

MINUTES OF REGULAR MEETING OF BROOKS PUBLIC LIBRARY BOARD
January 24, 2008
HELD IN BROOKS PUBLIC LIBRARY

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

REGRETS: Martin Shields

VISION STATEMENT

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


MISSION STATEMENT

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

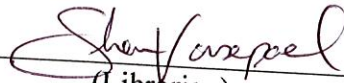
1. Call to Order: Dino called the meeting to order at 6:37 pm.
2. Approval of Agenda: **Motion to approve agenda: Cathleen/Tilly. Carried.**
3. Consent Agenda: **Motion to approve November 2007 Board Meeting Minutes, Finance Committee Report including receipts and expenditures for Nov. and Dec. 2007 and Librarian's Report: Joyce/Sheila. Carried.**
4. Correspondence:
 - a. City of Brooks: letter stating City's approval of budget circulated
 - b. City of Brooks: letter stating City's approval of by-law changes circulated
 - c. Shortgrass Library System: Season's greetings circulated
 - d. Brooks and District Genealogical Society—The group donated 5 volumes of the 1901 census taken in Alberta and Saskatchewan.
 - e. EID—Carl Anderson Endowment Fund for Libraries: BPL received \$1127.50 from this fund to be used for books and educational items.
 - f. Tamara Van Horne—A thank you letter to the Board from Tamara thanking BPL for the opportunity to work at the library as a training coordinator—circulated.
 - g. Patron suggestion: A patron suggested there be hand sanitizer by the computers. This has been done.
 - h. The Trustee Voice: handed out
5. Shortgrass Library System Report: Not available in Martin's absence.
6. Business Arising from November 2007 Board meeting minutes
 - a. Air Quality: Nothing has been done yet. Shannon will contact the person again.

- b. Parks and Recreation: Terry Welsh reported the repairs to the roof are still working well. A new roof is on hold for that reason. Terry Welsh told Shannon he knows of no weight bearing issues with the building.
 - c. 2008 Budget: Copies of updated budget handed out. Shannon spoke about Public Library Development Initiative (PLDI) grant of \$35,498.00. Shannon reported on AURALOG—a language learning software for all public libraries in Alberta. The cost of the system for 2008 is being covered by The Alberta Library. After 2008, The Alberta Library will cover 70% of the yearly cost. **Motion to approve the budget as it stands: Karen/Tilly. Carried.**
 - d. City Council Orientation: Shannon will organize an orientation for City and County councilors and the MLA for our area. The orientation will happen sometime in March.
 - e. Board and Staff Party: Shannon will discuss possible dates with staff before contacting Board members regarding the staff's suggested dates.
7. New Business
- a. 2008 Audit: A full audit will be done by Gordon, Mactavish and Company. It was suggested that Shannon speak to the City about its requirement of a full audit each year for BPL because of the cost of the audit and because our budget is not large with receipts of less than \$325,000/year.
 - b. County of Newell joins Shortgrass: Shannon reported all County Divisions 1 to 10 are part of the Shortgrass Library System, excluding the Gem library and the village of Duchess.
 - c. Sheila Tiegs reappointment: **Motion to request the City to reappoint Sheila Tiegs to a further three year term on Brooks Public Library Board: Elsie/Cathleen. Carried.**
 - d. Delinquent Patron Accounts: All accounts that have been inactive since 2002 will be purged from the computer system.
 - e. Photocopying Request: Brooks and District Genealogical Society has been working on two projects relating to our area (copying of Cassils' Local News columns and all Brooks Bulletin obituaries) and copies of which will remain in BPL. The group has requested a reduction in photocopying rates from .25 cents per copy to .10 cents per copy. **Motion to approve the request for the two projects: Elsie/Joyce. Carried.**
 - f. Training Coordinator and Job Description: Shannon handed out copies of the training coordinator contract. **Motion to approve the contract as amended: Gloria/Sheila. Carried.** Shannon circulated the job description and reviewed the slight changes to the previous job description to fit the requirements of the PLDI grant. **Motion to approve the job description: Gloria/Karen. Carried.**
 - g. ALTA workshops: There are workshops for library board members being held Feb. 4, 2008 in Drumheller and March 28-29 in Lethbridge. Speak to Shannon if interested in attending as there are monies available for board training.
 - h. Alberta Library Conference: Shannon has a spot on the bus and for lodging for herself and one Board member to attend the conference April 24 to 27, 2008 in Jasper. Board members who have not attended should think about going this year and speak to Shannon about it.
 - i. RISE (Rural Information Services Initiative) update: The RISE group of Shortgrass Library System, Marigold Library System and Chinook Arch Library System has received monies for video conferencing. Libraries within these systems will be chosen to be test libraries. Shannon will apply to have BPL be one of the test libraries.

