amount of \$29.00 (\$18.00 for membership, \$11.00 in overdue fines). Charged \$7.00 to process NSF. Charges have been put on patron's card and membership privileges have been revoked until fines have been paid in cash.

Brooks Library Board Budget

April 2007

Receipts	Annual Budget	Current Month	Total to Date
City of Brooks	144,375.00	2,517.00	74,704.50
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	1,260.00	5,244.00
Interest Income	0.00		
Miscellaneous	200.00		
Fines, books and services	19,000.00	1,325.63	6,330.32
Non-resident Cardholder Fees	1,000.00	200.00	900.00
Donations	3,000.00		4,643.00
Fundraisers	300.00		
Adopt-a-magazine	2,200.00		100.00
Medieval Faire	0.00		
GST Recovery	2,500.00		
Total Revenue	284,574.00*	5,302.63	91,921.82
Expenditures			
SLS Expense (Materials Allot.)	46,764.00		
Shortgrass – Non-resident Fees	500.00		
Dynix and Telecom (SLS)	3,000.00		
Books & Materials (Donations)	0.00		
Furnishings and Equipment	1,926.00		1095.55
Payroll Expense	800.00		230.00
Library Supplies	4,500.00	554.86	704.38
Administration & Travel	3,000.00	426.50	667.92
Program Expense	1,500.00	57.59	294.39
Medieval Faire	0.00		
Repair & Maintenance	2,000.00		
Rebinding	500.00	704.51	704.51
Staff Training	3,750.00	475.59	1,290.59
Telephone & Fax Expense	3,500.00	266.22	1,064.87
Copier & Computer Costs	2,000.00		285.24
Security Monitoring	600.00	25.00	100.00
Computer Main. Contracts	1,000.00		
GST Expense	0.00	1.50	6.00
Freight & Postage	1,000.00	24.60	288.62
Professional Memberships	500.00		55.00
Publicity and Advertising	750.00		485.14

Audit and Insurance	6,500.00		2,542.00
Bank Charges	200.00	24.00	59.00
Miscellaneous	200.00		
Wages (includes temp. staff and VAC pay)	179,612.00	14,462.75	58,019.31
EI Expense	4,400.00	364.45	1,462.05
CPP Expense	6,000.00	585.97	2,385.48
WCB Expense	500.00		241.61
AUMA Expense	3,000.00	511.04	1,009.72
LAPP Expense	8,500.00	755.16	2,324.24
AB Health Expense	1,200.00		184.80
Total Expenses	287,702.00*	19,239.74	75,500.42

*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.

Brooks Public Library
Balance Sheet As at 04/30/2007

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	50,825.80
Accounts Receivable	<u>236.59</u>
TOTAL CURRENT ASSETS	<u>81,787.77</u>

TOTAL ASSETS 81,787.77

LIABILITIES

CURRENT LIABILITIES

Accounts Payable	1,722.88
MNP Accrual	1,500.00
GST Charged on Sales	0.00
GST Paid on Purchases	-3,450.53
GST Paid on Books	0.00
New Account	0.00
Accounts Payable	0.00
Vacation Payable	0.00
EI Payable	-19.37
CPP Payable	-56.00
Income Tax Payable	258.55
L.A.P.P.	-183.19
AUMA Extended Health	0.03
AB Health Payable	158.40
W.C.B. Payable	0.00
Miscellaneous	<u>0.00</u>
TOTAL CURRENT LIABILITIES	<u>-69.23</u>

TOTAL LIABILITIES -69.23

EQUITY

EARNINGS

Building Fund Reserves	28,314.20
Externally restricted	200.00
Retained Earnings	36,921.40
Current Earnings	<u>16,421.40</u>
CURRENT EARNINGS	<u>81,857.00</u>

TOTAL EQUITY 81,857.00

LIABILITIES AND EQUITY 81,787.77

Brooks Public Library
Income Statement 04/01/2007 to 04/30/2007

REVENUE**REVENUE**

Town of Brooks	2,517.00
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	1,260.00
Interest Income	0.00
Miscellaneous	0.00
Fines, Book Sales and Services	1,325.63
Non-resident Cardholder Fees	200.00
Charitable Receipt Donations	0.00
Fundraisers	0.00
Adopt-a-magazine	0.00
Medieval Faire	0.00
GST Recovery	0.00
TOTAL REVENUE	<u>5,302.63</u>

TOTAL REVENUE 5,302.63

EXPENSE**EXPENSES**

SLS Expense (Materials)	0.00
SLS - Non-resident fees	0.00
SLS - Dynix and Telecom	0.00
Books and Materials	0.00
New Library Furnishings	0.00
Library Equipment	0.00
Payroll Expense	0.00
Library Supplies	554.86
Administration & Travel	426.50
Recruitment Expense	0.00
Program Expense	57.59
Medieval Faire	0.00
Repair & Maintenance	0.00
Rebinding, Microfilming, Laminating	704.51
Staff Training	475.59
Telephone and Fax Expense	266.22
Copier & Computer Costs	0.00
Security Monitoring	25.00
Computer Main. Contracts	0.00
GST Expense	1.50
Freight and Postage	24.60
Professional Memberships	0.00
Publicity and Advertising	0.00
Audit and Insurance	0.00
Bank Charges	24.00
Miscellaneous	0.00
Wages	14,462.75
Wage Reimbursement	0.00
EI Expense	364.45
CPP Expense	585.97
WCB Expense	0.00
AUMA Extended Health	511.04
L.A.P.P. Expense	755.16
AB Health Expense	0.00
TOTAL EXPENSES	<u>19,239.74</u>

TOTAL EXPENSE 19,239.74

NET INCOME -13,937.11

REVENUE

REVENUE

Town of Brooks	74,704.50
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	5,244.00
Interest Income	0.00
Miscellaneous	0.00
Fines, Book Sales and Services	6,330.32
Non-resident Cardholder Fees	900.00
Charitable Receipt Donations	4,643.00
Fundraisers	0.00
Adopt-a-magazine	100.00
Medieval Faire	0.00
GST Recovery	0.00
TOTAL REVENUE	<u>91,921.82</u>

TOTAL REVENUE

91,921.82

EXPENSE

EXPENSES

SLS Expense (Materials)	0.00
SLS - Non-resident fees	0.00
SLS - Dynix and Telecom	0.00
Books and Materials	0.00
New Library Furnishings	345.55
Library Equipment	750.00
Payroll Expense	230.00
Library Supplies	704.38
Administration & Travel	667.92
Recruitment Expense	0.00
Program Expense	294.39
Medieval Faire	0.00
Repair & Maintenance	0.00
Rebinding, Microfilming, Laminating	704.51
Staff Training	1,290.59
Telephone and Fax Expense	1,064.87
Copier & Computer Costs	285.24
Security Monitoring	100.00
Computer Main. Contracts	0.00
GST Expense	6.00
Freight and Postage	288.62
Professional Memberships	55.00
Publicity and Advertising	485.14
Audit and Insurance	2,542.00
Bank Charges	59.00
Miscellaneous	0.00
Wages	58,019.31
Wage Reimbursement	0.00
EI Expense	1,462.05
CPP Expense	2,385.48
WCB Expense	241.61
AUMA Extended Health	1,009.72
L.A.P.P. Expense	2,324.24
AB Health Expense	184.80
TOTAL EXPENSES	<u>75,500.42</u>

TOTAL EXPENSE

75,500.42

NET INCOME

16,421.40

Brooks Public Library
Reconciliation Transactions Detail Report 04/01/2007 to 04/30/2007

Deposit No.: *** all ***

Account: 1080 Cash In Bank

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
04/02/2007	J156	April 2007, City of Brooks	2519	-	369.45		Y	Cleared
04/02/2007	J157	Apr 2007, City of Brooks	2520	-	21.20		Y	Reversed
04/19/2007	J174	April 2007, Telus Communications	2521	-	282.08		Y	Cleared
04/19/2007	J175	April 2007, RBC Royal Bank VISA	2522	-	610.85		Y	Cleared
04/19/2007	J176	April 2007, Shortgrass Library Sys...	2523	-	370.00		N	Outstanding
04/19/2007	J177	April 2007, Water Pure & Simple	2524	-	16.50		Y	Cleared
04/19/2007	J178	Apr 2007, Cathryn Krochak	2525	-	66.00		Y	Cleared
04/19/2007	J179	April 07, City of Brooks	2526	-	21.20		Y	Reversed
04/30/2007	J180	April 2007, Ronnie Adams	2527	-	1,261.80		N	Outstanding
04/30/2007	J181	April 2007, Jillian Clarke	2528	-	454.00		N	Outstanding
04/30/2007	J182	April 2007, Shannon Dunphy	2529	-	561.65		Y	Cleared
04/30/2007	J183	April 2007, Bessie Jacowishen	2530	-	1,634.59		Y	Cleared
04/30/2007	J184	April 2007, Cathryn Krochak	2531	-	1,212.61		N	Outstanding
04/30/2007	J185	April 2007, Maxine Meldrum	2532	-	1,635.54		Y	Cleared
04/30/2007	J186	April 2007, Patricia Neufeld	2533	-	292.53		N	Outstanding
04/30/2007	J187	April 2007, Tamara Van Horne	2534	-	1,627.86		Y	Cleared
04/30/2007	J188	April 2007, Shannon Vossepoel	2535	-	2,494.57		Y	Cleared
04/30/2007	J189	April 2007, Canada Customs and ...	2536	-	3,428.53		N	Outstanding
04/30/2007	J190	April 2007, Local Authorities Pensi...	2537	-	1,412.88		N	Outstanding
04/30/2007	J191	April 2007, NEBS Business Produ...	2538	-	300.56		N	Outstanding
04/30/2007	J192	April 2007, Critical Control Solutions	2539	-	746.78		N	Outstanding
04/30/2007	J193	Apr 07, City of Brooks	2540	-	360.61		N	Outstanding
04/30/2007	J194	Apr 2007, Ronnie Adams	2541	-	15.87		N	Outstanding
04/30/2007	J195	April 2007, Memory Lane Comput...	2542	-	169.59		N	Outstanding
04/24/2007	J196	Reversing J179. Correction is J197.	ADJ2526	21.20	-		Y	Adjustment
04/24/2007	J197	April 07, City of Brooks	2526	-	21.20		N	Outstanding
04/02/2007	J198	Reversing J157. Correction is J199.	ADJ2520	21.20	-		Y	Adjustment
04/02/2007	J199	Apr 2007, City of Brooks	2520	-	21.20		N	Outstanding
04/05/2007	J200	Fines	Deposit	233.44	-		Y	Cleared
04/05/2007	J201	Resident Cardholder	Deposit	252.00	-		Y	Cleared
04/05/2007	J202	Non-Resident Cardholder	Deposit	60.00	-		Y	Cleared
04/13/2007	J203	Non-Resident Cardholder	Deposit	80.00	-		Y	Cleared
04/13/2007	J204	Resident Cardholder	Deposit	312.00	-		Y	Cleared
04/13/2007	J205	Fines	Deposit	367.85	-		Y	Cleared
04/20/2007	J206	Fines	Deposit	316.58	-		Y	Cleared
04/20/2007	J207	Resident Cardholder	Deposit	402.00	-		Y	Cleared
04/20/2007	J208	Non-Resident Cardholder	Deposit	60.00	-		Y	Cleared
04/20/2007	J209	City of Brooks	Deposit	2,517.00	-		Y	Cleared
04/27/2007	J210	Fines	Deposit	418.76	-		Y	Cleared
04/27/2007	J211	Resident Cardholder	Deposit	312.00	-		Y	Cleared
04/30/2007	J218	Securtek	Debit	-	26.50		Y	Cleared
04/30/2007	J219	Destination Fee	Debit	-	5.00		Y	Cleared
04/27/2007	J220	Bank Charge (NSF Cheque)	Debit	-	7.00		Y	Cleared
04/27/2007	J221	Membership and Fees Returned N...	Debit	-	29.00		Y	Cleared
				5,374.03	19,477.15			

