Brooks Library Board
Finance Standing Committee Meeting
10:00am, April 16, 2008

Present: Dino Champlone, Elsie Strach, and Shannon Vossepoel

1) Meeting was called to order at 10:00am.

2) Receipts and Expenditures for the month of February were discussed in detail and reviewed by the Committee. Items of Note:

Receipts for March:

- Province of Alberta: Received supplementary grant
- Non-Resident Cardholder Fees: Already surpassed projected amount
- Adopt-a-Magazine: Received an early donation

Expenditures for March:

- Books and Materials: Item for Scammell collection, paid for with annual donation.
- Furnishings and Equipment: Widescreen monitors for all public access computers. Purchased with allocated funds from PLDI grant.
- Library Supplies: printer cartridges, toner for microfilm machine, barcodes for library materials.
- Administration and Travel: travel to Medicine Hat to meet with auditor and pick up training materials; ALC registration for Elsie Strach, water for office cooler.
- Program Expense: Exhibition fees for April's Gallery exhibit, The Walkabout Paintings.
- Staff Training: ALC registration for Shannon Vossepoel. AALT conference registration for Bessie Jacowishen and Cathryn Krochak. Catering expenses for February 28-29 Unicorn training session – will be reimbursed by Shortgrass.
- Copier and Computer costs: Photocopying fees from December 5, 2007 to March 3, 2008.
- Audit and Insurance: Completion of audit engagement including financial statements and charity return for year ended December 31, 2007 ($4,600). AUMA renewal for 2008 ($3,511.00).

3) Made plans to prepare for 2009 budget and the upcoming three-year budget cycle talks with the City of Brooks and the County of Newell.

4) Noted that the insurance costs were higher than expected, but chose not to request additional funding from city to cover the difference. The city has agreed to cover insurance expenses, but Finance committee members felt that the amount was too negligible to warrant asking for funds.

5) Made plans to attend the audit meeting on May 2, 2008.

6) Meeting was adjourned at 11:10am.

Brooks Library Board Budget
March 2008

Receipts	Annual Budget	Current Month	Total to Date
City of Brooks	161,620.00		37,734.50
HRDC – Summer Student	1,715.00		
Province of Alberta	58,262.00	4,000.00	4,000.00
PLDI Grant	35,498.00		35,498.00
Industry Canada - CAP Grants	0.00		
County of Newell Library Board	21,500.00		
Resident Cardholder Fees	16,500.00	1,356.00	4,112.00
Interest Income	0.00		
Miscellaneous	200.00		
Fines, books and services	19,000.00	1,097.78	3,444.48
Non-resident Cardholder Fees	200.00	200.00	220.00
Donations	3,000.00		1,127.50
Fundraisers	300.00		
Adopt-a-magazine	2,200.00	100.00	100.00
Medieval Faire	0.00		
GST Recovery	1,500.00		
Total Revenue	**$321,495.00**	6,753.78	86,236.48
Expenditures			
SLS Expense (Materials Allot.)	56,090.00		
Shortgrass – Non-resident Fees	100.00		
Dynix and Telecom (SLS)	3,000.00		
Books & Materials (Donations)	0.00	37.08	37.08
Furnishings and Equipment	$6,205.00	2,910.00	3,655.00
Payroll Expense	900.00	50.00	155.00
Library Supplies	5,500.00	209.15	1,040.78
Administration & Travel	3,000.00	359.89	625.27
Program Expense	2,000.00	60.00	237.65
Medieval Faire	0.00		
Repair & Maintenance	2,300.00		
Rebinding, Microfilming, and Laminating	1000.00		
Staff Training	3,500.00	1,022.75	1,022.75
Telephone & Fax Expense	3,500.00	235.54	703.70
Copier & Computer Costs	2,000.00	178.17	707.10
Security Monitoring	600.00	25.00	75.00
Computer Main. Contracts	1,000.00		
GST Expense	0.00	1.25	3.75
Freight & Postage	1,000.00	156.01	156.01
Professional Memberships	500.00		250.00

Publicity and Advertising	3,500.00		300.00
Audit and Insurance	8,000.00	8,111.00	8,111.00
Bank Charges	200.00	5.00	40.00
Miscellaneous	200.00		
Wages (includes temp. staff and VAC pay)	186,160.00	14,589.03	44,424.65
EI Expense	5,400.00	353.34	1,075.96
CPP Expense	8,100.00	596.35	1,885.94
WCB Expense	800.00		279.95
AUMA Expense	5,460.00	274.24	1,096.96
LAPP Expense	10,000.00	781.09	2,387.91
AB Health Expense	1,480.00		277.20
Total Expenses	**$321,495.00**	29,954.89	68,548.66

Brooks Public Library
Balance Sheet As at 03/31/2008

ASSET	
CURRENT ASSETS	
GIC Account	0.00
GST Recoverable	1,597.14
Building Fund	27,723.65
Furn. & Shelving Reserve	0.00
Cash On Hand/Float	50.00
Cash In Bank	56,818.39
Accounts Receivable	0.00
TOTAL CURRENT ASSETS	86,189.18
TOTAL ASSET	86,189.18
LIABILITY	
CURRENT LIABILITIES	
Accounts Payable	0.00
MNP Accrual	5,300.00
GST Charged on Sales	0.00
GST Paid on Purchases	-2,955.01
GST Paid on Books	0.00
New Account	0.00
Accounts Payable	0.00
Vacation Payable	0.00
EI Payable	0.00
CPP Payable	25.07
Income Tax Payable	0.00
L.A.P.P.	-123.25
AUMA Extended Health	-117.53
AB Health Payable	35.20
W.C.B. Payable	0.00
Miscellaneous	0.00
TOTAL CURRENT LIABILITIES	2,164.48
TOTAL LIABILITY	2,164.48
EQUITY	
EARNINGS	
Building Fund Reserves	28,314.20
Externally restricted	200.00
Retained Earnings	37,822.68
Current Earnings	17,687.82
CURRENT EARNINGS	84,024.70
TOTAL EQUITY	84,024.70
LIABILITIES AND EQUITY	86,189.18

Brooks Public Library
Income Statement 03/01/2008 to 03/31/2008

REVENUE

REVENUE	
Town of Brooks	0.00
HRDC - Summer Student	0.00
Province of Alberta	4,000.00
Industry Canada - CAP 3	0.00
Industry Canada - CAP YI	0.00
PLDI Grant	0.00
County of Newell Library Board	0.00
Resident Cardholder Fees	1,356.00
Interest Income	0.00
Miscellaneous	0.00
Fines, Book Sales and Services	1,097.78
Non-resident Cardholder Fees	200.00
Charitable Receipt Donations	0.00
Fundraisers	0.00
Adopt-a-magazine	100.00
Medieval Faire	0.00
GST Recovery	0.00
TOTAL REVENUE	6,753.78
TOTAL REVENUE	6,753.78

EXPENSE

EXPENSES	
SLS Expense (Materials)	0.00
SLS - Non-resident fees	0.00
SLS - Dynix and Telecom	0.00
Books and Materials	37.08
New Library Furnishings	0.00
Library Equipment	2,910.00
Payroll Expense	50.00
Library Supplies	209.15
Administration & Travel	359.89
Recruitment Expense	0.00
Program Expense	60.00
Medieval Faire	0.00
Repair & Maintenance	0.00
Rebinding, Microfilming, Laminati...	0.00
Staff Training	1,022.75
Telephone and Fax Expense	235.54
Copier & Computer Costs	178.17
Security Monitoring	25.00
Computer Main. Contracts	0.00
GST Expense	1.25
Freight and Postage	156.01
Professional Memberships	0.00
Publicity and Advertising	0.00
Audit and Insurance	8,111.00
Bank Charges	5.00
Miscellaneous	0.00
Wages	14,589.03
Wage Reimbursement	0.00
EI Expense	353.34
CPP Expense	596.35
WCB Expense	0.00
AUMA Extended Health	274.24
L.A.P.P. Expense	781.09
AB Health Expense	0.00
TOTAL EXPENSES	29,954.89
TOTAL EXPENSE	29,954.89
NET INCOME	-23,201.11

Brooks Public Library
Income Statement 03/01/2008 to 03/31/2008

Brooks Public Library
Income Statement 01/01/2008 to 03/31/2008

REVENUE

REVENUE	
Town of Brooks	37,734.50
HRDC - Summer Student	0.00
Province of Alberta	4,000.00
Industry Canada - CAP 3	0.00
Industry Canada - CAP YI	0.00
PLDI Grant	35,498.00
County of Newell Library Board	0.00
Resident Cardholder Fees	4,112.00
Interest Income	0.00
Miscellaneous	0.00
Fines, Book Sales and Services	3,444.48
Non-resident Cardholder Fees	220.00
Charitable Receipt Donations	1,127.50
Fundraisers	0.00
Adopt-a-magazine	100.00
Medieval Faire	0.00
GST Recovery	0.00
TOTAL REVENUE	86,236.48
TOTAL REVENUE	86,236.48

EXPENSE

EXPENSES	
SLS Expense (Materials)	0.00
SLS - Non-resident fees	0.00
SLS - Dynix and Telecom	0.00
Books and Materials	37.08
New Library Furnishings	0.00
Library Equipment	3,655.00
Payroll Expense	155.00
Library Supplies	1,040.78
Administration & Travel	625.27
Recruitment Expense	0.00
Program Expense	237.65
Medieval Faire	0.00
Repair & Maintenance	0.00
Rebinding, Microfilming, Laminati...	0.00
Staff Training	1,022.75
Telephone and Fax Expense	703.70
Copier & Computer Costs	707.10
Security Monitoring	75.00
Computer Main. Contracts	0.00
GST Expense	3.75
Freight and Postage	156.01
Professional Memberships	250.00
Publicity and Advertising	300.00
Audit and Insurance	8,111.00
Bank Charges	40.00
Miscellaneous	0.00
Wages	44,424.65
Wage Reimbursement	0.00
EI Expense	1,075.96
CPP Expense	1,885.94
WCB Expense	279.95
AUMA Extended Health	1,096.96
L.A.P.P. Expense	2,387.91
AB Health Expense	277.20
TOTAL EXPENSES	68,548.66
TOTAL EXPENSE	68,548.66
NET INCOME	17,687.82

Brooks Public Library
Income Statement 01/01/2008 to 03/31/2008

Brooks Public Library
Reconciliation Transactions Detail Report 03/01/2008 to 03/31/2008

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	JE#	Comment	Source	Deposits	Withdrawals	Deposit No.	C
03/07/2008	J78	March 2008, Alberta Library Confe...	3213	-	350.00		N
03/11/2008	J79	March 2008, Shannon Vossepoel	3214	-	66.00		N
03/11/2008	J80	March 2008, Xerox Canada Ltd.	3215	-	107.76		Y
03/11/2008	J81	March 2008, Brooks Stationers	3216	-	61.90		Y
03/11/2008	J82	March 2008, AMSC Insurance Ser...	3217	-	3,511.00		Y
03/11/2008	J83	March 2008, Memory Lane Compu...	3218	-	3,055.50		Y
03/11/2008	J84	March 2008, Shortgrass Library Sy...	3219	-	82.13		Y
03/07/2008	J91	Resident CAadholder	Deposit	300.00	-		Y
03/07/2008	J92	Fines	Deposit	393.30	-		Y
03/07/2008	J93	Non-Resident Cardholder	Deposit	60.00	-		Y
03/13/2008	J97	March 2008, AALT Conference	3220	-	650.00		Y
03/13/2008	J98	March 2008, Purolator	3221	-	23.28		Y
03/13/2008	J99	March 2008, Esplanade Arts and ...	3222	-	60.00		Y
03/13/2008	J100	March 2008, Eusebia Mindorff	3223	-	34.74		Y
03/31/2008	J101	March 2008, Ronnie Adams	3224	-	1,361.93		N
03/31/2008	J102	March 2008, Jillian Clarke	3225	-	867.14		Y
03/31/2008	J103	March 2008, Bessie Jacowishen	3226	-	1,657.93		Y
03/31/2008	J104	March 2008, Cathryn Krochak	3227	-	949.47		N
03/31/2008	J105	March 2008, Maxine Meldrum	3228	-	1,700.91		N
03/31/2008	J106	March 2008, Patricia Neufeld	3229	-	204.40		N
03/31/2008	J107	March 2008, Neva Pretty-Grace	3230	-	436.38		Y
03/31/2008	J108	March 2008, Tamara Van Horne	3231	-	1,607.69		Y
03/31/2008	J109	Mar 2008, Shannon Vossepoel	3232	-	2,584.34		N
03/31/2008	J110	March 2008, Canada Customs an...	3233	-	3,330.81		N
03/31/2008	J111	March 2008, Local Authorities Pen...	3234	-	1,461.66		N
03/31/2008	J112	Mar 2008, AMSC Insurance Servic...	3235	-	391.79		N
03/31/2008	J113	March 2008, Mactavish & Company	3236	-	4,830.00		N
03/31/2008	J114	March 2008, BPO Management S...	3237	-	143.68		N
03/31/2008	J115	March 2008, Brooks Computer Ser...	3238	-	52.50		N
03/31/2008	J116	March 2008, Water Pure & Simple	3239	-	16.50		N
03/27/2008	J117	March 2008, Telus Communications	3240	-	247.23		N
03/27/2008	J118	March 2008, Royal Bank Visa	3241	-	371.01		N
03/31/2008	J119	March 08, Shannon Vossepoel	3242	-	22.30		N
03/14/2008	J124	Fines	Deposit	185.70	-		Y
03/14/2008	J125	Resident Cardholder	Deposit	210.00	-		Y
03/20/2008	J126	Fines	Deposit	223.71	-		Y
03/20/2008	J127	Resident Cardholder	Deposit	402.00	-		Y
03/20/2008	J128	Non-Resident Cardholder	Deposit	140.00	-		Y
03/20/2008	J129	Adopt-a-Magazine	Deposit	100.00	-		Y
03/28/2008	J130	Fines	Deposit	329.81	-		Y
03/28/2008	J131	Resident Cardholder	Deposit	444.00	-		Y
03/31/2008	J138	Securtek	Debit	-	26.25		Y
03/31/2008	J139	Destination Fee	Debit	-	5.00		Y
03/05/2008	J140	Administration	Deposit	102.39	-		Y
03/18/2008	J141	Alberta Government	Debit	-	4,000.00		Y
03/18/2008	J142	Reversing J141. Correction is J143.	ADJDebit	4,000.00	-		Y
03/18/2008	J143	Alberta Government	Deposit	4,000.00	-		Y
03/05/2008	J144	Reversing J140. Correction is J145.	ADJDeposit	-	102.39		Y
03/05/2008	J145	Administration	Debit	-	102.39		Y
				10,890.91	34,476.01		

Brooks Public Library
Reconciliation Transactions Detail Report 03/01/2008 to 03/31/2008

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

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Brooks Public Library
All Journal Entries 03/01/2008 to 03/31/2008