8. Discussion Session: Standards for Public Libraries: rescheduled until March or April
9. Discussion Session: Library Renovations—Computer Lab. Money is available to move the computer lab into a more open area and move books and supplies/storage into new areas. Shannon will begin the process as time permits.
10. Discussion Session: Shortgrass Materials Allotment rescheduled
11. Adjournment: Cathleen moved adjournment at 8:15pm.
12. **Next Board Meeting: Thursday, February 28, 2008 at 6:30 pm.**



(Chair)
Feb 28, 2008



(Librarian)
Feb 28, 2008

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

Present: Dino Champlone, Elsie Strach, and Shannon Vossepoel

- 1) Meeting was called to order at 9:02 am.
- 2) Receipts and Expenditures for the month of November were discussed in detail and reviewed by the Committee. Items of Note:

Receipts for November:

- Non-resident Cardholder Fees: higher than expected, but will drop now that County of Newell has joined SLS. 2008 Budget will need to be revised accordingly.
- Donations: \$100 from Delia Johnson for audio book cases; \$1250 from Inter Pipeline Fund for a new staff computer; \$300 from Ladies Auxilliary to the Royal Canadian Legion for large print books
- GST Recovery: Less than expected, likely due to a combination of tight budgets (purchasing less supplies) and a drop in the GST to 6%. 2008 Budget will need to be revised accordingly.

Expenditures for November:

- Library Supplies: Audio book cases, cleaning supplies.
 - Administration and Travel: Water for staff room cooler.
 - Program Expense: invoiced for additional Summer Reading Program expenses from Shortgrass.
 - Computer Maintenance Contracts: Upgraded Maxine and Shannon's computers in preparation for new ILS with funding from Punk the Library.
 - Freight and Postage: Postage stamps, shipping for audio book cases.
 - Employee Expenses (EI, CPP, WCB, AUMA): higher than anticipated. 2008 budget will need to be double-checked carefully to ensure problem is not repeated.
- 3) Shannon noted that we will probably be under budget this year instead of over-budget as anticipated as we received quite a few donations and were well under budget in several key areas. Shannon will attempt to spend surplus funds on needed supplies in December.
 - 4) Meeting was adjourned at 9:30 am.

Finance Meeting Notes: November 2007

Receipts for November:

- Non-resident Cardholder Fees: higher than expected, but will drop now that County of Newell has joined SLS. 2008 Budget will need to be revised accordingly.
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Additional Notes:

- Year end adjustment (2006) from Mactavish and Co. was entered on July 11, 2007 and backdated to January 2, 2007. This may cause minor differences in Income Statements and Balance Sheets printed from Simply.

Brooks Library Board Budget
November 2007

Receipts	Annual Budget	Current Month	Total to Date
City of Brooks	144,375.00		146,892.00
HRDC – Summer Student	1,715.00		1,288.00
Province of Alberta	49,781.00		49,781.00
Province One Time Grant	23,528.00		23,529.60
Industry Canada - CAP Grants	0.00		
County of Newell Library Board	20,475.00		20,474.64
Resident Cardholder Fees	16,500.00	1,518.00	15,429.00
Interest Income	0.00		
Miscellaneous	200.00		250.45
Fines, books and services	19,000.00	2,221.11	18,611.69
Non-resident Cardholder Fees	1,000.00	180.00	1,760.00
Donations	3,000.00	1,650.00	8,075.95
Fundraisers	300.00		1,632.26
Adopt-a-magazine	2,200.00		2,300.00
Medieval Faire	0.00		4,313.00
GST Recovery	2,500.00	1,600.21	1,600.21
Total Revenue	284,574.00*	7,169.32	295,937.80
Expenditures			
SLS Expense (Materials Allot.)	46,764.00		46,764.00
Shortgrass – Non-resident Fees	500.00		
Dynix and Telecom (SLS)	3,000.00		2,586.73
Books & Materials (Donations)	0.00		66.77
Furnishings and Equipment	1,926.00		1095.55
Payroll Expense	800.00	50.00	680.00
Library Supplies	4,500.00	593.45	4,594.81
Administration & Travel	3,000.00	16.50	1,989.65
Program Expense	1,500.00	18.94	1091.28
Medieval Faire	0.00		3,744.53
Repair & Maintenance	2,000.00		1,713.37
Rebinding	500.00		834.49
Staff Training	3,750.00		2,129.56
Telephone & Fax Expense	3,500.00	234.86	2,682.12
Copier & Computer Costs	2,000.00		1,397.48
Security Monitoring	600.00	25.00	275.00
Computer Main. Contracts	1,000.00	246.00	246.00
GST Expense	0.00	1.50	16.50
Freight & Postage	1,000.00	133.81	655.43
Professional Memberships	500.00		255.00
Publicity and Advertising	750.00		842.39

