MINUTES OF ANNUAL GENERAL MEETING OF BROOKS PUBLIC LIBRARY BOARD
September 18, 2008
HELD IN BROOKS PUBLIC LIBRARY

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

VISITOR: Kimberley Sharkey

REGRETS: Cathleen Patterson, County Reeve Molly Douglas, Shortgrass CEO Julia Reinhart, MP Monte Solberg

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 6:32 pm.

2. Approval of Agenda: **Motion by Sheila/Karen to accept the agenda as printed. Carried.**

3. Consent Agenda: **Motion by Karen/Tilly to accept the following as printed: June 2008 Board Meeting Minutes, Finance Committee Report including receipts and expenditures for June 2008 and July 2008. Carried.**

4. Board Trustee Membership Review: Shannon reported all Library Board trustees are to be approved by the City including the County of Newell Library Board member on BPL Board and the City Council members on the Board. All sit equally as Trustees.

5. Cathleen Patterson Reappointment: **Moved by Joyce/Sheila to request the City to reappoint Cathleen Patterson for a 2nd three-year term. Carried.**

6. Gloria Evans Reappointment: **Moved by Tilly/Elsie to request the City to reappoint Gloria Evans for a 3rd three-year term. Carried.**

7. Elsie Strach Appointment: **Moved by Karen/Tilly to request the City to appoint Elsie Strach as a Board Member. Carried.** Shannon noted Elsie's term may vary because of County of Newell regulations.

8. Library Board Elections: Chaired by Shannon Vossepoel

    a. Chairperson: **Moved by Martin/Elsie Dino Champlone remain as Chair. Carried.**
    b. Vice Chair: **Moved by Karen/Sheila Tilly Gamble-Altwasser remain as Vice Chair. Carried.**
    c. Secretary: **Moved by Dino/Tilly Gloria Evans remain as Secretary. Carried.**
    d. Treasurer: **Moved by Sheila/Karen Elsie Strach remain as Treasurer. Carried.**

9. Correspondence:
    a. Honourable Monte Solberg thanked BPL for sending him a Mid-Year Review.
    b. Honourable Ray Danyluk thanked BPL for sending him a Mid-Year Review.
    c. City of Brooks—Historical Sign that once led from the #1 highway to the Horticultural Station is to be relocated. As yet there has been no decision as to where the sign is to be placed by the person who purchased it. The City must be in agreement as to the sign placement as must the neighbors who are near where the sign may be placed.
    d. Board Development Program: Information circulated for anyone who might be interested in leadership of Board Development.

10. Librarian's Report: Shannon added to her printed report enlarging on some areas. She spoke of the teleconference she taught on New Canadians in the Library: Expanding Services and Planning Programs for Culturally Diverse Populations.

11. Shortgrass Library System Report: Martin reported Shortgrass is inviting Medicine Hat Catholic School System and Grasslands School System to join Shortgrass. The village of Duchess library has asked to meet with Shortgrass. A new RISE consultant has been hired. ALTA is reviewing their mandate and potentially adding literacy initiatives, especially in regards to new Canadians. He briefly touched on the Shortgrass budget and APLEN/CAP grants.

12. Business Arising

    a. Medieval Faire: Shannon will publicize the need for involvement by new people to continue with the Medieval Faire as two of the former organizers are no longer able to continue in that capacity. It is possible that the Faire may not continue.
    b. Board Development: First Aid Training—At least 12 staff and Board members are to take part in the training on Sept 20 and 21. An exam will follow. The trainer Dino Champlone says to READ YOUR BOOK.
    c. Library Roof Damage: It appears there is still some damage to the roof from the wind storm earlier this year as there has been water leaks in a couple areas. Repairs have been made but the success of the repairs will not be known until it rains again.
    d. 2009 Budget: Shannon and Dino are meeting with the City Oct 6 and the County Oct 9 to show a power point presentation of BPL programs and activities which will show the need for the Budget as distributed to them. Joyce reported the County has approved a $2.73 increase per capita funding for the current year.
    e. Air Quality Testing: The testing revealed no problems with mold; however, the air ducts were cleaned. That job required more hours than expected. Since the cleaning of the ducts, Shannon has noticed a large difference in staff illnesses.

13. New Business

a. October is Library Month
b. Publicity for Library Funding Issues: The funding issue was well publicized over the summer locally in print and on the radio. As well, the issue was also picked up by the Calgary Herald and the Prairie Post. MLA Doerksen toured the library following the publicizing of the funding issue. Shannon and Dino will be in attendance at the Public Library Consultation Session for the Shortgrass area held by a three-member MLA committee from Alberta Municipal Affairs. This committee will be setting up such consultations with libraries and library systems across the province.
c. Memberships for Lakeside Employees: Shannon has written to Lakeside regarding Library memberships for each of their employees.
d. ALTA Training Workshop: A workshop will be held in Black Diamond October 18. If interested in attending, contact Shannon.
e. Policy Committee Meeting: Shannon will email members of this committee to set a date for a meeting.
f. Board Meeting Dates: **Moved by Dino/Karen to change our meeting date to the 3rd Thursday of the month from the 4th Thursday. Carried.**

14. Adjournment: Moved by Sheila to adjourn.

15. Next Meeting: 6:30 pm October 16, 2008

OCT 16/2008
Chair

Oct 16/2008.
Librarian

Brooks Library Board
Finance Standing Committee Meeting
4:15pm, September 23, 2008

Present: Elsie Strach, and Shannon Vossepoel
Regrets: Dino Champlone

1) Meeting was called to order at 4:15pm.

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

Receipts forAugust:

- Donations: $300.00 received to purchase books in memory of Florence Bennett. $167.50 donated from VP Entertainment – half of the proceeds from the bouncy castle at the Medieval Faire.
- Fundraiser: Proceeds from Brooks Public Library's silent auction at the Medieval Faire.
- Adopt-a-Magazine: Thirteen magazines have been adopted as of August 31st.

Expenditures for August:

- Library Supplies: Bulb for overhead projector.
- Administration and Travel: nametags for new staff, keys for new staff, water for office cooler
- Program Expense: sunscreen for Mad Hatter Tea Party, developing photographs for scrapbook.
- Medieval Faire: Toilet rentals for Medieval Faire, catering and for "Murder Among the Mateys" fundraiser.
- Staff Training: Registration for Tamara Van Horne to attend Netspeed Conference.
- Freight and Postage: Stamps.
- Publicity and Advertising: Advertising for Page position and Annual General Meeting.

3) Confirmed meeting to discuss budget with the County of Newell on October 9. The meeting with the City of Brooks on October 6 was cancelled as the City of Brooks stated that they did not have any questions/concerns about our request at this time.

4) Confirmed meeting date with RBC Royal Bank Canada on October 9, 2008 to move the Building Fund to a higher interest account.

5) Meeting was adjourned at 4:25pm.

Finance Meeting Notes: August 2008

Receipts for August:

- Donations: $300.00 received to purchase books in memory of Florence Bennett. $167.50 donated from VP Entertainment – half of the proceeds from the bouncy castle at the Medieval Faire.
- Fundraiser: Proceeds from Brooks Public Library's silent auction at the Medieval Faire.
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Expenditures for August:

- Library Supplies: Bulb for overhead projector.
- Administration and Travel: nametags for new staff, keys for new staff, water for office cooler
- Program Expense: sunscreen for Mad Hatter Tea Party, developing photographs for scrapbook.
- Medieval Faire: Toilet rentals for Medieval Faire, catering and for "Murder Among the Mateys" fundraiser.
- Staff Training: Registration for Tamara Van Horne to attend Netspeed Conference.
- Freight and Postage: Stamps.
- Publicity and Advertising: Advertising for Page position and Annual General Meeting.

Discussion Points:

- Preparation for City and County Budget Meetings.
- Building Fund: meeting set to move funds to higher interest account.
- Ensure Dino and Elsie sign cheques.

Brooks Library Board Budget
August 2008

Receipts	Annual Budget	Current Month	Total to Date
City of Brooks	161,620.00		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	1,318.00	11,550.00
Interest Income	0.00		
Miscellaneous	200.00		181.91
Fines, books and services	19,000.00	1,786.62	12,891.06
Non-resident Cardholder Fees	200.00	240.00	580.00
Donations	3,000.00	467.50	2,138.00
Fundraisers	300.00	203.75	203.75
Adopt-a-magazine	2,200.00	1,000.00	1,300.00
Medieval Faire	0.00	75.00	3,253.01
GST Recovery	1,500.00		1,147.28
Total Revenue	**$321,495.00**	5,090.87	247,674.51
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
Books & Materials (Donations)	0.00		4,785.70
Furnishings and Equipment	$6,205.00		5,774.55
Payroll Expense	900.00	55.00	425.00
Library Supplies	5,500.00	34.95	3,082.48
Administration & Travel	3,000.00	36.98	3,550.62
Program Expense	2,000.00	37.71	988.15
Medieval Faire	0.00	864.10	2,564.10
Repair & Maintenance	2,300.00		
Rebinding, Microfilming, and Laminating	1000.00		911.29
Staff Training	3,500.00	185.00	1,565.36
Telephone & Fax Expense	3,500.00	235.06	1,880.52
Copier & Computer Costs	2,000.00		1,349.58
Security Monitoring	600.00	25.00	200.00
Computer Main. Contracts	1,000.00		
GST Expense	0.00	1.25	10.00
Freight & Postage	1,000.00	104.00	388.93
Professional Memberships	500.00		250.00

Publicity and Advertising	3,500.00	42.50	780.95
Audit and Insurance	8,000.00		8,111.00
Bank Charges	200.00	5.00	95.07
Miscellaneous	200.00		
Wages (includes temp. staff and VAC pay)	186,160.00	15,614.28	123,723.56
EI Expense	5,400.00	378.20	2,995.69
CPP Expense	8,100.00	629.55	5,134.02
WCB Expense	800.00		567.95
AUMA Expense	5,460.00	274.24	2,468.16
LAPP Expense	10,000.00	722.50	6,331.49
AB Health Expense	1,480.00	277.20	831.60
Total Expenses	**$321,495.00**	19,522.52	209,690.30

Brooks Public Library
Balance Sheet As at 08/31/2008

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	76,419.17
Accounts Receivable	0.00
TOTAL CURRENT ASSETS	115,396.45
TOTAL ASSET	115,396.45
LIABILITY	
CURRENT LIABILITIES	
Accounts Payable	0.00
MNP Accrual	4,830.00
GST Charged on Sales	0.00
GST Paid on Purchases	-1,300.06
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	74.80
W.C.B. Payable	0.00
Miscellaneous	0.00
TOTAL CURRENT LIABILITIES	3,567.03
TOTAL LIABILITY	3,567.03
EQUITY	
EARNINGS	
Building Fund Reserves	38,314.20
Externally restricted	200.00
Retained Earnings	35,331.01
Current Earnings	37,984.21
CURRENT EARNINGS	111,829.42
TOTAL EQUITY	111,829.42
LIABILITIES AND EQUITY	115,396.45

Brooks Public Library
Income Statement 08/01/2008 to 08/31/2008

REVENUE

REVENUE	
Town of Brooks	0.00
HRDC - Summer Student	0.00
Province of Alberta	0.00
Industry Canada - CAP 3	0.00
Industry Canada - CAP YI	0.00
PLDI Grant	0.00
County of Newell Library Board	0.00
RISE Grant Funding	0.00
Resident Cardholder Fees	1,318.00
Interest Income	0.00
Miscellaneous	0.00
Fines, Book Sales and Services	1,786.62
Non-resident Cardholder Fees	240.00
Charitable Receipt Donations	467.50
Fundraisers	203.75
Adopt-a-magazine	1,000.00
Medieval Faire	75.00
GST Recovery	0.00
TOTAL REVENUE	5,090.87
TOTAL REVENUE	5,090.87

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	55.00
Library Supplies	34.95
Administration & Travel	36.98
Recruitment Expense	0.00
Program Expense	37.71
Medieval Faire	864.10
Repair & Maintenance	0.00
Rebinding, Microfilming, Laminati...	0.00
Staff Training	185.00
Telephone and Fax Expense	235.06
Copier & Computer Costs	0.00
Security Monitoring	25.00
Computer Main. Contracts	0.00
GST Expense	1.25
Freight and Postage	104.00
Professional Memberships	0.00
Publicity and Advertising	42.50
Audit and Insurance	0.00
Bank Charges	5.00
Miscellaneous	0.00
Wages	15,614.28
Wage Reimbursement	0.00
EI Expense	378.20
CPP Expense	629.55
WCB Expense	0.00
AUMA Extended Health	274.24
L.A.P.P. Expense	722.50
AB Health Expense	277.20
TOTAL EXPENSES	19,522.52
TOTAL EXPENSE	19,522.52

Brooks Public Library
Income Statement 08/01/2008 to 08/31/2008

NET INCOME	-14,431.65

Brooks Public Library
Income Statement 01/01/2008 to 08/31/2008

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	11,550.00
Interest Income	0.00
Miscellaneous	181.91
Fines, Book Sales and Services	12,891.06
Non-resident Cardholder Fees	580.00
Charitable Receipt Donations	2,138.00
Fundraisers	203.75
Adopt-a-magazine	1,300.00
Medieval Faire	3,253.01
GST Recovery	1,147.28
TOTAL REVENUE	247,674.51
TOTAL REVENUE	247,674.51

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	425.00
Library Supplies	3,082.48
Administration & Travel	3,550.62
Recruitment Expense	0.00
Program Expense	988.15
Medieval Faire	2,564.10
Repair & Maintenance	0.00
Rebinding, Microfilming, Laminati...	911.29
Staff Training	1,565.36
Telephone and Fax Expense	1,880.52
Copier & Computer Costs	1,349.58
Security Monitoring	200.00
Computer Main. Contracts	0.00
GST Expense	10.00
Freight and Postage	388.93
Professional Memberships	250.00
Publicity and Advertising	780.95
Audit and Insurance	8,111.00
Bank Charges	95.07
Miscellaneous	0.00
Wages	123,723.56
Wage Reimbursement	0.00
EI Expense	2,995.69
CPP Expense	5,134.02
WCB Expense	567.95
AUMA Extended Health	2,468.16
L.A.P.P. Expense	6,331.49
AB Health Expense	831.60
TOTAL EXPENSES	209,690.30
TOTAL EXPENSE	209,690.30