		Account Number	Account Description	Debits	Credits
03/07/2008	J78	3213, March 2008, Alberta Library Conference '08			
		5080	Administration & Travel	175.00	-
		5130	Staff Training	175.00	-
		1080	Cash In Bank	-	350.00
03/11/2008	J79	3214, March 2008, Shannon Vossepoel			
		5080	Administration & Travel	66.00	-
		1080	Cash In Bank	-	66.00
03/11/2008	J80	3215, March 2008, Xerox Canada Ltd.			
		2100	GST Paid on Purchases	5.13	-
		5160	Copier & Computer Costs	102.63	-
		1080	Cash In Bank	-	107.76
03/11/2008	J81	3216, March 2008, Brooks Stationers			
		2100	GST Paid on Purchases	2.95	-
		5070	Library Supplies	58.95	-
		1080	Cash In Bank	-	61.90
03/11/2008	J82	3217, March 2008, AMSC Insurance Services Limited			
		5240	Audit and Insurance	3,511.00	-
		1080	Cash In Bank	-	3,511.00
03/11/2008	J83	3218, March 2008, Memory Lane Computers			
		2100	GST Paid on Purchases	145.50	-
		5055	Library Equipment	2,910.00	-
		1080	Cash In Bank	-	3,055.50
03/11/2008	J84	3219, March 2008, Shortgrass Library System			
		2100	GST Paid on Purchases	1.85	-
		5030	Books and Materials	37.08	-
		5070	Library Supplies	43.20	-
		1080	Cash In Bank	-	82.13
03/07/2008	J91	Deposit, Resident CAadholder			
		4090	Resident Cardholder Fees	-	300.00
		1080	Cash In Bank	300.00	-
03/07/2008	J92	Deposit, Fines			
		4120	Fines, Book Sales and Services	-	393.30
		1080	Cash In Bank	393.30	-
03/07/2008	J93	Deposit, Non-Resident Cardholder			
		4140	Non-resident Cardholder Fees	-	60.00
		1080	Cash In Bank	60.00	-
03/13/2008	J97	3220, March 2008, AALT Conference			
		5130	Staff Training	650.00	-
		1080	Cash In Bank	-	650.00
03/13/2008	J98	3221, March 2008, Purolator			
		2100	GST Paid on Purchases	1.11	-
		5200	Freight and Postage	22.17	-
		1080	Cash In Bank	-	23.28
03/13/2008	J99	3222, March 2008, Esplanade Arts and Heritage Centre			
		5090	Program Expense	60.00	-
		1080	Cash In Bank	-	60.00
03/13/2008	J100	3223, March 2008, Eusebia Mindorff			
		4120	Fines, Book Sales and Services	34.74	-
		1080	Cash In Bank	-	34.74
03/31/2008	J101	3224, March 2008, Ronnie Adams			
		5300	Wages	1,828.50	-
		1080	Cash In Bank	-	1,361.93
		2310	EI Payable	-	31.63
		2320	CPP Payable	-	76.07

Brooks Public Library
All Journal Entries 03/01/2008 to 03/31/2008

		Account Number	Account Description	Debits	Credits
		2330	Income Tax Payable	-	162.79
		2400	L.A.P.P.	-	123.46
		2420	AUMA Extended Health	-	46.22
		2440	AB Health Payable	-	26.40
03/31/2008	J102	3225, March 2008, Jillian Clarke			
		5300	Wages	913.74	-
		1080	Cash In Bank	-	867.14
		2310	EI Payable	-	15.81
		2320	CPP Payable	-	30.79
03/31/2008	J103	3226, March 2008, Bessie Jacowishen			
		5300	Wages	2,255.70	-
		1080	Cash In Bank	-	1,657.93
		2310	EI Payable	-	39.02
		2320	CPP Payable	-	97.22
		2330	Income Tax Payable	-	262.45
		2400	L.A.P.P.	-	152.21
		2420	AUMA Extended Health	-	46.87
03/31/2008	J104	3227, March 2008, Cathryn Krochak			
		5300	Wages	1,014.16	-
		1080	Cash In Bank	-	949.47
		2310	EI Payable	-	17.54
		2320	CPP Payable	-	35.76
		2330	Income Tax Payable	-	11.39
03/31/2008	J105	3228, March 2008, Maxine Meldrum			
		5300	Wages	2,255.70	-
		1080	Cash In Bank	-	1,700.91
		2310	EI Payable	-	39.02
		2320	CPP Payable	-	97.22
		2330	Income Tax Payable	-	262.45
		2400	L.A.P.P.	-	152.21
		2420	AUMA Extended Health	-	3.89
03/31/2008	J106	3229, March 2008, Patricia Neufeld			
		5300	Wages	208.00	-
		1080	Cash In Bank	-	204.40
		2310	EI Payable	-	3.60
03/31/2008	J107	3230, March 2008, Neva Pretty-Grace			
		5300	Wages	452.14	-
		1080	Cash In Bank	-	436.38
		2310	EI Payable	-	7.82
		2320	CPP Payable	-	7.94
03/31/2008	J108	3231, March 2008, Tamara Van Horne			
		5300	Wages	1,947.75	-
		1080	Cash In Bank	-	1,607.69
		2310	EI Payable	-	33.70
		2320	CPP Payable	-	81.98
		2330	Income Tax Payable	-	190.61
		2420	AUMA Extended Health	-	20.57
		2440	AB Health Payable	-	13.20
03/31/2008	J109	3232, Mar 2008, Shannon Vossepoel			
		5300	Wages	3,713.34	-
		1080	Cash In Bank	-	2,584.34
		2310	EI Payable	-	64.24
		2320	CPP Payable	-	169.37
		2330	Income Tax Payable	-	642.70
		2400	L.A.P.P.	-	252.69
03/31/2008	J110	3233, March 2008, Canada Customs and Revenue Agency			
		2310	EI Payable	252.38	-
		2320	CPP Payable	596.35	-
		2330	Income Tax Payable	1,532.39	-

Brooks Public Library
All Journal Entries 03/01/2008 to 03/31/2008

		Account Number	Account Description	Debits	Credits
		5310	EI Expense	353.34	-
		5320	CPP Expense	596.35	-
		1080	Cash In Bank	-	3,330.81
03/31/2008	J111	3234, March 2008, Local Authorities Pension Plan			
		2400	L.A.P.P.	680.57	-
		5350	L.A.P.P. Expense	781.09	-
		1080	Cash In Bank	-	1,461.66
03/31/2008	J112	3235, Mar 2008, AMSC Insurance Services Limited			
		2420	AUMA Extended Health	117.55	-
		5340	AUMA Extended Health	274.24	-
		1080	Cash In Bank	-	391.79
03/31/2008	J113	3236, March 2008, Mactavish & Company			
		2100	GST Paid on Purchases	230.00	-
		5240	Audit and Insurance	4,600.00	-
		1080	Cash In Bank	-	4,830.00
03/31/2008	J114	3237, March 2008, BPO Management Services Ltd.			
		2100	GST Paid on Purchases	6.84	-
		5070	Library Supplies	107.00	-
		5200	Freight and Postage	29.84	-
		1080	Cash In Bank	-	143.68
03/31/2008	J115	3238, March 2008, Brooks Computer Services Ltd.			
		2100	GST Paid on Purchases	2.50	-
		5060	Payroll Expense	50.00	-
		1080	Cash In Bank	-	52.50
03/31/2008	J116	3239, March 2008, Water Pure & Simple			
		5080	Administration & Travel	16.50	-
		1080	Cash In Bank	-	16.50
03/27/2008	J117	3240, March 2008, Telus Communications			
		2100	GST Paid on Purchases	11.69	-
		5140	Telephone and Fax Expense	235.54	-
		1080	Cash In Bank	-	247.23
03/27/2008	J118	3241, March 2008, Royal Bank Visa			
		2100	GST Paid on Purchases	15.23	-
		5130	Staff Training	176.24	-
		5160	Copier & Computer Costs	75.54	-
		5200	Freight and Postage	104.00	-
		1080	Cash In Bank	-	371.01
03/31/2008	J119	3242, March 08, Shannon Vossepoel			
		2100	GST Paid on Purchases	0.79	-
		5130	Staff Training	21.51	-
		1080	Cash In Bank	-	22.30
03/14/2008	J124	Deposit, Fines			
		4120	Fines, Book Sales and Services	-	185.70
		1080	Cash In Bank	185.70	-
03/14/2008	J125	Deposit, Resident Cardholder			
		4090	Resident Cardholder Fees	-	210.00
		1080	Cash In Bank	210.00	-
03/20/2008	J126	Deposit, Fines			
		4120	Fines, Book Sales and Services	-	223.71
		1080	Cash In Bank	223.71	-
03/20/2008	J127	Deposit, Resident Cardholder			
		4090	Resident Cardholder Fees	-	402.00
		1080	Cash In Bank	402.00	-
03/20/2008	J128	Deposit, Non-Resident Cardholder			

Brooks Public Library
All Journal Entries 03/01/2008 to 03/31/2008

		Account Number	Account Description	Debits	Credits
		4140	Non-resident Cardholder Fees	-	140.00
		1080	Cash In Bank	140.00	-
03/20/2008	J129	Deposit, Adopt-a-Magazine			
		4185	Adopt-a-magazine	-	100.00
		1080	Cash In Bank	100.00	-
03/28/2008	J130	Deposit, Fines			
		4120	Fines, Book Sales and Services	-	329.81
		1080	Cash In Bank	329.81	-
03/28/2008	J131	Deposit, Resident Cardholder			
		4090	Resident Cardholder Fees	-	444.00
		1080	Cash In Bank	444.00	-
03/31/2008	J138	Debit, Securtek			
		5170	Security Monitoring	25.00	-
		5180	GST Expense	1.25	-
		1080	Cash In Bank	-	26.25
03/31/2008	J139	Debit, Destination Fee			
		5250	Bank Charges	5.00	-
		1080	Cash In Bank	-	5.00
03/18/2008	J143	Deposit, Alberta Government			
		4040	Province of Alberta	-	4,000.00
		1080	Cash In Bank	4,000.00	-
03/05/2008	J145	Debit, Administration			
		5080	Administration & Travel	102.39	-
		1080	Cash In Bank	-	102.39
				40,380.98	40,380.98

MINUTES OF REGULAR MEETING OF BROOKS PUBLIC LIBRARY BOARD
May 22, 2008
HELD IN BROOKS PUBLIC LIBRARY

PRESENT: Dino Champlone (chair), Shannon Vossepoel (librarian), Tilly Gamble-Altwasser, Joyce Aasen, Karen Nelson, Sheila Tiegs, Cathleen Patterson, Gloria Evans, Elsie Strach

REGRETS: Martin Shields

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 6:33 pm.

2. Approval of Agenda: **Motion to approve the agenda as it stands: Tilly/ Joyce. Carried.**

3. Consent Agenda: **Motion to approve Consent Agenda: March 2008 Board Meeting Minutes, Finance Committee Report including receipts and expenditures for March and April 2008, and Librarian's Report: Sheila/Karen. Carried.**

4. Correspondence
    a. City of Brooks—Sheila Tiegs appointment. Circulated
    b. City of Brooks—Fire and Safety Inspection: Circulated. No problems noted.
    c. Shortgrass Library System—2007 Annual Report. Copies given to Board members.
    d. Shortgrass Library System—2007 Financial Statement. Circulated.
    e. Shortgrass Library System—Feb. 2007 Board Meeting Minutes. Circulated.
    f. Shortgrass Library System—Copy of letter from SLS to Anne Marie Phillipsen stating SLS had donated two books to BPL in her name in recognition of her service to SLS. Circulated.
5. Shortgrass Library System Report: None

6. Alberta Library Conference Report: Shannon handed out a written copy of her report. Elsie gave a verbal report. Both stated the Conference was worthwhile and enjoyable. Shannon stated two additional conferences are upcoming in the fall.

7. AALT Conference Report: Written reports from Bessie Jacowishen and Cathryn Krochak were handed out. Both expressed their thanks for being able to attend the Conference.

8. Business Arising from the February 2008 Board Meeting Minutes
    a. New Integrated Library System: Staff is adapting fairly well. Tamara created a booklet on Accessing the Library from Home for patrons. Copies were handed out.

b. 2007 Audit: Shannon spoke about a few problems that came about and that have been corrected or are being corrected. **Motion to accept the audit as it stands: Karen/Tilly. Carried.** There was discussion on the audit type and the possibility of future changes.
c. RISE Funding: Shannon reported funding in the amount of $3.7 million to be shared by Shortgrass, Marigold, and Chinook Arch was approved. The funding is to be for video conferencing and associated staff costs. The video conferencing should be up and running by next year. BPL has tentatively been chosen as a pilot site.
d. Public Health Inspection: A visual inspection was done by our local Public Health Inspector. They found some water damage that needs to be fixed. No mold was found in the building. Ducts are to be cleaned. Air quality tests still have to be made.

9. New Business
   a. Cowboy Poetry event: 11:30 am, Wed, June 4--Two poets, local celebrities and three school classes are to be in attendance. Hot dogs, drinks and squares are to be served. Board members are invited to assist if possible.
   b. Provincial Funding for Libraries: Funding has been frozen at $4.29 per capita. Shannon will write a letter in support of library systems and boards throughout the province as the word "superboard" has been quietly mentioned.
   c. Staff and Board function: Set for Monday, June 2 at 6:00 pm at the library. Board members signed up for salads or desserts. Hot dogs and hamburgers will be supplied by staff. Gloria will arrange to have the Atco BBQ at the function. Partners and families of all are invited.
   d. Service awards for staff: Ronnie Adams (10 years), Bessie Jacowishen (15 years) and Maxine Meldrum (15 years)—Shannon will purchase gifts to be presented to the staff at the Staff-Board function.
   e. Board Development day: First Aid Training for staff and Board will take place one weekend in September.
   f. 2007 Annual Report: Handed out to Board members.

10. Discussion Session: Multiple Boards--Board members are comfortable with the situation as it now stands with members being able to sit on more than one board.

11. Discussion Session: Library Budget—Lively discussion on the budget handed out. Shannon will do further work on payroll grids after she gathers information for other libraries.

12. Adjournment: Motion to adjourn at 8:17 pm: Sheila/Elsie. Carried.

13. Next Board Meeting; June 26, 2998

Shannon Langevin July 8, 2008 — Librarian

D C — Chair

Brooks Library Board
Finance Standing Committee Meeting
10:00am, May 21, 2008

Present: Dino Champlone, Elsie Strach, and Shannon Vossepoel

1) Meeting was called to order at 10:02am.

2) Receipts and Expenditures for the month of April were discussed in detail and reviewed by the Committee. Items of Note:

Receipts for April:

- City of Brooks: Received second quarterly installment of funding. It is still running short of the approved funding by $2,670.50 per installment. Cliff Macdonald has assured us that the funding is coming, but Shannon will call again to reconfirm before the next installment is due.
- Donations: Received annual $200.00 donation from Robert Scammell for Scammell Collection books.
- Adopt-a-Magazine: Received two early donations.

Expenditures for April:

- Library Supplies: membership cards for patrons ($713.08), binders
- Administration and Travel: accommodations for Elsie Strach and Shannon Vossepoel to attend ALC in Jasper, travel expenses (mileage) for Shannon Vossepoel to deliver materials to auditor in Medicine Hat for LAPP audit, water for office cooler.
- Program Expense: snacks for City Council/County Council library program, Night of Mystery game purchase for Medieval Faire fundraiser, exhibition fees for May gallery exhibit: *Burnt Toast*.
- Rebinding, Microfilming and Laminating: purchase of laminate rolls for laminator.
- Staff Training: Reimbursed by Shortgrass for catering expenses for February 28-29 Unicorn training session.
- Copier and Computer costs: Print cartridge for circulation desk/computer lab networked printer.
- Freight and Postage: Shipping charges to send Brooks Bulletin to Deines Micrographics for microfilming.
- Publicity and Advertising: Second run advertising for Summer Reading Program Coordinator in Brooks Bulletin, Lakeside Leisure Guide Ad for ESL programming at the Library (paid for with PLDI funding)
- Bank Charges: monthly charges and Visa fees. Visa has been sending out their statements late and charging the library service fees when payment is 'overdue.' Shannon will speak to them about removing the charges.

3) Discussed final audit draft and annual report in preparation for the May 22nd Board Meeting.

4) Noted that the HRDC grant received additional funding: the hourly rate contribution was increased to $4.2 – increasing the grant to $2,058.00. These funds will be received in October following the end of the SRP coordinator's contract.

5) Discussed the possibility of moving the building fund to a higher interest account. Shannon will get quotes on different account plans from the Royal Bank, our current institution, as well as other banking institutions.

6) Reviewed request from an employee to consider extending benefits to part-time staff after a certain number of years of service. Finance committee chose to deny the request at this time due to funding restrictions.

7) Finance Committee developed a rough draft of the 2009 Budget. Rough draft will be presented for discussion at the May 22nd Board Meeting.

8) Meeting was adjourned at 10:58am.

Finance Meeting Notes: April 2008

Receipts for April:

- City of Brooks: Received second quarterly installment of funding. It is still running short of the approved funding by $2,670.50 per installment. Cliff Macdonald has assured me that the funding is coming, but I will call again to reconfirm before the next installment is due.
- Donations: Received annual $200.00 donation from Robert Scammell for Scammell Collection books.
- Adopt-a-Magazine: Received two early donations.