Audit and Insurance	6,500.00		7,142.00**
Bank Charges	200.00	5.00	101.00
Miscellaneous	200.00		
Wages (includes temp. staff and VAC pay)	179,612.00	13,891.88	161,497.89
EI Expense	4,400.00	350.09	4,069.68
CPP Expense	6,000.00	557.71	6,549.19
WCB Expense	500.00	143.69	672.68
AUMA Expense	3,000.00	252.43	3,029.18
LAPP Expense	8,500.00	783.53	7,700.75
AB Health Expense	1,200.00	246.40	1,108.80
Total Expenses	287,702.00*	14,718.74	265,531.83

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

**Additional funding was provided from the City of Brooks in the amount of \$2,517.00 to offset an increase in insurance costs.

Brooks Public Library
Balance Sheet As at 11/30/2007

ASSETS

CURRENT ASSETS

GIC Account	0.00
GST Recoverable	1,597.14
Building Fund	27,723.65
Furn. & Shelving Reserve	0.00
Cash On Hand/Float	50.00
Cash In Bank	62,803.92
Accounts Receivable	0.00
TOTAL CURRENT ASSETS	<u>92,174.71</u>

TOTAL ASSETS

92,174.71

LIABILITIES

CURRENT LIABILITIES

Accounts Payable	0.00
MNP Accrual	5,300.00
GST Charged on Sales	0.00
GST Paid on Purchases	-1,831.89
GST Paid on Books	0.00
New Account	0.00
Accounts Payable	0.00
Vacation Payable	0.00
EI Payable	0.00
CPP Payable	25.07
Income Tax Payable	0.00
L.A.P.P.	-123.25
AUMA Extended Health	-108.16
AB Health Payable	39.60
W.C.B. Payable	0.00
Miscellaneous	0.00
TOTAL CURRENT LIABILITIES	<u>3,301.37</u>

TOTAL LIABILITIES

3,301.37

EQUITY

EARNINGS

Building Fund Reserves	28,314.20
Externally restricted	200.00
Retained Earnings	29,953.17
Current Earnings	30,405.97
CURRENT EARNINGS	<u>88,873.34</u>

TOTAL EQUITY

88,873.34

LIABILITIES AND EQUITY

92,174.71

Brooks Public Library
Income Statement 11/01/2007 to 11/30/2007

REVENUE

REVENUE

Town of Brooks	0.00
HRDC - Summer Student	0.00
Province of Alberta	0.00
Industry Canada - CAP 3	0.00
Industry Canada - CAP YI	0.00
County of Newell Library Board	0.00
Resident Cardholder Fees	1,518.00
Interest Income	0.00
Miscellaneous	0.00
Fines, Book Sales and Services	2,221.11
Non-resident Cardholder Fees	180.00
Charitable Receipt Donations	1,650.00
Fundraisers	0.00
Adopt-a-magazine	0.00
Medieval Faire	0.00
GST Recovery	<u>1,600.21</u>
TOTAL REVENUE	<u>7,169.32</u>

TOTAL REVENUE 7,169.32

EXPENSE

EXPENSES

SLS Expense (Materials)	0.00
SLS - Non-resident fees	0.00
SLS - Dynix and Telecom	0.00
Books and Materials	0.00
New Library Furnishings	0.00
Library Equipment	0.00
Payroll Expense	50.00
Library Supplies	593.45
Administration & Travel	16.50
Recruitment Expense	0.00
Program Expense	18.94
Medieval Faire	0.00
Repair & Maintenance	0.00
Rebinding, Microfilming, Laminating	0.00
Staff Training	0.00
Telephone and Fax Expense	234.86
Copier & Computer Costs	0.00
Security Monitoring	25.00
Computer Main. Contracts	246.00
GST Expense	1.50
Freight and Postage	133.81
Professional Memberships	0.00
Publicity and Advertising	0.00
Audit and Insurance	0.00
Bank Charges	5.00
Miscellaneous	0.00
Wages	13,891.88
Wage Reimbursement	0.00
EI Expense	350.09
CPP Expense	557.71
WCB Expense	143.69
AUMA Extended Health	252.43
L.A.P.P. Expense	783.53
AB Health Expense	<u>246.40</u>
TOTAL EXPENSES	<u>17,550.79</u>