Brooks Public Library
Income Statement 01/01/2008 to 08/31/2008

NET INCOME	37,984.21

Brooks Public Library
Reconciliation Transactions Detail Report 08/01/2008 to 08/31/2008

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
08/01/2008	J317	Resident Cardholder	Deposit	262.00	-		Y
08/01/2008	J318	Fines	Deposit	394.79	-		Y
08/01/2008	J319	Non-Resident Cardholder	Deposit	160.00	-		Y
08/01/2008	J320	Donation	Deposit	167.50	-		Y
08/08/2008	J321	Fines	Deposit	398.03	-		Y
08/08/2008	J322	Resident Cardholder	Deposit	324.00	-		Y
08/08/2008	J323	Adopt-a-Magazine	Deposit	100.00	-		Y
08/08/2008	J324	Fundraiser (Medieval Faire)	Deposit	168.75	-		Y
08/08/2008	J325	Medieval Faire	Deposit	75.00	-		Y
08/20/2008	J331	August 2008, Telus Communicatio...	3361	-	246.73		Y
08/20/2008	J332	August 2008, RBC Royal Bank VI...	3362	-	113.38		Y
08/20/2008	J333	August 2008, Engravables	3363	-	17.33		Y
08/20/2008	J334	August 2008, Amanda Kleinsasser	3364	-	39.59		Y
08/20/2008	J335	August 2008, Brooks Stationers	3365	-	36.70		Y
08/20/2008	J336	August 2008, Water Pure & Simple	3366	-	16.50		Y
08/20/2008	J337	August 2008, Vibrook Vacuum & ...	3367	-	178.50		Y
08/20/2008	J338	August 2008, Heritage Inn - Brooks	3368	-	728.81		Y
08/20/2008	J339	August 2008, The Alberta Library	3369	-	194.25		N
08/29/2008	J340	August 2008, Wei Wu	3370	-	266.55		Y
08/29/2008	J341	August 2008, Ronnie Adams	3371	-	851.28		N
08/29/2008	J342	August 2008, Jillian Clarke	3372	-	901.32		Y
08/29/2008	J343	August 2008, Stefanie Connor	3373	-	589.87		N
08/29/2008	J344	August 2008, Bessie Jacowishen	3374	-	1,657.93		Y
08/29/2008	J345	Aug 2008, Amanda Kleinsasser	3375	-	1,027.40		Y
08/29/2008	J346	August 2008, Cathryn Krochak	3377	-	1,120.10		N
08/29/2008	J347	August 2008, Maxine Meldrum	3378	-	1,700.91		N
08/29/2008	J348	August 2008, Tamara Van Horne	3379	-	1,737.53		N
08/29/2008	J349	August 2008, Shannon Vossepoel	3380	-	2,584.34		Y
08/29/2008	J350	August 2008, Canada Customs an...	3381	-	3,398.11		N
08/29/2008	J351	August 2008, Local Authorities Pe...	3382	-	1,352.04		N
08/29/2008	J352	August 2008, AMSC Insurance Se...	3383	-	391.79		N
08/29/2008	J353	August 2008, Alberta Health Care ...	3384	-	264.00		N
08/29/2008	J354	Aug 2008, Alberta Health Care Ins...	3385	-	132.00		N
08/29/2008	J355	August 2008, Brooks Computer S...	3387	-	57.75		N
08/29/2008	J356	August 2008, Brooks Bulletin	3388	-	44.63		N
08/15/2008	J357	Resident Cardholder	Deposit	216.00	-		Y
08/15/2008	J358	Fines	Deposit	369.36	-		Y
08/22/2008	J359	Fines	Deposit	337.01	-		Y
08/22/2008	J360	Resident Cardholder	Deposit	312.00	-		Y
08/22/2008	J361	Adopt-a-Magazine	Deposit	500.00	-		Y
08/22/2008	J362	Donation	Deposit	300.00	-		Y
08/22/2008	J363	Medeival FAire	Deposit	35.00	-		Y
08/29/2008	J364	Fines	Deposit	287.43	-		Y
08/29/2008	J365	Resident Cardholder	Deposit	204.00	-		Y
08/29/2008	J366	Non-Resident Cardholder	Deposit	80.00	-		Y
08/29/2008	J367	Adopt-a-Magazine	Deposit	400.00	-		Y
08/31/2008	J374	Securtek	Debit	-	26.25		Y
08/31/2008	J375	Destination Fee	Debit	-	5.00		Y
				5,090.87	19,680.59		

Brooks Public Library
Reconciliation Transactions Detail Report 08/01/2008 to 08/31/2008

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

Status
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Brooks Public Library
All Journal Entries 08/01/2008 to 08/31/2008

		Account Number	Account Description	Debits	Credits
08/01/2008	J317	Deposit, Resident Cardholder			
		4090	Resident Cardholder Fees	-	262.00
		1080	Cash In Bank	262.00	-
08/01/2008	J318	Deposit, Fines			
		4120	Fines, Book Sales and Services	-	394.79
		1080	Cash In Bank	394.79	-
08/01/2008	J319	Deposit, Non-Resident Cardholder			
		4140	Non-resident Cardholder Fees	-	160.00
		1080	Cash In Bank	160.00	-
08/01/2008	J320	Deposit, Donation			
		4170	Charitable Receipt Donations	-	167.50
		1080	Cash In Bank	167.50	-
08/08/2008	J321	Deposit, Fines			
		4120	Fines, Book Sales and Services	-	398.03
		1080	Cash In Bank	398.03	-
08/08/2008	J322	Deposit, Resident Cardholder			
		4090	Resident Cardholder Fees	-	324.00
		1080	Cash In Bank	324.00	-
08/08/2008	J323	Deposit, Adopt-a-Magazine			
		4185	Adopt-a-magazine	-	100.00
		1080	Cash In Bank	100.00	-
08/08/2008	J324	Deposit, Fundraiser (Medieval Faire)			
		4180	Fundraisers	-	168.75
		1080	Cash In Bank	168.75	-
08/08/2008	J325	Deposit, Medieval Faire			
		4190	Medieval Faire	-	75.00
		1080	Cash In Bank	75.00	-
08/20/2008	J331	3361, August 2008, Telus Communications			
		2100	GST Paid on Purchases	11.67	-
		5140	Telephone and Fax Expense	235.06	-
		1080	Cash In Bank	-	246.73
08/20/2008	J332	3362, August 2008, RBC Royal Bank VISA			
		2100	GST Paid on Purchases	5.40	-
		5080	Administration & Travel	3.98	-
		5200	Freight and Postage	104.00	-
		1080	Cash In Bank	-	113.38
08/20/2008	J333	3363, August 2008, Engravables			
		2100	GST Paid on Purchases	0.83	-
		5080	Administration & Travel	16.50	-
		1080	Cash In Bank	-	17.33
08/20/2008	J334	3364, August 2008, Amanda Kleinsasser			
		2100	GST Paid on Purchases	1.88	-
		5090	Program Expense	37.71	-
		1080	Cash In Bank	-	39.59
08/20/2008	J335	3365, August 2008, Brooks Stationers			
		2100	GST Paid on Purchases	1.75	-
		5070	Library Supplies	34.95	-
		1080	Cash In Bank	-	36.70
08/20/2008	J336	3366, August 2008, Water Pure & Simple			
		5080	Administration & Travel	16.50	-
		1080	Cash In Bank	-	16.50
08/20/2008	J337	3367, August 2008, Vibrook Vacuum & Septic Service			
		2100	GST Paid on Purchases	8.50	-

Brooks Public Library
All Journal Entries 08/01/2008 to 08/31/2008

		Account Number	Account Description	Debits	Credits
		5091	Medieval Faire	170.00	-
		1080	Cash In Bank	-	178.50
08/20/2008	J338	3368, August 2008, Heritage Inn - Brooks			
		2100	GST Paid on Purchases	34.71	-
		5091	Medieval Faire	694.10	-
		1080	Cash In Bank	-	728.81
08/20/2008	J339	3369, August 2008, The Alberta Library			
		2100	GST Paid on Purchases	9.25	-
		5130	Staff Training	185.00	-
		1080	Cash In Bank	-	194.25
08/29/2008	J340	3370, August 2008, Wei Wu			
		5300	Wages	271.24	-
		1080	Cash In Bank	-	266.55
		2310	EI Payable	-	4.69
08/29/2008	J341	3371, August 2008, Ronnie Adams			
		5300	Wages	1,073.25	-
		1080	Cash In Bank	-	851.28
		2310	EI Payable	-	18.57
		2320	CPP Payable	-	38.69
		2330	Income Tax Payable	-	19.66
		2400	L.A.P.P.	-	72.43
		2420	AUMA Extended Health	-	46.22
		2440	AB Health Payable	-	26.40
08/29/2008	J342	3372, August 2008, Jillian Clarke			
		5300	Wages	953.47	-
		1080	Cash In Bank	-	901.32
		2310	EI Payable	-	16.50
		2320	CPP Payable	-	32.76
		2330	Income Tax Payable	-	2.89
08/29/2008	J343	3373, August 2008, Stefanie Connor			
		5300	Wages	616.63	-
		1080	Cash In Bank	-	589.87
		2310	EI Payable	-	10.67
		2320	CPP Payable	-	16.09
08/29/2008	J344	3374, August 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
08/29/2008	J345	3375, Aug 2008, Amanda Kleinsasser			
		5300	Wages	1,112.42	-
		1080	Cash In Bank	-	1,027.40
		2310	EI Payable	-	19.24
		2320	CPP Payable	-	40.63
		2330	Income Tax Payable	-	25.15
08/29/2008	J346	3377, August 2008, Cathryn Krochak			
		5300	Wages	1,229.28	-
		1080	Cash In Bank	-	1,120.10
		2310	EI Payable	-	21.27
		2320	CPP Payable	-	46.41
		2330	Income Tax Payable	-	41.50
08/29/2008	J347	3378, August 2008, Maxine Meldrum			
		5300	Wages	2,255.70	-
		1080	Cash In Bank	-	1,700.91
		2310	EI Payable	-	39.02

		Account Number	Account Description	Debits	Credits
		2320	CPP Payable	-	97.22
		2330	Income Tax Payable	-	262.45
		2400	L.A.P.P.	-	152.21
		2420	AUMA Extended Health	-	3.89
08/29/2008	J348	3379, August 2008, Tamara Van Horne			
		5300	Wages	2,133.25	-
		1080	Cash In Bank	-	1,737.53
		2310	EI Payable	-	36.91
		2320	CPP Payable	-	91.16
		2330	Income Tax Payable	-	233.88
		2420	AUMA Extended Health	-	20.57
		2440	AB Health Payable	-	13.20
08/29/2008	J349	3380, August 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
08/29/2008	J350	3381, August 2008, Canada Customs and Revenue Agency			
		2310	EI Payable	270.13	-
		2320	CPP Payable	629.55	-
		2330	Income Tax Payable	1,490.68	-
		5310	EI Expense	378.20	-
		5320	CPP Expense	629.55	-
		1080	Cash In Bank	-	3,398.11
08/29/2008	J351	3382, August 2008, Local Authorities Pension Plan			
		2400	L.A.P.P.	629.54	-
		5350	L.A.P.P. Expense	722.50	-
		1080	Cash In Bank	-	1,352.04
08/29/2008	J352	3383, August 2008, AMSC Insurance Services Limited			
		2420	AUMA Extended Health	117.55	-
		5340	AUMA Extended Health	274.24	-
		1080	Cash In Bank	-	391.79
08/29/2008	J353	3384, August 2008, Alberta Health Care Insurance Plan			
		2440	AB Health Payable	79.20	-
		5360	AB Health Expense	184.80	-
		1080	Cash In Bank	-	264.00
08/29/2008	J354	3385, Aug 2008, Alberta Health Care Insurance Plan			
		2440	AB Health Payable	39.60	-
		5360	AB Health Expense	92.40	-
		1080	Cash In Bank	-	132.00
08/29/2008	J355	3387, August 2008, Brooks Computer Services Ltd.			
		2100	GST Paid on Purchases	2.75	-
		5060	Payroll Expense	55.00	-
		1080	Cash In Bank	-	57.75
08/29/2008	J356	3388, August 2008, Brooks Bulletin			
		2100	GST Paid on Purchases	2.13	-
		5220	Publicity and Advertising	42.50	-
		1080	Cash In Bank	-	44.63
08/15/2008	J357	Deposit, Resident Cardholder			
		4090	Resident Cardholder Fees	-	216.00
		1080	Cash In Bank	216.00	-
08/15/2008	J358	Deposit, Fines			
		4120	Fines, Book Sales and Services	-	369.36
		1080	Cash In Bank	369.36	-

Brooks Public Library
All Journal Entries 08/01/2008 to 08/31/2008

		Account Number	Account Description	Debits	Credits
08/22/2008	J359	Deposit, Fines			
		4120	Fines, Book Sales and Services	-	337.01
		1080	Cash In Bank	337.01	-
08/22/2008	J360	Deposit, Resident Cardholder			
		4090	Resident Cardholder Fees	-	312.00
		1080	Cash In Bank	312.00	-
08/22/2008	J361	Deposit, Adopt-a-Magazine			
		4185	Adopt-a-magazine	-	500.00
		1080	Cash In Bank	500.00	-
08/22/2008	J362	Deposit, Donation			
		4170	Charitable Receipt Donations	-	300.00
		1080	Cash In Bank	300.00	-
08/22/2008	J363	Deposit, Medeival FAire			
		4180	Fundraisers	-	35.00
		1080	Cash In Bank	35.00	-
08/29/2008	J364	Deposit, Fines			
		4120	Fines, Book Sales and Services	-	287.43
		1080	Cash In Bank	287.43	-
08/29/2008	J365	Deposit, Resident Cardholder			
		4090	Resident Cardholder Fees	-	204.00
		1080	Cash In Bank	204.00	-
08/29/2008	J366	Deposit, Non-Resident Cardholder			
		4140	Non-resident Cardholder Fees	-	80.00
		1080	Cash In Bank	80.00	-
08/29/2008	J367	Deposit, Adopt-a-Magazine			
		4185	Adopt-a-magazine	-	400.00
		1080	Cash In Bank	400.00	-
08/31/2008	J374	Debit, Securtek			
		5170	Security Monitoring	25.00	-
		5180	GST Expense	1.25	-
		1080	Cash In Bank	-	26.25
08/31/2008	J375	Debit, Destination Fee			
		5250	Bank Charges	5.00	-
		1080	Cash In Bank	-	5.00
				27,948.51	27,948.51