Brooks Public Library
All Journal Entries 04/01/2007 to 04/30/2007

			Debits	Credits
04/02/2007	J156	2519, April 2007, City of Brooks		
		2420 AUMA Extended Health	110.84	-
		5340 AUMA Extended Health	258.61	-
		1080 Cash In Bank	-	369.45
04/19/2007	J174	2521, April 2007, Telus Communications		
		2100 GST Paid on Purchases	15.86	-
		5140 Telephone and Fax Expense	266.22	-
		1080 Cash In Bank	-	282.08
04/19/2007	J175	2522, April 2007, RBC Royal Bank VISA		
		2100 GST Paid on Purchases	10.72	-
		5070 Library Supplies	120.95	-
		5090 Program Expense	57.59	-
		5130 Staff Training	409.59	-
		5250 Bank Charges	12.00	-
		1080 Cash In Bank	-	610.85
04/19/2007	J176	2523, April 2007, Shortgrass Library System		
		5080 Administration & Travel	370.00	-
		1080 Cash In Bank	-	370.00
04/19/2007	J177	2524, April 2007, Water Pure & Simple		
		5080 Administration & Travel	16.50	-
		1080 Cash In Bank	-	16.50
04/19/2007	J178	2525, Apr 2007, Cathryn Krochak		
		5130 Staff Training	66.00	-
		1080 Cash In Bank	-	66.00
04/30/2007	J180	2527, April 2007, Ronnie Adams		
		5300 Wages	1,696.20	-
		1080 Cash In Bank	-	1,261.80
		2310 EI Payable	-	30.53
		2320 CPP Payable	-	69.52
		2330 Income Tax Payable	-	150.14
		2400 L.A.P.P.	-	114.55
		2420 AUMA Extended Health	-	43.26
		2440 AB Health Payable	-	26.40
04/30/2007	J181	2528, April 2007, Jillian Clarke		
		5300 Wages	471.38	-
		1080 Cash In Bank	-	454.00
		2310 EI Payable	-	8.48
		2320 CPP Payable	-	8.90
04/30/2007	J182	2529, April 2007, Shannon Dunphy		
		5300 Wages	586.82	-
		1080 Cash In Bank	-	561.65
		2310 EI Payable	-	10.56
		2320 CPP Payable	-	14.61
04/30/2007	J183	2530, April 2007, Bessie Jacowishen		
		5300 Wages	2,250.00	-
		1080 Cash In Bank	-	1,634.59
		2310 EI Payable	-	40.50
		2320 CPP Payable	-	96.94
		2330 Income Tax Payable	-	281.83
		2400 L.A.P.P.	-	151.94
		2420 AUMA Extended Health	-	44.20
04/30/2007	J184	2531, April 2007, Cathryn Krochak		
		5300 Wages	1,360.68	-
		1080 Cash In Bank	-	1,212.61
		2310 EI Payable	-	24.49
		2320 CPP Payable	-	52.92
		2330 Income Tax Payable	-	70.66
04/30/2007	J185	2532, April 2007, Maxine Meldrum		
		5300 Wages	2,190.00	-
		1080 Cash In Bank	-	1,635.54
		2310 EI Payable	-	39.42
		2320 CPP Payable	-	93.97
		2330 Income Tax Payable	-	267.56

Brooks Public Library
All Journal Entries 04/01/2007 to 04/30/2007

			Debits	Credits
		2400 L.A.P.P.	-	147.89
		2420 AUMA Extended Health	-	5.62
04/30/2007	J186	2533, April 2007, Patricia Neufeld		
		5300 Wages	298.22	-
		1080 Cash In Bank	-	292.53
		2310 EI Payable	-	5.37
		2320 CPP Payable	-	0.32
04/30/2007	J187	2534, April 2007, Tamara Van Horne		
		5300 Wages	2,004.45	-
		1080 Cash In Bank	-	1,627.86
		2310 EI Payable	-	36.08
		2320 CPP Payable	-	84.78
		2330 Income Tax Payable	-	223.44
		2420 AUMA Extended Health	-	19.09
		2440 AB Health Payable	-	13.20
04/30/2007	J188	2535, April 2007, Shannon Vossepoel		
		5300 Wages	3,605.00	-
		1080 Cash In Bank	-	2,494.57
		2310 EI Payable	-	64.89
		2320 CPP Payable	-	164.01
		2330 Income Tax Payable	-	638.19
		2400 L.A.P.P.	-	243.34
04/30/2007	J189	2536, April 2007, Canada Customs and Revenue		
		2310 EI Payable	260.32	-
		2320 CPP Payable	-	585.97
		2330 Income Tax Payable	1,631.82	-
		5310 EI Expense	364.45	-
		5320 CPP Expense	585.97	-
		1080 Cash In Bank	-	3,428.53
04/30/2007	J190	2537, April 2007, Local Authorities Pension P		
		2400 L.A.P.P.	657.72	-
		5350 L.A.P.P. Expense	755.16	-
		1080 Cash In Bank	-	1,412.88
04/30/2007	J191	2538, April 2007, NEBS Business Products Limi		
		2100 GST Paid on Purchases	17.01	-
		5070 Library Supplies	258.95	-
		5200 Freight and Postage	24.60	-
		1080 Cash In Bank	-	300.56
04/30/2007	J192	2539, April 2007, Critical Control Solutions		
		2100 GST Paid on Purchases	42.27	-
		5120 Rebinding, Microfilming, Laminating	704.51	-
		1080 Cash In Bank	-	746.78
04/30/2007	J193	2540, Apr 07, City of Brooks		
		2420 AUMA Extended Health	108.18	-
		5340 AUMA Extended Health	252.43	-
		1080 Cash In Bank	-	360.61
04/30/2007	J194	2541, Apr 2007, Ronnie Adams		
		2100 GST Paid on Purchases	0.90	-
		5070 Library Supplies	14.97	-
		1080 Cash In Bank	-	15.87
04/30/2007	J195	2542, April 2007, Memory Lane Computers		
		2100 GST Paid on Purchases	9.60	-
		5070 Library Supplies	159.99	-
		1080 Cash In Bank	-	169.59
04/24/2007	J197	2526, April 07, City of Brooks		
		2100 GST Paid on Purchases	1.20	-
		5080 Administration & Travel	20.00	-
		1080 Cash In Bank	-	21.20
04/02/2007	J199	2520, Apr 2007, City of Brooks		
		2100 GST Paid on Purchases	1.20	-
		5080 Administration & Travel	20.00	-
		1080 Cash In Bank	-	21.20

Brooks Public Library
All Journal Entries 04/01/2007 to 04/30/2007

			Debits	Credits
04/05/2007	J200	Deposit, Fines		
		4120 Fines, Book Sales and Services	-	233.44
		1080 Cash In Bank	233.44	-
04/05/2007	J201	Deposit, Resident Cardholder		
		4090 Resident Cardholder Fees	-	252.00
		1080 Cash In Bank	252.00	-
04/05/2007	J202	Deposit, Non-Resident Cardholder		
		4140 Non-resident Cardholder Fees	-	60.00
		1080 Cash In Bank	60.00	-
04/13/2007	J203	Deposit, Non-Resident Cardholder		
		4140 Non-resident Cardholder Fees	-	80.00
		1080 Cash In Bank	80.00	-
04/13/2007	J204	Deposit, Resident Cardholder		
		4090 Resident Cardholder Fees	-	312.00
		1080 Cash In Bank	312.00	-
04/13/2007	J205	Deposit, Fines		
		4120 Fines, Book Sales and Services	-	367.85
		1080 Cash In Bank	367.85	-
04/20/2007	J206	Deposit, Fines		
		4120 Fines, Book Sales and Services	-	316.58
		1080 Cash In Bank	316.58	-
04/20/2007	J207	Deposit, Resident Cardholder		
		4090 Resident Cardholder Fees	-	402.00
		1080 Cash In Bank	402.00	-
04/20/2007	J208	Deposit, Non-Resident Cardholder		
		4140 Non-resident Cardholder Fees	-	60.00
		1080 Cash In Bank	60.00	-
04/20/2007	J209	Deposit, City of Brooks		
		4020 Town of Brooks	-	2,517.00
		1080 Cash In Bank	2,517.00	-
04/27/2007	J210	Deposit, Fines		
		4120 Fines, Book Sales and Services	-	418.76
		1080 Cash In Bank	418.76	-
04/27/2007	J211	Deposit, Resident Cardholder		
		4090 Resident Cardholder Fees	-	312.00
		1080 Cash In Bank	312.00	-
04/30/2007	J218	Debit, Securtek		
		5170 Security Monitoring	25.00	-
		5180 GST Expense	1.50	-
		1080 Cash In Bank	-	26.50
04/30/2007	J219	Debit, Destination Fee		
		5250 Bank Charges	5.00	-
		1080 Cash In Bank	-	5.00
04/27/2007	J220	Debit, Bank Charge (NSF Cheque)		
		5250 Bank Charges	7.00	-
		1080 Cash In Bank	-	7.00
04/27/2007	J221	Debit, Membership and Fees Returned NSF Cheque		
		4090 Resident Cardholder Fees	18.00	-
		4120 Fines, Book Sales and Services	11.00	-
		1080 Cash In Bank	-	29.00
			28,053.98	28,053.98

MINUTES OF REGULAR MEETING OF BROOKS PUBLIC LIBRARY BOARD
June 28, 2007
HELD IN BROOKS PUBLIC LIBRARY

PRESENT: Shannon Vossepoel (Head Librarian), Martin Shields, Dino Champlone (Chair), Elsie Strach, Sheila Tiegs, Joyce Aasen, Gloria Evans, Karen Nelson, Michael Macdonald

REGRETS: 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 6:30 pm.
2. Approval of Agenda: **Motion to approve agenda: Martin/Joyce. Carried.**
3. Consent Agenda: **Motion to approve May 2007 Board minutes, Finance Committee Report including May 2007 receipts and expenditures and Librarian's report: Sheila/Martin. Carried.**

Kevin Penney attended the meeting to discuss ideas of the statue he is donating and building for BPL. It will be an outdoors fixture, approximately 800 pounds and 6 or more feet high. He asked us to sketch our ideas and he will provide some ideas as well.