TOTAL EXPENSE 17,550.79

NET INCOME -10,381.47

Brooks Public Library
Income Statement 01/01/2007 to 11/30/2007

REVENUE**REVENUE**

Town of Brooks	146,892.00
HRDC - Summer Student	1,288.00
Province of Alberta	73,310.60
Industry Canada - CAP 3	0.00
Industry Canada - CAP Y1	0.00
County of Newell Library Board	20,474.64
Resident Cardholder Fees	15,429.00
Interest Income	0.00
Miscellaneous	250.45
Fines, Book Sales and Services	18,611.69
Non-resident Cardholder Fees	1,760.00
Charitable Receipt Donations	8,075.95
Fundraisers	1,632.26
Adopt-a-magazine	2,300.00
Medieval Faire	4,313.00
GST Recovery	1,600.21
TOTAL REVENUE	<u>295,937.80</u>

TOTAL REVENUE 295,937.80

EXPENSE**EXPENSES**

SLS Expense (Materials)	46,764.00
SLS - Non-resident fees	0.00
SLS - Dynix and Telecom	2,586.73
Books and Materials	66.77
New Library Furnishings	345.55
Library Equipment	750.00
Payroll Expense	680.00
Library Supplies	4,594.81
Administration & Travel	1,989.65
Recruitment Expense	0.00
Program Expense	1,091.28
Medieval Faire	3,744.53
Repair & Maintenance	1,713.37
Rebinding, Microfilming, Laminating	834.49
Staff Training	2,129.56
Telephone and Fax Expense	2,682.12
Copier & Computer Costs	1,397.48
Security Monitoring	275.00
Computer Main. Contracts	246.00
GST Expense	16.50
Freight and Postage	655.43
Professional Memberships	255.00
Publicity and Advertising	842.39
Audit and Insurance	7,142.00
Bank Charges	101.00
Miscellaneous	0.00
Wages	161,497.89
Wage Reimbursement	0.00
EI Expense	4,069.68
CPP Expense	6,549.19
WCB Expense	672.68
AUMA Extended Health	3,029.18
L.A.P.P. Expense	7,700.75
AB Health Expense	1,108.80
TOTAL EXPENSES	<u>265,531.83</u>

TOTAL EXPENSE 265,531.83

NET INCOME 30,405.97

Brooks Public Library
Reconciliation Transactions Detail Report 11/01/2007 to 11/30/2007

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

Date	JE#	Comment	Source	Deposits	Withdrawals	Deposit No.	C
11/02/2007	J490	Fines	Deposit	358.97	-		Y
11/02/2007	J491	Resident Cardholder	Deposit	408.00	-		Y
11/02/2007	J492	Donation	Deposit	300.00	-		Y
11/09/2007	J493	Fines	Deposit	464.46	-		Y
11/09/2007	J494	Resident Cardholder	Deposit	324.00	-		Y
11/09/2007	J495	Non-Resident Cardholder	Deposit	180.00	-		Y
11/30/2007	J496	Securtek	Debit	-	26.50		Y
11/30/2007	J497	Destination Fee	Debit	-	5.00		Y
11/30/2007	J498	Reversing J496. Correction is J499.	ADJDebit	26.50	-		Y
11/30/2007	J500	Reversing J497. Correction is J501.	ADJDebit	5.00	-		Y
11/22/2007	J502	November 2007, Telus Communic...	3099	-	248.84		Y
11/22/2007	J503	November 2007, Brodart	3100	-	299.48		Y
11/22/2007	J504	November 2007, CNL	3101	-	260.76		Y
11/22/2007	J505	November 2007, Royal Bank Visa	3102	-	146.76		Y
11/22/2007	J506	November 2007, Shortgrass Librar...	3103	-	20.08		Y
11/22/2007	J507	November 2007, Water Pure & Si...	3104	-	16.50		Y
11/22/2007	J508	November 2007, Alberta Health Ca...	3105	-	132.00		Y
11/30/2007	J509	November 2007, Shannon Vossep...	3106	-	2,494.57		Y
11/30/2007	J510	November 2007, Ronnie Adams	3107	-	1,371.87		N
11/30/2007	J511	November 2007, Jillian Clarke	3108	-	427.08		Y
11/30/2007	J512	November 2007, Jing Han	3109	-	346.35		Y
11/30/2007	J513	November 2007, Bessie Jacowishen	3110	-	1,692.45		Y
11/30/2007	J514	November 2007, Cathryn Krochak	3111	-	852.62		N
11/30/2007	J515	November 2007, Maxine Meldrum	3112	-	1,702.87		N
11/30/2007	J516	November 2007, Patricia Neufeld	3113	-	317.02		N
11/30/2007	J517	November 2007, Tamara Van Horne	3114	-	1,410.87		Y
11/30/2007	J518	November 2007, Canada Customs...	3115	-	3,309.77		N
11/30/2007	J519	November 2007, Local Authorities ...	3116	-	1,465.96		N
11/30/2007	J520	November 2007, AMSC Insurance...	3117	-	360.61		N
11/30/2007	J521	Nov 2007, Alberta Health Care Ins...	3118	-	264.00		N
11/30/2007	J522	November 2007, Workers' Compe...	3119	-	143.69		N
11/30/2007	J523	November 2007, Brooks Computer...	3120	-	53.00		N
11/30/2007	J524	November 2007, Ikon Office Solution	3121	-	116.60		N
11/30/2007	J525	Nov 2007, Brodart	3122	-	208.06		N
11/16/2007	J526	Fines	Deposit	323.63	-		Y
11/16/2007	J527	Resident Cardholder	Deposit	300.00	-		Y
11/23/2007	J528	Fines	Deposit	521.18	-		Y
11/23/2007	J529	Resident Cardholder	Deposit	372.00	-		Y
11/23/2007	J530	Government of Canada	Deposit	1,600.21	-		Y
11/23/2007	J531	Donation	Deposit	1,350.00	-		Y
11/30/2007	J532	Resident Cardholder	Deposit	114.00	-		Y
11/30/2007	J533	Fines	Deposit	552.87	-		Y
11/30/2007	J537	Securtek	Debit	-	26.50		Y
11/30/2007	J538	Destination Fee	Debot	-	5.00		Y
				7,200.82	17,724.81		