Expenditures for April:

- Library Supplies: membership cards for patrons ($713.08), binders
- Administration and Travel: accommodations for Elsie Strach and Shannon Vossepoel to attend ALC in Jasper, travel expenses (mileage) for Shannon Vossepoel to deliver materials to auditor in Medicine Hat for LAPP audit, water for office cooler.
- Program Expense: snacks for City Council/County Council library program, Night of Mystery game purchase for Medieval Faire fundraiser, exhibition fees for May gallery exhibit: *Burnt Toast*.
- Rebinding, Microfilming and Laminating: purchase of laminate rolls for laminator.
- Staff Training: Reimbursed by Shortgrass for catering expenses for February 28-29 Unicorn training session.
- Copier and Computer costs: Print cartridge for circulation desk/computer lab networked printer.
- Freight and Postage: Shipping charges to send Brooks Bulletin to Deines Micrographics for microfilming.
- Publicity and Advertising: Second run advertising for Summer Reading Program Coordinator in Brooks Bulletin, Lakeside Leisure Guide Ad for ESL programming at the Library (paid for with PLDI funding)
- Bank Charges: monthly charges and Visa fees.

Discussion Points:

- Met with auditor – final audit and annual report will be ready for upcoming board meeting approval.
- HRDC grant received additional funding: the hourly rate contribution was increased to $4.2 – increasing the grant to $2,058.00.
- Building Fund: Look at moving building fund to a higher interest account.
- Ronnie Adams: Request to move to part-time. Policy committee?
- Ensure Dino and Elsie sign cheques.

Brooks Library Board Budget
April 2008

Receipts	Annual Budget	Current Month	Total to Date
City of Brooks	161,620.00	37,734.50	75,469.00
HRDC – Summer Student	1,715.00		
Province of Alberta	58,262.00		4,000.00
PLDI Grant	35,498.00		35,498.00
Industry Canada - CAP Grants	0.00		
County of Newell Library Board	21,500.00		
Resident Cardholder Fees	16,500.00	1,224.00	5,336.00
Interest Income	0.00		
Miscellaneous	200.00		
Fines, books and services	19,000.00	1,173.62	4,618.10
Non-resident Cardholder Fees	200.00	60.00	280.00
Donations	3,000.00	200.00	1,327.50
Fundraisers	300.00		
Adopt-a-magazine	2,200.00	200.00	300.00
Medieval Faire	0.00		
GST Recovery	1,500.00		
Total Revenue	**$321,495.00**	40,592.12	126,828.60
Expenditures			
SLS Expense (Materials Allot.)	56,090.00		
Shortgrass – Non-resident Fees	100.00		
Dynix and Telecom (SLS)	3,000.00		
Books & Materials (Donations)	0.00		37.08
Furnishings and Equipment	$6,205.00		3,655.00
Payroll Expense	900.00	50.00	205.00
Library Supplies	5,500.00	724.83	1,765.61
Administration & Travel	3,000.00	522.91	1,148.18
Program Expense	2,000.00	150.34	387.99
Medieval Faire	0.00		
Repair & Maintenance	2,300.00		
Rebinding, Microfilming, and Laminating	1000.00	307.58	307.58
Staff Training	3,500.00	-204.79	817.96
Telephone & Fax Expense	3,500.00	234.27	937.97
Copier & Computer Costs	2,000.00	399.99	1,107.09
Security Monitoring	600.00	25.00	100.00
Computer Main. Contracts	1,000.00		
GST Expense	0.00	1.25	5.00
Freight & Postage	1,000.00	31.05	187.06
Professional Memberships	500.00		250.00

Publicity and Advertising	3,500.00	235.33	535.33
Audit and Insurance	8,000.00		8,111.00
Bank Charges	200.00	31.30	71.30
Miscellaneous	200.00		
Wages (includes temp. staff and VAC pay)	186,160.00	14,782.44	59,207.09
EI Expense	5,400.00	358.04	1,434.00
CPP Expense	8,100.00	605.52	2,491.46
WCB Expense	800.00		279.95
AUMA Expense	5,460.00	274.24	1,371.20
LAPP Expense	10,000.00	807.28	3,195.19
AB Health Expense	1,480.00		277.20
Total Expenses	**$321,495.00**	19,336.58	87,885.24

Brooks Public Library
Balance Sheet As at 04/30/2008

ASSET	
CURRENT ASSETS	
GIC Account	0.00
GST Recoverable	1,597.14
Building Fund	27,723.65
Furn. & Shelving Reserve	0.00
Cash On Hand/Float	50.00
Cash In Bank	78,049.55
Accounts Receivable	0.00
TOTAL CURRENT ASSETS	107,420.34
TOTAL ASSET	107,420.34
LIABILITY	
CURRENT LIABILITIES	
Accounts Payable	0.00
MNP Accrual	5,300.00
GST Charged on Sales	0.00
GST Paid on Purchases	-3,018.99
GST Paid on Books	0.00
New Account	0.00
Accounts Payable	0.00
Vacation Payable	0.00
EI Payable	0.00
CPP Payable	25.07
Income Tax Payable	0.00
L.A.P.P.	-123.25
AUMA Extended Health	-117.53
AB Health Payable	74.80
W.C.B. Payable	0.00
Miscellaneous	0.00
TOTAL CURRENT LIABILITIES	2,140.10
TOTAL LIABILITY	2,140.10
EQUITY	
EARNINGS	
Building Fund Reserves	28,314.20
Externally restricted	200.00
Retained Earnings	37,822.68
Current Earnings	38,943.36
CURRENT EARNINGS	105,280.24
TOTAL EQUITY	105,280.24
LIABILITIES AND EQUITY	107,420.34

Brooks Public Library
Income Statement 04/01/2008 to 04/30/2008

REVENUE

REVENUE	
Town of Brooks	37,734.50
HRDC - Summer Student	0.00
Province of Alberta	0.00
Industry Canada - CAP 3	0.00
Industry Canada - CAP YI	0.00
PLDI Grant	0.00
County of Newell Library Board	0.00
Resident Cardholder Fees	1,224.00
Interest Income	0.00
Miscellaneous	0.00
Fines, Book Sales and Services	1,173.62
Non-resident Cardholder Fees	60.00
Charitable Receipt Donations	200.00
Fundraisers	0.00
Adopt-a-magazine	200.00
Medieval Faire	0.00
GST Recovery	0.00
TOTAL REVENUE	40,592.12
TOTAL REVENUE	40,592.12

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	50.00
Library Supplies	724.83
Administration & Travel	522.91
Recruitment Expense	0.00
Program Expense	150.34
Medieval Faire	0.00
Repair & Maintenance	0.00
Rebinding, Microfilming, Laminati...	307.58
Staff Training	-204.79
Telephone and Fax Expense	234.27
Copier & Computer Costs	399.99
Security Monitoring	25.00
Computer Main. Contracts	0.00
GST Expense	1.25
Freight and Postage	31.05
Professional Memberships	0.00
Publicity and Advertising	235.33
Audit and Insurance	0.00
Bank Charges	31.30
Miscellaneous	0.00
Wages	14,782.44
Wage Reimbursement	0.00
EI Expense	358.04
CPP Expense	605.52
WCB Expense	0.00
AUMA Extended Health	274.24
L.A.P.P. Expense	807.28
AB Health Expense	0.00
TOTAL EXPENSES	19,336.58
TOTAL EXPENSE	19,336.58
NET INCOME	21,255.54

Brooks Public Library
Income Statement 04/01/2008 to 04/30/2008

Brooks Public Library
Income Statement 01/01/2008 to 04/30/2008

REVENUE

REVENUE	
Town of Brooks	75,469.00
HRDC - Summer Student	0.00
Province of Alberta	4,000.00
Industry Canada - CAP 3	0.00
Industry Canada - CAP YI	0.00
PLDI Grant	35,498.00
County of Newell Library Board	0.00
Resident Cardholder Fees	5,336.00
Interest Income	0.00
Miscellaneous	0.00
Fines, Book Sales and Services	4,618.10
Non-resident Cardholder Fees	280.00
Charitable Receipt Donations	1,327.50
Fundraisers	0.00
Adopt-a-magazine	300.00
Medieval Faire	0.00
GST Recovery	0.00
TOTAL REVENUE	126,828.60
TOTAL REVENUE	126,828.60

EXPENSE

EXPENSES	
SLS Expense (Materials)	0.00
SLS - Non-resident fees	0.00
SLS - Dynix and Telecom	0.00
Books and Materials	37.08
New Library Furnishings	0.00
Library Equipment	3,655.00
Payroll Expense	205.00
Library Supplies	1,765.61
Administration & Travel	1,148.18
Recruitment Expense	0.00
Program Expense	387.99
Medieval Faire	0.00
Repair & Maintenance	0.00
Rebinding, Microfilming, Laminati...	307.58
Staff Training	817.96
Telephone and Fax Expense	937.97
Copier & Computer Costs	1,107.09
Security Monitoring	100.00
Computer Main. Contracts	0.00
GST Expense	5.00
Freight and Postage	187.06
Professional Memberships	250.00
Publicity and Advertising	535.33
Audit and Insurance	8,111.00
Bank Charges	71.30
Miscellaneous	0.00
Wages	59,207.09
Wage Reimbursement	0.00
EI Expense	1,434.00
CPP Expense	2,491.46
WCB Expense	279.95
AUMA Extended Health	1,371.20
L.A.P.P. Expense	3,195.19
AB Health Expense	277.20
TOTAL EXPENSES	87,885.24
TOTAL EXPENSE	87,885.24
NET INCOME	38,943.36

Brooks Public Library
Income Statement 01/01/2008 to 04/30/2008

Brooks Public Library
Reconciliation Transactions Detail Report 04/01/2008 to 04/30/2008

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	JE#	Comment	Source	Deposits	Withdrawals	Deposit No.	C
04/07/2008	J120	April 2008, Shortgrass Library Sys...	3243	-	713.08		Y
04/07/2008	J121	April 2008, Brooks Stationers	3244	-	12.34		Y
04/07/2008	J122	April 2008, Ben's Office Machines	3245	-	322.96		Y
04/07/2008	J123	April 2008, Brooks Bulletin	3246	-	53.55		Y
04/04/2008	J132	Fines	Depsoit	379.52	-		Y
04/04/2008	J133	Resident Cardholder	Deposit	408.00	-		Y
04/04/2008	J134	ADOPT-A-mAGAZINE	Deposit	100.00	-		Y
04/04/2008	J135	City of Brooks	Deposit	37,734.50	-		Y
04/04/2008	J136	Donations	Deposit	200.00	-		Y
04/04/2008	J137	Shortgrass Reimbursement	Deposit	204.79	-		Y
04/17/2008	J146	April 2008, RBC Royal Bank VISA	3247	-	557.62		Y
04/17/2008	J147	April 2008, Telus Communications	3248	-	245.89		Y
04/17/2008	J148	April 08, Brooks Bulletin	3249	-	53.55		Y
04/17/2008	J149	April 2008, Esplanade Arts and He...	3250	-	60.00		Y
04/30/2008	J150	April 2008, Ronnie Adams	3251	-	1,428.97		N
04/30/2008	J151	April 2008, Jillian Clarke	3252	-	802.26		Y
04/30/2008	J152	April 2008, Bessie Jacowishen	3253	-	1,736.06		Y
04/30/2008	J153	April 2008, Cathryn Krochak	3254	-	807.89		Y
04/30/2008	J154	April 2008, Maxine Meldrum	3255	-	1,769.31		N
04/30/2008	J155	April 2008, Patricia Neufeld	3256	-	212.58		N
04/30/2008	J156	April 2008, Neva Pretty-Grace	3257	-	454.33		Y
04/30/2008	J157	April 2008, Tamara Van Horne	3258	-	1,660.25		Y
04/30/2008	J158	April 2008, Shannon Vossepoel	3259	-	2,584.34		Y
04/30/2008	J159	April 08, Shannon Vossepoel	3260	-	66.00		Y
04/30/2008	J160	Reversing J156. Correction is J160.	ADJ3257	454.33	-		Y
04/30/2008	J161	April 08, Neva Pretty-Grace	3261	-	400.46		N
04/30/2008	J162	April 2008, Canada Customs and ...	3262	-	3,483.35		N
04/30/2008	J163	April 2008, Local Authorities Pensi...	3263	-	1,510.66		N
04/30/2008	J164	April 2008, AMSC Insurance Servi...	3264	-	391.79		N
04/30/2008	J165	April 2008, City of Brooks	3265	-	140.00		N
04/30/2008	J166	April 2008, Water Pure & Simple	3266	-	16.50		N
04/30/2008	J167	April 2008, Memory Lane Computers	3267	-	419.99		N
04/30/2008	J168	April 2008, Purolator	3268	-	32.60		N
04/30/2008	J169	April 2008, Brooks Computer Servi...	3269	-	52.50		N
04/11/2008	J183	Fines	Deposit	326.16	-		Y
04/11/2008	J184	Resident Cardholder	Deposit	294.00	-		Y
04/18/2008	J185	Fines	Deposit	190.15	-		Y
04/18/2008	J186	Resident Cardholder	Deposit	234.00	-		Y
04/18/2008	J187	Non-Resident Cardholder	Deposit	60.00	-		Y
04/18/2008	J188	Adopt-a-Magazine	Deposit	100.00	-		Y
04/25/2008	J189	Fines	Deposit	277.79	-		Y
04/25/2008	J190	Resident Cardholder	Deposit	288.00	-		Y
04/30/2008	J198	Securtek	Debit	-	26.25		Y
04/30/2008	J199	Destination Fee	Debit	-	5.00		Y
				41,251.24	20,020.08		

Brooks Public Library
Reconciliation Transactions Detail Report 04/01/2008 to 04/30/2008

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

Status
Cleared
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Brooks Public Library
All Journal Entries 04/01/2008 to 04/30/2008

		Account Number	Account Description	Debits	Credits
04/07/2008	J120	3243, April 2008, Shortgrass Library System			
		5070	Library Supplies	713.08	-
		1080	Cash In Bank	-	713.08
04/07/2008	J121	3244, April 2008, Brooks Stationers			
		2100	GST Paid on Purchases	0.59	-
		5070	Library Supplies	11.75	-
		1080	Cash In Bank	-	12.34
04/07/2008	J122	3245, April 2008, Ben's Office Machines			
		2100	GST Paid on Purchases	15.38	-
		5120	Rebinding, Microfilming, Laminati...	307.58	-
		1080	Cash In Bank	-	322.96
04/07/2008	J123	3246, April 2008, Brooks Bulletin			
		2100	GST Paid on Purchases	2.55	-
		5220	Publicity and Advertising	51.00	-
		1080	Cash In Bank	-	53.55
04/04/2008	J132	Depsoit, Fines			
		4120	Fines, Book Sales and Services	-	379.52
		1080	Cash In Bank	379.52	-
04/04/2008	J133	Deposit, Resident Cardholder			
		4090	Resident Cardholder Fees	-	408.00
		1080	Cash In Bank	408.00	-
04/04/2008	J134	Deposit, ADOPT-A-mAGAZINE			
		4185	Adopt-a-magazine	-	100.00
		1080	Cash In Bank	100.00	-
04/04/2008	J135	Deposit, City of Brooks			
		4020	Town of Brooks	-	37,734.50
		1080	Cash In Bank	37,734.50	-
04/04/2008	J136	Deposit, Donations			
		4170	Charitable Receipt Donations	-	200.00
		1080	Cash In Bank	200.00	-
04/04/2008	J137	Deposit, Shortgrass Reimbursement			
		5130	Staff Training	-	204.79
		1080	Cash In Bank	204.79	-
04/17/2008	J146	3247, April 2008, RBC Royal Bank VISA			
		2100	GST Paid on Purchases	0.57	-
		5080	Administration & Travel	440.41	-
		5090	Program Expense	90.34	-
		5250	Bank Charges	26.30	-
		1080	Cash In Bank	-	557.62
04/17/2008	J147	3248, April 2008, Telus Communications			
		2100	GST Paid on Purchases	11.62	-
		5140	Telephone and Fax Expense	234.27	-
		1080	Cash In Bank	-	245.89
04/17/2008	J148	3249, April 08, Brooks Bulletin			
		2100	GST Paid on Purchases	2.55	-
		5220	Publicity and Advertising	51.00	-
		1080	Cash In Bank	-	53.55
04/17/2008	J149	3250, April 2008, Esplanade Arts and Heritage Centre			
		5090	Program Expense	60.00	-
		1080	Cash In Bank	-	60.00
04/30/2008	J150	3251, April 2008, Ronnie Adams			
		5300	Wages	1,934.50	-
		1080	Cash In Bank	-	1,428.97
		2310	EI Payable	-	33.47