4. Correspondence
 - a. Alberta Municipal Affairs and Housing Commemorative Certificate-circulated
 - b. City of Brooks: Mactavish and Company appointed as the Auditor for BPL commencing Dec. 31, 2006 to Dec. 31, 2008
 - c. City of Brooks: Re-appointment of Karen Nelson to Library Board
 - d. Canadian Library Association Press Release: extension of Community Access Program
 - e. Alberta Municipal Affairs and Housing: deposit of annual operating grant \$49,781
 - f. Shortgrass Library System: Minutes of April 18, 2007 circulated
 - g. Shortgrass Library System: Shortgrass Clippings circulated
 - h. Patron suggestion: relating to men's bathroom
 - i. AALT Conference reports from Ronnie Adams and Tamara VanHorne
 - j. Thank you from Shannon Vossepoel for the wedding gift
 - k. Chamber of Commerce Visitors' Guide: includes write up of BPL
5. Shortgrass Library System Report: Martin reported the Shortgrass BBQ was well attended and enjoyable.
6. Business Arising from May 2007 Board meeting minutes:
 - a. Audit and Brooks Library Board 2006 Financial Statements have been completed by Mactavish and have been forwarded to LAPP.
7. New Business:
 - a. Mid-Year Review: sent to City and County councils
 - b. Training Coordinator update: We have applied for 2007 funding for this position.

- c. **Parliamentarian Board Position:** Following discussion, it was decided we do not need this position at this time. There will be an Annual General Meeting 6:30 to 7:30, September 27, 2007. This will be BPL's first AGM.
 - d. **Staff Fundraiser:** Shannon reported on a fundraiser the staff would like to do with the funds being used to purchase public use computers. The Board approved their idea.
 - e. **Medieval Faire 2007:** Will be held August 11. Volunteers for book sale in the Monastery are needed. Sign-up sheets circulated.
 - f. **December Library Closures: Motion to close the library December 23, 24, 25, 26: Joyce/Sheila. Carried.**
8. **Discussion Session: Plan of Service:** A few changes have been made. The Plan of Service will be part of the AGM in September. Please proofread a copy for spelling, typos, etc and email changes to Shannon by August 15.
9. **Adjournment: Motion to adjourn: Michael. Carried.**
10. **Next Board Meeting beginning with AGM: Thursday, September 27, 2007 at 6:30 pm.**



(Chair)

 - Oct. 1, 2007

(Head Librarian)

**Brooks Library Board
Finance Standing Committee Meeting
10:00 am June 21, 2007**

Present: Dino Champlone, Elsie Strach, and Shannon Vossepoel

- 1) Meeting was called to order at 10:02 am.
- 2) Receipts and Expenditures for the month of May were discussed in detail and reviewed by the Committee. Items of Note:

Receipts for May:

- Nothing of note

Expenditures for May:

- Books and Materials – Books purchased with donations from Scammel and Carl Anderson
 - Library Supplies: Data CDs for computers, barcodes for books
 - Administration Expense: Accommodation at Jasper Park Lodge for Gloria Evans, nametags for new employees, water for office staff, travel and food expenses for book buying trip, travel to LAPP workshop
 - Program Expense: Snacks for murder mystery event
 - Repair and Maintenance: Addition of lock to back room cupboard for storage of employee valuables
 - Staff Training: Accommodation at Jasper Park Lodge for Shannon Vossepoel (less deposit)
 - Copier and Computer Costs: Print cartridges for computer printers (including circ desk printer - \$400.00)
 - Audit and Insurance: Payment for 2006 Audit
- 3) The patron that gave us an NSF cheque in April, our first in several years, paid up their account in cash and also paid the NSF charges as requested.
 - 4) The operating funds provided to the library from the City of Brooks have been pre-approved for 2008 as part of the 2006-2008 budget requisition. However, since library funding is approved on a per capita basis, the Finance Committee has decided to request that funding be increased to align with Brooks' population as determined by the 2007 municipal census.
 - 5) Meeting was adjourned at 10:30 am.

Brooks Library Board Budget
May 2007

Receipts	Annual Budget	Current Month	Total to Date
City of Brooks	144,375.00		74,704.50
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	1,233.00	6,477.00
Interest Income	0.00		
Miscellaneous	200.00	10.00	10.00
Fines, books and services	19,000.00	1,137.30	7,467.62
Non-resident Cardholder Fees	1,000.00	60.00	960.00
Donations	3,000.00		4,643.00
Fundraisers	300.00		
Adopt-a-magazine	2,200.00		100.00
Medieval Faire	0.00		
GST Recovery	2,500.00		
Total Revenue	284,574.00*	2,440.30	94,362.12
Expenditures			
SLS Expense (Materials Allot.)	46,764.00		
Shortgrass – Non-resident Fees	500.00		
Dynix and Telecom (SLS)	3,000.00		
Books & Materials (Donations)	0.00	118.91	118.91
Furnishings and Equipment	1,926.00		1095.55
Payroll Expense	800.00	50.00	280.00
Library Supplies	4,500.00	48.27	752.65
Administration & Travel	3,000.00	840.32	1,508.24
Program Expense	1,500.00	12.97	307.36
Medieval Faire	0.00		
Repair & Maintenance	2,000.00	19.45	19.45
Rebinding	500.00		704.51
Staff Training	3,750.00	230.71	1,521.30
Telephone & Fax Expense	3,500.00	267.57	1,332.44
Copier & Computer Costs	2,000.00	578.84	864.08
Security Monitoring	600.00	25.00	125.00
Computer Main. Contracts	1,000.00		
GST Expense	0.00	1.50	7.50
Freight & Postage	1,000.00		288.62
Professional Memberships	500.00		55.00
Publicity and Advertising	750.00		485.14

Audit and Insurance	6,500.00	4,600.00	7,142.00
Bank Charges	200.00	5.00	64.00
Miscellaneous	200.00		
Wages (includes temp. staff and VAC pay)	179,612.00	15,786.75	73,806.06
EI Expense	4,400.00	397.81	1,859.86
CPP Expense	6,000.00	637.94	3,023.42
WCB Expense	500.00	143.69	385.30
AUMA Expense	3,000.00	252.43	1,262.15
LAPP Expense	8,500.00	786.63	3,110.87
AB Health Expense	1,200.00	184.80	369.60
Total Expenses	287,702.00*	24,988.59	100,489.01

*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.

MINUTES OF REGULAR MEETING OF BROOKS PUBLIC LIBRARY BOARD
May 24, 2007
HELD IN BROOKS PUBLIC LIBRARY

PRESENT: Dino Champlone (Chair), Shannon Vossepoel (Head Librarian), Karen Nelson, Cathleen Patterson, Joyce Aasen, Elsie Strach, Tilly Gamble-Altwasser, Martin Shields, Michael Glynn MacDonald

REGRETS: Sheila Tiegs, Gloria Evans

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 6:32pm.
2. Approval of Agenda: **Motion to approve the agenda: Michael Elsie. Carried.**
3. Consent Agenda: **Motion to approve April 2007 Board Meeting Minutes, the Finance Committee Report including receipts and expenditures for April 2007, the Policy Committee Report (April 2007), and the Librarian's Report: Cathleen/Elsie. Carried.**
4. Correspondence
 - a. Service Canada Summer Jobs: letter informing Brooks Library Board that funding application for the Summer Reading Program summer student was denied. Shannon reported that she received a phone call on May 23rd informing her that additional funds had become available and the funding has been reinstated, though we will likely not receive as much money as originally requested.
 - b. Shortgrass Library System 2006 Annual Report was distributed.
 - c. Shortgrass Library System 2006 Financial Statements was circulated.
 - d. Shortgrass Library System Board Meeting Minutes (February 2007) was circulated.
 - e. Local Authorities Pension Plan 2006 Annual Report was circulated.
 - f. Brooks McDonald's: thank you to Shannon Vossepoel for representing Brooks Public Library and helping out on McHappy Day.
 - g. Trustee Voice: copies were available to anyone who did not receive one at the last board meeting.
5. Shortgrass Library System: Martin Shields
 - a. Shortgrass Library System has amended their budget to account for changes in the implementation of the new ILS equipment.
 - b. Shortgrass Library Board is looking at how member libraries are completing their audit. Medicine Hat Public Library has their audit performed in conjunction with the City of

Medicine Hat. It may be a good idea to consider requesting this of the City of Brooks when our audit contract comes up for review as a cost-saving measure.

6. Business Arising from the April 2007 Board meeting minutes

- a. Outdoor Signage: After meeting with Terry Welsh, Shannon reports that the planned sign for the front of the library cannot go where the Board had proposed due to electrical needs and potential future road expansion. Terry has suggested a spot a bit further back from the road, but still visible from the main intersection. The Board discussed the situation and agreed that the new spot would be acceptable.
- b. Library Roof Situation: After meeting with Terry Welsh, Shannon reports that the roof's patch job is holding up well and that Terry is considering installing a second patch to ensure its effectiveness. The cost to permanently repair the roof is estimated at \$175,000 after Terry spoke to contractors and the City of Brooks is currently working on obtaining the funds.
- c. Audit and Brooks Library Financial Statements: The City of Brooks Library Board 2006 Financial Statements have been prepared by the Auditor. The audit for the Local Authorities Pension Plan is underway; it was delayed after a misunderstanding. Apparently, Alberta Municipal Affairs and Housing requires the City of Brooks Council to approve the auditor appointment, of which neither Shannon nor the City Council were aware. The appointment is necessary to complete the application for the library's provincial funding. Shannon has sent in a request to City Council to make the appointment in retrospect.
- d. Board Development Day: Board Development Day is planned for Wednesday, May 30th at 6:00pm. The session will be used to focus on the Plan of Service.
- e. Alberta Library Conference Librarian's Report: Shannon distributed a report on the Alberta Library Conference and encouraged Board members to attend as it is a great opportunity for learning and networking. Martin noted that at one of the sessions he attended, board membership for smaller libraries is becoming a big problem. With many libraries unable to recruit boards, some libraries are looking at forming regional boards that would provide stewardship for multiple libraries.

7. New Business

- a. Karen Nelson Reappointment: **Motion to reappoint Karen Nelson to the Board for a second three-year term: Michael/Elsie. Carried.**
- b. Brooks Public Library 2006 Annual Report was distributed.
- c. Proposed Change to Bylaw 5.4: Responsibilities of a Cardholder – change would make the master cardholder on family memberships responsible for all fines/fees on their own card as well as that of additional cardholders. **Motion to pass the bylaw as amended: Joyce/Martin. Carried.**
- d. Proposed Change to Bylaw C.1: Overdue Fines – change would align Brooks Public Library's fee schedule with the majority of Shortgrass member libraries. **Motion to pass the bylaw as amended: Martin/Michael. Carried.** Proposed fee schedule would be implemented in September 2007 with the other Shortgrass member libraries.
- e. Brooks and District Rodeo Parade: The Shortgrass Library System is providing the float for the parade and requests that a board member ride in the van. Board members will check their schedules and let Shannon know.
- f. December Library Closures: Tabled for the June 28, 2007 meeting. **Motion to table the agenda item: Karen/Elsie. Carried.**

8. Plan of Service Discussion Session: Shannon requests that any proposed amendments to the Plan of Service be e-mailed to her prior to the May 30th Board Development Day and she will compile them for discussion.
9. Adjournment: **Motion to adjourn at 7:35 pm: Joyce. Carried.**
10. Next Board Meeting: Thursday, June 28, 2007 at 6:30pm.