Brooks Public Library
All Journal Entries 11/01/2007 to 11/30/2007

			Debits	Credits
11/02/2007	J490	Deposit, Fines		
		4120 Fines, Book Sales and Services	-	358.97
		1080 Cash In Bank	358.97	-
11/02/2007	J491	Deposit, Resident Cardholder		
		4090 Resident Cardholder Fees	-	408.00
		1080 Cash In Bank	408.00	-
11/02/2007	J492	Deposit, Donation		
		4170 Charitable Receipt Donations	-	300.00
		1080 Cash In Bank	300.00	-
11/09/2007	J493	Deposit, Fines		
		4120 Fines, Book Sales and Services	-	464.46
		1080 Cash In Bank	464.46	-
11/09/2007	J494	Deposit, Resident Cardholder		
		4090 Resident Cardholder Fees	-	324.00
		1080 Cash In Bank	324.00	-
11/09/2007	J495	Deposit, Non-Resident Cardholder		
		4140 Non-resident Cardholder Fees	-	180.00
		1080 Cash In Bank	180.00	-
11/22/2007	J502	3099, November 2007, Telus Communications		
		2100 GST Paid on Purchases	13.98	-
		5140 Telephone and Fax Expense	234.86	-
		1080 Cash In Bank	-	248.84
11/22/2007	J503	3100, November 2007, Brodart		
		2100 GST Paid on Purchases	16.95	-
		5070 Library Supplies	266.00	-
		5200 Freight and Postage	16.53	-
		1080 Cash In Bank	-	299.48
11/22/2007	J504	3101, November 2007, CNL		
		2100 GST Paid on Purchases	14.76	-
		5175 Computer Main. Contracts	246.00	-
		1080 Cash In Bank	-	260.76
11/22/2007	J505	3102, November 2007, Royal Bank Visa		
		2100 GST Paid on Purchases	8.31	-
		5070 Library Supplies	34.45	-
		5200 Freight and Postage	104.00	-
		1080 Cash In Bank	-	146.76
11/22/2007	J506	3103, November 2007, Shortgrass Library System		
		2100 GST Paid on Purchases	1.14	-
		5090 Program Expense	18.94	-
		1080 Cash In Bank	-	20.08
11/22/2007	J507	3104, November 2007, Water Pure & Simple		
		5080 Administration & Travel	16.50	-
		1080 Cash In Bank	-	16.50
11/22/2007	J508	3105, November 2007, Alberta Health Care Insurance Plan		
		2440 AB Health Payable	70.40	-
		5360 AB Health Expense	61.60	-
		1080 Cash In Bank	-	132.00
11/30/2007	J509	3106, November 2007, Shannon Vossepoel		
		5300 Wages	3,605.00	-
		1080 Cash In Bank	-	2,494.57
		2310 EI Payable	-	64.89
		2320 CPP Payable	-	164.01
		2330 Income Tax Payable	-	638.19
		2400 L.A.P.P.	-	243.34