MINUTES OF REGULAR MEETING OF BROOKS PUBLIC LIBRARY BOARD
OCTOBER 16, 2008
HELD IN BROOKS PUBLIC LIBRARY

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

VISION STATEMENT

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

MISSION STATEMENT

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

1. Call to Order: Dino called the meeting to order at 6:44 pm.

2. Approval of Agenda: **Motion by Sheila/Joyce to accept the agenda as printed. Carried**.

3. Consent Agenda: **Motion by Karen/Martin to accept the following as printed: September 2008 Board Meeting Minutes, Finance Committee Reports including receipts and expenditures for August 2008 and Librarian's Report. Carried.**

4. Correspondence
    a. City of Brooks—Proclamation of Library Month for October: circulated
    b. Shortgrass Library System—Shortgrass Clippings: circulated
    c. Shortgrass Library System—SLS Budget for 2009, 2010, 2011: circulated
    d. Shortgrass Library System—June Board Meeting Minutes: circulated

5. Shortgrass Library System Report: Martin had no report as there had been no meeting. In its place, the Board was informed of the Library Stakeholder Consultation meeting that SLS staff and Board representatives attended in Medicine Hat with committee members Jeff Johnson, MLA for Athabasca-Redwater (Chair), Teresa Woo-Paw, MLA for Calgary-Mackay and Fred Horne, MLA for Edmonton-Rutherford. The discussion, based on the future of libraries in Alberta and the direction libraries are going, was well presented by our representatives Dino, Joyce, Shannon and Martin and well received by the MLAs.

6. Business Arising from September 2008 Board Meeting Minutes
    a. Board Member Appointments: Elsie Strach, Gloria Evans, and Cathleen Patterson have been appointed by the City for another three year term.
    b. 2009 Budget: Shannon and Dino met with the County asking for parity with the City. County councilors were told that the province is not recognizing the last two census taken so BPL per capita has remained at the 2003 level even though our population is

2000+ more than the 2003 census. The City has not requested a meeting with BPL at this time.

c. Board Meeting Dates: **Motion by Gloria/Elsie to return our meeting dates to the 4th Thursday of the month from the 3rd Thursday commencing November 2008. Carried.** The City will appoint two representatives.

7. New Business
   a. RISE Project: The new coordinator Jim Dunbar visited BPL regarding our hosting of the pilot videoconferencing project. Shannon spoke of her concern for the placement of the videoconference screens as they are large and space is at a premium.
   b. Alberta Library Conference: Tamara VanHorne and Shannon are to speak at the conference at a session titled "New Canadians in the Library—Project Connect" which is what BPL is currently offering to new Canadians in the Brooks area. Some of Shannon and Tamara's fees have been covered by the Conference. Board members are asked to consider attending the Conference. Up to two members may attend.
   c. Auralog Workshop Scheduled: On the afternoon of November 21, seven ESL instructors from Lakeside will attend the workshop to learn how Auralog can be of help at Lakeside. Others will be invited as well. The Alberta Library is covering the cost of Auralog this year. Shannon says it is of such importance to BPL that continuing Auralog in the future is of importance and BPL should find a way to finance it.
   d. CAP Grant: BPL is to receive $1,500.00 to update supernet software.
   e. 2009 Programs and Events: Staff member Ronnie Adams, now working part-time, was the organizer of many of BPL's previous programs and events. Jill Clarke and Catherine Krochak are now working their way into covering what Ronnie had done. There may be some changes to future programs and events. Efforts will be made to find additional volunteers to assist with the Medieval Faire.
   f. 2009 Board Member Contact List: The list needs to be updated so it was passed around so any changes could be made. Shannon will complete the update once the two City reps have been appointed.

8. Adjournment: Karen moved adjournment at 7:35pm.

9. Next Meeting: 6:30 pm, November 27, 2008

DGL
Chair
Nov 27, 08

Sharon Vanepel
Librarian
Nov 27, 2008

Brooks Library Board
Finance Standing Committee Meeting
4:15pm, October 2, 2008

Present: Dino Champlone, Elsie Strach, and Shannon Vossepoel

1) Meeting was called to order at 4:15pm.

2) Prepared budget talk and presentation for upcoming meeting with the County of Newell on October 9th.

3) Re-confirmed meeting date with RBC Royal Bank Canada on October 9, 2008 to move the Building Fund to a higher interest account.

4) Meeting was adjourned at 4:35pm.

Brooks Library Board
Finance Standing Committee Meeting
4:15pm, October 23, 2008

Present: Dino Champlone, Elsie Strach, and Shannon Vossepoel

1) Meeting was called to order at 4:25pm.

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

Receipts for September:

- Donations: $1,000.00 received from Cathleen Patterson and Larry Wasylyshen – to be used as library sees fit.
- Adopt-a-Magazine: Eighteen magazines have been adopted as of September 30th.

Expenditures for September:

- SLS Expense (Materials Allot.): Second half of materials allotment expended.
- Library Supplies: paper, post-it notes.
- Administration and Travel: plaque acknowledging Gazdarica donation, criminal record check for new employee, water for office cooler.
- Program Expense: replacement of glue sticks, white glue, and paint, and snacks for Mad Hatter Tea.
- Medieval Faire: DJ Services from Aura Entertainment – payment was initially issued in July, but the cheque was never received by the vendor. The original cheque was cancelled at the bank and a second one was issued.
- Repair and Maintenance: Annual maintenance fee for microfilm machine.
- Staff Training: Lunch costs for Staff and Board First Aid Training on September 20th-21st.
- Copier and Computer Costs: Photocopying fees from May 30/08-Aug. 28/08, print cartridges for staff printers.
- Freight and Postage: Former employee paycheque sent by registered mail.
- Publicity and Advertising: Advertising for Annual General Meeting, advertisement in Lakeside Leisure Guide for our new Canadian programs.
- Alberta Health Care Expense: adjustment made for Ronnie Adams as she is no longer eligible for this benefit as a part-time employee. Alberta Health Care is paid three months in advance, so an adjustment had to be entered to indicate that the benefit is solely employee-paid for the final two months.

3) Discussed rescheduling meeting with RBC Royal Bank Canada as the meeting on October 9, 2008 had to be cancelled.

4) Meeting was adjourned at 4:45pm.

Finance Meeting Notes: September 2008

Receipts for September:

- Donations: $1,000.00 received from Cathleen Patterson and Larry Wasylyshen – to be used as library sees fit.
- Adopt-a-Magazine: Eighteen magazines have been adopted as of September 30th.

Expenditures for September:

- SLS Expense (Materials Allot.): Second half of materials allotment expended.
- Library Supplies: paper, post-it notes.
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- Freight and Postage: Former employee paycheque sent by registered mail.
- Publicity and Advertising: Advertising for Annual General Meeting, advertisement in Lakeside Leisure Guide for our new Canadian programs.
- Alberta Health Care Expense: adjustment made for Ronnie Adams as she is no longer eligible for this benefit as a part-time employee. Alberta Health Care is paid three months in advance, so an adjustment had to be entered to indicate that the benefit is solely employee-paid for the final two months.

Discussion Points:

- Building Fund: need to set meeting to move funds to higher interest account.
- Ensure Dino and Elsie sign cheques.

Brooks Library Board Budget
September 2008

Receipts	Annual Budget	Current Month	Total to Date
City of Brooks	161,620.00		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	1,470.00	13,020.00
Interest Income	0.00		
Miscellaneous	200.00		181.91
Fines, books and services	19,000.00	1,318.61	14,209.67
Non-resident Cardholder Fees	200.00	60.00	640.00
Donations	3,000.00	1,000.00	3,138.00
Fundraisers	300.00		203.75
Adopt-a-magazine	2,200.00	500.00	1,800.00
Medieval Faire	0.00		3,253.01
GST Recovery	1,500.00		1,147.28
Total Revenue	**$321,495.00**	4,348.61	252,023.12
Expenditures			
SLS Expense (Materials Allot.)	56,090.00	28,045.00	56,090.00
Shortgrass – Non-resident Fees	100.00		
Dynix and Telecom (SLS)	3,000.00		2,879.53
Books & Materials (Donations)	0.00		4,785.70
Furnishings and Equipment	$6,205.00		5,774.55
Payroll Expense	900.00	50.00	475.00
Library Supplies	5,500.00	338.77	3,421.25
Administration & Travel	3,000.00	84.30	3,634.92
Program Expense	2,000.00	116.48	1,104.63
Medieval Faire	0.00	500.00 -500.00	2,564.10
Repair & Maintenance	2,300.00	1,744.74	1,744.74
Rebinding, Microfilming, and Laminating	1000.00		911.29
Staff Training	3,500.00	102.37	1,667.73
Telephone & Fax Expense	3,500.00	234.28	2,114.80
Copier & Computer Costs	2,000.00	300.90	1,650.48
Security Monitoring	600.00	25.00	225.00
Computer Main. Contracts	1,000.00		
GST Expense	0.00	1.25	11.25
Freight & Postage	1,000.00	7.77	396.70

Professional Memberships	500.00		250.00
Publicity and Advertising	3,500.00	159.50	940.45
Audit and Insurance	8,000.00		8,111.00
Bank Charges	200.00	10.00	105.07
Miscellaneous	200.00		
Wages (includes temp. staff and VAC pay)	186,160.00	14,967.99	138,691.55
EI Expense	5,400.00	362.51	3,358.20
CPP Expense	8,100.00	615.01	5,749.03
WCB Expense	800.00		567.95
AUMA Expense	5,460.00	58.58	2,526.74
LAPP Expense	10,000.00	672.98	7,004.47
AB Health Expense	1,480.00	-123.20	708.40
Total Expenses	**$321,495.00**	48,397.43	257,464.53

Brooks Public Library
Balance Sheet As at 09/30/2008

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	32,869.74
Accounts Receivable	0.00
TOTAL CURRENT ASSETS	71,847.02
TOTAL ASSET	71,847.02
LIABILITY	
CURRENT LIABILITIES	
Accounts Payable	0.00
MNP Accrual	4,830.00
GST Charged on Sales	0.00
GST Paid on Purchases	-1,448.09
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	-71.33
AB Health Payable	52.80
W.C.B. Payable	0.00
Miscellaneous	0.00
TOTAL CURRENT LIABILITIES	3,443.22
TOTAL LIABILITY	3,443.22
EQUITY	
EARNINGS	
Building Fund Reserves	38,314.20
Externally restricted	200.00
Retained Earnings	35,331.01
Current Earnings	-5,441.41
CURRENT EARNINGS	68,403.80
TOTAL EQUITY	68,403.80
LIABILITIES AND EQUITY	71,847.02

Brooks Public Library
Income Statement 09/01/2008 to 09/30/2008

REVENUE

REVENUE	
Town of Brooks	0.00
HRDC - Summer Student	0.00
Province of Alberta	0.00
Industry Canada - CAP 3	0.00
Industry Canada - CAP YI	0.00
PLDI Grant	0.00
County of Newell Library Board	0.00
RISE Grant Funding	0.00
Resident Cardholder Fees	1,470.00
Interest Income	0.00
Miscellaneous	0.00
Fines, Book Sales and Services	1,318.61
Non-resident Cardholder Fees	60.00
Charitable Receipt Donations	1,000.00
Fundraisers	0.00
Adopt-a-magazine	500.00
Medieval Faire	0.00
GST Recovery	0.00
TOTAL REVENUE	4,348.61
TOTAL REVENUE	4,348.61

EXPENSE

EXPENSES	
SLS Expense (Materials)	28,045.00
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	338.77
Administration & Travel	84.30
Recruitment Expense	0.00
Program Expense	116.48
Medieval Faire	500.00
Repair & Maintenance	1,744.74
Rebinding, Microfilming, Laminati...	0.00
Staff Training	102.37
Telephone and Fax Expense	234.28
Copier & Computer Costs	300.90
Security Monitoring	25.00
Computer Main. Contracts	0.00
GST Expense	1.25
Freight and Postage	7.77
Professional Memberships	0.00
Publicity and Advertising	159.50
Audit and Insurance	0.00
Bank Charges	10.00
Miscellaneous	0.00
Wages	14,967.99
Wage Reimbursement	0.00
EI Expense	362.51
CPP Expense	615.01
WCB Expense	0.00
AUMA Extended Health	58.58
L.A.P.P. Expense	672.98
AB Health Expense	0.00
TOTAL EXPENSES	48,397.43
TOTAL EXPENSE	48,397.43

Brooks Public Library
Income Statement 09/01/2008 to 09/30/2008

NET INCOME	-44,048.82

Brooks Public Library
Income Statement 01/01/2008 to 09/30/2008

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	13,020.00
Interest Income	0.00
Miscellaneous	181.91
Fines, Book Sales and Services	14,209.67
Non-resident Cardholder Fees	640.00
Charitable Receipt Donations	3,138.00
Fundraisers	203.75
Adopt-a-magazine	1,800.00
Medieval Faire	3,253.01
GST Recovery	1,147.28
TOTAL REVENUE	252,023.12
TOTAL REVENUE	252,023.12