Chair



Head Librarian

Brooks Library Board
Finance Standing Committee Meeting
10:00 am May 15, 2007

Present: Dino Champlone, Elsie Strach, and Shannon Vossepoel

- 1) Meeting was called to order at 10:02 am.
- 2) Receipts and Expenditures for the month of April were discussed in detail and reviewed by the Committee. Items of Note:

Receipts for April:

- Received payment from City of Brooks for Insurance Coverage

Expenditures for April:

- Library Supplies: coloured paper, paperclips, rubber bands, envelopes, data CDs, new CPA approved cheques, Simply Accounting 2007
 - Administration Expense: Charter bus to Jasper for ALC, water for office staff, criminal record checks for two new employees
 - Program Expense: Fruit platter, plates, cups, and cleaning supplies. Platter and cups/plates used for Alberta Libraries Act Centennial.
 - Rebinding: Microfilming of the Brooks Bulletin. Price has escalated since last year by about \$230. Bulletin gave us a donation last year to help cover microfilming costs in the amount of \$250.00.
 - Staff Training: Deposit for Jasper Park Lodge (ALC Conference), travel costs for Cathryn and Tamara to attend Database Training in Medicine Hat
 - Freight and Postage: shipping fees for Staples order
- 3) Brooks Public Library received our first NSF cheque in several years. The cheque was in the amount of \$29.00 (\$18.00 for membership, \$11.00 in overdue fines). The bank charged us \$7.00 to process the NSF cheque. Charges have been put on patron's card and membership privileges have been revoked until fines have been paid in cash. Committee discussed the possibility of purchasing an ATM or Interac Machine for patrons making it less likely that patrons will use cheques for payment.
 - 4) Brooks Public Library did not receive the HRDC grant this year. We will apply for a STEP grant as well next year to help ensure funding. Finance Committee discussed several possibilities to make up the cost of the grant money including cutting budget items, asking for donations from local businesses or organizations, and raising program costs.
 - 5) Meeting was adjourned at 10:30 am.

Finance Meeting Notes: May 2007

Receipts for May:

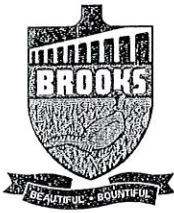
- Nothing of note.

Expenditures for May:

- Books and Materials – Books purchased with donations from Scammel and Carl Anderson
- Library Supplies: Data CDs for computers, barcodes for books
- Administration Expense: Accommodation at Jasper Park Lodge for Gloria Evans, nametags for new employees, water for office staff, travel and food expenses for book buying trip, travel to LAPP workshop
- Program Expense: Snacks for murder mystery event
- Repair and Maintenance: Addition of lock to back room cupboard for storage of employee valuables
- Staff Training: Accommodation at Jasper Park Lodge for Shannon Vossepoel (less deposit)
- Copier and Computer Costs: Print cartridges for computer printers (including circ desk printer - \$400.00)
- Audit and Insurance: Payment for 2006 Audit

Additional Notes:

- Patron that gave us NSF cheque paid up account and NSF charges.
- Funding has been pre-approved by City for 2008 in the amount of \$150,938. This works out to approximately 13.01 per capita. With the new per capita increase of 13,581, that should increase this amount to approximately \$176,688. Do we want to present to the city this year given this increase? Remember that it is an election year.



CITY OF BROOKS

201 - 1ST Ave. West
Bag 880
Brooks, AB T1R 0Z6
362-3333
Fax: 501-0090
www.brooks.ca
Email: wmcgonigal@brooks.ca



December 20th, 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 19th. 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 Public Library
Balance Sheet As at 05/31/2007

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	27,872.40
Accounts Receivable	236.59
TOTAL CURRENT ASSETS	<u>58,834.37</u>

TOTAL ASSETS 58,834.37

LIABILITIES

CURRENT LIABILITIES

Accounts Payable	1,722.88
MNP Accrual	1,500.00
GST Charged on Sales	0.00
GST Paid on Purchases	-3,816.04
GST Paid on Books	0.00
New Account	0.00
Accounts Payable	0.00
Vacation Payable	0.00
EI Payable	-19.37
CPP Payable	-56.00
Income Tax Payable	258.55
L.A.P.P.	-183.19
AUMA Extended Health	0.03
AB Health Payable	118.80
W.C.B. Payable	0.00
Miscellaneous	0.00
TOTAL CURRENT LIABILITIES	<u>-474.34</u>

TOTAL LIABILITIES -474.34

EQUITY

EARNINGS

Building Fund Reserves	28,314.20
Externally restricted	200.00
Retained Earnings	36,921.40
Current Earnings	-6,126.89
CURRENT EARNINGS	<u>59,308.71</u>

TOTAL EQUITY 59,308.71

LIABILITIES AND EQUITY 58,834.37

Brooks Public Library
Income Statement 05/01/2007 to 05/31/2007

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 YI	0.00
County of Newell Library Board	0.00
Resident Cardholder Fees	1,233.00
Interest Income	0.00
Miscellaneous	10.00
Fines, Book Sales and Services	1,137.30
Non-resident Cardholder Fees	60.00
Charitable Receipt Donations	0.00
Fundraisers	0.00
Adopt-a-magazine	0.00
Medieval Faire	0.00
GST Recovery	0.00
TOTAL REVENUE	<u>2,440.30</u>

TOTAL REVENUE 2,440.30

EXPENSE**EXPENSES**

SLS Expense (Materials)	0.00
SLS - Non-resident fees	0.00
SLS - Dynix and Telecom	0.00
Books and Materials	118.91
New Library Furnishings	0.00
Library Equipment	0.00
Payroll Expense	50.00
Library Supplies	48.27
Administration & Travel	840.32
Recruitment Expense	0.00
Program Expense	12.97
Medieval Faire	0.00
Repair & Maintenance	19.45
Rebinding, Microfilming, Laminating	0.00
Staff Training	230.71
Telephone and Fax Expense	267.57
Copier & Computer Costs	578.84
Security Monitoring	25.00
Computer Main. Contracts	0.00
GST Expense	1.50
Freight and Postage	0.00
Professional Memberships	0.00
Publicity and Advertising	0.00
Audit and Insurance	4,600.00
Bank Charges	5.00
Miscellaneous	0.00
Wages	15,786.75
Wage Reimbursement	0.00
EI Expense	397.81
CPP Expense	637.94
WCB Expense	143.69
AUMA Extended Health	252.43
L.A.P.P. Expense	786.63
AB Health Expense	184.80
TOTAL EXPENSES	<u>24,988.59</u>

TOTAL EXPENSE 24,988.59

NET INCOME -22,548.29

Brooks Public Library
Income Statement 01/01/2007 to 05/31/2007

REVENUE**REVENUE**

Town of Brooks	74,704.50
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	6,477.00
Interest Income	0.00
Miscellaneous	10.00
Fines, Book Sales and Services	7,467.62
Non-resident Cardholder Fees	960.00
Charitable Receipt Donations	4,643.00
Fundraisers	0.00
Adopt-a-magazine	100.00
Medieval Faire	0.00
GST Recovery	0.00
TOTAL REVENUE	<u>94,362.12</u>

TOTAL REVENUE 94,362.12

EXPENSE**EXPENSES**

SLS Expense (Materials)	0.00
SLS - Non-resident fees	0.00
SLS - Dynix and Telecom	0.00
Books and Materials	118.91
New Library Furnishings	345.55
Library Equipment	750.00
Payroll Expense	280.00
Library Supplies	752.65
Administration & Travel	1,508.24
Recruitment Expense	0.00
Program Expense	307.36
Medieval Faire	0.00
Repair & Maintenance	19.45
Rebinding, Microfilming, Laminating	704.51
Staff Training	1,521.30
Telephone and Fax Expense	1,332.44
Copier & Computer Costs	864.08
Security Monitoring	125.00
Computer Main. Contracts	0.00
GST Expense	7.50
Freight and Postage	288.62
Professional Memberships	55.00
Publicity and Advertising	485.14
Audit and Insurance	7,142.00
Bank Charges	64.00
Miscellaneous	0.00
Wages	73,806.06
Wage Reimbursement	0.00
EI Expense	1,859.86
CPP Expense	3,023.42
WCB Expense	385.30
AUMA Extended Health	1,262.15
L.A.P.P. Expense	3,110.87
AB Health Expense	369.60
TOTAL EXPENSES	<u>100,489.01</u>

TOTAL EXPENSE 100,489.01

NET INCOME -6,126.89

Brooks Public Library
Reconciliation Transactions Detail Report 05/01/2007 to 05/31/2007

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
05/04/2007	J212	Resident Cardholder	Deposit	364.00	-		Y	Cleared
05/04/2007	J213	Fines	Deposit	360.60	-		Y	Cleared
05/04/2007	J214	Non-Residnet Cardholder	Deposit	60.00	-		Y	Cleared
05/04/2007	J215	Miscellaneous	Deposit	10.00	-		Y	Cleared
05/11/2007	J216	Fines	Deposit	241.65	-		Y	Cleared
05/11/2007	J217	Resident Cardholder	Deposit	258.00	-		Y	Cleared
05/15/2007	J222	May 2007, Shannon Vossepoel	2543	-	66.00		Y	Cleared
05/15/2007	J223	May 2007, Gordon, Mactavish and...	2544	-	4,876.00		Y	Cleared
05/15/2007	J224	May 2007, Brooks Computer Servi...	2545	-	53.00		Y	Cleared
05/15/2007	J225	May 2007, RBC Royal Bank VISA	2546	-	971.76		Y	Cleared
05/15/2007	J226	May 2007, Water Pure & Simple	2547	-	16.50		Y	Cleared
05/15/2007	J227	May 2007, Shortgrass Library Sys...	2548	-	147.71		Y	Cleared
05/16/2007	J228	May 2007, Telus Communications	2549	-	283.52		Y	Cleared
05/16/2007	J229	May 2007, Memory Lane Comput...	2550	-	423.99		Y	Cleared
05/31/2007	J230	May 2007, Ronnie Adams	2551	-	1,424.22		N	Outstanding
05/31/2007	J231	May 2007, Jillian Clarke	2552	-	678.27		N	Outstanding
05/31/2007	J232	May 2007, Shannon Dunphy	2553	-	409.15		N	Outstanding
05/31/2007	J233	May 2007, Bessie Jacowishen	2554	-	1,730.11		Y	Cleared
05/31/2007	J234	May 2007, Lesley Jensen	2555	-	1,046.55		N	Outstanding
05/31/2007	J235	May 2007, Cathryn Krochak	2556	-	1,016.96		N	Outstanding
05/31/2007	J236	May 2007, Maxine Meldrum	2557	-	1,749.85		N	Outstanding
05/31/2007	J237	May 2007, Patricia Neufeld	2558	-	269.11		N	Outstanding
05/31/2007	J238	May 2007, Tamara Van Horne	2559	-	1,498.37		Y	Cleared
05/31/2007	J239	May 07, Shannon Vossepoel	2560	-	2,494.57		Y	Cleared
05/31/2007	J240	May 2007, Canada Customs and ...	2561	-	3,660.31		N	Outstanding
05/31/2007	J241	May 2007, Local Authorities Pensi...	2562	-	1,483.88		N	Outstanding
05/31/2007	J242	May of 2007, Shannon Vossepoel	2563	-	18.96		Y	Cleared
05/31/2007	J243	May 07, Cathryn Krochak	2564	-	121.05		N	Outstanding
05/31/2007	J244	May 07, Bessie Jacowishen	2565	-	7.41		Y	Cleared
05/31/2007	J245	May 2007, City of Brooks	2566	-	360.61		N	Outstanding
05/31/2007	J246	May 07, Ronnie Adams	2567	-	20.62		N	Outstanding
05/31/2007	J247	May 2007, Workers' Compensatio...	2568	-	143.69		N	Outstanding
05/31/2007	J248	May 2007, Brooks Stationers	2569	-	126.03		N	Outstanding
05/31/2007	J249	May 2007, Alberta Health Care Ins...	2570	-	264.00		N	Outstanding
05/31/2007	J255	Securtek	Debit	-	26.50		Y	Cleared
05/31/2007	J256	Destination Fee	Debit	-	5.00		Y	Cleared
05/18/2007	J257	Fines	Deposit	258.30	-		Y	Cleared
05/18/2007	J258	Resident Cardholder	Deposit	258.00	-		Y	Cleared
05/25/2007	J259	Fines	Deposit	276.75	-		Y	Cleared
05/25/2007	J260	Resident Cardholder	Deposit	353.00	-		Y	Cleared
				2,440.30	25,393.70			