Brooks Public Library
All Journal Entries 04/01/2008 to 04/30/2008

		Account Number	Account Description	Debits	Credits
		2320	CPP Payable	-	81.32
		2330	Income Tax Payable	-	187.51
		2400	L.A.P.P.	-	130.61
		2420	AUMA Extended Health	-	46.22
		2440	AB Health Payable	-	26.40
04/30/2008	J151	3252, April 2008, Jillian Clarke			
		5300	Wages	844.22	-
		1080	Cash In Bank	-	802.26
		2310	EI Payable	-	14.61
		2320	CPP Payable	-	27.35
04/30/2008	J152	3253, April 2008, Bessie Jacowishen			
		5300	Wages	2,379.30	-
		1080	Cash In Bank	-	1,736.06
		2310	EI Payable	-	41.16
		2320	CPP Payable	-	103.34
		2330	Income Tax Payable	-	291.29
		2400	L.A.P.P.	-	160.58
		2420	AUMA Extended Health	-	46.87
04/30/2008	J153	3254, April 2008, Cathryn Krochak			
		5300	Wages	850.25	-
		1080	Cash In Bank	-	807.89
		2310	EI Payable	-	14.71
		2320	CPP Payable	-	27.65
04/30/2008	J154	3255, April 2008, Maxine Meldrum			
		5300	Wages	2,363.85	-
		1080	Cash In Bank	-	1,769.31
		2310	EI Payable	-	40.89
		2320	CPP Payable	-	102.57
		2330	Income Tax Payable	-	287.69
		2400	L.A.P.P.	-	159.50
		2420	AUMA Extended Health	-	3.89
04/30/2008	J155	3256, April 2008, Patricia Neufeld			
		5300	Wages	216.32	-
		1080	Cash In Bank	-	212.58
		2310	EI Payable	-	3.74
04/30/2008	J157	3258, April 2008, Tamara Van Horne			
		5300	Wages	2,067.00	-
		1080	Cash In Bank	-	1,660.25
		2310	EI Payable	-	35.76
		2320	CPP Payable	-	87.88
		2330	Income Tax Payable	-	249.34
		2420	AUMA Extended Health	-	20.57
		2440	AB Health Payable	-	13.20
04/30/2008	J158	3259, April 2008, Shannon Vossepoel			
		5300	Wages	3,713.34	-
		1080	Cash In Bank	-	2,584.34
		2310	EI Payable	-	64.24
		2320	CPP Payable	-	169.37
		2330	Income Tax Payable	-	642.70
		2400	L.A.P.P.	-	252.69
04/30/2008	J159	3260, April 08, Shannon Vossepoel			
		5080	Administration & Travel	66.00	-
		1080	Cash In Bank	-	66.00
04/30/2008	J161	3261, April 08, Neva Pretty-Grace			
		5300	Wages	413.66	-
		1080	Cash In Bank	-	400.46
		2310	EI Payable	-	7.16
		2320	CPP Payable	-	6.04

Brooks Public Library
All Journal Entries 04/01/2008 to 04/30/2008

		Account Number	Account Description	Debits	Credits
04/30/2008	J162	3262, April 2008, Canada Customs and Revenue Agency			
		2310	EI Payable	255.74	-
		2320	CPP Payable	605.52	-
		2330	Income Tax Payable	1,658.53	-
		5310	EI Expense	358.04	-
		5320	CPP Expense	605.52	-
		1080	Cash In Bank	-	3,483.35
04/30/2008	J163	3263, April 2008, Local Authorities Pension Plan			
		2400	L.A.P.P.	703.38	-
		5350	L.A.P.P. Expense	807.28	-
		1080	Cash In Bank	-	1,510.66
04/30/2008	J164	3264, April 2008, AMSC Insurance Services Limited			
		2420	AUMA Extended Health	117.55	-
		5340	AUMA Extended Health	274.24	-
		1080	Cash In Bank	-	391.79
04/30/2008	J165	3265, April 2008, City of Brooks			
		2100	GST Paid on Purchases	6.67	-
		5220	Publicity and Advertising	133.33	-
		1080	Cash In Bank	-	140.00
04/30/2008	J166	3266, April 2008, Water Pure & Simple			
		5080	Administration & Travel	16.50	-
		1080	Cash In Bank	-	16.50
04/30/2008	J167	3267, April 2008, Memory Lane Computers			
		2100	GST Paid on Purchases	20.00	-
		5160	Copier & Computer Costs	399.99	-
		1080	Cash In Bank	-	419.99
04/30/2008	J168	3268, April 2008, Purolator			
		2100	GST Paid on Purchases	1.55	-
		5200	Freight and Postage	31.05	-
		1080	Cash In Bank	-	32.60
04/30/2008	J169	3269, April 2008, Brooks Computer Services Ltd.			
		2100	GST Paid on Purchases	2.50	-
		5060	Payroll Expense	50.00	-
		1080	Cash In Bank	-	52.50
04/11/2008	J183	Deposit, Fines			
		4120	Fines, Book Sales and Services	-	326.16
		1080	Cash In Bank	326.16	-
04/11/2008	J184	Deposit, Resident Cardholder			
		4090	Resident Cardholder Fees	-	294.00
		1080	Cash In Bank	294.00	-
04/18/2008	J185	Deposit, Fines			
		4120	Fines, Book Sales and Services	-	190.15
		1080	Cash In Bank	190.15	-
04/18/2008	J186	Deposit, Resident Cardholder			
		4090	Resident Cardholder Fees	-	234.00
		1080	Cash In Bank	234.00	-
04/18/2008	J187	Deposit, Non-Resident Cardholder			
		4140	Non-resident Cardholder Fees	-	60.00
		1080	Cash In Bank	60.00	-
04/18/2008	J188	Deposit, Adopt-a-Magazine			
		4185	Adopt-a-magazine	-	100.00
		1080	Cash In Bank	100.00	-
04/25/2008	J189	Deposit, Fines			
		4120	Fines, Book Sales and Services	-	277.79

Brooks Public Library
All Journal Entries 04/01/2008 to 04/30/2008

		Account Number	Account Description	Debits	Credits
		1080	Cash In Bank	277.79	-
04/25/2008	J190	Deposit, Resident Cardholder			
		4090	Resident Cardholder Fees	-	288.00
		1080	Cash In Bank	288.00	-
04/30/2008	J198	Debit, Securtek			
		5170	Security Monitoring	25.00	-
		5180	GST Expense	1.25	-
		1080	Cash In Bank	-	26.25
04/30/2008	J199	Debit, Destination Fee			
		5250	Bank Charges	5.00	-
		1080	Cash In Bank	-	5.00
				63,742.98	63,742.98

MINUTES OF REGULAR MEETING OF BROOKS PUBLIC LIBRARY BOARD
May 22, 2008
HELD IN BROOKS PUBLIC LIBRARY

PRESENT: Dino Champlone (chair), Shannon Vossepoel (librarian), Tilly Gamble-Altwasser, Joyce Aasen, Karen Nelson, Sheila Tiegs, Cathleen Patterson, Gloria Evans, Elsie Strach

REGRETS: Martin Shields

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 6:33 pm.

2. Approval of Agenda: **Motion to approve the agenda as it stands: Tilly/ Joyce. Carried.**

3. Consent Agenda: **Motion to approve Consent Agenda: March 2008 Board Meeting Minutes, Finance Committee Report including receipts and expenditures for March and April 2008, and Librarian's Report: Sheila/Karen. Carried.**

4. Correspondence
   a. City of Brooks—Sheila Tiegs appointment. Circulated
   b. City of Brooks—Fire and Safety Inspection: Circulated. No problems noted.
   c. Shortgrass Library System—2007 Annual Report. Copies given to Board members.
   d. Shortgrass Library System—2007 Financial Statement. Circulated.
   e. Shortgrass Library System—Feb. 2007 Board Meeting Minutes. Circulated.
   f. Shortgrass Library System—Copy of letter from SLS to Anne Marie Phillipsen stating SLS had donated two books to BPL in her name in recognition of her service to SLS. Circulated.

5. Shortgrass Library System Report: None

6. Alberta Library Conference Report: Shannon handed out a written copy of her report. Elsie gave a verbal report. Both stated the Conference was worthwhile and enjoyable. Shannon stated two additional conferences are upcoming in the fall.

7. AALT Conference Report: Written reports from Bessie Jacowishen and Cathryn Krochak were handed out. Both expressed their thanks for being able to attend the Conference.

8. Business Arising from the February 2008 Board Meeting Minutes
   a. New Integrated Library System: Staff is adapting fairly well. Tamara created a booklet on Accessing the Library from Home for patrons. Copies were handed out.

b. 2007 Audit: Shannon spoke about a few problems that came about and that have been corrected or are being corrected. **Motion to accept the audit as it stands: Karen/Tilly. Carried.** There was discussion on the audit type and the possibility of future changes.
c. RISE Funding: Shannon reported funding in the amount of $3.7 million to be shared by Shortgrass, Marigold, and Chinook Arch was approved. The funding is to be for video conferencing and associated staff costs. The video conferencing should be up and running by next year. BPL has tentatively been chosen as a pilot site.
d. Public Health Inspection: A visual inspection was done by our local Public Health Inspector. They found some water damage that needs to be fixed. No mold was found in the building. Ducts are to be cleaned. Air quality tests still have to be made.

9. New Business
   a. Cowboy Poetry event: 11:30 am, Wed, June 4--Two poets, local celebrities and three school classes are to be in attendance. Hot dogs, drinks and squares are to be served. Board members are invited to assist if possible.
   b. Provincial Funding for Libraries: Funding has been frozen at $4.29 per capita. Shannon will write a letter in support of library systems and boards throughout the province as the word "superboard" has been quietly mentioned.
   c. Staff and Board function: Set for Monday, June 2 at 6:00 pm at the library. Board members signed up for salads or desserts. Hot dogs and hamburgers will be supplied by staff. Gloria will arrange to have the Atco BBQ at the function. Partners and families of all are invited.
   d. Service awards for staff: Ronnie Adams (10 years), Bessie Jacowishen (15 years) and Maxine Meldrum (15 years)—Shannon will purchase gifts to be presented to the staff at the Staff-Board function.
   e. Board Development day: First Aid Training for staff and Board will take place one weekend in September.
   f. 2007 Annual Report: Handed out to Board members.

10. Discussion Session: Multiple Boards--Board members are comfortable with the situation as it now stands with members being able to sit on more than one board.

11. Discussion Session: Library Budget—Lively discussion on the budget handed out. Shannon will do further work on payroll grids after she gathers information for other libraries.

12. Adjournment: Motion to adjourn at 8:17 pm: Sheila/Elsie. Carried.

13. Next Board Meeting; June 26, 2998

Shannon Langpeal July 8, 2008 DS

Librarian Chair

Brooks Library Board
Finance Standing Committee Meeting
10:00am, May 21, 2008

Present: Dino Champlone, Elsie Strach, and Shannon Vossepoel

1) Meeting was called to order at 10:02am.

2) Receipts and Expenditures for the month of April were discussed in detail and reviewed by the Committee. Items of Note:

Receipts for April:

- City of Brooks: Received second quarterly installment of funding. It is still running short of the approved funding by $2,670.50 per installment. Cliff Macdonald has assured us that the funding is coming, but Shannon will call again to reconfirm before the next installment is due.
- Donations: Received annual $200.00 donation from Robert Scammell for Scammell Collection books.
- Adopt-a-Magazine: Received two early donations.

Expenditures for April:

- Library Supplies: membership cards for patrons ($713.08), binders
- Administration and Travel: accommodations for Elsie Strach and Shannon Vossepoel to attend ALC in Jasper, travel expenses (mileage) for Shannon Vossepoel to deliver materials to auditor in Medicine Hat for LAPP audit, water for office cooler.
- Program Expense: snacks for City Council/County Council library program, Night of Mystery game purchase for Medieval Faire fundraiser, exhibition fees for May gallery exhibit: *Burnt Toast*.
- Rebinding, Microfilming and Laminating: purchase of laminate rolls for laminator.
- Staff Training: Reimbursed by Shortgrass for catering expenses for February 28-29 Unicorn training session.
- Copier and Computer costs: Print cartridge for circulation desk/computer lab networked printer.
- Freight and Postage: Shipping charges to send Brooks Bulletin to Deines Micrographics for microfilming.
- Publicity and Advertising: Second run advertising for Summer Reading Program Coordinator in Brooks Bulletin, Lakeside Leisure Guide Ad for ESL programming at the Library (paid for with PLDI funding)
- Bank Charges: monthly charges and Visa fees. Visa has been sending out their statements late and charging the library service fees when payment is 'overdue.' Shannon will speak to them about removing the charges.

3) Discussed final audit draft and annual report in preparation for the May 22nd Board Meeting.

4) Noted that the HRDC grant received additional funding: the hourly rate contribution was increased to $4.2 – increasing the grant to $2,058.00. These funds will be received in October following the end of the SRP coordinator's contract.

5) Discussed the possibility of moving the building fund to a higher interest account. Shannon will get quotes on different account plans from the Royal Bank, our current institution, as well as other banking institutions.

6) Reviewed request from an employee to consider extending benefits to part-time staff after a certain number of years of service. Finance committee chose to deny the request at this time due to funding restrictions.

7) Finance Committee developed a rough draft of the 2009 Budget. Rough draft will be presented for discussion at the May 22nd Board Meeting.

8) Meeting was adjourned at 10:58am.

Brooks Library Board Budget
April 2008

Receipts	Annual Budget	Current Month	Total to Date
City of Brooks	161,620.00	37,734.50	75,469.00
HRDC – Summer Student	1,715.00		
Province of Alberta	58,262.00		4,000.00
PLDI Grant	35,498.00		35,498.00
Industry Canada - CAP Grants	0.00		
County of Newell Library Board	21,500.00		
Resident Cardholder Fees	16,500.00	1,224.00	5,336.00
Interest Income	0.00		
Miscellaneous	200.00		
Fines, books and services	19,000.00	1,173.62	4,618.10
Non-resident Cardholder Fees	200.00	60.00	280.00
Donations	3,000.00	200.00	1,327.50
Fundraisers	300.00		
Adopt-a-magazine	2,200.00	200.00	300.00
Medieval Faire	0.00		
GST Recovery	1,500.00		
Total Revenue	**$321,495.00**	40,592.12	126,828.60
Expenditures			
SLS Expense (Materials Allot.)	56,090.00		
Shortgrass – Non-resident Fees	100.00		
Dynix and Telecom (SLS)	3,000.00		
Books & Materials (Donations)	0.00		37.08
Furnishings and Equipment	$6,205.00		3,655.00
Payroll Expense	900.00	50.00	205.00
Library Supplies	5,500.00	724.83	1,765.61
Administration & Travel	3,000.00	522.91	1,148.18
Program Expense	2,000.00	150.34	387.99
Medieval Faire	0.00		
Repair & Maintenance	2,300.00		
Rebinding, Microfilming, and Laminating	1000.00	307.58	307.58
Staff Training	3,500.00	-204.79	817.96
Telephone & Fax Expense	3,500.00	234.27	937.97
Copier & Computer Costs	2,000.00	399.99	1,107.09
Security Monitoring	600.00	25.00	100.00
Computer Main. Contracts	1,000.00		
GST Expense	0.00	1.25	5.00
Freight & Postage	1,000.00	31.05	187.06
Professional Memberships	500.00		250.00

Publicity and Advertising	3,500.00	235.33	535.33
Audit and Insurance	8,000.00		8,111.00
Bank Charges	200.00	31.30	71.30
Miscellaneous	200.00		
Wages (includes temp. staff and VAC pay)	186,160.00	14,782.44	59,207.09
EI Expense	5,400.00	358.04	1,434.00
CPP Expense	8,100.00	605.52	2,491.46
WCB Expense	800.00		279.95
AUMA Expense	5,460.00	274.24	1,371.20
LAPP Expense	10,000.00	807.28	3,195.19
AB Health Expense	1,480.00		277.20
Total Expenses	**$321,495.00**	19,336.58	87,885.24

Brooks Library Board
Finance Standing Committee Meeting
10:00am, April 16, 2008

Present: Dino Champlone, Elsie Strach, and Shannon Vossepoel

1) Meeting was called to order at 10:00am.