EXPENSE

EXPENSES	
SLS Expense (Materials)	56,090.00
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	475.00
Library Supplies	3,421.25
Administration & Travel	3,634.92
Recruitment Expense	0.00
Program Expense	1,104.63
Medieval Faire	2,564.10
Repair & Maintenance	1,744.74
Rebinding, Microfilming, Laminati...	911.29
Staff Training	1,667.73
Telephone and Fax Expense	2,114.80
Copier & Computer Costs	1,650.48
Security Monitoring	225.00
Computer Main. Contracts	0.00
GST Expense	11.25
Freight and Postage	396.70
Professional Memberships	250.00
Publicity and Advertising	940.45
Audit and Insurance	8,111.00
Bank Charges	105.07
Miscellaneous	0.00
Wages	138,691.55
Wage Reimbursement	0.00
EI Expense	3,358.20
CPP Expense	5,749.03
WCB Expense	567.95
AUMA Extended Health	2,526.74
L.A.P.P. Expense	7,004.47
AB Health Expense	708.40
TOTAL EXPENSES	257,464.53
TOTAL EXPENSE	257,464.53

NET INCOME	-5,441.41

		Account Number	Account Description	Debits	Credits
09/05/2008	J368	Deposit, Fines			
		4120	Fines, Book Sales and Services	-	295.61
		1080	Cash In Bank	295.61	-
09/05/2008	J369	Deposit, Resident Cardholder			
		4090	Resident Cardholder Fees	-	298.00
		1080	Cash In Bank	298.00	-
09/05/2008	J370	Deposit, Adopt-a-Magazine			
		4185	Adopt-a-magazine	-	200.00
		1080	Cash In Bank	200.00	-
09/12/2008	J371	Deposit, Fines			
		4120	Fines, Book Sales and Services	-	437.46
		1080	Cash In Bank	437.46	-
09/12/2008	J372	Deposit, Resident Cardholder			
		4090	Resident Cardholder Fees	-	480.00
		1080	Cash In Bank	480.00	-
09/12/2008	J373	Deposit, Donation			
		4170	Charitable Receipt Donations	-	1,000.00
		1080	Cash In Bank	1,000.00	-
09/19/2008	J376	3389, Sept 2008, Engravables			
		2100	GST Paid on Purchases	0.49	-
		5080	Administration & Travel	9.80	-
		1080	Cash In Bank	-	10.29
09/19/2008	J377	3390, Sept 2008, Water Pure & Simple			
		5080	Administration & Travel	22.00	-
		1080	Cash In Bank	-	22.00
09/19/2008	J378	3391, Sept 2008, Xerox Canada Ltd.			
		2100	GST Paid on Purchases	9.44	-
		5160	Copier & Computer Costs	188.75	-
		1080	Cash In Bank	-	198.19
09/19/2008	J379	3392, Sept 2008, City of Brooks			
		2100	GST Paid on Purchases	5.00	-
		5220	Publicity and Advertising	100.00	-
		1080	Cash In Bank	-	105.00
09/19/2008	J380	3393, Sept 2008, Grand & Toy			
		2100	GST Paid on Purchases	16.94	-
		5070	Library Supplies	338.77	-
		1080	Cash In Bank	-	355.71
09/19/2008	J381	3394, Sept 2008, Brooks Stationers			
		2100	GST Paid on Purchases	2.95	-
		5160	Copier & Computer Costs	58.95	-
		1080	Cash In Bank	-	61.90
09/19/2008	J382	3395, Sept 2008, Telus Communications			
		2100	GST Paid on Purchases	11.62	-
		5140	Telephone and Fax Expense	234.28	-
		1080	Cash In Bank	-	245.90
09/19/2008	J383	3396, Sept 2008, Brooks Bulletin			
		2100	GST Paid on Purchases	2.98	-
		5220	Publicity and Advertising	59.50	-
		1080	Cash In Bank	-	62.48
09/19/2008	J384	3397, Sept 2008, Shortgrass Library System			
		5020	SLS Expense (Materials)	28,045.00	-
		1080	Cash In Bank	-	28,045.00
09/19/2008	J385	3398, Sept 2008, RBC Royal Bank VISA			

		Account Number	Account Description	Debits	Credits
		2100	GST Paid on Purchases	7.69	-
		5090	Program Expense	116.48	-
		5160	Copier & Computer Costs	53.20	-
		5200	Freight and Postage	7.77	-
		1080	Cash In Bank	-	185.14
09/22/2008	J387	3399, September 2008, AURA Entertainment			
		5091	Medieval Faire	500.00	-
		1080	Cash In Bank	-	500.00
09/23/2008	J388	3400, September 2008, City of Brooks			
		5080	Administration & Travel	52.50	-
		1080	Cash In Bank	-	52.50
09/30/2008	J389	3401, September 2008, Ronnie Adams			
		5300	Wages	591.89	-
		1080	Cash In Bank	-	478.79
		2310	EI Payable	-	10.24
		2320	CPP Payable	-	14.86
		2440	AB Health Payable	-	88.00
09/30/2008	J390	3402, September 2008, Jillian Clarke			
		5300	Wages	1,009.65	-
		1080	Cash In Bank	-	945.88
		2310	EI Payable	-	17.47
		2320	CPP Payable	-	35.54
		2330	Income Tax Payable	-	10.76
09/30/2008	J391	3403, September 2008, Stefanie Connor			
		5300	Wages	664.80	-
		1080	Cash In Bank	-	634.83
		2310	EI Payable	-	11.50
		2320	CPP Payable	-	18.47
09/30/2008	J392	3404, September 2008, Bessie Jacowishen			
		5300	Wages	2,580.15	-
		1080	Cash In Bank	-	1,862.99
		2310	EI Payable	-	44.64
		2320	CPP Payable	-	113.28
		2330	Income Tax Payable	-	338.15
		2400	L.A.P.P.	-	174.22
		2420	AUMA Extended Health	-	46.87
09/30/2008	J393	3405, September 2008, Cathryn Krochak			
		5300	Wages	1,879.95	-
		1080	Cash In Bank	-	1,594.02
		2310	EI Payable	-	32.52
		2320	CPP Payable	-	78.62
		2330	Income Tax Payable	-	174.79
09/30/2008	J394	3406, September 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
09/30/2008	J395	3407, September 2008, Bruce Schmidt			
		5300	Wages	209.98	-
		1080	Cash In Bank	-	206.35
		2310	EI Payable	-	3.63
9/30/2008	J396	3408, September 2008, Tamara Van Horne			
		5300	Wages	1,954.38	-
		1080	Cash In Bank	-	1,612.34
		2310	EI Payable	-	33.81

		Account Number	Account Description	Debits	Credits
		2320	CPP Payable	-	82.30
		2330	Income Tax Payable	-	192.16
		2420	AUMA Extended Health	-	20.57
		2440	AB Health Payable	-	13.20
09/30/2008	J397	3409, September 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
09/30/2008	J400	3410, September 2008, Canada Customs and Revenue Agency			
		2310	EI Payable	258.94	-
		2320	CPP Payable	615.01	-
		2330	Income Tax Payable	1,646.25	-
		5310	EI Expense	362.51	-
		5320	CPP Expense	615.01	-
		1080	Cash In Bank	-	3,497.72
09/30/2008	J401	3411, September 2008, Local Authorities Pension Plan			
		2400	L.A.P.P.	586.41	-
		5350	L.A.P.P. Expense	672.98	-
		1080	Cash In Bank	-	1,259.39
09/30/2008	J402	3412, September 2008, AMSC Insurance Services Limited			
		2420	AUMA Extended Health	25.11	-
		5340	AUMA Extended Health	58.58	-
		1080	Cash In Bank	-	83.69
09/30/2008	J403	3413, September 2008, Brooks Computer Services Ltd.			
		2100	GST Paid on Purchases	2.50	-
		5060	Payroll Expense	50.00	-
		1080	Cash In Bank	-	52.50
09/30/2008	J404	3414, September 2008, Karen Nelson			
		2100	GST Paid on Purchases	1.18	-
		5130	Staff Training	102.37	-
		1080	Cash In Bank	-	103.55
09/30/2008	J405	3415, September 2008, BPO Management Services Ltd.			
		2100	GST Paid on Purchases	87.24	-
		5100	Repair & Maintenance	1,744.74	-
		1080	Cash In Bank	-	1,831.98
09/30/2008	J406	Debit, Securtek			
		5170	Security Monitoring	25.00	-
		5180	GST Expense	1.25	-
		1080	Cash In Bank	-	26.25
09/19/2008	J409	Deposit, Fines			
		4120	Fines, Book Sales and Services	-	328.36
		1080	Cash In Bank	328.36	-
09/19/2008	J410	Deposit, Resident Membership			
		4090	Resident Cardholder Fees	-	402.00
		1080	Cash In Bank	402.00	-
09/19/2008	J411	Deposit, Non-Resident Cardholder			
		4140	Non-resident Cardholder Fees	-	60.00
		1080	Cash In Bank	60.00	-
9/26/2008	J412	Deposit, Fines			
		4120	Fines, Book Sales and Services	-	257.18
		1080	Cash In Bank	257.18	-
9/26/2008	J413	Deposit, Resident Cardholder			

		Account Number	Account Description	Debits	Credits
		4090	Resident Cardholder Fees	-	290.00
		1080	Cash In Bank	290.00	-
09/26/2008	J414	Deposit, Adopt-a-Magazine			
		4185	Adopt-a-magazine	-	300.00
		1080	Cash In Bank	300.00	-
09/22/2008	J424	Debit, Stop Payment			
		5250	Bank Charges	10.00	-
		1080	Cash In Bank	-	10.00
				56,025.79	56,025.79

Brooks Public Library
Reconciliation Transactions Detail Report 09/01/2008 to 09/30/2008

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
09/05/2008	J368	Fines	Deposit	295.61	-		Y
09/05/2008	J369	Resident Cardholder	Deposit	298.00	-		Y
09/05/2008	J370	Adopt-a-Magazine	Deposit	200.00	-		Y
09/12/2008	J371	Fines	Deposit	437.46	-		Y
09/12/2008	J372	Resident Cardholder	Deposit	480.00	-		Y
09/12/2008	J373	Donation	Deposit	1,000.00	-		Y
09/19/2008	J376	Sept 2008, Engravables	3389	-	10.29		N
09/19/2008	J377	Sept 2008, Water Pure & Simple	3390	-	22.00		Y
09/19/2008	J378	Sept 2008, Xerox Canada Ltd.	3391	-	198.19		Y
09/19/2008	J379	Sept 2008, City of Brooks	3392	-	105.00		Y
09/19/2008	J380	Sept 2008, Grand & Toy	3393	-	355.71		Y
09/19/2008	J381	Sept 2008, Brooks Stationers	3394	-	61.90		Y
09/19/2008	J382	Sept 2008, Telus Communications	3395	-	245.90		Y
09/19/2008	J383	Sept 2008, Brooks Bulletin	3396	-	62.48		Y
09/19/2008	J384	Sept 2008, Shortgrass Library Sys...	3397	-	28,045.00		Y
09/19/2008	J385	Sept 2008, RBC Royal Bank VISA	3398	-	185.14		Y
09/22/2008	J387	September 2008, AURA Entertain...	3399	-	500.00		Y
09/23/2008	J388	September 2008, City of Brooks	3400	-	52.50		N
09/30/2008	J389	September 2008, Ronnie Adams	3401	-	478.79		N
09/30/2008	J390	September 2008, Jillian Clarke	3402	-	945.88		Y
09/30/2008	J391	September 2008, Stefanie Connor	3403	-	634.83		N
09/30/2008	J392	September 2008, Bessie Jacowish...	3404	-	1,862.99		Y
09/30/2008	J393	September 2008, Cathryn Krochak	3405	-	1,594.02		N
09/30/2008	J394	September 2008, Maxine Meldrum	3406	-	1,769.31		N
09/30/2008	J395	September 2008, Bruce Schmidt	3407	-	206.35		N
09/30/2008	J396	September 2008, Tamara Van Hor...	3408	-	1,612.34		Y
09/30/2008	J397	September 2008, Shannon Vosse...	3409	-	2,584.34		Y
09/30/2008	J400	September 2008, Canada Custom...	3410	-	3,497.72		N
09/30/2008	J401	September 2008, Local Authorities...	3411	-	1,259.39		N
09/30/2008	J402	September 2008, AMSC Insuranc...	3412	-	83.69		N
09/30/2008	J403	September 2008, Brooks Compute...	3413	-	52.50		N
09/30/2008	J404	September 2008, Karen Nelson	3414	-	103.55		N
09/30/2008	J405	September 2008, BPO Manageme...	3415	-	1,831.98		N
09/30/2008	J406	Securtek	Debit	-	26.25		Y
09/30/2008	J407	Destination Fee	Debit	-	5.00		Y
09/30/2008	J408	Reversing J407. Correction is J408.	ADJDebit	5.00	-		Y
09/19/2008	J409	Fines	Deposit	328.36	-		Y
09/19/2008	J410	Resident Membership	Deposit	402.00	-		Y
09/19/2008	J411	Non-Resident Cardholder	Deposit	60.00	-		Y
09/26/2008	J412	Fines	Deposit	257.18	-		Y
09/26/2008	J413	Resident Cardholder	Deposit	290.00	-		Y
09/26/2008	J414	Adopt-a-Magazine	Deposit	300.00	-		Y
09/22/2008	J424	Stop Payment	Debit	-	10.00		Y
				4,353.61	48,403.04		

MINUTES OF REGULAR MEETING OF BROOKS PUBLIC LIBRARY BOARD
November 27, 2008
HELD IN BROOKS PUBLIC LIBRARY

PRESENT: Dino Champlone (Chair), Cathleen Patterson, Elsie Strach, Tilly Gamble-Altwasser, Sheila Tiegs, Karen Nelson, Joyce Aasen, Shannon Vossepoel, Gloria Evans, Kimberley Sharkey, Norm Gerestein

REGRETS:

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: **Sheila/Karen moved approval of the agenda with the additions of RISE to point 7f under Business Arising and Christmas party to point 8d under New Business. Carried.**

3. Consent Agenda: **Joyce/Tilly moved acceptance of October 2008 Board Meeting Minutes and Finance Committee Reports including receipts and expenditures for September and October 2008. Carried.**

4. Correspondence

    a. City of Brooks: City Council Board Member Appointments—Norm Gerestein and Kimberley Sharkey
    b. Cantara Safe House: Thank you circulated for display in early November relating to domestic violence
    c. Mary C. Moore Public Library (Lacombe): Pay Grid Review—Circulated. Shannon will add BPL pay grid to the chart for comparison.
    d. RISE: Members received copies of The Rise Review

5. Librarian's Report: Shannon circulated copies of her report and reviewed sections orally.

6. Special Video Presentation: Shannon showed videos How to Get a Library Card and some of The Alberta Library advertisements.