Brooks Public Library
All Journal Entries 05/01/2007 to 05/31/2007

			Debits	Credits
05/04/2007	J212	Deposit, Resident Cardholder		
		4090 Resident Cardholder Fees	-	364.00
		1080 Cash In Bank	364.00	-
05/04/2007	J213	Deposit, Fines		
		4120 Fines, Book Sales and Services	-	360.60
		1080 Cash In Bank	360.60	-
05/04/2007	J214	Deposit, Non-Residnet Cardholder		
		4140 Non-resident Cardholder Fees	-	60.00
		1080 Cash In Bank	60.00	-
05/04/2007	J215	Deposit, Miscellaneous		
		4110 Miscellaneous	-	10.00
		1080 Cash In Bank	10.00	-
05/11/2007	J216	Deposit, Fines		
		4120 Fines, Book Sales and Services	-	241.65
		1080 Cash In Bank	241.65	-
05/11/2007	J217	Deposit, Resident Cardholder		
		4090 Resident Cardholder Fees	-	258.00
		1080 Cash In Bank	258.00	-
05/15/2007	J222	2543, May 2007, Shannon Vossepoel		
		5080 Administration & Travel	66.00	-
		1080 Cash In Bank	-	66.00
05/15/2007	J223	2544, May 2007, Gordon, Mactavish and Company		
		2100 GST Paid on Purchases	276.00	-
		5240 Audit and Insurance	4,600.00	-
		1080 Cash In Bank	-	4,876.00
05/15/2007	J224	2545, May 2007, Brooks Computer Services Ltd.		
		2100 GST Paid on Purchases	3.00	-
		5060 Payroll Expense	50.00	-
		1080 Cash In Bank	-	53.00
05/15/2007	J225	2546, May 2007, RBC Royal Bank VISA		
		2100 GST Paid on Purchases	36.56	-
		5070 Library Supplies	19.47	-
		5080 Administration & Travel	612.10	-
		5090 Program Expense	12.97	-
		5130 Staff Training	230.71	-
		5160 Copier & Computer Costs	59.95	-
		1080 Cash In Bank	-	971.76
05/15/2007	J226	2547, May 2007, Water Pure & Simple		
		5080 Administration & Travel	16.50	-
		1080 Cash In Bank	-	16.50
05/15/2007	J227	2548, May 2007, Shortgrass Library System		
		5030 Books and Materials	118.91	-
		5070 Library Supplies	28.80	-
		1080 Cash In Bank	-	147.71
05/16/2007	J228	2549, May 2007, Telus Communications		
		2100 GST Paid on Purchases	15.95	-
		5140 Telephone and Fax Expense	267.57	-
		1080 Cash In Bank	-	283.52
05/16/2007	J229	2550, May 2007, Memory Lane Computers		
		2100 GST Paid on Purchases	24.00	-
		5160 Copier & Computer Costs	399.99	-
		1080 Cash In Bank	-	423.99
05/31/2007	J230	2551, May 2007, Ronnie Adams		
		5300 Wages	1,953.20	-
		1080 Cash In Bank	-	1,424.22
		2310 EI Payable	-	35.16
		2320 CPP Payable	-	82.25
		2330 Income Tax Payable	-	211.25
		2400 L.A.P.P.	-	131.83
		2420 AUMA Extended Health	-	42.09



Brooks Public Library
All Journal Entries 05/01/2007 to 05/31/2007

			Debits	Credits
		2440 AB Health Payable	-	26.40
05/31/2007	J231	2552, May 2007, Jillian Clarke		
		5300 Wages	711.88	-
		1080 Cash In Bank	-	678.27
		2310 EI Payable	-	12.81
		2320 CPP Payable	-	20.80
05/31/2007	J232	2553, May 2007, Shannon Dunphy		
		5300 Wages	423.28	-
		1080 Cash In Bank	-	409.15
		2310 EI Payable	-	7.62
		2320 CPP Payable	-	6.51
05/31/2007	J233	2554, May 2007, Bessie Jacowishen		
		5300 Wages	2,400.00	-
		1080 Cash In Bank	-	1,730.11
		2310 EI Payable	-	43.20
		2320 CPP Payable	-	104.36
		2330 Income Tax Payable	-	317.50
		2400 L.A.P.P.	-	162.04
		2420 AUMA Extended Health	-	42.79
05/31/2007	J234	2555, May 2007, Lesley Jensen		
		5300 Wages	1,106.82	-
		1080 Cash In Bank	-	1,046.55
		2310 EI Payable	-	19.92
		2320 CPP Payable	-	40.35
05/31/2007	J235	2556, May 2007, Cathryn Krochak		
		5300 Wages	1,112.38	-
		1080 Cash In Bank	-	1,016.96
		2310 EI Payable	-	20.02
		2320 CPP Payable	-	40.63
		2330 Income Tax Payable	-	34.77
05/31/2007	J236	2557, May 2007, Maxine Meldrum		
		5300 Wages	2,370.00	-
		1080 Cash In Bank	-	1,749.85
		2310 EI Payable	-	42.66
		2320 CPP Payable	-	102.88
		2330 Income Tax Payable	-	310.36
		2400 L.A.P.P.	-	160.04
		2420 AUMA Extended Health	-	4.21
05/31/2007	J237	2558, May 2007, Patricia Neufeld		
		5300 Wages	274.04	-
		1080 Cash In Bank	-	269.11
		2310 EI Payable	-	4.93
05/31/2007	J238	2559, May 2007, Tamara Van Horne		
		5300 Wages	1,830.15	-
		1080 Cash In Bank	-	1,498.37
		2310 EI Payable	-	32.94
		2320 CPP Payable	-	76.15
		2330 Income Tax Payable	-	190.40
		2420 AUMA Extended Health	-	19.09
		2440 AB Health Payable	-	13.20
05/31/2007	J239	2560, May 07, Shannon Vossepoel		
		5300 Wages	3,605.00	-
		1080 Cash In Bank	-	2,494.57
		2310 EI Payable	-	64.89
		2320 CPP Payable	-	164.01
		2330 Income Tax Payable	-	638.19
		2400 L.A.P.P.	-	243.34
05/31/2007	J240	2561, May 2007, Canada Customs and Revenue Ag		
		2310 EI Payable	284.15	-
		2320 CPP Payable	637.94	-
		2330 Income Tax Payable	1,702.47	-
		5310 EI Expense	397.81	-
		5320 CPP Expense	637.94	-
		1080 Cash In Bank	-	3,660.31

Brooks Public Library
All Journal Entries 05/01/2007 to 05/31/2007

			Debits	Credits
05/31/2007	J241	2562, May 2007, Local Authorities Pension Pla		
		2400 L.A.P.P.	697.25	-
		5350 L.A.P.P. Expense	786.63	-
		1080 Cash In Bank	-	1,483.88
05/31/2007	J242	2563, May of 2007, Shannon Vossepel		
		2100 GST Paid on Purchases	0.71	-
		5080 Administration & Travel	18.25	-
		1080 Cash In Bank	-	18.96
05/31/2007	J243	2564, May 07, Cathryn Krochak		
		2100 GST Paid on Purchases	0.57	-
		5080 Administration & Travel	120.48	-
		1080 Cash In Bank	-	121.05
05/31/2007	J244	2565, May 07, Bessie Jacowishen		
		2100 GST Paid on Purchases	0.42	-
		5080 Administration & Travel	6.99	-
		1080 Cash In Bank	-	7.41
05/31/2007	J245	2566, May 2007, City of Brooks		
		2420 AUMA Extended Health	108.18	-
		5340 AUMA Extended Health	252.43	-
		1080 Cash In Bank	-	360.61
05/31/2007	J246	2567, May 07, Ronnie Adams		
		2100 GST Paid on Purchases	1.17	-
		5100 Repair & Maintenance	19.45	-
		1080 Cash In Bank	-	20.62
05/31/2007	J247	2568, May 2007, Workers' Compensation Board A		
		5330 WCB Expense	143.69	-
		1080 Cash In Bank	-	143.69
05/31/2007	J248	2569, May 2007, Brooks Stationers		
		2100 GST Paid on Purchases	7.13	-
		5160 Copier & Computer Costs	118.90	-
		1080 Cash In Bank	-	126.03
05/31/2007	J249	2570, May 2007, Alberta Health Care Insurance		
		2440 AB Health Payable	79.20	-
		5360 AB Health Expense	184.80	-
		1080 Cash In Bank	-	264.00
05/31/2007	J255	Debit, Securtek		
		5170 Security Monitoring	25.00	-
		5180 GST Expense	1.50	-
		1080 Cash In Bank	-	26.50
05/31/2007	J256	Debit, Destination Fee		
		5250 Bank Charges	5.00	-
		1080 Cash In Bank	-	5.00
05/18/2007	J257	Deposit, Fines		
		4120 Fines, Book Sales and Services	-	258.30
		1080 Cash In Bank	258.30	-
05/18/2007	J258	Deposit, Resident Cardholder		
		4090 Resident Cardholder Fees	-	258.00
		1080 Cash In Bank	258.00	-
05/25/2007	J259	Deposit, Fines		
		4120 Fines, Book Sales and Services	-	276.75
		1080 Cash In Bank	276.75	-
05/25/2007	J260	Deposit, Resident Cardholder		
		4090 Resident Cardholder Fees	-	353.00
		1080 Cash In Bank	353.00	-
			31,303.59	31,303.59

Brooks Library Board Budget
April 2007

Receipts	Annual Budget	Current Month	Total to Date
City of Brooks	144,375.00	2,517.00	74,704.50
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	1,260.00	5,244.00
Interest Income	0.00		
Miscellaneous	200.00		
Fines, books and services	19,000.00	1,325.63	6,330.32
Non-resident Cardholder Fees	1,000.00	200.00	900.00
Donations	3,000.00		4,643.00
Fundraisers	300.00		
Adopt-a-magazine	2,200.00		100.00
Medieval Faire	0.00		
GST Recovery	2,500.00		
Total Revenue	284,574.00*	5,302.63	91,921.82
Expenditures			
SLS Expense (Materials Allot.)	46,764.00		
Shortgrass – Non-resident Fees	500.00		
Dynix and Telecom (SLS)	3,000.00		
Books & Materials (Donations)	0.00		
Furnishings and Equipment	1,926.00		1095.55
Payroll Expense	800.00		230.00
Library Supplies	4,500.00	554.86	704.38
Administration & Travel	3,000.00	426.50	667.92
Program Expense	1,500.00	57.59	294.39
Medieval Faire	0.00		
Repair & Maintenance	2,000.00		
Rebinding	500.00	704.51	704.51
Staff Training	3,750.00	475.59	1,290.59
Telephone & Fax Expense	3,500.00	266.22	1,064.87
Copier & Computer Costs	2,000.00		285.24
Security Monitoring	600.00	25.00	100.00
Computer Main. Contracts	1,000.00		
GST Expense	0.00	1.50	6.00
Freight & Postage	1,000.00	24.60	288.62
Professional Memberships	500.00		55.00
Publicity and Advertising	750.00		485.14

Audit and Insurance	6,500.00		2,542.00
Bank Charges	200.00	24.00	59.00
Miscellaneous	200.00		
Wages (includes temp. staff and VAC pay)	179,612.00	14,462.75	58,019.31
EI Expense	4,400.00	364.45	1,462.05
CPP Expense	6,000.00	585.97	2,385.48
WCB Expense	500.00		241.61
AUMA Expense	3,000.00	511.04	1,009.72
LAPP Expense	8,500.00	755.16	2,324.24
AB Health Expense	1,200.00		184.80
Total Expenses	287,702.00*	19,239.74	75,500.42

*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.