2) Receipts and Expenditures for the month of February were discussed in detail and reviewed by the Committee. Items of Note:

Receipts for March:

- Province of Alberta: Received supplementary grant
- Non-Resident Cardholder Fees: Already surpassed projected amount
- Adopt-a-Magazine: Received an early donation

Expenditures for March:

- Books and Materials: Item for Scammell collection, paid for with annual donation.
- Furnishings and Equipment: Widescreen monitors for all public access computers. Purchased with allocated funds from PLDI grant.
- Library Supplies: printer cartridges, toner for microfilm machine, barcodes for library materials.
- Administration and Travel: travel to Medicine Hat to meet with auditor and pick up training materials; ALC registration for Elsie Strach, water for office cooler.
- Program Expense: Exhibition fees for April's Gallery exhibit, The Walkabout Paintings.
- Staff Training: ALC registration for Shannon Vossepoel. AALT conference registration for Bessie Jacowishen and Cathryn Krochak. Catering expenses for February 28-29 Unicorn training session – will be reimbursed by Shortgrass.
- Copier and Computer costs: Photocopying fees from December 5, 2007 to March 3, 2008.
- Audit and Insurance: Completion of audit engagement including financial statements and charity return for year ended December 31, 2007 ($4,600). AUMA renewal for 2008 ($3,511.00).

3) Made plans to prepare for 2009 budget and the upcoming three-year budget cycle talks with the City of Brooks and the County of Newell.

4) Noted that the insurance costs were higher than expected, but chose not to request additional funding from city to cover the difference. The city has agreed to cover insurance expenses, but Finance committee members felt that the amount was too negligible to warrant asking for funds.

5) Made plans to attend the audit meeting on May 2, 2008.

6) Meeting was adjourned at 11:10am.

Brooks Library Board Budget
March 2008

Receipts	Annual Budget	Current Month	Total to Date
City of Brooks	161,620.00		37,734.50
HRDC – Summer Student	1,715.00		
Province of Alberta	58,262.00	4,000.00	4,000.00
PLDI Grant	35,498.00		35,498.00
Industry Canada - CAP Grants	0.00		
County of Newell Library Board	21,500.00		
Resident Cardholder Fees	16,500.00	1,356.00	4,112.00
Interest Income	0.00		
Miscellaneous	200.00		
Fines, books and services	19,000.00	1,097.78	3,444.48
Non-resident Cardholder Fees	200.00	200.00	220.00
Donations	3,000.00		1,127.50
Fundraisers	300.00		
Adopt-a-magazine	2,200.00	100.00	100.00
Medieval Faire	0.00		
GST Recovery	1,500.00		
Total Revenue	**$321,495.00**	6,753.78	86,236.48
Expenditures			
SLS Expense (Materials Allot.)	56,090.00		
Shortgrass – Non-resident Fees	100.00		
Dynix and Telecom (SLS)	3,000.00		
Books & Materials (Donations)	0.00	37.08	37.08
Furnishings and Equipment	$6,205.00	2,910.00	3,655.00
Payroll Expense	900.00	50.00	155.00
Library Supplies	5,500.00	209.15	1,040.78
Administration & Travel	3,000.00	359.89	625.27
Program Expense	2,000.00	60.00	237.65
Medieval Faire	0.00		
Repair & Maintenance	2,300.00		
Rebinding, Microfilming, and Laminating	1000.00		
Staff Training	3,500.00	1,022.75	1,022.75
Telephone & Fax Expense	3,500.00	235.54	703.70
Copier & Computer Costs	2,000.00	178.17	707.10
Security Monitoring	600.00	25.00	75.00
Computer Main. Contracts	1,000.00		
GST Expense	0.00	1.25	3.75
Freight & Postage	1,000.00	156.01	156.01
Professional Memberships	500.00		250.00

Publicity and Advertising	3,500.00		300.00
Audit and Insurance	8,000.00	8,111.00	8,111.00
Bank Charges	200.00	5.00	40.00
Miscellaneous	200.00		
Wages (includes temp. staff and VAC pay)	186,160.00	14,589.03	44,424.65
EI Expense	5,400.00	353.34	1,075.96
CPP Expense	8,100.00	596.35	1,885.94
WCB Expense	800.00		279.95
AUMA Expense	5,460.00	274.24	1,096.96
LAPP Expense	10,000.00	781.09	2,387.91
AB Health Expense	1,480.00		277.20
Total Expenses	**$321,495.00**	29,954.89	68,548.66

MINUTES OF REGULAR MEETING OF BROOKS PUBLIC LIBRARY BOARD
June 26, 2008
HELD IN BROOKS PUBLIC LIBRARY

PRESENT: Elsie Strach, Joyce Aasen, Cathleen Patterson, Dino Champlone (chair), Sheila Tiegs, Karen Nelson, Gloria Evans, Shannon Vossepoel (librarian)

REGRETS: Tilly Gamble-Altwasser, Martin Shields

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: Moved by Sheila/Karen to accept the agenda as printed. Carried.

3. Consent Agenda: Moved by Joyce/Cathleen to accept the May 2008 Board Meeting Minutes, Finance Committee Report including receipts and expenditures for May 2008, and the Librarian's Report. Carried.

4. Correspondence: The following items were circulated:

    a. Revenue Canada Registered Charity Information Return Summary
    b. Brooks and County of Newell 2008 Visitors Guide showing library information on p. 5
    c. Shortgrass Library System April 16, 2008 Board Meeting Minutes
    d. Bessie Jacowishen's thank you to the Board for acknowledging her years with BPL

5. Business Arising from May 2008 Board meeting minutes
    a. Provincial Funding for Libraries: Funding province wide has remained at 2005 levels of $4.29 per capita although our population has increased. Dino emailed the provincial government about their not honoring the 2007 census. Our proposed budget for 2009 has to be revised because of lack of provincial funding.
    b. RISE Funding: BPL RISE Funding will amount to a base of $5,000.00 plus $18,264.51 for having a population over 2,900. The RISE Funding is secure for 2009, 2010, 2011.
    c. Board Development Day: First Aid Training—The two-day session is Saturday, Sept 20 and Sunday, September 11. The first day will be 8 hours; the second day will be shorter. The staff will join in and the library will be closed during the training sessions. Karen and Gloria will organize the lunch which will be provided by the library.

6. New Business
    a. Estate of Cyril Gazdarica: BPL has received a $10,000.00 cheque from the estate. **Motion by Elsie/Sheila to put the $10,000.00 in our Building and Endowment Fund. Carried**.
    b. Internet Regulating Software: Received for information. No action taken.
    c. Medieval Faire: 9:30 am to 5:00 pm on Saturday, July 26. The Faire is being held in conjunction with Tumbleweed Theatre's Shakespeare in the Park production. Shannon will email Board members to see who is able to volunteer. Some of the staff are not available to help so volunteers would be appreciated.
    d. Library Roof Damage: The City response was quick after a brief storm damaged the library roof earlier this month.
    e. Christmas Library Closure: **Moved by Cathleen/Elsie to close the library at noon on Dec 24 and Dec 31 and for full days on Dec. 25, 26, 27, 28. Carried.**
    f. Mid-Year Review: Shannon has completed the mid-year review which is being sent to the City and the County. She will also send the review to the MLA, MO, Minister of Municipal Affairs and Premier Ed Stelmach with slight wording changes in the accompanying letter.

7. 2009 Budget Proposal: Budget proposal discussion included the proposed pay grid for staff, yearly increments, benefits, possible cuts if the budget is not accepted by the City and County. The budget proposal will be sent to the City and County soon and will be presented in person to the City in October. **Moved by Cathleen/Karen that the Proposed 2009 Budget be accepted with an amendment to ask the County (for Divisions 5 and 10) to match the per capita funding we are requesting from the City. Carried.**

8. Sheila moved adjournment at 8:00 pm.

9. Next Board Meeting: 6:30 pm, September 25, 2008 (Board Development Days Sept 20, 21)

Sheila Mapel Sept. 21, 2008. BSC Sept 21 2008

Librarian Chair

Brooks Library Board
Finance Standing Committee Meeting
10:00am, June 25, 2008

Present: Dino Champlone, Elsie Strach, and Shannon Vossepoel

1) Meeting was called to order at 10:02am.

2) Receipts and Expenditures for the month of May were discussed in detail and reviewed by the Committee. Items of Note:

Receipts for May:

- PLDI: This additional funding, in the amount of $3,780.00, is actually RISE funding to support additional staff hours.
- Miscellaneous: Received refund from Workers Compensation Board.
- GST Recovery: Slightly less than expected.

Expenditures for May:

- SLS Expense: First half of materials allotment expended.
- Furnishings and Equipment: large print keyboards and ESL-related software from Aroga Group – paid for with PLDI funding.
- Library Supplies: paper, paper clips, tape, labels, hanging folders, rubber bands, USB data sticks
- Administration and Travel: accommodations for Elsie Strach and Shannon Vossepoel to attend ALC in Jasper (second portion of payment), accommodations for Bessie Jacowishen and Cathryn Krochak to attend AALT conference in Red Deer, travel expenses (mileage) for the annual Book Buying trip to Calgary, water for office cooler, nametag and criminal record check for Summer Program Coordinator.
- Program Expense: craft supplies and prizes for Spring Madness Super Saturday program.
- Staff Training: Kaleidoscope conference registration fees for Shannon Vossepoel
- Freight and Postage: Shipping charges for Aroga computer products and for paper from Grand & Toy.
- Publicity and Advertising: Advertising for part-time library assistant, 2007 annual reports

3) Finance Committee discussed the shortage in the expected provincial operating grant for 2008. The Province of Alberta has kept the per capita rate for libraries at $4.29 as expected, but have also frozen funding at the 2005 census population data. This means that we are receiving $4.29 for 11,603 people (the 2005 Brooks population) instead of 13,581 people. The Finance Committee has chosen to formally protest the move via the local media and through written and verbal

messages to the Alberta Government. Shannon and Dino are making arrangements.

4) Discussed the possibility of moving the building fund to a higher interest account. Shannon received quotes on different account plans from RBC Royal Bank and the Credit Union on different account plans. Based on interest rate levels, the Finance Committee will meet with the library's account manager at RBC to move funds to a fixed interest bank account.

5) Finance Committee reviewed the proposed 2009 budget and unanimously passed the budget for approval at the June 26, 2008 board meeting.

6) Meeting was adjourned at 11:13am.

Brooks Library Board Budget
May 2008

Receipts	Annual Budget	Current Month	Total to Date
City of Brooks	161,620.00		75,469.00
HRDC – Summer Student	1,715.00		
Province of Alberta	58,262.00		4,000.00
PLDI Grant	35,498.00	3,780.00	39,278.00
Industry Canada - CAP Grants	0.00		
County of Newell Library Board	21,500.00		
Resident Cardholder Fees	16,500.00	1,446.00	6,782.00
Interest Income	0.00		
Miscellaneous	200.00	181.91	181.91
Fines, books and services	19,000.00	2,578.59	7,196.69
Non-resident Cardholder Fees	200.00		280.00
Donations	3,000.00	50.00	1,377.50
Fundraisers	300.00		
Adopt-a-magazine	2,200.00		300.00
Medieval Faire	0.00		
GST Recovery	1,500.00	1,147.28	1,147.28
Total Revenue	**$321,495.00**	9,183.78	136,012.38
Expenditures			
SLS Expense (Materials Allot.)	56,090.00	28,045.00	28,045.00
Shortgrass – Non-resident Fees	100.00		
Dynix and Telecom (SLS)	3,000.00		
Books & Materials (Donations)	0.00		37.08
Furnishings and Equipment	$6,205.00	2,119.55	5,774.55
Payroll Expense	900.00	55.00	260.00
Library Supplies	5,500.00	398.37	2,163.98
Administration & Travel	3,000.00	1,694.21	2,842.39
Program Expense	2,000.00	100.42	488.41
Medieval Faire	0.00		
Repair & Maintenance	2,300.00		
Rebinding, Microfilming, and Laminating	1000.00		307.58
Staff Training	3,500.00	426.95	1,244.91
Telephone & Fax Expense	3,500.00	235.93	1,173.90
Copier & Computer Costs	2,000.00		1,107.09
Security Monitoring	600.00	25.00	125.00
Computer Main. Contracts	1,000.00		
GST Expense	0.00	1.25	6.25
Freight & Postage	1,000.00	61.59	248.65
Professional Memberships	500.00		250.00

Publicity and Advertising	3,500.00	150.12	685.45
Audit and Insurance	8,000.00		8,111.00
Bank Charges	200.00	8.77	80.07
Miscellaneous	200.00		
Wages (includes temp. staff and VAC pay)	186,160.00	15,915.47	75,122.56
EI Expense	5,400.00	385.46	1,819.46
CPP Expense	8,100.00	657.88	3,149.34
WCB Expense	800.00	288.00	567.95
AUMA Expense	5,460.00	274.24	1,645.44
LAPP Expense	10,000.00	811.16	4,006.35
AB Health Expense	1,480.00	277.20	554.40
Total Expenses	**$321,495.00**	51,931.57	139,816.81

Brooks Library Board
Finance Standing Committee Meeting
1:30pm, July 24, 2008

Present: Dino Champlone, Elsie Strach, and Shannon Vossepoel

1) Meeting was called to order at 1:33pm.

2) Receipts and Expenditures for the month of June were discussed in detail and reviewed by the Committee. Items of Note:

Receipts for June:

- Province of Alberta: Received annual funding from province – final funding from province will be $4,481.00 less than projected.
- Donations: $330.00 donated in memory of Florence Bennett to purchase books in her honour. $38.00 donated from Shirley Jorgensen - no limitations on donation.

Expenditures for June:

- Books and Materials: Books, CDs, and DVDs purchased at annual book buy in Calgary. Expenditure will be reimbursed by Shortgrass.
- Library Supplies: extension cord, audiobook binders, CD cases, book repair supplies,.
- Administration and Travel: flowers for service awards, jackets for service awards, plaques for service awards, criminal record check for library assistant (Keeley Milne), nametags, lunch for annual book buy trip. Administration and travel is already over budget – items that could have been posted as training expenses were not. This will be corrected.
- Program Expense: author fees for cowboy poets for annual Cowboy Poetry event and barbeque, food expenses for annual Cowboy Poetry event and barbeque, supplies for Super Saturday program
- Staff Training: Teaching English to Speakers of Other Languages (TESOL) class for Tamara Van Horne.
- Copier and Computer Costs: photocopying costs from March 3 to May 30, 2008.
- Freight and Postage: Shipping of Brodart order.

3) Discussed funding coverage by local media. The story in the Brooks Bulletin was picked up by the Calgary Herald and made their front page news. Overall media coverage of provincial funding shortages seems to be favourable toward libraries.

4) Meeting was adjourned at 2:00pm.

Finance Meeting Notes: June 2008

Receipts for June:

- Province of Alberta: Received annual funding from province – final funding from province will be $4,481.00 less than projected.
- Donations: $330.00 donated in memory of Florence Bennett to purchase books in her honour. $38.00 donated from Shirley Jorgensen - no limitations on donation.