7. Business Arising from October 2008 Board Meeting Minutes

a. Alberta Library Conference: Shannon and Tamara Van Horne are presenting a workshop of a BPL pilot project related to helping new Canadians in the library. Shannon would like to know by the January meeting if any Board member is interested in attending this conference April 23 to 26.
b. Auralog Workshop: Shannon reported there was representation from many groups invited to attend the workshop. There has been a request to hold another workshop in the spring.
c. CAP Grant: The grant will be used for a new computer in the computer lab.
d. 2009 Programs and Events: Tabled until Budget discussion.
e. 2009 Board Member list: circulated to be updated. Shannon will hand out the updated information at the next meeting.
f. RISE: Shannon reported we have been asked to be the first Shortgrass library to launch the video conferencing. The Board accepted that offer.

8. New Business
   a. Terms of Employment Policy HR 1.1: Following discussion, Policy 1.1 is to be revised by the Policy Committee.
   b. Sunday bonus: **Cathleen/Karen moved that employees who work on Sundays be paid for the hours worked. Carried.**
   c. Endowment Fund: The Finance Committee invested $30,000 for 2 years at 4% and $7,000 in a 1 year redeemable 1.6% certificate.
   d. Christmas Party: Human Resources Committee will email members in January regarding a date for this function.

9. 2009 Budget: Kimberley will follow up on the discussion of full audit engagement and review audit engagement.

   With the possibility of a deficit budget, the Board made the following decisions:
   Karen/Kimberley moved individual library memberships be $15 per year and family memberships be $20 per year effective as soon as approval is received from those groups that need to approve changes to a Policy. Carried.

   Joyce/Sheila moved BPL close at 5:00 pm on Wednesday evenings effective January 1, 2009. Carried.

   Sheila/Cathleen moved Saturday hours be from 1:00 pm to 5:00 pm effective January 1, 2009. Carried.

10. Adjournment: Elsie moved adjournment at 8:50 pm.

11. Next Meeting: 6:30 pm December 18, 2008

Board Chair

Date: Dec 18, 2008

Librarian

Date: Dec 18, 2008.

Brooks Library Board
Finance Standing Committee Meeting
4:20pm, November 20, 2008

Present: Dino Champlone, Elsie Strach, and Shannon Vossepoel

1) Meeting was called to order at 4:20pm.

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

Receipts for October:

- HRDC: Grant received to reimburse for Summer Reading Program summer student wage expenditure.
- County of Newell: Annual funding received – funds slightly higher than anticipated as County of Newell as a whole joined Shortgrass this year.
- Donations: $100.00 received from Doris Cairns to use as library sees fit.
- Adopt-a-Magazine: Twenty-five magazines have been adopted as of October 31st, 2008.

Expenditures for October:

- Books and materials: Large Print books purchased by patron donation.
- Library Supplies: wheeled drawers for staff area, cleaning supplies, hand sanitizer, coffee for staff room (to be used for programming), hand sanitizer.
- Administration and Travel: mileage for travel to Medicine Hat for Library Stakeholder Input Session with MLAs, water for office cooler.
- Program Expense: craft supplies, snacks, and prizes for Super Saturday Halloween Party, exhibition fees for November's Gallery exhibit *Brainstorm*.
- Staff Training: Staff and Board First Aid Training fees.
- Freight and Postage: Postage Stamps.
- Publicity and Advertising: Filming of 'How to Get a Library Card' video; roses for volunteer who played patron in the 'How to Get a Library Card' video.

3) Planned meeting with RBC Royal Bank Canada for Monday, November 24th to move building fund to a higher interest account.

4) Discussed 2009 budget and brainstormed contingency plans if incoming funds are lower than projected.

5) Meeting was adjourned at 4:45pm.

Finance Meeting Notes: October 2008

Receipts for October:

- HRDC: Grant received to reimburse for Summer Reading Program summer student wage expenditure.
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- Staff Training: Staff and Board First Aid Training fees.
- Freight and Postage: Postage Stamps.
- Publicity and Advertising: Filming of 'How to Get a Library Card' video; roses for volunteer who played patron in the 'How to Get a Library Card' video.

Discussion Points:

- Building Fund: set up meeting with RBC.
- Discuss RISE funding.
- Ensure Dino and Elsie sign cheques.

Brooks Library Board Budget
October 2008

Receipts	Annual Budget	Current Month	Total to Date
City of Brooks	161,620.00		121,370.50
HRDC – Summer Student	1,715.00	2,058.00	2,058.00
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	26,360.52	26,360.52
Resident Cardholder Fees	16,500.00	1,794.00	14,814.00
Interest Income	0.00		
Miscellaneous	200.00		181.91
Fines, books and services	19,000.00	1,665.47	15,875.14
Non-resident Cardholder Fees	200.00	200.00	840.00
Donations	3,000.00	100.00	3,238.00
Fundraisers	300.00		203.75
Adopt-a-magazine	2,200.00	700.00	2,500.00
Medieval Faire	0.00		3,253.01
GST Recovery	1,500.00		1,147.28
Total Revenue	**$321,495.00**	32,877.99	284,901.11
Expenditures			
SLS Expense (Materials Allot.)	56,090.00		56,090.00
Shortgrass – Non-resident Fees	100.00		
Dynix and Telecom (SLS)	3,000.00		2,879.53
Books & Materials (Donations)	0.00	18.16	4,803.86
Furnishings and Equipment	$6,205.00		5,774.55
Payroll Expense	900.00		475.00
Library Supplies	5,500.00	112.70	3,533.95
Administration & Travel	3,000.00	77.00	3,711.92
Program Expense	2,000.00	82.49	1,187.12
Medieval Faire	0.00		2,564.10
Repair & Maintenance	2,300.00		1,744.74
Rebinding, Microfilming, and Laminating	1000.00		911.29
Staff Training	3,500.00	958.34	2,626.07
Telephone & Fax Expense	3,500.00	235.11	2,349.91
Copier & Computer Costs	2,000.00		1,650.48
Security Monitoring	600.00	25.00	250.00
Computer Main. Contracts	1,000.00		
GST Expense	0.00	1.25	12.50
Freight & Postage	1,000.00	112.36	509.06
Professional Memberships	500.00	200.00	450.00

Publicity and Advertising	3,500.00	1,766.99	2,707.44
Audit and Insurance	8,000.00		8,111.00
Bank Charges	200.00	5.00	110.07
Miscellaneous	200.00		
Wages (includes temp. staff and VAC pay)	186,160.00	15,395.48	154,087.03
EI Expense	5,400.00	372.88	3,731.08
CPP Expense	8,100.00	632.14	6,381.17
WCB Expense	800.00		567.95
AUMA Expense	5,460.00	166.41	2,693.15
LAPP Expense	10,000.00	664.61	7,669.08
AB Health Expense	1,480.00		708.40
Total Expenses	**$321,495.00**	20,825.92	278,290.45

Brooks Public Library
Balance Sheet As at 10/31/2008

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	44,951.91
Accounts Receivable	0.00
TOTAL CURRENT ASSETS	83,929.19
TOTAL ASSET	83,929.19
LIABILITY	
CURRENT LIABILITIES	
Accounts Payable	0.00
MNP Accrual	4,830.00
GST Charged on Sales	0.00
GST Paid on Purchases	-1,519.19
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	-71.33
AB Health Payable	154.00
W.C.B. Payable	0.00
Miscellaneous	0.00
TOTAL CURRENT LIABILITIES	3,473.32
TOTAL LIABILITY	3,473.32
EQUITY	
EARNINGS	
Building Fund Reserves	38,314.20
Externally restricted	200.00
Retained Earnings	35,331.01
Current Earnings	6,610.66
CURRENT EARNINGS	80,455.87
TOTAL EQUITY	80,455.87
LIABILITIES AND EQUITY	83,929.19

Brooks Public Library
Income Statement 10/01/2008 to 10/31/2008

REVENUE

REVENUE	
Town of Brooks	0.00
HRDC - Summer Student	2,058.00
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	26,360.52
RISE Grant Funding	0.00
Resident Cardholder Fees	1,794.00
Interest Income	0.00
Miscellaneous	0.00
Fines, Book Sales and Services	1,665.47
Non-resident Cardholder Fees	200.00
Charitable Receipt Donations	100.00
Fundraisers	0.00
Adopt-a-magazine	700.00
Medieval Faire	0.00
GST Recovery	0.00
TOTAL REVENUE	32,877.99
TOTAL REVENUE	32,877.99

EXPENSE

EXPENSES	
SLS Expense (Materials)	0.00
SLS - Non-resident fees	0.00
SLS - Dynix and Telecom	0.00
Books and Materials	18.16
New Library Furnishings	0.00
Library Equipment	0.00
Payroll Expense	0.00
Library Supplies	112.70
Administration & Travel	77.00
Recruitment Expense	0.00
Program Expense	82.49
Medieval Faire	0.00
Repair & Maintenance	0.00
Rebinding, Microfilming, Laminati...	0.00
Staff Training	958.34
Telephone and Fax Expense	235.11
Copier & Computer Costs	0.00
Security Monitoring	25.00
Computer Main. Contracts	0.00
GST Expense	1.25
Freight and Postage	112.36
Professional Memberships	200.00
Publicity and Advertising	1,766.99
Audit and Insurance	0.00
Bank Charges	5.00
Miscellaneous	0.00
Wages	15,395.48
Wage Reimbursement	0.00
EI Expense	372.88
CPP Expense	632.14
WCB Expense	0.00
AUMA Extended Health	166.41
L.A.P.P. Expense	664.61
AB Health Expense	0.00
TOTAL EXPENSES	20,825.92
TOTAL EXPENSE	20,825.92

Brooks Public Library
Income Statement 10/01/2008 to 10/31/2008

NET INCOME	12,052.07

Brooks Public Library
Income Statement 01/01/2008 to 10/31/2008

REVENUE

REVENUE	
Town of Brooks	121,370.50
HRDC - Summer Student	2,058.00
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	26,360.52
RISE Grant Funding	3,780.00
Resident Cardholder Fees	14,814.00
Interest Income	0.00
Miscellaneous	181.91
Fines, Book Sales and Services	15,875.14
Non-resident Cardholder Fees	840.00
Charitable Receipt Donations	3,238.00
Fundraisers	203.75
Adopt-a-magazine	2,500.00
Medieval Faire	3,253.01
GST Recovery	1,147.28
TOTAL REVENUE	284,901.11
TOTAL REVENUE	284,901.11

EXPENSE

EXPENSES	
SLS Expense (Materials)	56,090.00
SLS - Non-resident fees	0.00
SLS - Dynix and Telecom	2,879.53
Books and Materials	4,803.86
New Library Furnishings	0.00
Library Equipment	5,774.55
Payroll Expense	475.00
Library Supplies	3,533.95
Administration & Travel	3,711.92
Recruitment Expense	0.00
Program Expense	1,187.12
Medieval Faire	2,564.10
Repair & Maintenance	1,744.74
Rebinding, Microfilming, Laminati...	911.29
Staff Training	2,626.07
Telephone and Fax Expense	2,349.91
Copier & Computer Costs	1,650.48
Security Monitoring	250.00
Computer Main. Contracts	0.00
GST Expense	12.50
Freight and Postage	509.06
Professional Memberships	450.00
Publicity and Advertising	2,707.44
Audit and Insurance	8,111.00
Bank Charges	110.07
Miscellaneous	0.00
Wages	154,087.03
Wage Reimbursement	0.00
EI Expense	3,731.08
CPP Expense	6,381.17
WCB Expense	567.95
AUMA Extended Health	2,693.15
L.A.P.P. Expense	7,669.08
AB Health Expense	708.40
TOTAL EXPENSES	278,290.45
TOTAL EXPENSE	278,290.45

Brooks Public Library
Income Statement 01/01/2008 to 10/31/2008

NET INCOME	6,610.66

Brooks Public Library
Reconciliation Transactions Detail Report 10/01/2008 to 10/31/2008