Brooks Public Library
Balance Sheet As at 04/30/2007

ASSETS

CURRENT ASSETS

STIC 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	50,825.80
Accounts Receivable	236.59
TOTAL CURRENT ASSETS	<u>81,787.77</u>

TOTAL ASSETS

81,787.77

LIABILITIES

CURRENT LIABILITIES

Accounts Payable	1,722.88
MNP Accrual	1,500.00
GST Charged on Sales	0.00
GST Paid on Purchases	-3,450.53
GST Paid on Books	0.00
New Account	0.00
Accounts Payable	0.00
Vacation Payable	0.00
EI Payable	-19.37
CPP Payable	-56.00
Income Tax Payable	258.55
L.A.P.P.	-183.19
AUMA Extended Health	0.03
AB Health Payable	158.40
W.C.B. Payable	0.00
Miscellaneous	0.00
TOTAL CURRENT LIABILITIES	<u>-69.23</u>

TOTAL LIABILITIES

-69.23

EQUITY

EARNINGS

Building Fund Reserves	28,314.20
Externally restricted	200.00
Retained Earnings	36,921.40
Current Earnings	16,421.40
CURRENT EARNINGS	<u>81,857.00</u>

TOTAL EQUITY

81,857.00

LIABILITIES AND EQUITY

81,787.77

Brooks Public Library
Income Statement 04/01/2007 to 04/30/2007

REVENUE

REVENUE	
Town of Brooks	2,517.00
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	1,260.00
Interest Income	0.00
Miscellaneous	0.00
Fines, Book Sales and Services	1,325.63
Non-resident Cardholder Fees	200.00
Charitable Receipt Donations	0.00
Fundraisers	0.00
Adopt-a-magazine	0.00
Medieval Faire	0.00
GST Recovery	0.00
TOTAL REVENUE	<u>5,302.63</u>
TOTAL REVENUE	<u>5,302.63</u>

EXPENSE

EXPENSES	
SLS Expense (Materials)	0.00
SLS - Non-resident fees	0.00
SLS - Dynix and Telecom	0.00
Books and Materials	0.00
New Library Furnishings	0.00
Library Equipment	0.00
Payroll Expense	0.00
Library Supplies	554.86
Administration & Travel	426.50
Recruitment Expense	0.00
Program Expense	57.59
Medieval Faire	0.00
Repair & Maintenance	0.00
Rebinding, Microfilming, Laminating	704.51
Staff Training	475.59
Telephone and Fax Expense	266.22
Copier & Computer Costs	0.00
Security Monitoring	25.00
Computer Main. Contracts	0.00
GST Expense	1.50
Freight and Postage	24.60
Professional Memberships	0.00
Publicity and Advertising	0.00
Audit and Insurance	0.00
Bank Charges	24.00
Miscellaneous	0.00
Wages	14,462.75
Wage Reimbursement	0.00
EI Expense	364.45
CPP Expense	585.97
WCB Expense	0.00
AUMA Extended Health	511.04
L.A.P.P. Expense	755.16
AB Health Expense	0.00
TOTAL EXPENSES	<u>19,239.74</u>
TOTAL EXPENSE	<u>19,239.74</u>
NET INCOME	<u>-13,937.11</u>

Brooks Public Library
Income Statement 01/01/2007 to 04/30/2007

REVENUE

REVENUE	
Town of Brooks	74,704.50
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	5,244.00
Interest Income	0.00
Miscellaneous	0.00
Fines, Book Sales and Services	6,330.32
Non-resident Cardholder Fees	900.00
Charitable Receipt Donations	4,643.00
Fundraisers	0.00
Adopt-a-magazine	100.00
Medieval Faire	0.00
GST Recovery	0.00
TOTAL REVENUE	<u>91,921.82</u>
TOTAL REVENUE	<u>91,921.82</u>

EXPENSE

EXPENSES	
SLS Expense (Materials)	0.00
SLS - Non-resident fees	0.00
SLS - Dynix and Telecom	0.00
Books and Materials	0.00
New Library Furnishings	345.55
Library Equipment	750.00
Payroll Expense	230.00
Library Supplies	704.38
Administration & Travel	667.92
Recruitment Expense	0.00
Program Expense	294.39
Medieval Faire	0.00
Repair & Maintenance	0.00
Rebinding, Microfilming, Laminating	704.51
Staff Training	1,290.59
Telephone and Fax Expense	1,064.87
Copier & Computer Costs	285.24
Security Monitoring	100.00
Computer Main. Contracts	0.00
GST Expense	6.00
Freight and Postage	288.62
Professional Memberships	55.00
Publicity and Advertising	485.14
Audit and Insurance	2,542.00
Bank Charges	59.00
Miscellaneous	0.00
Wages	58,019.31
Wage Reimbursement	0.00
EI Expense	1,462.05
CPP Expense	2,385.48
WCB Expense	241.61
AUMA Extended Health	1,009.72
L.A.P.P. Expense	2,324.24
AB Health Expense	184.80
TOTAL EXPENSES	<u>75,500.42</u>
TOTAL EXPENSE	<u>75,500.42</u>
NET INCOME	<u>16,421.40</u>

**Brooks Library Board
Finance Standing Committee Meeting
8:00 am April 18, 2007**

Present: Dino Champlone, Elsie Strach, and Shannon Vossepoel

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

Receipts for February:

- Received second quarterly installment from City of Brooks
- Received donation from Gay Hemsing (\$100.00) and our annual donation from Robert Scammell (\$200.00) in support of the Scammell Collection.

Expenditures for February:

- Payroll expenses: February and March payroll plus one ROE
- Library Supplies: Dymo refills, binders, clipboards, envelopes
- Administration Expense: Water for office staff; nametags for new staff
- Program Expense: Photos for historical project at SLS, gallery exhibit fee for April
- Staff Training: AALT Conference Fees for Tamara and Ronnie
- Copier and Computer Costs: Xerox Copying Fees
- Freight and Postage: shipping fees for audit materials, shipping fees to send Bulletin for microfilming, postage stamps
- Professional Memberships: institutional membership in AALT
- Publicity and Advertising: Thank You Cards with library logo, advertising for Alberta Libraries Act Centennial Open House, advertising for new employees
- Audit and Insurance: Bank Confirmation for Audit (\$25.00), Insurance for Liability and Contents (will be reimbursed by City – have not yet received cheque)

- 3) Meeting was adjourned at 8:20 am.

Brooks Library Board Budget
March 2007

Receipts	Annual Budget	Current Month	Total to Date
City of Brooks	144,375.00	36,093.75	72,187.50
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	1,572.00	3,984.00
Interest Income	0.00		
Miscellaneous	200.00		
Fines, books and services	19,000.00	2,050.73	5,004.69
Non-resident Cardholder Fees	1,000.00	260.00	700.00
Donations	3,000.00	300.00	4,643.00
Fundraisers	300.00		
Adopt-a-magazine	2,200.00		100.00
Medieval Faire	0.00		
GST Recovery	2,500.00		
Total Revenue	284,574.00*	40,276.48	86,619.19
Expenditures			
SLS Expense (Materials Allot.)	46,764.00		
Shortgrass – Non-resident Fees	500.00		
Dynix and Telecom (SLS)	3,000.00		
Books & Materials (Donations)	0.00		
Furnishings and Equipment	1,926.00		1095.55
Payroll Expense	800.00	105.00	230.00
Library Supplies	4,500.00	60.75	149.52
Administration & Travel	3,000.00	29.92	241.42
Program Expense	1,500.00	64.91	236.80
Medieval Faire	0.00		
Repair & Maintenance	2,000.00		
Rebinding	500.00		
Staff Training	3,750.00	590.00	815.00
Telephone & Fax Expense	3,500.00	265.77	798.65
Copier & Computer Costs	2,000.00	105.39	285.24
Security Monitoring	600.00	25.00	75.00
Computer Main. Contracts	1,000.00		
GST Expense	0.00	1.50	4.50
Freight & Postage	1,000.00	107.79	264.02
Professional Memberships	500.00	55.00	55.00
Publicity and Advertising	750.00	467.00	485.14

Audit and Insurance	6,500.00	2,542.00	2,542.00
Bank Charges	200.00	25.00	35.00
Miscellaneous	200.00		
Wages (includes temp. staff and VAC pay)	179,612.00	14,912.34	43,556.56
EI Expense	4,400.00	375.77	1,097.60
CPP Expense	6,000.00	611.51	1,799.51
WCB Expense	500.00		241.61
AUMA Expense	3,000.00		498.68
LAPP Expense	8,500.00	507.08	1,569.08
AB Health Expense	1,200.00		184.80
Total Expenses	287,702.00*	20,851.73	56,260.68

*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.

**Brooks Library Board
Policy Committee Meeting
6:00 p.m., April 25, 2007**

Present: Tilly Gamble-Altwasser, Joyce Aasen, Cathleen Patterson and Shannon Vossepoel

- 1) Meeting was called to order at 6:03 p.m.
- 2) An amendment was proposed for Bylaw 5.4: Responsibilities of a Cardholder. The bylaw currently reads: "A cardholder is responsible for all library items borrowed on their card and will compensate the library for all library items damaged or lost while borrowed on their card." It was recommended that the bylaw be changed to read: "A cardholder is responsible for all library items borrowed on their card and will compensate the library for all library items damaged or lost while borrowed on their card. In the case of a family membership, the cardholder of the master membership is responsible for all library items borrowed on family membership cards and will compensate the library for all library items damaged or lost while borrowed on their card or those of the additional members." This change would prevent patrons from using different family cards to avoid paying fines or having their borrowing privileges revoked. The policy committee chose to forward this amendment to the Library Board for approval as an agenda item.
- 3) An amendment was proposed for Bylaw C.1: Overdue Fines. The changes would be as follows:

Material Type	Charge Per Day	Maximum Fine
Children's Materials including fiction, non-fiction, and audiovisual materials	\$0.10	\$2.00
Adult and Young Adult Materials including fiction, non-fiction, large print, and audiovisual materials	\$0.25	\$5.00

The goal with the revision is to unify the Shortgrass member libraries into a single fine structure. To date, Medicine Hat, Bow Island, Foremost, Graham, Redcliff, and Rosemary have all adopted this fine structure. The policy committee recommended that we adopt this fine structure if the majority of Shortgrass Libraries also adopt the structure. Since the majority of libraries have done so, the committee chose to forward this revision to the board for approval as an agenda item.