Brooks Public Library

All Journal Entries 11/01/2007 to 11/30/2007

			Debits	Credits
11/30/2007	J510	3107, November 2007, Ronnie Adams		
		5300 Wages	1,869.68	-
		1080 Cash In Bank	-	1,371.87
		2310 EI Payable	-	33.65
		2320 CPP Payable	-	78.11
		2330 Income Tax Payable	-	191.40
		2400 L.A.P.P.	-	126.16
		2420 AUMA Extended Health	-	42.09
		2440 AB Health Payable	-	26.40
11/30/2007	J511	3108, November 2007, Jillian Clarke		
		5300 Wages	442.52	-
		1080 Cash In Bank	-	427.08
		2310 EI Payable	-	7.97
		2320 CPP Payable	-	7.47
11/30/2007	J512	3109, November 2007, Jing Han		
		5300 Wages	355.94	-
		1080 Cash In Bank	-	346.35
		2310 EI Payable	-	6.41
		2320 CPP Payable	-	3.18
11/30/2007	J513	3110, November 2007, Bessie Jacowishen		
		5300 Wages	2,340.00	-
		1080 Cash In Bank	-	1,692.45
		2310 EI Payable	-	42.12
		2320 CPP Payable	-	101.39
		2330 Income Tax Payable	-	303.23
		2400 L.A.P.P.	-	158.02
		2420 AUMA Extended Health	-	42.79
11/30/2007	J514	3111, November 2007, Cathryn Krochak		
		5300 Wages	903.81	-
		1080 Cash In Bank	-	852.62
		2310 EI Payable	-	16.27
		2320 CPP Payable	-	30.30
		2330 Income Tax Payable	-	4.62
11/30/2007	J515	3112, November 2007, Maxine Meldrum		
		5300 Wages	2,295.00	-
		1080 Cash In Bank	-	1,702.87
		2310 EI Payable	-	41.31
		2320 CPP Payable	-	99.17
		2330 Income Tax Payable	-	292.53
		2400 L.A.P.P.	-	154.91
		2420 AUMA Extended Health	-	4.21
11/30/2007	J516	3113, November 2007, Patricia Neufeld		
		5300 Wages	324.48	-
		1080 Cash In Bank	-	317.02
		2310 EI Payable	-	5.84
		2320 CPP Payable	-	1.62
11/30/2007	J517	3114, November 2007, Tamara Van Horne		
		5300 Wages	1,755.45	-
		1080 Cash In Bank	-	1,410.87
		2310 EI Payable	-	31.60
		2320 CPP Payable	-	72.46
		2330 Income Tax Payable	-	164.23
		2420 AUMA Extended Health	-	19.09
		2440 AB Health Payable	-	57.20
11/30/2007	J518	3115, November 2007, Canada Customs and Revenue Agency		
		2310 EI Payable	250.06	-
		2320 CPP Payable	557.71	-
		2330 Income Tax Payable	1,594.20	-
		5310 EI Expense	350.09	-
		5320 CPP Expense	557.71	-

Brooks Public Library
All Journal Entries 11/01/2007 to 11/30/2007

			Debits	Credits
		1080 Cash In Bank	-	3,309.77
11/30/2007	J519	3116, November 2007, Local Authorities Pension Plan		
		2400 L.A.P.P.	682.43	-
		5350 L.A.P.P. Expense	783.53	-
		1080 Cash In Bank	-	1,465.96
11/30/2007	J520	3117, November 2007, AMSC Insurance Services Limited		
		2420 AUMA Extended Health	108.18	-
		5340 AUMA Extended Health	252.43	-
		1080 Cash In Bank	-	360.61
11/30/2007	J521	3118, Nov 2007, Alberta Health Care Insurance Plan		
		2440 AB Health Payable	79.20	-
		5360 AB Health Expense	184.80	-
		1080 Cash In Bank	-	264.00
11/30/2007	J522	3119, November 2007, Workers' Compensation Board Alberta		
		5330 WCB Expense	143.69	-
		1080 Cash In Bank	-	143.69
11/30/2007	J523	3120, November 2007, Brooks Computer Services Ltd.		
		2100 GST Paid on Purchases	3.00	-
		5060 Payroll Expense	50.00	-
		1080 Cash In Bank	-	53.00
11/30/2007	J524	3121, November 2007, Ikon Office Solution		
		2100 GST Paid on Purchases	6.60	-
		5070 Library Supplies	110.00	-
		1080 Cash In Bank	-	116.60
11/30/2007	J525	3122, Nov 2007, Brodart		
		2100 GST Paid on Purchases	11.78	-
		5070 Library Supplies	183.00	-
		5200 Freight and Postage	13.28	-
		1080 Cash In Bank	-	208.06
11/16/2007	J526	Deposit, Fines		
		4120 Fines, Book Sales and Services	-	323.63
		1080 Cash In Bank	323.63	-
11/16/2007	J527	Deposit, Resident Cardholder		
		4090 Resident Cardholder Fees	-	300.00
		1080 Cash In Bank	300.00	-
11/23/2007	J528	Deposit, Fines		
		4120 Fines, Book Sales and Services	-	521.18
		1080 Cash In Bank	521.18	-
11/23/2007	J529	Deposit, Resident Cardholder		
		4090 Resident Cardholder Fees	-	372.00
		1080 Cash In Bank	372.00	-
11/23/2007	J530	Deposit, Government of Canada		
		4220 GST Recovery	-	1,600.21
		1080 Cash In Bank	1,600.21	-
11/23/2007	J531	Deposit, Donation		
		4170 Charitable Receipt Donations	-	1,350.00
		1080 Cash In Bank	1,350.00	-
11/30/2007	J532	Deposit, Resident Cardholder		
		4090 Resident Cardholder Fees	-	114.00
		1080 Cash In Bank	114.00	-
11/30/2007	J533	Deposit, Fines		
		4120 Fines, Book Sales and Services	-	552.87
		1080 Cash In Bank	552.87	-