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
10/03/2008	J415	Fines	Deposit	468.11	-		Y
10/03/2008	J416	Resident Cardholder	Deposit	336.00	-		Y
10/03/2008	J417	Non-Resident Cardholder	Deposit	80.00	-		Y
10/03/2008	J418	Adopt-a-Magazine	Deposit	600.00	-		Y
10/03/2008	J419	Government of Canada	Deposit	2,058.00	-		Y
10/10/2008	J420	Fines	Deposit	345.05	-		Y
10/10/2008	J421	Resident Cardholder	Deposit	372.00	-		Y
10/10/2008	J422	Non-Resident Cardholder	Deposit	60.00	-		Y
10/10/2008	J423	County of Newell	Deposit	26,360.52	-		Y
10/14/2008	J425	October 2008, Shannon Vossepoel	3416	-	66.00		Y
10/14/2008	J426	October 2008, Water Pure & Simple	3417	-	11.00		Y
10/14/2008	J427	October 2008, Shortgrass Library ...	3418	-	46.96		Y
10/14/2008	J428	October 2008, Canadian Library A...	3419	-	200.00		N
10/14/2008	J429	October 2008, Jillian Clarke	3421	-	8.40		Y
10/27/2008	J430	October 2008, Telus Communicati...	3422	-	246.77		Y
10/27/2008	J431	October 2008, RBC Royal Bank VI...	3423	-	237.21		Y
10/27/2008	J432	October 2008, AURA Entertainment	3424	-	1,725.00		Y
10/27/2008	J433	October 2008, Esplanade Arts and...	3425	-	60.00		N
10/27/2008	J434	October 2008, Dino Champlone	3426	-	988.92		N
10/27/2008	J435	October 2008, Brooks Bulletin	3427	-	29.40		N
10/27/2008	J436	Oct 2008, Jillian Clarke	3428	-	14.59		Y
10/31/2008	J437	October 2008, Ronnie Adams	3429	-	662.91		N
10/31/2008	J438	October 08, Jillian Clarke	3430	-	859.17		Y
10/31/2008	J439	October 2008, Stefanie Connor	3431	-	616.84		Y
10/31/2008	J440	October 2008, Bessie Jacowishen	3432	-	1,804.47		Y
10/31/2008	J441	October 2008, Cathryn Krochak	3433	-	1,602.73		N
10/31/2008	J442	October 2008, Maxine Meldrum	3434	-	1,759.43		N
10/31/2008	J443	October 2008, Bruce Schmidt	3435	-	512.51		N
10/31/2008	J444	October 2008, Tamara Van Horne	3436	-	1,700.44		Y
10/31/2008	J445	Oct 2008, Shannon Vossepoel	3437	-	2,584.34		Y
10/31/2008	J446	October 2008, Canada Customs a...	3438	-	3,546.01		N
10/31/2008	J447	October 2008, AMSC Insurance S...	3439	-	237.74		N
10/31/2008	J448	October 2008, Local Authorities P...	3440	-	1,243.73		N
10/17/2008	J449	Fines	Deposit	263.70	-		Y
10/17/2008	J450	Resident Cardholder	Deposit	318.00	-		Y
10/17/2008	J451	Adopt-a-Magazine	Deposit	100.00	-		Y
10/24/2008	J452	Resident Cardholder	Deposit	426.00	-		Y
10/24/2008	J453	Fines	Deposit	307.20	-		Y
10/31/2008	J454	Fines	Deposit	281.41	-		Y
10/31/2008	J455	Resident Cardholder	Deposit	342.00	-		Y
10/31/2008	J456	Non-Resident Cardholder	Deposit	60.00	-		Y
10/31/2008	J457	Donation	Deposit	100.00	-		Y
10/31/2008	J461	Securtek	Debit	-	26.25		Y
10/31/2008	J462	Destination Fee	Debit	-	5.00		Y
				32,877.99	20,795.82		

Brooks Public Library
Reconciliation Transactions Detail Report 10/01/2008 to 10/31/2008

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

Status
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Brooks Public Library
All Journal Entries 10/01/2008 to 10/31/2008

		Account Number	Account Description	Debits	Credits
10/03/2008	J415	Deposit, Fines			
		4120	Fines, Book Sales and Services	-	468.11
		1080	Cash In Bank	468.11	-
10/03/2008	J416	Deposit, Resident Cardholder			
		4090	Resident Cardholder Fees	-	336.00
		1080	Cash In Bank	336.00	-
10/03/2008	J417	Deposit, Non-Resident Cardholder			
		4140	Non-resident Cardholder Fees	-	80.00
		1080	Cash In Bank	80.00	-
10/03/2008	J418	Deposit, Adopt-a-Magazine			
		4185	Adopt-a-magazine	-	600.00
		1080	Cash In Bank	600.00	-
10/03/2008	J419	Deposit, Government of Canada			
		4030	HRDC - Summer Student	-	2,058.00
		1080	Cash In Bank	2,058.00	-
10/10/2008	J420	Deposit, Fines			
		4120	Fines, Book Sales and Services	-	345.05
		1080	Cash In Bank	345.05	-
10/10/2008	J421	Deposit, Resident Cardholder			
		4090	Resident Cardholder Fees	-	372.00
		1080	Cash In Bank	372.00	-
10/10/2008	J422	Deposit, Non-Resident Cardholder			
		4140	Non-resident Cardholder Fees	-	60.00
		1080	Cash In Bank	60.00	-
10/10/2008	J423	Deposit, County of Newell			
		4060	County of Newell Library Board	-	26,360.52
		1080	Cash In Bank	26,360.52	-
10/14/2008	J425	3416, October 2008, Shannon Vossepoel			
		5080	Administration & Travel	66.00	-
		1080	Cash In Bank	-	66.00
10/14/2008	J426	3417, October 2008, Water Pure & Simple			
		5080	Administration & Travel	11.00	-
		1080	Cash In Bank	-	11.00
10/14/2008	J427	3418, October 2008, Shortgrass Library System			
		5030	Books and Materials	18.16	-
		5070	Library Supplies	28.80	-
		1080	Cash In Bank	-	46.96
10/14/2008	J428	3419, October 2008, Canadian Library Association			
		5210	Professional Memberships	200.00	-
		1080	Cash In Bank	-	200.00
10/14/2008	J429	3421, October 2008, Jillian Clarke			
		2100	GST Paid on Purchases	0.40	-
		5090	Program Expense	8.00	-
		1080	Cash In Bank	-	8.40
10/27/2008	J430	3422, October 2008, Telus Communications			
		2100	GST Paid on Purchases	11.66	-
		5140	Telephone and Fax Expense	235.11	-
		1080	Cash In Bank	-	246.77
10/27/2008	J431	3423, October 2008, RBC Royal Bank VISA			
		2100	GST Paid on Purchases	10.85	-
		5070	Library Supplies	83.90	-
		5130	Staff Training	24.47	-
		5200	Freight and Postage	104.00	-

Brooks Public Library
All Journal Entries 10/01/2008 to 10/31/2008

		Account Number	Account Description	Debits	Credits
		5220	Publicity and Advertising	13.99	-
		1080	Cash In Bank	-	237.21
10/27/2008	J432	3424, October 2008, AURA Entertainment			
		5220	Publicity and Advertising	1,725.00	-
		1080	Cash In Bank	-	1,725.00
10/27/2008	J433	3425, October 2008, Esplanade Arts and Heritage Centre			
		5090	Program Expense	60.00	-
		1080	Cash In Bank	-	60.00
10/27/2008	J434	3426, October 2008, Dino Champlone			
		2100	GST Paid on Purchases	46.69	-
		5130	Staff Training	933.87	-
		5200	Freight and Postage	8.36	-
		1080	Cash In Bank	-	988.92
10/27/2008	J435	3427, October 2008, Brooks Bulletin			
		2100	GST Paid on Purchases	1.40	-
		5220	Publicity and Advertising	28.00	-
		1080	Cash In Bank	-	29.40
10/27/2008	J436	3428, Oct 2008, Jillian Clarke			
		2100	GST Paid on Purchases	0.10	-
		5090	Program Expense	14.49	-
		1080	Cash In Bank	-	14.59
10/31/2008	J437	3429, October 2008, Ronnie Adams			
		5300	Wages	789.19	-
		1080	Cash In Bank	-	662.91
		2310	EI Payable	-	13.65
		2320	CPP Payable	-	24.63
		2440	AB Health Payable	-	88.00
10/31/2008	J438	3430, October 08, Jillian Clarke			
		5300	Wages	905.20	-
		1080	Cash In Bank	-	859.17
		2310	EI Payable	-	15.66
		2320	CPP Payable	-	30.37
10/31/2008	J439	3431, October 2008, Stefanie Connor			
		5300	Wages	645.53	-
		1080	Cash In Bank	-	616.84
		2310	EI Payable	-	11.17
		2320	CPP Payable	-	17.52
10/31/2008	J440	3432, October 2008, Bessie Jacowishen			
		5300	Wages	2,487.45	-
		1080	Cash In Bank	-	1,804.47
		2310	EI Payable	-	43.03
		2320	CPP Payable	-	108.69
		2330	Income Tax Payable	-	316.52
		2400	L.A.P.P.	-	167.87
		2420	AUMA Extended Health	-	46.87
10/31/2008	J441	3433, October 2008, Cathryn Krochak			
		5300	Wages	1,892.40	-
		1080	Cash In Bank	-	1,602.73
		2310	EI Payable	-	32.74
		2320	CPP Payable	-	79.24
		2330	Income Tax Payable	-	177.69
10/31/2008	J442	3434, October 2008, Maxine Meldrum			
		5300	Wages	2,348.40	-
		1080	Cash In Bank	-	1,759.43
		2310	EI Payable	-	40.63
		2320	CPP Payable	-	101.81
		2330	Income Tax Payable	-	284.08

Brooks Public Library
All Journal Entries 10/01/2008 to 10/31/2008

		Account Number	Account Description	Debits	Credits
		2400	L.A.P.P.	-	158.56
		2420	AUMA Extended Health	-	3.89
10/31/2008	J443	3435, October 2008, Bruce Schmidt			
		5300	Wages	533.72	-
		1080	Cash In Bank	-	512.51
		2310	EI Payable	-	9.23
		2320	CPP Payable	-	11.98
10/31/2008	J444	3436, October 2008, Tamara Van Horne			
		5300	Wages	2,080.25	-
		1080	Cash In Bank	-	1,700.44
		2310	EI Payable	-	35.99
		2320	CPP Payable	-	88.53
		2330	Income Tax Payable	-	221.52
		2420	AUMA Extended Health	-	20.57
		2440	AB Health Payable	-	13.20
10/31/2008	J445	3437, Oct 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
10/31/2008	J446	3438, October 2008, Canada Customs and Revenue Agency			
		2310	EI Payable	266.34	-
		2320	CPP Payable	632.14	-
		2330	Income Tax Payable	1,642.51	-
		5310	EI Expense	372.88	-
		5320	CPP Expense	632.14	-
		1080	Cash In Bank	-	3,546.01
10/31/2008	J447	3439, October 2008, AMSC Insurance Services Limited			
		2420	AUMA Extended Health	71.33	-
		5340	AUMA Extended Health	166.41	-
		1080	Cash In Bank	-	237.74
10/31/2008	J448	3440, October 2008, Local Authorities Pension Plan			
		2400	L.A.P.P.	579.12	-
		5350	L.A.P.P. Expense	664.61	-
		1080	Cash In Bank	-	1,243.73
10/17/2008	J449	Deposit, Fines			
		4120	Fines, Book Sales and Services	-	263.70
		1080	Cash In Bank	263.70	-
10/17/2008	J450	Deposit, Resident Cardholder			
		4090	Resident Cardholder Fees	-	318.00
		1080	Cash In Bank	318.00	-
10/17/2008	J451	Deposit, Adopt-a-Magazine			
		4185	Adopt-a-magazine	-	100.00
		1080	Cash In Bank	100.00	-
10/24/2008	J452	Deposit, Resident Cardholder			
		4090	Resident Cardholder Fees	-	426.00
		1080	Cash In Bank	426.00	-
10/24/2008	J453	Deposit, Fines			
		4120	Fines, Book Sales and Services	-	307.20
		1080	Cash In Bank	307.20	-
10/31/2008	J454	Deposit, Fines			
		4120	Fines, Book Sales and Services	-	281.41
		1080	Cash In Bank	281.41	-

Brooks Public Library
All Journal Entries 10/01/2008 to 10/31/2008

		Account Number	Account Description	Debits	Credits
10/31/2008	J455	Deposit, Resident Cardholder			
		4090	Resident Cardholder Fees	-	342.00
		1080	Cash In Bank	342.00	-
10/31/2008	J456	Deposit, Non-Resident Cardholder			
		4140	Non-resident Cardholder Fees	-	60.00
		1080	Cash In Bank	60.00	-
10/31/2008	J457	Deposit, Donation			
		4170	Charitable Receipt Donations	-	100.00
		1080	Cash In Bank	100.00	-
10/31/2008	J461	Debit, Securtek			
		5170	Security Monitoring	25.00	-
		5180	GST Expense	1.25	-
		1080	Cash In Bank	-	26.25
10/31/2008	J462	Debit, Destination Fee			
		5250	Bank Charges	5.00	-
		1080	Cash In Bank	-	5.00
				56,966.45	56,966.45

MINUTES OF REGULAR MEETING OF BROOKS PUBLIC LIBRARY BOARD
December 18, 2008
HELD IN BROOKS PUBLIC LIBRARY

PRESENT: Dino Champlone (chair), Norm Gerestein, Kimberley Sharkey, Shannon Vossepoel (librarian), Gloria Evans, Joyce Aasen, Karen Nelson, Cathleen Patterson, Sheila Tiegs DSC CV.

REGRETS: Elsie Strach, Tilly Gamble-Altwasser, ~~Sheila Tiegs~~

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 6:39 pm.

2. Approval of Agenda: **Gloria/Cathleen moved approval of agenda as circulated. Carried.**

3. Consent Agenda: **Joyce/Karen moved November 2008 Board Meeting Minutes and Finance Committee Reports including receipts and expenditures for November 2008. Carried.**

4. Correspondence

   a. Shortgrass Library System: Shortgrass Clippings—circulated
   b. Shortgrass Library System: Minutes of the September 2008 Board Meeting—circulated
   c. Marigold Library System: Marigold Report—circulated; includes a section on dealing with hazard situations which might be a possible topic for Staff Development
   d. Newell Christian School: Thank you—circulated

5. Librarian's Report: Shannon reported orally stating no programs are running in December. She stated that computer classes, Toddler Time, and Story Time will run in January 2009. She has also completed staff reviews. Both the staff meeting and the staff holiday party went well.

6. Business Arising from November 2008 Board Meeting Minutes

   a. 2009 Board Member Contact List: handed out
   b. 2009 Programs and Events: Individuals have been contacted regarding taking over the organization of the Medieval Faire. The Art Gallery has bookings until October 2009.