Expenditures for June:

- Books and Materials: Books, CDs, and DVDs purchased at annual book buy in Calgary. Expenditure will be reimbursed by Shortgrass.
- Library Supplies: extension cord, audiobook binders, CD cases, book repair supplies,.
- Administration and Travel: flowers for service awards, jackets for service awards, plaques for service awards, criminal record check for library assistant (Keeley Milne), nametags, lunch for annual book buy trip.
- Program Expense: author fees for cowboy poets for annual Cowboy Poetry event and barbeque, food expenses for annual Cowboy Poetry event and barbeque, supplies for Super Saturday program
- Staff Training: Teaching English to Speakers of Other Languages (TESOL) class for Tamara Van Horne.
- Copier and Computer Costs: photocopying costs from March 3 to May 30, 2008.
- Freight and Postage: Shipping of Brodart order.

Discussion Points:

- Budget sent in to City.
- Building Fund: Look at moving building fund to a higher interest account.
- Ensure Dino and Elsie sign cheques.

Brooks Library Board Budget
June 2008

Receipts	Annual Budget	Current Month	Total to Date
City of Brooks	161,620.00		75,469.00
HRDC – Summer Student	1,715.00		
Province of Alberta	58,262.00	49,781.00	53,781.00
PLDI Grant	35,498.00		39,278.00
Industry Canada - CAP Grants	0.00		
County of Newell Library Board	21,500.00		
Resident Cardholder Fees	16,500.00	1,518.00	8,300.00
Interest Income	0.00		
Miscellaneous	200.00		181.91
Fines, books and services	19,000.00	1,818.75	9,015.44
Non-resident Cardholder Fees	200.00		280.00
Donations	3,000.00	268.00	1,645.50
Fundraisers	300.00		
Adopt-a-magazine	2,200.00		300.00
Medieval Faire	0.00		
GST Recovery	1,500.00		1,147.28
Total Revenue	**$321,495.00**	53,385.75	189,398.13
Expenditures			
SLS Expense (Materials Allot.)	56,090.00		28,045.00
Shortgrass – Non-resident Fees	100.00		
Dynix and Telecom (SLS)	3,000.00		
Books & Materials (Donations)	0.00	4,748.62	4,785.70
Furnishings and Equipment	$6,205.00		5,774.55
Payroll Expense	900.00	55.00	315.00
Library Supplies	5,500.00	777.53	2,941.51
Administration & Travel	3,000.00	486.75	3,329.14
Program Expense	2,000.00	450.03	938.44
Medieval Faire	0.00		
Repair & Maintenance	2,300.00		
Rebinding, Microfilming, and Laminating	1000.00	603.71	911.29
Staff Training	3,500.00	135.45	1,380.36
Telephone & Fax Expense	3,500.00	235.55	1,409.45
Copier & Computer Costs	2,000.00	242.49	1,349.58
Security Monitoring	600.00	25.00	150.00
Computer Main. Contracts	1,000.00		
GST Expense	0.00	1.25	7.50
Freight & Postage	1,000.00	36.28	284.93
Professional Memberships	500.00		250.00

Publicity and Advertising	3,500.00		685.45
Audit and Insurance	8,000.00		8,111.00
Bank Charges	200.00	5.00	85.07
Miscellaneous	200.00		
Wages (includes temp. staff and VAC pay)	186,160.00	15,875.80	90,998.36
EI Expense	5,400.00	383.60	2,203.06
CPP Expense	8,100.00	641.26	3,790.60
WCB Expense	800.00		567.95
AUMA Expense	5,460.00	274.24	1,919.68
LAPP Expense	10,000.00	774.89	4,781.24
AB Health Expense	1,480.00		554.40
Total Expenses	**$321,495.00**	25,752.45	165,569.26

Brooks Public Library
Balance Sheet As at 06/30/2008

ASSET	
CURRENT ASSETS	
GIC Account	0.00
GST Recoverable	1,145.21
Building Fund	37,782.07
Furn. & Shelving Reserve	0.00
Cash On Hand/Float	50.00
Cash In Bank	62,403.88
Accounts Receivable	0.00
TOTAL CURRENT ASSETS	101,381.16
TOTAL ASSET	101,381.16
LIABILITY	
CURRENT LIABILITIES	
Accounts Payable	0.00
MNP Accrual	4,830.00
GST Charged on Sales	0.00
GST Paid on Purchases	-1,199.61
GST Paid on Books	0.00
New Account	0.00
Accounts Payable	0.00
Vacation Payable	0.00
EI Payable	0.00
CPP Payable	79.84
Income Tax Payable	-92.23
L.A.P.P.	92.23
AUMA Extended Health	-117.55
AB Health Payable	114.40
W.C.B. Payable	0.00
Miscellaneous	0.00
TOTAL CURRENT LIABILITIES	3,707.08
TOTAL LIABILITY	3,707.08
EQUITY	
EARNINGS	
Building Fund Reserves	38,314.20
Externally restricted	200.00
Retained Earnings	35,331.01
Current Earnings	23,828.87
CURRENT EARNINGS	97,674.08
TOTAL EQUITY	97,674.08
LIABILITIES AND EQUITY	101,381.16

Brooks Public Library
Income Statement 06/01/2008 to 06/30/2008

REVENUE

REVENUE	
Town of Brooks	0.00
HRDC - Summer Student	0.00
Province of Alberta	49,781.00
Industry Canada - CAP 3	0.00
Industry Canada - CAP YI	0.00
PLDI Grant	0.00
County of Newell Library Board	0.00
RISE Grant Funding	0.00
Resident Cardholder Fees	1,518.00
Interest Income	0.00
Miscellaneous	0.00
Fines, Book Sales and Services	1,818.75
Non-resident Cardholder Fees	0.00
Charitable Receipt Donations	268.00
Fundraisers	0.00
Adopt-a-magazine	0.00
Medieval Faire	0.00
GST Recovery	0.00
TOTAL REVENUE	53,385.75
TOTAL REVENUE	53,385.75

EXPENSE

EXPENSES	
SLS Expense (Materials)	0.00
SLS - Non-resident fees	0.00
SLS - Dynix and Telecom	0.00
Books and Materials	4,748.62
New Library Furnishings	0.00
Library Equipment	0.00
Payroll Expense	55.00
Library Supplies	777.53
Administration & Travel	486.75
Recruitment Expense	0.00
Program Expense	450.03
Medieval Faire	0.00
Repair & Maintenance	0.00
Rebinding, Microfilming, Laminati...	603.71
Staff Training	135.45
Telephone and Fax Expense	235.55
Copier & Computer Costs	242.49
Security Monitoring	25.00
Computer Main. Contracts	0.00
GST Expense	1.25
Freight and Postage	36.28
Professional Memberships	0.00
Publicity and Advertising	0.00
Audit and Insurance	0.00
Bank Charges	5.00
Miscellaneous	0.00
Wages	15,875.80
Wage Reimbursement	0.00
EI Expense	383.60
CPP Expense	641.26
WCB Expense	0.00
AUMA Extended Health	274.24
L.A.P.P. Expense	774.89
AB Health Expense	0.00
TOTAL EXPENSES	25,752.45
TOTAL EXPENSE	25,752.45

Brooks Public Library
Income Statement 06/01/2008 to 06/30/2008

NET INCOME	27,633.30

Brooks Public Library
Income Statement 01/01/2008 to 06/30/2008

REVENUE

REVENUE

Town of Brooks	75,469.00
HRDC - Summer Student	0.00
Province of Alberta	53,781.00
Industry Canada - CAP 3	0.00
Industry Canada - CAP YI	0.00
PLDI Grant	35,498.00
County of Newell Library Board	0.00
RISE Grant Funding	3,780.00
Resident Cardholder Fees	8,300.00
Interest Income	0.00
Miscellaneous	181.91
Fines, Book Sales and Services	9,015.44
Non-resident Cardholder Fees	280.00
Charitable Receipt Donations	1,645.50
Fundraisers	0.00
Adopt-a-magazine	300.00
Medieval Faire	0.00
GST Recovery	1,147.28
TOTAL REVENUE	189,398.13

TOTAL REVENUE	189,398.13

EXPENSE

EXPENSES

SLS Expense (Materials)	28,045.00
SLS - Non-resident fees	0.00
SLS - Dynix and Telecom	0.00
Books and Materials	4,785.70
New Library Furnishings	0.00
Library Equipment	5,774.55
Payroll Expense	315.00
Library Supplies	2,941.51
Administration & Travel	3,329.14
Recruitment Expense	0.00
Program Expense	938.44
Medieval Faire	0.00
Repair & Maintenance	0.00
Rebinding, Microfilming, Laminati...	911.29
Staff Training	1,380.36
Telephone and Fax Expense	1,409.45
Copier & Computer Costs	1,349.58
Security Monitoring	150.00
Computer Main. Contracts	0.00
GST Expense	7.50
Freight and Postage	284.93
Professional Memberships	250.00
Publicity and Advertising	685.45
Audit and Insurance	8,111.00
Bank Charges	85.07
Miscellaneous	0.00
Wages	90,998.36
Wage Reimbursement	0.00
EI Expense	2,203.06
CPP Expense	3,790.60
WCB Expense	567.95
AUMA Extended Health	1,919.68
L.A.P.P. Expense	4,781.24
AB Health Expense	554.40
TOTAL EXPENSES	165,569.26

TOTAL EXPENSE	165,569.26

NET INCOME	23,828.87

Brooks Public Library
Reconciliation Transactions Detail Report 06/01/2008 to 06/30/2008

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	JE#	Comment	Source	Deposits	Withdrawals	Deposit No.	C
06/04/2008	J222	June 2008, Anne Slade	3304	-	125.00		Y
06/04/2008	J223	June 2008, Doris Bircham	3305	-	125.00		Y
06/06/2008	J224	June 2008, Xerox Canada Ltd.	3306	-	254.61		Y
06/06/2008	J225	June 2008, Amanda Kleinsasser	3307	-	25.19		Y
06/06/2008	J226	June 2008, Shannon Vossepoel	3308	-	237.97		Y
06/06/2008	J227	June 2008, Critical Control Solutio...	3309	-	633.90		Y
06/06/2008	J228	June 2008, Brodart	3310	-	452.76		Y
06/17/2008	J229	June 2008, Royal Bank Visa	3311	-	5,049.05		Y
06/17/2008	J230	June 2008, Telus Communications	3312	-	247.23		Y
06/17/2008	J231	June 2008, Tamara Van Horne	3313	-	139.65		Y
06/17/2008	J232	June 2008, Stitch FX	3314	-	220.50		Y
06/17/2008	J233	Jun 2008, Shannon Vossepoel	3315	-	50.00		Y
06/17/2008	J234	June 2008, Bessie Jacowishen	3316	-	20.98		Y
06/06/2008	J243	Fines	Deposit	356.60	-		Y
06/06/2008	J244	Resident Cardholder	Deposit	306.00	-		Y
06/13/2008	J245	Fines	Deposit	483.30	-		Y
06/13/2008	J246	Resident Cardholder	Deposit	354.00	-		Y
06/19/2008	J249	June 2008, City of Brooks	3317	-	21.00		N
06/30/2008	J250	June 2008, Ronnie Adams	3318	-	1,311.68		N
06/30/2008	J251	June 2008, Jillian Clarke	3319	-	830.07		Y
06/30/2008	J252	June 08, Bessie Jacowishen	3320	-	1,657.93		Y
06/30/2008	J253	June 08, Amanda Kleinsasser	3321	-	1,346.35		Y
06/30/2008	J254	June 2008, Cathryn Krochak	3322	-	817.45		N
06/30/2008	J255	June 2008, Maxine Meldrum	3323	-	1,700.91		N
06/30/2008	J256	June 2008, Keeley Milne	3324	-	283.61		N
06/30/2008	J257	June 2008, Patricia Neufeld	3325	-	257.55		N
06/30/2008	J258	June 08, Tamara Van Horne	3326	-	1,681.89		Y
06/30/2008	J259	Jun 08, Shannon Vossepoel	3327	-	2,584.34		Y
06/30/2008	J260	June 2008, Sharra Ion	3328	-	37.00		N
06/30/2008	J261	June 2008, Local Authorities Pensi...	3329	-	1,450.06		N
06/30/2008	J262	June 2008, Canada Customs and ...	3330	-	3,559.53		N
06/30/2008	J263	June 2008, AMSC Insurance Servi...	3331	-	391.79		N
06/30/2008	J264	June 2008, Engravables	3332	-	94.36		N
06/30/2008	J265	June 08, Brodart	3333	-	376.57		N
06/30/2008	J266	June 2008, Brooks Computer Serv...	3334	-	57.75		N
06/30/2008	J268	Securtek	Debit	-	26.25		Y
06/30/2008	J269	Destination Fee	Debit	-	5.00		Y
06/20/2008	J270	Resident Cardholder	Deposit	342.00	-		Y
06/20/2008	J271	Fines	Deposit	542.83	-		Y
06/20/2008	J272	Donations	Deposit	268.00	-		Y
06/27/2008	J273	Fines	Deposit	436.02	-		Y
06/27/2008	J274	Resident Cardholder	Deposit	516.00	-		Y
06/10/2008	J282	Province of Alberta	Deposit	49,781.00	-		Y
				53,385.75	26,072.93		

Brooks Public Library
Reconciliation Transactions Detail Report 06/01/2008 to 06/30/2008

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

Status
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Brooks Public Library
All Journal Entries 06/01/2008 to 06/30/2008

		Account Number	Account Description	Debits	Credits
06/04/2008	J222	3304, June 2008, Anne Slade			
		5090	Program Expense	125.00	-
		1080	Cash In Bank	-	125.00
06/04/2008	J223	3305, June 2008, Doris Bircham			
		5090	Program Expense	125.00	-
		1080	Cash In Bank	-	125.00
06/06/2008	J224	3306, June 2008, Xerox Canada Ltd.			
		2100	GST Paid on Purchases	12.12	-
		5160	Copier & Computer Costs	242.49	-
		1080	Cash In Bank	-	254.61
06/06/2008	J225	3307, June 2008, Amanda Kleinsasser			
		2100	GST Paid on Purchases	1.20	-
		5070	Library Supplies	23.99	-
		1080	Cash In Bank	-	25.19
06/06/2008	J226	3308, June 2008, Shannon Vossepoel			
		2100	GST Paid on Purchases	3.85	-
		5080	Administration & Travel	58.07	-
		5090	Program Expense	176.05	-
		1080	Cash In Bank	-	237.97
06/06/2008	J227	3309, June 2008, Critical Control Solutions Inc.			
		2100	GST Paid on Purchases	30.19	-
		5120	Rebinding, Microfilming, Laminati...	603.71	-
		1080	Cash In Bank	-	633.90
06/06/2008	J228	3310, June 2008, Brodart			
		2100	GST Paid on Purchases	21.57	-
		5070	Library Supplies	431.19	-
		1080	Cash In Bank	-	452.76
06/17/2008	J229	3311, June 2008, Royal Bank Visa			
		2100	GST Paid on Purchases	240.43	-
		5030	Books and Materials	4,748.62	-
		5080	Administration & Travel	60.00	-
		1080	Cash In Bank	-	5,049.05
06/17/2008	J230	3312, June 2008, Telus Communications			
		2100	GST Paid on Purchases	11.68	-
		5140	Telephone and Fax Expense	235.55	-
		1080	Cash In Bank	-	247.23
06/17/2008	J231	3313, June 2008, Tamara Van Horne			
		2100	GST Paid on Purchases	0.20	-
		5090	Program Expense	4.00	-
		5130	Staff Training	135.45	-
		1080	Cash In Bank	-	139.65
06/17/2008	J232	3314, June 2008, Stitch FX			
		2100	GST Paid on Purchases	10.50	-
		5080	Administration & Travel	210.00	-
		1080	Cash In Bank	-	220.50
06/17/2008	J233	3315, Jun 2008, Shannon Vossepoel			
		2100	GST Paid on Purchases	2.19	-
		5080	Administration & Travel	47.81	-
		1080	Cash In Bank	-	50.00
06/17/2008	J234	3316, June 2008, Bessie Jacowishen			
		2100	GST Paid on Purchases	1.00	-
		5090	Program Expense	19.98	-
		1080	Cash In Bank	-	20.98
06/06/2008	J243	Deposit, Fines			
		4120	Fines, Book Sales and Services	-	356.60