Brooks Public Library
All Journal Entries 11/01/2007 to 11/30/2007

			<u>Debits</u>	<u>Credits</u>
11/30/2007	J537	Debit, Securtek		
		5170 Security Monitoring	25.00	-
		5180 GST Expense	1.50	-
		1080 Cash In Bank	-	26.50
11/30/2007	J538	Debot, Destination Fee		
		5250 Bank Charges	5.00	-
		1080 Cash In Bank	-	5.00
			<u>28,138.81</u>	<u>28,138.81</u>

Brooks Library Board
Finance Standing Committee Meeting
10:00 am January 17, 2007

Present: Dino Champlone, Elsie Strach, and Shannon Vossepoel

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

Receipts for December:

- Donations: \$50 from Jacqueline Hajash, \$25 from Phyllis M. Clarke, \$200 from Joseph M. Hajash, and \$1000 from Cecil Blair. Phyllis M. Clarke would like us to purchase a book with her donation. The others did not indicate a specific way they would like their donation spent.
- Fundraisers: Additional money received for Punk the Library.
- Adopt-a-Magazine: An additional magazine was adopted, bringing the year's total to twenty-four.

Expenditures for December:

- Shortgrass Non-Resident Fees: SLS receives half of any money we receive from Resident Cardholder Fees and Resident Cardholder Fees were much higher than anticipated.
- Dynix and Telecom: Telecom fees for the remainder of the year.
- Books and Materials: Reimbursed money paid out from Shortgrass funds (our materials allotment).
- Furnishings and Equipment: Purchased a new computer, a laptop, and a paperback rack with donated funds.
- Library Supplies: Purchased a ton of desperately needed library supplies including security strips, pre-printed file cards, USB drives, laminate for book covers, and much, much more!
- Administration and Travel: Engraving for a donation plaque.
- Program Expense: Gallery exhibition fees.
- Staff Training: Registration and travel costs for Staff Professional Development Day in Medicine Hat.
- Copier and Computer Costs: Photocopying rights from Access Canada; photocopying fees from Aug 30/07 to Dec 5/07.
- Publicity and Advertising: Additional charge from Brooks Bulletin for advertising for the Annual General Meeting – Bulletin had misplaced invoice and we just received it last week.
- Employee Expenses (EI, CPP, WCB, AUMA): Although all expenses were slightly higher than anticipated, only CPP was over budget. As costs were

higher than anticipated, budget lines for these expenses have been increased in the 2008 budget.

- 3) Finance Committee reviewed preparations for the 2008 audit and things seem to be on track at present.
- 4) Finance Committee reviewed the 2008 draft budget. Certain areas were noted as needing to be changed and will be amended before the budget is presented at the next Board meeting. The Finance Committee also chose to revamp the way the budget is presented so that it is easier to immediately see which budget lines are actually over budget and which budget lines have additional funding from donations.
- 5) Finance Committee reviewed suggested additions to staff benefit package to see if they are financially feasible. Shannon will do more research and report back with additional information on benefit options including vision care and short term/long term disability.
- 6) Meeting was adjourned at 11:00 am.

Finance Meeting Notes: December 2007

Receipts for December:

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- Employee Expenses (EI, CPP, WCB, AUMA): Although all expenses were slightly higher than anticipated, only CPP was over budget. As costs were higher than anticipated, budget lines for these expenses have been increased in the 2008 budget.

Additional Notes:

- Year end adjustment (2006) from Mactavish and Co. was entered on July 11, 2007 and backdated to January 2, 2007. This may cause minor differences in Income Statements and Balance Sheets printed from Simply.