7. New Business
   a. Community Spirit Grant: This provincial grant is available for non-profit community groups to access. Shannon believes it is a matching grant for any donations made to the library by individuals. Audited financial statements must be provided to prove donations. Shannon has applied for matching grant based on the 2007 audit which shows $5,500 donated by community members. BPL has received approximately $13,000 in individual donations for 2008.
   b. Paygrid Review: A paygrid based on results from Mary C. Moore Library in Lacombe and including BPL was handed out and reviewed. We noted BPL wage scale is lower than those included in the grid in the majority of staff positions.
   c. Staff/Board Holiday Party: Karen and Gloria will organize this event early in 2009.

8. 2009 Budget: After much discussion, the following motion was made: **Moved by Cathleen/Joyce to delay until the April 2009 Board meeting any changes to library hours until funding decisions are made by the City and County. Carried.**

   Shannon will contact the City for approval regarding changes to our bylaws to increase library card membership fees as noted in the November 2008 minutes.

9. Adjournment: **Moved by Cathleen**

10. Next Meeting: **January 22, 2009 (Reminder: The 2008-2012 Plan of Service will be reviewed at this meeting.)**

Board Chair

Date: Jan 22, 09

Librarian

Date: January 22, 2009

Brooks Library Board
Finance Standing Committee Meeting
4:20pm, December 17, 2008

Present: Dino Champlone, Elsie Strach, and Shannon Vossepoel

1) Meeting was called to order at 4:20pm.

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

Receipts for November:

- Received three large donations in November: $5000 from the Immanuel Bible Chapel, $1000 from Merle Blair, and $500 for large print books from the Ladies Auxiliary to the Royal Canadian Legion.

Expenditures for November:

- Library Supplies: 2009 daytimer.
- Administration and Travel: water for office cooler.
- Program Expense: candy and cookies for Evening with Poe Halloween event, exhibition fees for December Gallery exhibit *Ancestral Bonds*.
- Staff Training: Meals and travel costs for the Kaleidoscope Children's Literature conference November 6-8th, accommodation costs for the Netspeed Conference October 22 – 24th.
- Computer Maintenance Costs – installation of Norton Antivirus 2009 on library computers.
- Publicity and advertising: mp3 players for library audiotours (paid with PLDI funding).

3) Discussed and revised interim budget for 2009.

4) Meeting was adjourned at 4:55pm.

Finance Meeting Notes: November 2008

Receipts for November:

- Received three large donations in November: $5000 from the Immanuel Bible Chapel, $1000 from Merle Blair, and $500 for large print books from the Ladies Auxiliary to the Royal Canadian Legion.

Expenditures for November:

- Library Supplies: 2009 daytimer.
- Administration and Travel: water for office cooler.
- Program Expense: candy and cookies for Evening with Poe Halloween event, exhibition fees for December Gallery exhibit *Ancestral Bonds*.
- Staff Training: Meals and travel costs for the Kaleidoscope Children's Literature conference November 6-8th, accommodation costs for the Netspeed Conference October 22 – 24th.
- Computer Maintenance Costs – installation of Norton Antivirus 2009 on library computers.
- Publicity and advertising: mp3 players for library audiotours (paid with PLDI funding).

Discussion Points:

- Discuss interim budget for 2009.
- Ensure Dino and Elsie sign cheques.

Brooks Library Board Budget
November 2008

Receipts	Annual Budget	Current Month	Total to Date
City of Brooks	161,620.00		121,370.50
HRDC – Summer Student	1,715.00		2,058.00
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		26,360.52
Resident Cardholder Fees	16,500.00	1,590.00	16,404.00
Interest Income	0.00		
Miscellaneous	200.00		181.91
Fines, books and services	19,000.00	1,224.45	17,099.59
Non-resident Cardholder Fees	200.00	60.00	900.00
Donations	3,000.00	6,500.00	9,738.00
Fundraisers	300.00		203.75
Adopt-a-magazine	2,200.00		2,500.00
Medieval Faire	0.00		3,253.01
GST Recovery	1,500.00		1,147.28
Total Revenue	**$321,495.00**	9,374.45	294,275.56
Expenditures			
SLS Expense (Materials Allot.)	56,090.00		56,090.00
Shortgrass – Non-resident Fees	100.00		
Dynix and Telecom (SLS)	3,000.00		2,879.53
Books & Materials (Donations)	0.00		4,803.86
Furnishings and Equipment	$6,205.00		5,774.55
Payroll Expense	900.00	100.00	575.00
Library Supplies	5,500.00	24.95	3,558.90
Administration & Travel	3,000.00	11.00	3,722.92
Program Expense	2,000.00	83.15	1,270.27
Medieval Faire	0.00		2,564.10
Repair & Maintenance	2,300.00		1,744.74
Rebinding, Microfilming, and Laminating	1000.00		911.29
Staff Training	3,500.00	451.30	3,077.37
Telephone & Fax Expense	3,500.00	234.87	2,584.78
Copier & Computer Costs	2,000.00		1,650.48
Security Monitoring	600.00	25.00	275.00
Computer Main. Contracts	1,000.00	328.00	328.00
GST Expense	0.00	1.25	13.75
Freight & Postage	1,000.00		509.06
Professional Memberships	500.00		450.00

Publicity and Advertising	3,500.00	169.94	2,877.38
Audit and Insurance	8,000.00		8,111.00
Bank Charges	200.00	5.00	115.07
Miscellaneous	200.00		
Wages (includes temp. staff and VAC pay)	186,160.00	14,166.51	168,253.54
EI Expense	5,400.00	343.10	4,074.18
CPP Expense	8,100.00	571.30	6,952.47
WCB Expense	800.00		567.95
AUMA Expense	5,460.00	166.41	2,859.56
LAPP Expense	10,000.00	605.86	8,274.94
AB Health Expense	1,480.00	61.60	770.00
Total Expenses	**$321,495.00**	17,349.24	295,639.69

Balance Sheet As at 11/30/2008

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	36,909.96
Accounts Receivable	0.00
TOTAL CURRENT ASSETS	75,887.24
TOTAL ASSET	75,887.24
LIABILITY	
CURRENT LIABILITIES	
Accounts Payable	0.00
MNP Accrual	4,830.00
GST Charged on Sales	0.00
GST Paid on Purchases	-1,573.15
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	-71.33
AB Health Payable	140.80
W.C.B. Payable	0.00
Miscellaneous	0.00
TOTAL CURRENT LIABILITIES	3,406.16
TOTAL LIABILITY	3,406.16
EQUITY	
EARNINGS	
Building Fund Reserves	38,314.20
Externally restricted	200.00
Retained Earnings	35,331.01
Current Earnings	-1,364.13
CURRENT EARNINGS	72,481.08
TOTAL EQUITY	72,481.08
LIABILITIES AND EQUITY	75,887.24

Brooks Public Library
Income Statement 11/01/2008 to 11/30/2008

REVENUE

REVENUE	
Town of Brooks	0.00
HRDC - Summer Student	0.00
Province of Alberta	0.00
Industry Canada - CAP 3	0.00
Industry Canada - CAP YI	0.00
PLDI Grant	0.00
County of Newell Library Board	0.00
RISE Grant Funding	0.00
Resident Cardholder Fees	1,590.00
Interest Income	0.00
Miscellaneous	0.00
Fines, Book Sales and Services	1,224.45
Non-resident Cardholder Fees	60.00
Charitable Receipt Donations	6,500.00
Fundraisers	0.00
Adopt-a-magazine	0.00
Medieval Faire	0.00
GST Recovery	0.00
TOTAL REVENUE	9,374.45
TOTAL REVENUE	9,374.45

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	100.00
Library Supplies	24.95
Administration & Travel	11.00
Recruitment Expense	0.00
Program Expense	83.15
Medieval Faire	0.00
Repair & Maintenance	0.00
Rebinding, Microfilming, Laminati...	0.00
Staff Training	451.30
Telephone and Fax Expense	234.87
Copier & Computer Costs	0.00
Security Monitoring	25.00
Computer Main. Contracts	328.00
GST Expense	1.25
Freight and Postage	0.00
Professional Memberships	0.00
Publicity and Advertising	169.94
Audit and Insurance	0.00
Bank Charges	5.00
Miscellaneous	0.00
Wages	14,166.51
Wage Reimbursement	0.00
EI Expense	343.10
CPP Expense	571.30
WCB Expense	0.00
AUMA Extended Health	166.41
L.A.P.P. Expense	605.86
AB Health Expense	61.60
TOTAL EXPENSES	17,349.24
TOTAL EXPENSE	17,349.24

Brooks Public Library
Income Statement 11/01/2008 to 11/30/2008

NET INCOME	-7,974.79

Brooks Public Library
Income Statement 01/01/2008 to 11/30/2008

REVENUE

REVENUE	
Town of Brooks	121,370.50
HRDC - Summer Student	2,058.00
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	26,360.52
RISE Grant Funding	3,780.00
Resident Cardholder Fees	16,404.00
Interest Income	0.00
Miscellaneous	181.91
Fines, Book Sales and Services	17,099.59
Non-resident Cardholder Fees	900.00
Charitable Receipt Donations	9,738.00
Fundraisers	203.75
Adopt-a-magazine	2,500.00
Medieval Faire	3,253.01
GST Recovery	1,147.28
TOTAL REVENUE	294,275.56
TOTAL REVENUE	294,275.56

EXPENSE

EXPENSES	
SLS Expense (Materials)	56,090.00
SLS - Non-resident fees	0.00
SLS - Dynix and Telecom	2,879.53
Books and Materials	4,803.86
New Library Furnishings	0.00
Library Equipment	5,774.55
Payroll Expense	575.00
Library Supplies	3,558.90
Administration & Travel	3,722.92
Recruitment Expense	0.00
Program Expense	1,270.27
Medieval Faire	2,564.10
Repair & Maintenance	1,744.74
Rebinding, Microfilming, Laminati...	911.29
Staff Training	3,077.37
Telephone and Fax Expense	2,584.78
Copier & Computer Costs	1,650.48
Security Monitoring	275.00
Computer Main. Contracts	328.00
GST Expense	13.75
Freight and Postage	509.06
Professional Memberships	450.00
Publicity and Advertising	2,877.38
Audit and Insurance	8,111.00
Bank Charges	115.07
Miscellaneous	0.00
Wages	168,253.54
Wage Reimbursement	0.00
EI Expense	4,074.18
CPP Expense	6,952.47
WCB Expense	567.95
AUMA Extended Health	2,859.56
L.A.P.P. Expense	8,274.94
AB Health Expense	770.00
TOTAL EXPENSES	295,639.69
TOTAL EXPENSE	295,639.69

Brooks Public Library
Income Statement 01/01/2008 to 11/30/2008

NET INCOME	-1,364.13

Brooks Public Library
Reconciliation Transactions Detail Report 11/01/2008 to 11/30/2008

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
11/07/2008	J458	Fines	Deposit	436.35	-		Y
11/07/2008	J459	Resident Cardholder	Deposit	504.00	-		Y
11/07/2008	J460	Non-Resident Cardholder	Deposit	60.00	-		Y
11/18/2008	J463	November 2008, Telus Communic...	3441	-	246.53		Y
11/18/2008	J464	November 2008, Shannon Vossep...	3442	-	230.80		Y
11/18/2008	J465	November 2008, Brooks Stationers	3443	-	26.20		Y
11/18/2008	J466	November 2008, Brooks Computer...	3444	-	52.50		Y
11/18/2008	J467	November 2008, Water Pure & Si...	3445	-	11.00		Y
11/19/2008	J468	November 2008, RBC Royal Bank ...	3446	-	433.24		Y
11/19/2008	J469	November 2008, Memory Lane Co...	3447	-	344.40		Y
11/28/2008	J470	November 2008, Ronnie Adams	3448	-	579.95		N
11/28/2008	J471	November 2008, Jillian Clarke	3449	-	859.17		Y
11/28/2008	J472	November 2008, Stefanie Connor	3450	-	535.93		Y
11/28/2008	J473	November 2008, Bessie Jacowishen	3451	-	1,452.71		Y
11/28/2008	J474	November 2008, Cathryn Krochak	3452	-	1,428.46		N
11/28/2008	J475	November 2008, Maxine Meldrum	3453	-	1,632.50		N
11/28/2008	J476	November 2008, Bruce Schmidt	3454	-	667.64		N
11/28/2008	J477	November 2008, Tamara Van Horne	3455	-	1,616.97		Y
11/28/2008	J478	Nov 2008, Shannon Vossepoel	3456	-	2,584.34		Y
11/28/2008	J479	November 2008, Canada Customs...	3457	-	3,110.76		N
11/28/2008	J480	November 2008, Local Authorities ...	3458	-	1,133.81		N
11/28/2008	J481	November 2008, AMSC Insurance...	3459	-	237.74		N
11/28/2008	J482	November 2008, Esplanade Arts a...	3460	-	60.00		N
11/28/2008	J483	Nov 2008, Brooks Computer Servi...	3461	-	52.50		N
11/28/2008	J484	November 2008, Alberta Health Ca...	3462	-	88.00		N
11/14/2008	J485	Fines	Deposit	209.40	-		Y
11/14/2008	J486	Resident Cardholder	Deposit	336.00	-		Y
11/14/2008	J487	Donation	Deposit	500.00	-		Y
11/21/2008	J488	Fines	Deposit	283.00	-		Y
11/21/2008	J489	Resident Cardholder	Deposit	378.00	-		Y
11/21/2008	J490	Donation	Deposit	6,000.00	-		Y
11/28/2008	J491	Fines	Deposit	295.70	-		Y
11/28/2008	J492	Resident Cardholder	Deposit	372.00	-		Y
11/30/2008	J498	Securtek	Debit	-	26.25		Y
11/30/2008	J499	Destination Fee	Debit	-	5.00		Y
				9,374.45	17,416.40		

Brooks Public Library
Reconciliation Transactions Detail Report 11/01/2008 to 11/30/2008