Brooks Public Library
All Journal Entries 06/01/2008 to 06/30/2008

		Account Number	Account Description	Debits	Credits
		1080	Cash In Bank	356.60	-
06/06/2008	J244	Deposit, Resident Cardholder			
		4090	Resident Cardholder Fees	-	306.00
		1080	Cash In Bank	306.00	-
06/13/2008	J245	Deposit, Fines			
		4120	Fines, Book Sales and Services	-	483.30
		1080	Cash In Bank	483.30	-
06/13/2008	J246	Deposit, Resident Cardholder			
		4090	Resident Cardholder Fees	-	354.00
		1080	Cash In Bank	354.00	-
06/19/2008	J249	3317, June 2008, City of Brooks			
		5080	Administration & Travel	21.00	-
		1080	Cash In Bank	-	21.00
06/30/2008	J250	3318, June 2008, Ronnie Adams			
		5300	Wages	1,749.00	-
		1080	Cash In Bank	-	1,311.68
		2310	EI Payable	-	30.26
		2320	CPP Payable	-	72.14
		2330	Income Tax Payable	-	144.24
		2400	L.A.P.P.	-	118.06
		2420	AUMA Extended Health	-	46.22
		2440	AB Health Payable	-	26.40
06/30/2008	J251	3319, June 2008, Jillian Clarke			
		5300	Wages	874.02	-
		1080	Cash In Bank	-	830.07
		2310	EI Payable	-	15.12
		2320	CPP Payable	-	28.83
06/30/2008	J252	3320, June 08, Bessie Jacowishen			
		5300	Wages	2,255.70	-
		1080	Cash In Bank	-	1,657.93
		2310	EI Payable	-	39.02
		2320	CPP Payable	-	97.22
		2330	Income Tax Payable	-	262.45
		2400	L.A.P.P.	-	152.21
		2420	AUMA Extended Health	-	46.87
06/30/2008	J253	3321, June 08, Amanda Kleinsasser			
		5300	Wages	1,526.08	-
		1080	Cash In Bank	-	1,346.35
		2310	EI Payable	-	26.40
		2320	CPP Payable	-	61.10
		2400	L.A.P.P.	-	92.23
06/30/2008	J254	3322, June 2008, Cathryn Krochak			
		5300	Wages	860.50	-
		1080	Cash In Bank	-	817.45
		2310	EI Payable	-	14.89
		2320	CPP Payable	-	28.16
06/30/2008	J255	3323, June 2008, Maxine Meldrum			
		5300	Wages	2,255.70	-
		1080	Cash In Bank	-	1,700.91
		2310	EI Payable	-	39.02
		2320	CPP Payable	-	97.22
		2330	Income Tax Payable	-	262.45
		2400	L.A.P.P.	-	152.21
		2420	AUMA Extended Health	-	3.89
06/30/2008	J256	3324, June 2008, Keeley Milne			
		5300	Wages	288.60	-
		1080	Cash In Bank	-	283.61

		Account Number	Account Description	Debits	Credits
		2310	EI Payable	-	4.99
06/30/2008	J257	3325, June 2008, Patricia Neufeld			
		5300	Wages	262.08	-
		1080	Cash In Bank	-	257.55
		2310	EI Payable	-	4.53
06/30/2008	J258	3326, June 08, Tamara Van Horne			
		5300	Wages	2,053.75	-
		1080	Cash In Bank	-	1,681.89
		2310	EI Payable	-	35.53
		2320	CPP Payable	-	87.22
		2330	Income Tax Payable	-	215.34
		2420	AUMA Extended Health	-	20.57
		2440	AB Health Payable	-	13.20
06/30/2008	J259	3327, Jun 08, Shannon Vossepoel			
		5300	Wages	3,713.34	-
		1080	Cash In Bank	-	2,584.34
		2310	EI Payable	-	64.24
		2320	CPP Payable	-	169.37
		2330	Income Tax Payable	-	642.70
		2400	L.A.P.P.	-	252.69
06/30/2008	J260	3328, June 2008, Sharra Ion			
		5300	Wages	37.00	-
		1080	Cash In Bank	-	37.00
06/30/2008	J261	3329, June 2008, Local Authorities Pension Plan			
		2400	L.A.P.P.	675.17	-
		5350	L.A.P.P. Expense	774.89	-
		1080	Cash In Bank	-	1,450.06
06/30/2008	J262	3330, June 2008, Canada Customs and Revenue Agency			
		2310	EI Payable	274.00	-
		2320	CPP Payable	641.26	-
		2330	Income Tax Payable	1,619.41	-
		5310	EI Expense	383.60	-
		5320	CPP Expense	641.26	-
		1080	Cash In Bank	-	3,559.53
06/30/2008	J263	3331, June 2008, AMSC Insurance Services Limited			
		2420	AUMA Extended Health	117.55	-
		5340	AUMA Extended Health	274.24	-
		1080	Cash In Bank	-	391.79
06/30/2008	J264	3332, June 2008, Engravables			
		2100	GST Paid on Purchases	4.49	-
		5080	Administration & Travel	89.87	-
		1080	Cash In Bank	-	94.36
06/30/2008	J265	3333, June 08, Brodart			
		2100	GST Paid on Purchases	17.94	-
		5070	Library Supplies	322.35	-
		5200	Freight and Postage	36.28	-
		1080	Cash In Bank	-	376.57
06/30/2008	J266	3334, June 2008, Brooks Computer Services Ltd.			
		2100	GST Paid on Purchases	2.75	-
		5060	Payroll Expense	55.00	-
		1080	Cash In Bank	-	57.75
06/30/2008	J267	Deposit, Estate of Cyril Gazdarica - Bldg. Fund as per Board Meeting June 26/08			
		3280	Building Fund Reserves	-	10,000.00
		1040	Building Fund	10,000.00	-
06/30/2008	J268	Debit, Securtek			
		5170	Security Monitoring	25.00	-

Brooks Public Library
All Journal Entries 06/01/2008 to 06/30/2008

		Account Number	Account Description	Debits	Credits
		5180	GST Expense	1.25	-
		1080	Cash In Bank	-	26.25
06/30/2008	J269	Debit, Destination Fee			
		5250	Bank Charges	5.00	-
		1080	Cash In Bank	-	5.00
06/20/2008	J270	Deposit, Resident Cardholder			
		4090	Resident Cardholder Fees	-	342.00
		1080	Cash In Bank	342.00	-
06/20/2008	J271	Deposit, Fines			
		4120	Fines, Book Sales and Services	-	542.83
		1080	Cash In Bank	542.83	-
06/20/2008	J272	Deposit, Donations			
		4170	Charitable Receipt Donations	-	268.00
		1080	Cash In Bank	268.00	-
06/27/2008	J273	Deposit, Fines			
		4120	Fines, Book Sales and Services	-	436.02
		1080	Cash In Bank	436.02	-
06/27/2008	J274	Deposit, Resident Cardholder			
		4090	Resident Cardholder Fees	-	516.00
		1080	Cash In Bank	516.00	-
06/10/2008	J282	Deposit, Province of Alberta			
		4040	Province of Alberta	-	49,781.00
		1080	Cash In Bank	49,781.00	-
06/30/2008	J283	Account Rec.,			
		1080	Cash In Bank	-	0.03
		5300	Wages	0.03	-
				92,825.70	92,825.70

Brooks Library Board
Finance Standing Committee Meeting
4:00pm, August 28, 2008

Present: Dino Champlone, Elsie Strach, and Shannon Vossepoel

1) Meeting was called to order at 4:00pm.

2) Receipts and Expenditures for the month of July were discussed in detail and reviewed by the Committee. Items of Note:

Receipts for July:

- City of Brooks: Received third quarterly installment plus shortfall from previous installments.
- Resident Cardholder Fees and Fines, Books, and Services: Income from these sectors is on budget.
- Donations: $25.00 received to purchase books in memory of Florence Bennett.
- Medieval Faire: Donation to cover cost of hiring musicians, fundraising from "Murder Among the Mateys" murder mystery night.

Expenditures for July:

- Library Supplies: receipt books, paper, barcodes.
- Administration and Travel: reimburse Cathryn Krochak for travel to SLS Barbeque in June, water for office cooler, criminal record cheques for two new staff members.
- Program Expense: supplies for Canadian Citizenship binders for Project Connect (paid with PLDI funding).
- Medieval Faire: Payment for musicians (Troubadours du Bois) and DJ services from Aura Entertainment.
- Publicity and Advertising: Advertising for Page position.

3) Discussed budget presentations for City of Brooks and County of Newell. We are set to meet with the City on October 6, 2008 and with the County on October 9, 2008.

4) Made plans to meet with RBC Royal Bank Canada on October 9, 2008 to move the Building Fund to a higher interest account.

5) Meeting was adjourned at 4:35pm.

Finance Meeting Notes: July 2008

Receipts for July:

- City of Brooks: Received third quarterly installment plus shortfall from previous installments.
- Resident Cardholder Fees and Fines, Books, and Services: Income from these sectors is on budget.
- Donations: $25.00 received to purchase books in memory of Florence Bennett.
- Medieval Faire: Donation to cover cost of hiring musicians, fundraising from "Murder Among the Mateys" murder mystery night.

Expenditures for July:

- Library Supplies: receipt books, paper, barcodes.
- Administration and Travel: reimburse Cathryn Krochak for travel to SLS Barbeque in June, water for office cooler, criminal record cheques for two new staff members.
- Program Expense: supplies for Canadian Citizenship binders for Project Connect (paid with PLDI funding).
- Medieval Faire: Payment for musicians (Troubadours du Bois) and DJ services from Aura Entertainment.
- Publicity and Advertising: Advertising for Page position.

Discussion Points:

- Budget Presentation dates set with City and County.
- Building Fund: meeting tentatively set to move funds to higher interest account.
- Funding/Policy for new full-time staff members.
- Ensure Dino and Elsie sign cheques.

Brooks Library Board Budget
July 2008

Receipts	Annual Budget	Current Month	Total to Date
City of Brooks	161,620.00	45,901.50	121,370.50
HRDC – Summer Student	1,715.00		
Province of Alberta	58,262.00		53,781.00
PLDI Grant	35,498.00		39,278.00
Industry Canada - CAP Grants	0.00		
County of Newell Library Board	21,500.00		
Resident Cardholder Fees	16,500.00	1,932.00	10,232.00
Interest Income	0.00		
Miscellaneous	200.00		181.91
Fines, books and services	19,000.00	2,089.00	11,104.44
Non-resident Cardholder Fees	200.00	60.00	340.00
Donations	3,000.00	25.00	1,670.50
Fundraisers	300.00		
Adopt-a-magazine	2,200.00		300.00
Medieval Faire	0.00	3,178.01	3,178.01
GST Recovery	1,500.00		1,147.28
Total Revenue	**$321,495.00**	53,185.51	242,583.64
Expenditures			
SLS Expense (Materials Allot.)	56,090.00		28,045.00
Shortgrass – Non-resident Fees	100.00		
Dynix and Telecom (SLS)	3,000.00	2,879.53	2,879.53
Books & Materials (Donations)	0.00		4,785.70
Furnishings and Equipment	$6,205.00		5,774.55
Payroll Expense	900.00	55.00	370.00
Library Supplies	5,500.00	106.02	3,047.53
Administration & Travel	3,000.00	184.50	3,513.64
Program Expense	2,000.00	12.00	950.44
Medieval Faire	0.00	1,700.00	1,700.00
Repair & Maintenance	2,300.00		
Rebinding, Microfilming, and Laminating	1000.00		911.29
Staff Training	3,500.00		1,380.36
Telephone & Fax Expense	3,500.00	236.01	1,645.46
Copier & Computer Costs	2,000.00		1,349.58
Security Monitoring	600.00	25.00	175.00
Computer Main. Contracts	1,000.00		
GST Expense	0.00	1.25	8.75
Freight & Postage	1,000.00		284.93
Professional Memberships	500.00		250.00

Publicity and Advertising	3,500.00	53.00	738.45
Audit and Insurance	8,000.00		8,111.00
Bank Charges	200.00	5.00	90.07
Miscellaneous	200.00		
Wages (includes temp. staff and VAC pay)	186,160.00	17,110.92	108,109.28
EI Expense	5,400.00	414.43	2,617.49
CPP Expense	8,100.00	713.87	4,504.47
WCB Expense	800.00		567.95
AUMA Expense	5,460.00	274.24	2,193.92
LAPP Expense	10,000.00	827.75	5,608.99
AB Health Expense	1,480.00		554.40
Total Expenses	**$321,495.00**	24,598.52	190.167.78

Brooks Public Library
Balance Sheet As at 07/31/2008

ASSET	
CURRENT ASSETS	
GIC Account	0.00
GST Recoverable	1,145.21
Building Fund	37,782.07
Furn. & Shelving Reserve	0.00
Cash On Hand/Float	50.00
Cash In Bank	91,008.89
Accounts Receivable	0.00
TOTAL CURRENT ASSETS	129,986.17
TOTAL ASSET	129,986.17
LIABILITY	
CURRENT LIABILITIES	
Accounts Payable	0.00
MNP Accrual	4,830.00
GST Charged on Sales	0.00
GST Paid on Purchases	-1,221.19
GST Paid on Books	0.00
New Account	0.00
Accounts Payable	0.00
Vacation Payable	0.00
EI Payable	0.00
CPP Payable	79.84
Income Tax Payable	-92.23
L.A.P.P.	92.23
AUMA Extended Health	-117.55
AB Health Payable	154.00
W.C.B. Payable	0.00
Miscellaneous	0.00
TOTAL CURRENT LIABILITIES	3,725.10
TOTAL LIABILITY	3,725.10
EQUITY	
EARNINGS	
Building Fund Reserves	38,314.20
Externally restricted	200.00
Retained Earnings	35,331.01
Current Earnings	52,415.86
CURRENT EARNINGS	126,261.07
TOTAL EQUITY	126,261.07
LIABILITIES AND EQUITY	129,986.17

Brooks Public Library
Income Statement 07/01/2008 to 07/31/2008

REVENUE

REVENUE	
Town of Brooks	45,901.50
HRDC - Summer Student	0.00
Province of Alberta	0.00
Industry Canada - CAP 3	0.00
Industry Canada - CAP YI	0.00
PLDI Grant	0.00
County of Newell Library Board	0.00
RISE Grant Funding	0.00
Resident Cardholder Fees	1,932.00
Interest Income	0.00
Miscellaneous	0.00
Fines, Book Sales and Services	2,089.00
Non-resident Cardholder Fees	60.00
Charitable Receipt Donations	25.00
Fundraisers	0.00
Adopt-a-magazine	0.00
Medieval Faire	3,178.01
GST Recovery	0.00
TOTAL REVENUE	53,185.51
TOTAL REVENUE	53,185.51

EXPENSE

EXPENSES	
SLS Expense (Materials)	0.00
SLS - Non-resident fees	0.00
SLS - Dynix and Telecom	2,879.53
Books and Materials	0.00
New Library Furnishings	0.00
Library Equipment	0.00
Payroll Expense	55.00
Library Supplies	106.02
Administration & Travel	184.50
Recruitment Expense	0.00
Program Expense	12.00
Medieval Faire	1,700.00
Repair & Maintenance	0.00
Rebinding, Microfilming, Laminati...	0.00
Staff Training	0.00
Telephone and Fax Expense	236.01
Copier & Computer Costs	0.00
Security Monitoring	25.00
Computer Main. Contracts	0.00
GST Expense	1.25
Freight and Postage	0.00
Professional Memberships	0.00
Publicity and Advertising	53.00
Audit and Insurance	0.00
Bank Charges	5.00
Miscellaneous	0.00
Wages	17,110.92
Wage Reimbursement	0.00
EI Expense	414.43
CPP Expense	713.87
WCB Expense	0.00
AUMA Extended Health	274.24
L.A.P.P. Expense	827.75
AB Health Expense	0.00
TOTAL EXPENSES	24,598.52
TOTAL EXPENSE	24,598.52