- 4) Meeting was adjourned at 6:25 p.m.

CITY OF BROOKS LIBRARY BOARD

FINANCIAL STATEMENTS

December 31, 2006

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Statement of Financial Position	5
Statement of Cash Flows	6
Notes to Financial Statements	7 - 8

Mactavish and Company
CERTIFIED GENERAL ACCOUNTANT

523C NORTH RAILWAY STREET S.E. MEDICINE HAT, ALBERTA T1A 2Z8
PHONE 527-8185, 528-4995 FAX 529-0807
TERRY-LYNNE MACTAVISH, B.Mgmt., C.G.A., C.F.P.*

AUDITORS' REPORT

To the Members of City of Brooks Library Board

We have audited the statement of financial position of City of Brooks Library Board as at December 31, 2006 and the statements of operations, changes in net assets, and cash flows for the year then ended. These financial statements are the responsibility of the organization's management. Our responsibility is to express an opinion on the City of Brooks Library Board financial statements based on our audit.

We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we plan and perform an audit to obtain reasonable assurance whether the City of Brooks Library Board financial statements are free from material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating overall financial statement presentation.

In our opinion, these City of Brooks Library Board financial statements present fairly, in all material respects, the financial position of the organization as at December 31, 2006 and the results of its operation and its cash flows for the year then ended in accordance with Canadian generally accepted accounting principles.



Mactavish & Company.
Certified General Accountants

Medicine Hat, Alberta.
March 29, 2007.

CITY OF BROOKS LIBRARY BOARD
STATEMENT OF OPERATIONS
For the year ended December 31, 2006

	<u>2006</u>	<u>% of</u> <u>Revenue</u>		<u>2005</u>	<u>% of</u> <u>Revenue</u>
RECEIPTS					
City of Brooks	\$ 137,813	43.8	\$	131,298	48.9
Province of Alberta	69,624	22.1		49,781	18.5
County of Newell Library Board	24,161	7.7		15,085	5.6
Donations	20,912	6.6		28,758	10.7
Shortgrass Library System	20,452	6.5		-	-
Cardholder Fees	18,548	5.9		18,649	6.9
Fines and Book Sales	17,304	5.5		19,695	7.3
Fund Raising	4,254	1.4		3,819	1.4
Summer Employee Grant	1,687	0.5		1,446	0.5
Interest	<u>17</u>	<u>-</u>		<u>7</u>	<u>-</u>
	<u>314,772</u>	<u>100.0</u>		<u>268,538</u>	<u>100.0</u>
EXPENDITURES					
Wages and Benefits	202,217	64.2		161,624	60.2
Shortgrass Library System	49,563	15.7		50,185	18.7
Library Equipment	16,266	5.2		1,089	0.4
Library Supplies	6,617	2.1		7,931	3.0
Repairs and Maintenance	5,736	1.8		5,095	1.9
Professional Fees	5,690	1.8		7,800	2.9
Travel	3,440	1.1		3,656	1.4
Telephone	2,950	0.9		3,489	1.3
Office Expense	2,905	0.9		1,376	0.5
Licences, Dues and Fees	2,541	0.8		3,133	1.2
GST Expense	1,867	0.6		-	-
Advertising and Promotion	1,360	0.4		2,043	0.8
Bank Charges and Interest	<u>127</u>	<u>-</u>		<u>153</u>	<u>0.1</u>
	<u>301,279</u>	<u>95.7</u>		<u>247,574</u>	<u>92.2</u>
EXCESS OF RECEIPTS OVER EXPENDITURES	\$ <u>13,493</u>	<u>4.3</u>	\$	<u>20,964</u>	<u>7.8</u>

The accompanying notes are an integral part of the financial statements.

Mactavish & Company.
Certified General Accountants.

CITY OF BROOKS LIBRARY BOARD
STATEMENT OF CHANGES IN NET ASSETS
For the year ended December 31, 2006


NET ASSETS	<u>Building Fund</u>	<u>Endowment Fund</u>	<u>Unrestricted</u>	<u>Total 2006</u>	<u>Total 2005</u>
Balance, beginning of year	\$ 28,314	\$ 200	\$ 16,460	\$ 44,974	\$ 24,010
Excess of revenues over expenses	<u>-</u>	<u>-</u>	<u>13,493</u>	<u>13,493</u>	<u>20,964</u>
Balance, end of year	<u>\$ 28,314</u>	<u>\$ 200</u>	<u>\$ 29,953</u>	<u>\$ 58,467</u>	<u>\$ 44,974</u>

The accompanying notes are an integral part of the financial statements.
Mactavish & Company.
Certified General Accountants.

**CITY OF BROOKS LIBRARY BOARD
STATEMENT OF FINANCIAL POSITION
December 31, 2006**

ASSETS		<u>2006</u>	<u>2005</u>
CURRENT			
Cash	\$	61,867	\$ 49,369
Accounts receivable		-	2,393
Goods and Services Tax recoverable		1,881	2,969
Due From L. A. P. P.		<u>183</u>	<u>-</u>
		<u>63,931</u>	<u>54,731</u>
	\$	<u>63,931</u>	\$ <u>54,731</u>
 LIABILITIES			
CURRENT			
Accounts payable and accrued liabilities	\$	5,300	\$ 9,651
Payroll liabilities		<u>164</u>	<u>106</u>
		<u>5,464</u>	<u>9,757</u>
 NET ASSETS			
Net assets invested in capital assets		28,314	28,314
Restricted net assets		200	200
Unrestricted net assets		<u>29,953</u>	<u>16,460</u>
		<u>58,467</u>	<u>44,974</u>
	\$	<u>63,931</u>	\$ <u>54,731</u>

Approved by the Directors:

, Director
Chair

, Director
Head Librarian

The accompanying notes are an integral part of the financial statements.

Mactavish & Company.
Certified General Accountants.

**CITY OF BROOKS LIBRARY BOARD
STATEMENT OF CASH FLOWS
For the year ended December 31, 2006**

	<u>2006</u>	<u>2005</u>
OPERATING ACTIVITIES		
Cash receipts from customers	317,149	268,293
Cash paid to suppliers and employees	(304,668)	(246,369)
Interest received	<u>17</u>	<u>7</u>
Cash flow from operating activities	<u>12,498</u>	<u>21,931</u>
INCREASE IN CASH	12,498	21,931
CASH, beginning of year	<u>49,369</u>	<u>27,438</u>
CASH, end of year	<u>\$ 61,867</u>	<u>\$ 49,369</u>

The accompanying notes are an integral part of the financial statements.
Mactavish & Company.
Certified General Accountants.

CITY OF BROOKS LIBRARY BOARD
NOTES TO FINANCIAL STATEMENTS
December 31, 2006

1. PURPOSE OF THE ORGANIZATION

City of Brooks Library Board is an unincorporated, not-for-profit organization and has been granted tax exempt status as a charity under the Income Tax Act. The organization provides library services to the City of Brooks and surrounding area.

2. SIGNIFICANT ACCOUNTING POLICIES

- a) The Library is registered as a charitable organization under the Income Tax Act and as such is exempt from income taxes and is able to issue donation receipts for income tax purposes. In order to maintain its status as a registered charity under the Act, the Library must meet certain requirements with the Act. In the opinion of management, these requirements have been met.
- b) The preparation of financial statements in conformity with Canadian generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Significant areas requiring the use of management estimates relate to the impairment of assets, amortization rates, valuation of inventory, and allowances for doubtful accounts receivable. Actual results could differ from those reported.
- c) City of Brooks Library Board recognizes restricted contributions and endowment contributions in accordance with the deferral method.

Restricted contributions are recognized as receipts in the year in which the related disbursements are incurred. Unrestricted contributions are recognized as receipts when received.

Restricted investment income is recognized as receipts in the year in which the related disbursements are incurred. Unrestricted investment income is recognized as receipts when earned.

The Library has internally restricted funds as approved by the Board of Directors. The Building Fund is for upgrades to the existing library building.

The Endowment Fund is subject to externally imposed restrictions stipulating that the resources be held in trust by the Library and be maintained permanently.

- d) Volunteers contribute a significant amount of time and equipment per year to assist the City of Brooks Library Board in carrying out its service delivery activities. The City of Brooks contributes the space for the Library and all significant building repair and maintenance costs. Contributed materials and services are recognized in the financial statements when their fair value can be reasonably determined and they are used in the normal course of the organizations' operations and would otherwise have been purchased. When fair market value cannot reasonably be determined the contributed services are not recognized on the financial statements.

CITY OF BROOKS LIBRARY BOARD
NOTES TO FINANCIAL STATEMENTS
December 31, 2006

- e) In accordance with optional Canadian generally accepted accounting procedures for small organizations, City of Brooks Library Board reports capital assets as expenses in the year they are purchased. Proceeds from the disposition of capital assets are reported as revenue in the year they are sold. No amortization is recorded, nor are the capital assets reported on the City of Brooks Library Board statement of financial position.
- f) The City of Brooks Library Board participates in the Local Authorities Pension Plan (LAPP), which is one of the plans covered by the Alberta Public Sector Pension Plans Act. The LAPP services about 133,000 people and 389 employers. The LAPP is financed by employer and employee contributions and by investment earnings of the LAPP Fund.

Contributions for current service are recorded as expenditures in the year in which they become due.

The Library is required to make current service contributions to the LAPP of 7.40% of pensionable earnings up to the year's maximum pensionable earnings under the Canadian Pension Plan and 10.14% on pensionable earnings above this amount. Employees of the Library are required to make current service contributions of 6.40% of pensionable salary up to the year's maximum pensionable salary and 9.14% on pensionable salary above that amount.

3. FINANCIAL INSTRUMENTS

The organization's financial instruments consist of cash, accounts receivable, investments, amounts due from related parties, accounts payable and accrued liabilities. Unless otherwise noted, it is management's opinion that there are no significant currency, credit or interest risks arising from these financial instruments.

4. COMMITMENTS

The City of Brooks Library Board has committed to a significant relationship with the Shortgrass Library System. This is an ongoing relationship reviewed annually by the Shortgrass Library System, where the City of Brooks Library Board pays a membership levy based on population. The City of Brooks Library Board has also committed to various information technology services through the Shortgrass Library System. The future commitments are expected to approximate the current and prior year amounts.

5. COMPARATIVE FIGURES

Certain comparative figures have been reclassified to conform with current year presentation. Comparative figures have been shown for presentation purposes only. No attempt has been made to audit, review, or otherwise verify the accuracy or completeness of such information.