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 11/01/2008 to 11/30/2008

		Account Number	Account Description	Debits	Credits
11/07/2008	J458	Deposit, Fines			
		4120	Fines, Book Sales and Services	-	436.35
		1080	Cash In Bank	436.35	-
11/07/2008	J459	Deposit, Resident Cardholder			
		4090	Resident Cardholder Fees	-	504.00
		1080	Cash In Bank	504.00	-
11/07/2008	J460	Deposit, Non-Resident Cardholder			
		4140	Non-resident Cardholder Fees	-	60.00
		1080	Cash In Bank	60.00	-
11/18/2008	J463	3441, November 2008, Telus Communications			
		2100	GST Paid on Purchases	11.66	-
		5140	Telephone and Fax Expense	234.87	-
		1080	Cash In Bank	-	246.53
11/18/2008	J464	3442, November 2008, Shannon Vossepoel			
		5130	Staff Training	230.80	-
		1080	Cash In Bank	-	230.80
11/18/2008	J465	3443, November 2008, Brooks Stationers			
		2100	GST Paid on Purchases	1.25	-
		5070	Library Supplies	24.95	-
		1080	Cash In Bank	-	26.20
11/18/2008	J466	3444, November 2008, Brooks Computer Services Ltd.			
		2100	GST Paid on Purchases	2.50	-
		5060	Payroll Expense	50.00	-
		1080	Cash In Bank	-	52.50
11/18/2008	J467	3445, November 2008, Water Pure & Simple			
		5080	Administration & Travel	11.00	-
		1080	Cash In Bank	-	11.00
11/19/2008	J468	3446, November 2008, RBC Royal Bank VISA			
		2100	GST Paid on Purchases	19.65	-
		5090	Program Expense	23.15	-
		5130	Staff Training	220.50	-
		5220	Publicity and Advertising	169.94	-
		1080	Cash In Bank	-	433.24
11/19/2008	J469	3447, November 2008, Memory Lane Computers			
		2100	GST Paid on Purchases	16.40	-
		5175	Computer Main. Contracts	328.00	-
		1080	Cash In Bank	-	344.40
11/28/2008	J470	3448, November 2008, Ronnie Adams			
		5300	Wages	605.99	-
		1080	Cash In Bank	-	579.95
		2310	EI Payable	-	10.48
		2320	CPP Payable	-	15.56
11/28/2008	J471	3449, November 2008, Jillian Clarke			
		5300	Wages	905.20	-
		1080	Cash In Bank	-	859.17
		2310	EI Payable	-	15.66
		2320	CPP Payable	-	30.37
11/28/2008	J472	3450, November 2008, Stefanie Connor			
		5300	Wages	558.82	-
		1080	Cash In Bank	-	535.93
		2310	EI Payable	-	9.67
		2320	CPP Payable	-	13.22
11/28/2008	J473	3451, November 2008, Bessie Jacowishen			
		5300	Wages	1,931.25	-
		1080	Cash In Bank	-	1,452.71

		Account Number	Account Description	Debits	Credits
		2310	EI Payable	-	33.41
		2320	CPP Payable	-	81.16
		2330	Income Tax Payable	-	186.76
		2400	L.A.P.P.	-	130.34
		2420	AUMA Extended Health	-	46.87
11/28/2008	J474	3452, November 2008, Cathryn Krochak			
		5300	Wages	1,643.40	-
		1080	Cash In Bank	-	1,428.46
		2310	EI Payable	-	28.43
		2320	CPP Payable	-	66.91
		2330	Income Tax Payable	-	119.60
11/28/2008	J475	3453, November 2008, Maxine Meldrum			
		5300	Wages	2,147.55	-
		1080	Cash In Bank	-	1,632.50
		2310	EI Payable	-	37.15
		2320	CPP Payable	-	91.87
		2330	Income Tax Payable	-	237.22
		2400	L.A.P.P.	-	144.92
		2420	AUMA Extended Health	-	3.89
11/28/2008	J476	3454, November 2008, Bruce Schmidt			
		5300	Wages	699.96	-
		1080	Cash In Bank	-	667.64
		2310	EI Payable	-	12.11
		2320	CPP Payable	-	20.21
11/28/2008	J477	3455, November 2008, Tamara Van Horne			
		5300	Wages	1,961.00	-
		1080	Cash In Bank	-	1,616.97
		2310	EI Payable	-	33.93
		2320	CPP Payable	-	82.63
		2330	Income Tax Payable	-	193.70
		2420	AUMA Extended Health	-	20.57
		2440	AB Health Payable	-	13.20
11/28/2008	J478	3456, Nov 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
11/28/2008	J479	3457, November 2008, Canada Customs and Revenue Agency			
		2310	EI Payable	245.08	-
		2320	CPP Payable	571.30	-
		2330	Income Tax Payable	1,379.98	-
		5310	EI Expense	343.10	-
		5320	CPP Expense	571.30	-
		1080	Cash In Bank	-	3,110.76
11/28/2008	J480	3458, November 2008, Local Authorities Pension Plan			
		2400	L.A.P.P.	527.95	-
		5350	L.A.P.P. Expense	605.86	-
		1080	Cash In Bank	-	1,133.81
11/28/2008	J481	3459, November 2008, AMSC Insurance Services Limited			
		2420	AUMA Extended Health	71.33	-
		5340	AUMA Extended Health	166.41	-
		1080	Cash In Bank	-	237.74
11/28/2008	J482	3460, November 2008, Esplanade Arts and Heritage Centre			
		5090	Program Expense	60.00	-
		1080	Cash In Bank	-	60.00
11/28/2008	J483	3461, Nov 2008, Brooks Computer Services Ltd.			

		Account Number	Account Description	Debits	Credits
		2100	GST Paid on Purchases	2.50	-
		5060	Payroll Expense	50.00	-
		1080	Cash In Bank	-	52.50
11/28/2008	J484	3462, November 2008, Alberta Health Care Insurance Plan			
		2440	AB Health Payable	26.40	-
		5360	AB Health Expense	61.60	-
		1080	Cash In Bank	-	88.00
11/14/2008	J485	Deposit, Fines			
		4120	Fines, Book Sales and Services	-	209.40
		1080	Cash In Bank	209.40	-
11/14/2008	J486	Deposit, Resident Cardholder			
		4090	Resident Cardholder Fees	-	336.00
		1080	Cash In Bank	336.00	-
11/14/2008	J487	Deposit, Donation			
		4170	Charitable Receipt Donations	-	500.00
		1080	Cash In Bank	500.00	-
11/21/2008	J488	Deposit, Fines			
		4120	Fines, Book Sales and Services	-	283.00
		1080	Cash In Bank	283.00	-
11/21/2008	J489	Deposit, Resident Cardholder			
		4090	Resident Cardholder Fees	-	378.00
		1080	Cash In Bank	378.00	-
11/21/2008	J490	Deposit, Donation			
		4170	Charitable Receipt Donations	-	6,000.00
		1080	Cash In Bank	6,000.00	-
11/28/2008	J491	Deposit, Fines			
		4120	Fines, Book Sales and Services	-	295.70
		1080	Cash In Bank	295.70	-
11/28/2008	J492	Deposit, Resident Cardholder			
		4090	Resident Cardholder Fees	-	372.00
		1080	Cash In Bank	372.00	-
11/30/2008	J498	Debit, Securtek			
		5170	Security Monitoring	25.00	-
		5180	GST Expense	1.25	-
		1080	Cash In Bank	-	26.25
11/30/2008	J499	Debit, Destination Fee			
		5250	Bank Charges	5.00	-
		1080	Cash In Bank	-	5.00
				29,599.69	29,599.69

Brooks Library Board Budget for 2008

Receipts	Annual Budget	Current Month	Total to Date
City of Brooks	161,620.00		
HRDC – Summer Student	1,715.00		
Province of Alberta	58,262.00		
PLDI Grant	35,498.00		
Industry Canada - CAP Grants	0.00		
County of Newell Library Board	21,500.00		
Resident Cardholder Fees	16,500.00		
Interest Income	0.00		
Miscellaneous	200.00		
Fines, books and services	19,000.00		
Non-resident Cardholder Fees	200.00		
Donations	3,000.00		
Fundraisers	300.00		
Adopt-a-magazine	2,200.00		
Medieval Faire	0.00		
GST Recovery	1,500.00		
Total Revenue	**$321,495.00**		
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		
Furnishings and Equipment	$6,205.00		
Payroll Expense	900.00		
Library Supplies	5,500.00		
Administration & Travel	3,000.00		
Program Expense	2,000.00		
Medieval Faire	0.00		
Repair & Maintenance	2,300.00		
Rebinding, Microfilming, and Laminating	1000.00		
Staff Training	3,500.00		
Telephone & Fax Expense	3,500.00		
Copier & Computer Costs	2,000.00		
Security Monitoring	600.00		
Computer Main. Contracts	1,000.00		
GST Expense	0.00		
Freight & Postage	1,000.00		
Professional Memberships	500.00		

Publicity and Advertising	3,500.00		
Audit and Insurance	8,000.00		
Bank Charges	200.00		
Miscellaneous	200.00		
Wages (includes temp. staff and VAC pay)	186,160.00		
EI Expense	5,400.00		
CPP Expense	8,100.00		
WCB Expense	800.00		
AUMA Expense	5,460.00		
LAPP Expense	10,000.00		
AB Health Expense	1,480.00		
Total Expenses	**$321,495.00**		

Brooks Public Library Projected Payroll for 2008

Empl. #	Name	Position	Hours per year	Current Wage	Projected Wage	Hours x Wage	MERCs	Total
87	Neufeld, Patricia	LA 1	320	$7.75	$8.00	$2,560	$310	$2,870
						0	0	0
96	Clarke, Jillian	LA 2	920	$9.25	$9.55	$8,786	$1,054	$9,840
97	Han, Jing	LA 2	920	$9.25	$9.55	$8,786	$1,054	$9,840
89	Krochak, Cathryn	LA 2	920	$9.55	$9.85	$9,062	$1,088	$10,150
						0	0	0
	Summer Program Coordinator	LA 3	490	$10.75	$10.75 ($7.75 with grant)	$3,800	$632	$4,432
						0	0	0
52	Adams, Ronnie	LA 4	1820	$12.85	$13.25	$24,115	$1,930	$26,045
57	Jacowishen, Bessie	LA 4	1820	$15.00	$15.45	$28,119	$2,250	$30,369
55	Meldrum, Maxine	LA 4	1820	$15.00	$15.45	$28,119	$2,250	$30,369
						0	0	0
88	Van Horne, Tamara	LA4	1820	$12.45	$13.25	$24,115	$1,930	$26,045
						0	0	0
73	Vossepoel, Shannon	Head Lib.	Full time	$43,260 per year	$44,560 per year	$44,560	$3,565	$48,125
TOTAL						$182,022	$16,063	**$198,085.00**

Outline of Benefits – Full Time Staff – projected for 2007

Empl. #	LAPP (Employee)	**LAPP (Employer) Expense for year**	AUMA (Employee)	**AUMA (Employer) Expense per month**	AB Health (Employee)	**AB Health (Employer) per month**	**TOTAL Benefits Employer**
52	6.40% - $1,550	**7.40% - $1,790**	$60.00	**$140**	$26.40	**$61.60**	**$4,210**
55	6.40% - $1,800	**7.40% - $2,080**	$10.00	**$35**			**$2,500**
57	6.40% - $1,800	**7.40% - $2,080**	$60.00	**$140**			**$3,760**
88			$60.00	**$140**	$26.40	**$61.60**	**$2,420**
73	6.40%, 9.14% - $3,055	**7.40%, 10.14% - $3,500**		**X 12 months**		**X 12 months**	**$3,500**
TOTAL		**$9,450**		**$5,460**		**$1,480**	**$16,390.00**
Grand Total							**$214,475.00**

Notes of explanation:

1. Projected wages taken from wage grid
2. Part time staff – Employees are at 12% MERC because they are paid at 4% VAC – first four years of employment are at 4%, fifth and subsequent years are at 6% - check Alberta Employment Standards site for more information - http://www.hre.gov.ab.ca/cps/rde/xchg/hre/hs.xsl/1224.html
3. Full time staff – 8% MERC
4. LAPP – used 2007 %s for LAPP – this may change in 2008
5. AUMA and AB Health benefits are based on projected rates for 2008
6. LAPP for Head Librarian – second percentage refers to pension earned after YMPE of 40,500

Proposed Pay Grid & Yearly Increments

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

Proposed Pay Grid & Yearly Increments

2007	1	2	3	4	5	6	7	8
LA 1	7.25	7.50	7.75	8.00	8.25	8.50	8.75	9.05
LA 2	9.25	9.55	9.85	10.15	10.45	10.80	11.15	11.50
LA 3	10.75	11.10	11.45	11.80	12.15	12.55	12.95	13.35
LA 4	12.45	12.85	13.25	13.65	14.10	14.55	15.00	15.45
Head Librarian	42,000.00	43,260.00	44,560.00	46,350.00	48,200.00	50,200.00	52200.00	54,288.00

Proposed Pay Grid & Yearly Increments

2008	1	2	3	4	5	6	7	8	9
LA 1	7.25	7.50	7.75	8.00	8.25	8.50	8.75	9.05	9.35
LA 2	9.25	9.55	9.85	10.15	10.45	10.80	11.15	11.50	11.90
LA 3	10.75	11.10	11.45	11.80	12.15	12.55	12.95	13.35	13.80
LA 4	12.45	12.85	13.25	13.65	14.10	14.55	15.00	15.45	15.90
Head Librarian	43,260.00	44,560.00	46,350.00	48,200.00	50,200.00	52200.00	54288.00	57000.00	60000.00

Notes for 2006:

$9.25 - $8.36 = 0.89 or 10% increase	LA 2 start
$9.25 - $8.57 = 0.68 or 7% increase	LA 2 - 4 years
$9.25 - $8.74 = 0.51 or 5.5% increase	LA 2 - 5 years
$10.75 - $8.36 = $2.39 or 22% increase	LA 3 or Summer Program Coordinator
$12.45 - $10.51 = $1.94 or 15.5% increase	LA 4 at 7 years
$14.55 - $12.76 = $1.79 or 12% increase	LA 4 at 12 years