Brooks Public Library
Income Statement 07/01/2008 to 07/31/2008

NET INCOME	28,586.99

Brooks Public Library
Income Statement 01/01/2008 to 07/31/2008

REVENUE

REVENUE	
Town of Brooks	121,370.50
HRDC - Summer Student	0.00
Province of Alberta	53,781.00
Industry Canada - CAP 3	0.00
Industry Canada - CAP YI	0.00
PLDI Grant	35,498.00
County of Newell Library Board	0.00
RISE Grant Funding	3,780.00
Resident Cardholder Fees	10,232.00
Interest Income	0.00
Miscellaneous	181.91
Fines, Book Sales and Services	11,104.44
Non-resident Cardholder Fees	340.00
Charitable Receipt Donations	1,670.50
Fundraisers	0.00
Adopt-a-magazine	300.00
Medieval Faire	3,178.01
GST Recovery	1,147.28
TOTAL REVENUE	242,583.64
TOTAL REVENUE	242,583.64

EXPENSE

EXPENSES	
SLS Expense (Materials)	28,045.00
SLS - Non-resident fees	0.00
SLS - Dynix and Telecom	2,879.53
Books and Materials	4,785.70
New Library Furnishings	0.00
Library Equipment	5,774.55
Payroll Expense	370.00
Library Supplies	3,047.53
Administration & Travel	3,513.64
Recruitment Expense	0.00
Program Expense	950.44
Medieval Faire	1,700.00
Repair & Maintenance	0.00
Rebinding, Microfilming, Laminati...	911.29
Staff Training	1,380.36
Telephone and Fax Expense	1,645.46
Copier & Computer Costs	1,349.58
Security Monitoring	175.00
Computer Main. Contracts	0.00
GST Expense	8.75
Freight and Postage	284.93
Professional Memberships	250.00
Publicity and Advertising	738.45
Audit and Insurance	8,111.00
Bank Charges	90.07
Miscellaneous	0.00
Wages	108,109.28
Wage Reimbursement	0.00
EI Expense	2,617.49
CPP Expense	4,504.47
WCB Expense	567.95
AUMA Extended Health	2,193.92
L.A.P.P. Expense	5,608.99
AB Health Expense	554.40
TOTAL EXPENSES	190,167.78
TOTAL EXPENSE	190,167.78

Brooks Public Library
Income Statement 01/01/2008 to 07/31/2008

NET INCOME	52,415.86

Brooks Public Library
All Journal Entries 07/01/2008 to 07/31/2008

		Account Number	Account Description	Debits	Credits
07/04/2008	J275	Deposit, Non- Resident Cardholder			
		4140	Non-resident Cardholder Fees	-	60.00
		1080	Cash In Bank	60.00	-
07/04/2008	J276	Deposit, Resident Cardholder			
		4090	Resident Cardholder Fees	-	438.00
		1080	Cash In Bank	438.00	-
07/04/2008	J277	Deposit, Fines			
		4120	Fines, Book Sales and Services	-	548.65
		1080	Cash In Bank	548.65	-
07/04/2008	J278	Deposit, Medieval Faire			
		4190	Medieval Faire	-	1,200.00
		1080	Cash In Bank	1,200.00	-
07/14/2008	J279	Deposit, Fines			
		4120	Fines, Book Sales and Services	-	585.51
		1080	Cash In Bank	585.51	-
07/14/2008	J280	Deposit, Resident Cardholder			
		4090	Resident Cardholder Fees	-	726.00
		1080	Cash In Bank	726.00	-
07/14/2008	J281	Deposit, City of Brooks			
		4020	Town of Brooks	-	37,734.50
		1080	Cash In Bank	37,734.50	-
07/22/2008	J284	3335, July 2008, Telus Communications			
		2100	GST Paid on Purchases	11.71	-
		5140	Telephone and Fax Expense	236.01	-
		1080	Cash In Bank	-	247.72
07/22/2008	J285	3336, July 2008, Brooks Stationers			
		2100	GST Paid on Purchases	3.87	-
		5070	Library Supplies	77.22	-
		1080	Cash In Bank	-	81.09
07/22/2008	J286	3337, July 2008, Brooks and County Chronicle			
		2100	GST Paid on Purchases	1.80	-
		5220	Publicity and Advertising	36.00	-
		1080	Cash In Bank	-	37.80
07/22/2008	J287	3338, July 2008, Brooks Bulletin			
		2100	GST Paid on Purchases	0.85	-
		5220	Publicity and Advertising	17.00	-
		1080	Cash In Bank	-	17.85
07/22/2008	J288	3339, July 2008, Shortgrass Library System			
		5022	SLS - Dynix and Telecom	2,879.53	-
		5070	Library Supplies	28.80	-
		1080	Cash In Bank	-	2,908.33
07/22/2008	J289	3340, July 2008, Water Pure & Simple			
		5080	Administration & Travel	16.50	-
		1080	Cash In Bank	-	16.50
07/22/2008	J290	3341, July 2008, Cathryn Krochak			
		5080	Administration & Travel	63.00	-
		1080	Cash In Bank	-	63.00
07/22/2008	J291	3342, July 2008, Tamara Van Horne			
		2100	GST Paid on Purchases	0.60	-
		5090	Program Expense	12.00	-
		1080	Cash In Bank	-	12.60
07/24/2008	J292	3343, July 2008, City of Brooks			
		5080	Administration & Travel	52.50	-

Brooks Public Library
All Journal Entries 07/01/2008 to 07/31/2008

		Account Number	Account Description	Debits	Credits
		1080	Cash In Bank	-	52.50
07/26/2008	J293	3344, July 2008, Kathleen Davis-Lepage			
		5091	Medieval Faire	1,200.00	-
		1080	Cash In Bank	-	1,200.00
07/29/2008	J294	3345, July 08, City of Brooks			
		5080	Administration & Travel	52.50	-
		1080	Cash In Bank	-	52.50
07/31/2008	J295	3346, July 2008, Ronnie Adams			
		5300	Wages	2,027.25	-
		1080	Cash In Bank	-	1,487.68
		2310	EI Payable	-	35.07
		2320	CPP Payable	-	85.91
		2330	Income Tax Payable	-	209.15
		2400	L.A.P.P.	-	136.82
		2420	AUMA Extended Health	-	46.22
		2440	AB Health Payable	-	26.40
07/31/2008	J296	3347, July 2008, Jillian Clarke			
		5300	Wages	913.74	-
		1080	Cash In Bank	-	867.14
		2310	EI Payable	-	15.81
		2320	CPP Payable	-	30.79
07/31/2008	J297	3348, July 2008, Bessie Jacowishen			
		5300	Wages	2,441.10	-
		1080	Cash In Bank	-	1,775.12
		2310	EI Payable	-	42.23
		2320	CPP Payable	-	106.40
		2330	Income Tax Payable	-	305.71
		2400	L.A.P.P.	-	164.77
		2420	AUMA Extended Health	-	46.87
07/31/2008	J298	3349, July 2008, Amanda Kleinsasser			
		5300	Wages	1,811.16	-
		1080	Cash In Bank	-	1,545.88
		2310	EI Payable	-	31.33
		2320	CPP Payable	-	75.21
		2330	Income Tax Payable	-	158.74
07/31/2008	J299	3350, July 2008, Maxine Meldrum			
		5300	Wages	2,472.00	-
		1080	Cash In Bank	-	1,837.57
		2310	EI Payable	-	42.77
		2320	CPP Payable	-	107.93
		2330	Income Tax Payable	-	312.91
		2400	L.A.P.P.	-	166.93
		2420	AUMA Extended Health	-	3.89
07/31/2008	J300	3351, July 08, Tamara Van Horne			
		5300	Wages	2,239.25	-
		1080	Cash In Bank	-	1,811.72
		2310	EI Payable	-	38.74
		2320	CPP Payable	-	96.41
		2330	Income Tax Payable	-	258.61
		2420	AUMA Extended Health	-	20.57
		2440	AB Health Payable	-	13.20
07/31/2008	J301	3352, July 2008, Shannon Vossepoel			
		5300	Wages	3,713.34	-
		1080	Cash In Bank	-	2,584.34
		2310	EI Payable	-	64.24
		2320	CPP Payable	-	169.37
		2330	Income Tax Payable	-	642.70
		2400	L.A.P.P.	-	252.69

Brooks Public Library
All Journal Entries 07/01/2008 to 07/31/2008

		Account Number	Account Description	Debits	Credits
07/31/2008	J302	3353, July 2008, Wei Wu			
		5300	Wages	192.49	-
		1080	Cash In Bank	-	189.16
		2310	EI Payable	-	3.33
07/31/2008	J303	3354, July 08, Cathryn Krochak			
		5300	Wages	1,137.08	-
		1080	Cash In Bank	-	1,046.96
		2310	EI Payable	-	19.67
		2320	CPP Payable	-	41.85
		2330	Income Tax Payable	-	28.60
07/31/2008	J304	3355, July 2008, Keeley Milne			
		5300	Wages	163.54	-
		1080	Cash In Bank	-	160.71
		2310	EI Payable	-	2.83
07/31/2008	J305	3356, July 2008, Canada Customs and Revenue Agency			
		2310	EI Payable	296.02	-
		2320	CPP Payable	713.87	-
		2330	Income Tax Payable	1,916.42	-
		5310	EI Expense	414.43	-
		5320	CPP Expense	713.87	-
		1080	Cash In Bank	-	4,054.61
07/31/2008	J306	3357, July 2008, Local Authorities Pension Plan			
		2400	L.A.P.P.	721.21	-
		5350	L.A.P.P. Expense	827.75	-
		1080	Cash In Bank	-	1,548.96
07/31/2008	J307	3358, July 2008, AMSC Insurance Services Limited			
		2420	AUMA Extended Health	117.55	-
		5340	AUMA Extended Health	274.24	-
		1080	Cash In Bank	-	391.79
07/31/2008	J308	3359, July 2008, Brooks Computer Services Ltd.			
		2100	GST Paid on Purchases	2.75	-
		5060	Payroll Expense	55.00	-
		1080	Cash In Bank	-	57.75
07/31/2008	J309	3360, July 2008, AURA Entertainment			
		5091	Medieval Faire	500.00	-
		1080	Cash In Bank	-	500.00
07/18/2008	J310	Deposit, Fines			
		4120	Fines, Book Sales and Services	-	420.20
		1080	Cash In Bank	420.20	-
07/18/2008	J311	Deposit, Resident Cardholder			
		4090	Resident Cardholder Fees	-	402.00
		1080	Cash In Bank	402.00	-
07/18/2008	J312	Deposit, City of Brooks			
		4020	Town of Brooks	-	8,167.00
		1080	Cash In Bank	8,167.00	-
07/18/2008	J313	Deposit, Medieval Faire			
		4190	Medieval Faire	-	1,978.01
		1080	Cash In Bank	1,978.01	-
07/25/2008	J314	Deposit, Fines			
		4120	Fines, Book Sales and Services	-	534.64
		1080	Cash In Bank	534.64	-
07/25/2008	J315	Deposit, Resident Cardholder			
		4090	Resident Cardholder Fees	-	366.00
		1080	Cash In Bank	366.00	-

Brooks Public Library
All Journal Entries 07/01/2008 to 07/31/2008

		Account Number	Account Description	Debits	Credits
07/25/2008	J316	Deposit, Donations			
		4170	Charitable Receipt Donations	-	25.00
		1080	Cash In Bank	25.00	-
07/31/2008	J326	Debit, Securtek			
		5170	Security Monitoring	25.00	-
		5180	GST Expense	1.25	-
		1080	Cash In Bank	-	26.25
07/31/2008	J327	Debit, Destination Fee			
		5250	Bank Charges	5.00	-
		1080	Cash In Bank	-	5.00
07/15/2008	J330	Deposit, Wages			
		5300	Wages	-	0.03
		1080	Cash In Bank	0.03	-
				81,570.74	81,570.74

Brooks Public Library
Reconciliation Transactions Detail Report 07/01/2008 to 07/31/2008

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	JE#	Comment	Source	Deposits	Withdrawals	Deposit No.	C
07/04/2008	J275	Non- Resident Cardholder	Deposit	60.00	-		Y
07/04/2008	J276	Resident Cardholder	Deposit	438.00	-		Y
07/04/2008	J277	Fines	Deposit	548.65	-		Y
07/04/2008	J278	Medieval Faire	Deposit	1,200.00	-		Y
07/14/2008	J279	Fines	Deposit	585.51	-		Y
07/14/2008	J280	Resident Cardholder	Deposit	726.00	-		Y
07/14/2008	J281	City of Brooks	Deposit	37,734.50	-		Y
07/22/2008	J284	July 2008, Telus Communications	3335	-	247.72		Y
07/22/2008	J285	July 2008, Brooks Stationers	3336	-	81.09		Y
07/22/2008	J286	July 2008, Brooks and County Chr...	3337	-	37.80		Y
07/22/2008	J287	July 2008, Brooks Bulletin	3338	-	17.85		Y
07/22/2008	J288	July 2008, Shortgrass Library Syst...	3339	-	2,908.33		Y
07/22/2008	J289	July 2008, Water Pure & Simple	3340	-	16.50		Y
07/22/2008	J290	July 2008, Cathryn Krochak	3341	-	63.00		Y
07/22/2008	J291	July 2008, Tamara Van Horne	3342	-	12.60		Y
07/24/2008	J292	July 2008, City of Brooks	3343	-	52.50		N
07/26/2008	J293	July 2008, Kathleen Davis-Lepage	3344	-	1,200.00		Y
07/29/2008	J294	July 08, City of Brooks	3345	-	52.50		N
07/31/2008	J295	July 2008, Ronnie Adams	3346	-	1,487.68		N
07/31/2008	J296	July 2008, Jillian Clarke	3347	-	867.14		Y
07/31/2008	J297	July 2008, Bessie Jacowishen	3348	-	1,775.12		Y
07/31/2008	J298	July 2008, Amanda Kleinsasser	3349	-	1,545.88		Y
07/31/2008	J299	July 2008, Maxine Meldrum	3350	-	1,837.57		Y
07/31/2008	J300	July 08, Tamara Van Horne	3351	-	1,811.72		N
07/31/2008	J301	July 2008, Shannon Vossepoel	3352	-	2,584.34		Y
07/31/2008	J302	July 2008, Wei Wu	3353	-	189.16		N
07/31/2008	J303	July 08, Cathryn Krochak	3354	-	1,046.96		N
07/31/2008	J304	July 2008, Keeley Milne	3355	-	160.71		N
07/31/2008	J305	July 2008, Canada Customs and ...	3356	-	4,054.61		N
07/31/2008	J306	July 2008, Local Authorities Pensi...	3357	-	1,548.96		N
07/31/2008	J307	July 2008, AMSC Insurance Servi...	3358	-	391.79		N
07/31/2008	J308	July 2008, Brooks Computer Servi...	3359	-	57.75		N
07/31/2008	J309	July 2008, AURA Entertainment	3360	-	500.00		N
07/18/2008	J310	Fines	Deposit	420.20	-		Y
07/18/2008	J311	Resident Cardholder	Deposit	402.00	-		Y
07/18/2008	J312	City of Brooks	Deposit	8,167.00	-		Y
07/18/2008	J313	Medieval Faire	Deposit	1,978.01	-		Y
07/25/2008	J314	Fines	Deposit	534.64	-		Y
07/25/2008	J315	Resident Cardholder	Deposit	366.00	-		Y
07/25/2008	J316	Donations	Deposit	25.00	-		Y
07/31/2008	J326	Securtek	Debit	-	26.25		Y
07/31/2008	J327	Destination Fee	Debit	-	5.00		Y
07/15/2008	J328	Wages	Debit	-	0.03		Y
07/15/2008	J329	Reversing J328. Correction is J330.	ADJDebit	0.03	-		Y
07/15/2008	J330	Wages	Deposit	0.03	-		Y
				53,185.57	24,580.56		

Brooks Public Library
Reconciliation Transactions Detail Report 07/01/2008 to 07/31/2008

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

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