MINUTES OF REGULAR MEETING OF BROOKS PUBLIC LIBRARY BOARD
June 28, 2007
HELD IN BROOKS PUBLIC LIBRARY

PRESENT: Shannon Vossepoel (Head Librarian), Martin Shields, Dino Champlone (Chair), Elsie Strach, Sheila Tiegs, Joyce Aasen, Gloria Evans, Karen Nelson, Michael Macdonald

REGRETS: 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 6:30 pm.
2. Approval of Agenda: **Motion to approve agenda: Martin/Joyce. Carried.**
3. Consent Agenda: **Motion to approve May 2007 Board minutes, Finance Committee Report including May 2007 receipts and expenditures and Librarian's report: Sheila/Martin. Carried.**

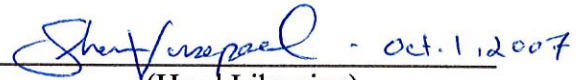
Kevin Penney attended the meeting to discuss ideas of the statue he is donating and building for BPL. It will be an outdoors fixture, approximately 800 pounds and 6 or more feet high. He asked us to sketch our ideas and he will provide some ideas as well.

4. Correspondence
 - a. Alberta Municipal Affairs and Housing Commemorative Certificate-circulated
 - b. City of Brooks: Mactavish and Company appointed as the Auditor for BPL commencing Dec. 31, 2006 to Dec. 31, 2008
 - c. City of Brooks: Re-appointment of Karen Nelson to Library Board
 - d. Canadian Library Association Press Release: extension of Community Access Program
 - e. Alberta Municipal Affairs and Housing: deposit of annual operating grant \$49,781
 - f. Shortgrass Library System: Minutes of April 18, 2007 circulated
 - g. Shortgrass Library System: Shortgrass Clippings circulated
 - h. Patron suggestion: relating to men's bathroom
 - i. AALT Conference reports from Ronnie Adams and Tamara VanHorne
 - j. Thank you from Shannon Vossepoel for the wedding gift
 - k. Chamber of Commerce Visitors' Guide: includes write up of BPL
5. Shortgrass Library System Report: Martin reported the Shortgrass BBQ was well attended and enjoyable.
6. Business Arising from May 2007 Board meeting minutes:
 - a. Audit and Brooks Library Board 2006 Financial Statements have been completed by Mactavish and have been forwarded to LAPP.
7. New Business:
 - a. Mid-Year Review: sent to City and County councils
 - b. Training Coordinator update: We have applied for 2007 funding for this position.

- c. Parliamentarian Board Position: Following discussion, it was decided we do not need this position at this time. There will be an Annual General Meeting 6:30 to 7:30, September 27, 2007. This will be BPL's first AGM.
- d. Staff Fundraiser: Shannon reported on a fundraiser the staff would like to do with the funds being used to purchase public use computers. The Board approved their idea.
- e. Medieval Faire 2007: Will be held August 11. Volunteers for book sale in the Monastery are needed. Sign-up sheets circulated.
- f. December Library Closures: **Motion to close the library December 23, 24, 25, 26: Joyce/Sheila. Carried.**
8. Discussion Session: Plan of Service: A few changes have been made. The Plan of Service will be part of the AGM in September. Please proofread a copy for spelling, typos, etc and email changes to Shannon by August 15.
9. Adjournment: **Motion to adjourn: Michael. Carried.**
10. **Next Board Meeting beginning with AGM: Thursday, September 27, 2007 at 6:30 pm.**



(Chair)



(Head Librarian)

**Brooks Library Board
Finance Standing Committee Meeting
10:00 am June 21, 2007**

Present: Dino Champlone, Elsie Strach, and Shannon Vossepoel

- 1) Meeting was called to order at 10:02 am.
- 2) Receipts and Expenditures for the month of May were discussed in detail and reviewed by the Committee. Items of Note:

Receipts for May:

- Nothing of note

Expenditures for May:

- Books and Materials – Books purchased with donations from Scammel and Carl Anderson
 - Library Supplies: Data CDs for computers, barcodes for books
 - Administration Expense: Accommodation at Jasper Park Lodge for Gloria Evans, nametags for new employees, water for office staff, travel and food expenses for book buying trip, travel to LAPP workshop
 - Program Expense: Snacks for murder mystery event
 - Repair and Maintenance: Addition of lock to back room cupboard for storage of employee valuables
 - Staff Training: Accommodation at Jasper Park Lodge for Shannon Vossepoel (less deposit)
 - Copier and Computer Costs: Print cartridges for computer printers (including circ desk printer - \$400.00)
 - Audit and Insurance: Payment for 2006 Audit
- 3) The patron that gave us an NSF cheque in April, our first in several years, paid up their account in cash and also paid the NSF charges as requested.
 - 4) The operating funds provided to the library from the City of Brooks have been pre-approved for 2008 as part of the 2006-2008 budget requisition. However, since library funding is approved on a per capita basis, the Finance Committee has decided to request that funding be increased to align with Brooks' population as determined by the 2007 municipal census.
 - 5) Meeting was adjourned at 10:30 am.

Brooks Library Board Budget
May 2007

Receipts	Annual Budget	Current Month	Total to Date
City of Brooks	144,375.00		74,704.50
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	1,233.00	6,477.00
Interest Income	0.00		
Miscellaneous	200.00	10.00	10.00
Fines, books and services	19,000.00	1,137.30	7,467.62
Non-resident Cardholder Fees	1,000.00	60.00	960.00
Donations	3,000.00		4,643.00
Fundraisers	300.00		
Adopt-a-magazine	2,200.00		100.00
Medieval Faire	0.00		
GST Recovery	2,500.00		
Total Revenue	284,574.00*	2,440.30	94,362.12
Expenditures			
SLS Expense (Materials Allot.)	46,764.00		
Shortgrass – Non-resident Fees	500.00		
Dynix and Telecom (SLS)	3,000.00		
Books & Materials (Donations)	0.00	118.91	118.91
Furnishings and Equipment	1,926.00		1095.55
Payroll Expense	800.00	50.00	280.00
Library Supplies	4,500.00	48.27	752.65
Administration & Travel	3,000.00	840.32	1,508.24
Program Expense	1,500.00	12.97	307.36
Medieval Faire	0.00		
Repair & Maintenance	2,000.00	19.45	19.45
Rebinding	500.00		704.51
Staff Training	3,750.00	230.71	1,521.30
Telephone & Fax Expense	3,500.00	267.57	1,332.44
Copier & Computer Costs	2,000.00	578.84	864.08
Security Monitoring	600.00	25.00	125.00
Computer Main. Contracts	1,000.00		
GST Expense	0.00	1.50	7.50
Freight & Postage	1,000.00		288.62
Professional Memberships	500.00		55.00
Publicity and Advertising	750.00		485.14

Audit and Insurance	6,500.00	4,600.00	7,142.00
Bank Charges	200.00	5.00	64.00
Miscellaneous	200.00		
Wages (includes temp. staff and VAC pay)	179,612.00	15,786.75	73,806.06
EI Expense	4,400.00	397.81	1,859.86
CPP Expense	6,000.00	637.94	3,023.42
WCB Expense	500.00	143.69	385.30
AUMA Expense	3,000.00	252.43	1,262.15
LAPP Expense	8,500.00	786.63	3,110.87
AB Health Expense	1,200.00	184.80	369.60
Total Expenses	287,702.00*	24,988.59	100,489.01

*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.

MINUTES OF EMERGENCY MEETING OF BROOKS PUBLIC LIBRARY BOARD
August 30, 2007
HELD IN BROOKS PUBLIC LIBRARY

PRESENT: Sheila Tiegs, Tilly Gamble-Altwasser (Vice Chair), Joyce Aasen, Martin Shields, Elsie Strach, Shannon Vossepoel (Librarian), Cathleen Patterson, Gloria Evans, Karen Nelson

REGRETS: Dino Champlone, 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: Tilly called the meeting to order at 6:35 pm.
2. Approval of Agenda: **Moved by Sheila, Joyce. Carried.**
3. Discussion of 2008 Budget: We discussed various ways to cover potential budget shortfall.
4. Adjournment: **Moved by Karen. Carried.**
5. **Next Board Meeting: Thursday, September 27, 2007—6:30 AGM followed by Board meeting.**

SK
Board Chair
Oct 1, 2007

Shannon Vossepoel
Head Librarian
October 1, 2007



City of Brooks

201 - 1st Avenue West
Bag 880
Brooks, AB. T1R 0Z6
Bus: 362-3333 • Fax: 362-4787
website: www.brooks.ca

OFFICE OF THE MAYOR

June 7, 2007

Ms. Karen Nelson
16 Coultis Court
BROOKS, AB. T1R 0J8

Dear Karen:

RE: REAPPOINTMENT TO THE LIBRARY BOARD

I wish to advise that you have been reappointed to the Library Board in the City of Brooks for a second three-year term commencing June 21, 2007 and ending June 20, 2010.

The motion was presented and approved at the June 4th Council meeting.

I would like to take this opportunity to thank you for your support and dedication in serving the City in this manner.

Sincerely,

CITY OF BROOKS

Don Weisbeck
Mayor

DW/bc

Cc: **Shannon Vossepoel**
Brooks Public Library

Brooks Library Board
Finance Standing Committee Meeting
9:00 am July 18, 2007

Present: Dino Champlone and Shannon Vossepoel

Regrets: Elsie Strach

- 1) Meeting was called to order at 9:00 am.
- 2) Receipts and Expenditures for the month of June were discussed in detail and reviewed by the Committee. Items of Note:

Receipts for June:

- City of Brooks: Received third quarterly installment.
- Province of Alberta: Received funding.
- Miscellaneous: Rebate from Worker's Compensation Board.
- Non-Resident Cardholder Fees: Surpassed budgeted amount.
- Medieval Faire: Donation made to cover costs of musicians (Meewasin Brass).

Expenditures for June:

- Shortgrass Library System (Materials Allot.): First installment of the materials allotment.
 - Books and Materials: books/CDs/DVDs purchased at annual book buy trip, purchases will be reimbursed with materials allotment from Shortgrass. Subscription renewal to LawNow (paid with patron donation).
 - Library Supplies: new library cards, pens, receipt books, copier and coloured paper.
 - Administration and Travel: bottled water for office, food for Board Development Day, criminal record check for new employee.
 - Program Expense: Cowboy Poetry Event.- author fees, table and chair rentals, food. Summer Reading Program supplies.
 - Staff Training: Hotel costs for AALT conference.
 - Copier and Computer Costs: copying costs from March-May 07.
 - Publicity and Advertising: advertising for part-time position.
- 3) It was noted that the year end adjustment (2006) from Mactavish and Co. was entered on July 11, 2007 and backdated to January 2, 2007. This may cause minor differences in Income Statements and Balance Sheets printed from Simply.
 - 4) Tentative budget for 2008 was discussed. Potential funding shortages were notes and Shannon will look into them.
 - 5) Discussed 2008 draft budget in preparation for emergency budget meeting on August 30, 2008 at 6:30pm.

6) Meeting was adjourned at 10:30 am.

Finance Meeting Notes: June 2007

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Additional Notes:

- Year end adjustment (2006) from Mactavish and Co. was entered on July 11, 2007 and backdated to January 2, 2007. This may cause minor differences in Income Statements and Balance Sheets printed from Simply.
- Tentative budget developed for 2008.
- Per capita funding: this affects provincial funding of library, not municipal.