Brooks Library Board Budget
December 2007

Receipts	Annual Budget	Current Month	Total to Date
City of Brooks	144,375.00		146,892.00
HRDC – Summer Student	1,715.00		1,288.00
Province of Alberta	49,781.00		49,781.00
Province One Time Grant	23,528.00		23,529.60
Industry Canada - CAP Grants	0.00		
County of Newell Library Board	20,475.00		20,474.64
Resident Cardholder Fees	16,500.00	870.00	16,299.00
Interest Income	0.00		
Miscellaneous	200.00		250.45
Fines, books and services	19,000.00	1,283.39	19,895.08
Non-resident Cardholder Fees	1,000.00	140.00	1,900.00
Donations	3,000.00	1,275.00	9,350.95
Fundraisers	300.00	43.10	1,675.36
Adopt-a-magazine	2,200.00	100.00	2,400.00
Medieval Faire	0.00		4,313.00
GST Recovery	2,500.00		1,600.21
Total Revenue	284,574.00*	3,711.49	299,649.29
Expenditures			
SLS Expense (Materials Allot.)	46,764.00		46,764.00
Shortgrass – Non-resident Fees	500.00	950.00	950.00
Dynix and Telecom (SLS)	3,000.00	190.45	2,777.18
Books & Materials (Donations)	0.00	-13.17	53.60
Furnishings and Equipment	1,926.00	4,625.00	5,720.55
Payroll Expense	800.00	50.00	730.00
Library Supplies	4,500.00	3,662.84	8,257.65
Administration & Travel	3,000.00	7.60	1,997.25
Program Expense	1,500.00	60.00	1,151.28
Medieval Faire	0.00		3,744.53
Repair & Maintenance	2,000.00		1,713.37
Rebinding	500.00		834.49
Staff Training	3,750.00	365.00	2,494.56
Telephone & Fax Expense	3,500.00	234.61	2,916.73
Copier & Computer Costs	2,000.00	226.73	1,624.21
Security Monitoring	600.00	25.00	300.00
Computer Main. Contracts	1,000.00		246.00
GST Expense	0.00	1.50	18.00
Freight & Postage	1,000.00	234.19	889.62
Professional Memberships	500.00		255.00
Publicity and Advertising	750.00	51.00	893.39

Audit and Insurance	6,500.00		7,142.00**
Bank Charges	200.00	5.00	106.00
Miscellaneous	200.00		
Wages (includes temp. staff and VAC pay)	179,612.00	13,984.94	175,482.83
EI Expense	4,400.00	270.26	4,339.94
CPP Expense	6,000.00	562.30	7,111.49
WCB Expense	500.00		672.68
AUMA Expense	3,000.00		3,029.18
LAPP Expense	8,500.00	754.70	8,455.45
AB Health Expense	1,200.00		1,108.80
Total Expenses	287,702.00*	26,247.95	291,779.78

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

**Additional funding was provided from the City of Brooks in the amount of \$2,517.00 to offset an increase in insurance costs.

ASSETS

CURRENT ASSETS

GIC Account	0.00
GST Recoverable	1,597.14
Building Fund	27,723.65
Furn. & Shelving Reserve	0.00
Cash On Hand/Float	50.00
Cash In Bank	39,886.17
Accounts Receivable	0.00
TOTAL CURRENT ASSETS	<u>69,256.96</u>

TOTAL ASSETS

69,256.96

LIABILITIES

CURRENT LIABILITIES

Accounts Payable	0.00
MNP Accrual	5,300.00
GST Charged on Sales	0.00
GST Paid on Purchases	-2,360.96
GST Paid on Books	0.00
New Account	0.00
Accounts Payable	0.00
Vacation Payable	0.00
EI Payable	0.00
CPP Payable	25.07
Income Tax Payable	0.00
L.A.P.P.	-123.25
AUMA Extended Health	0.02
AB Health Payable	79.20
W.C.B. Payable	0.00
Miscellaneous	0.00
TOTAL CURRENT LIABILITIES	<u>2,920.08</u>

TOTAL LIABILITIES

2,920.08

EQUITY

EARNINGS

Building Fund Reserves	28,314.20
Externally restricted	200.00
Retained Earnings	29,953.17
Current Earnings	7,869.51
CURRENT EARNINGS	<u>66,336.88</u>

TOTAL EQUITY

66,336.88

LIABILITIES AND EQUITY

69,256.96

REVENUE

REVENUE

Town of Brooks	0.00
HRDC - Summer Student	0.00
Province of Alberta	0.00
Industry Canada - CAP 3	0.00
Industry Canada - CAP YI	0.00
County of Newell Library Board	0.00
Resident Cardholder Fees	870.00
Interest Income	0.00
Miscellaneous	0.00
Fines, Book Sales and Services	1,283.39
Non-resident Cardholder Fees	140.00
Charitable Receipt Donations	1,275.00
Fundraisers	43.10
Adopt-a-magazine	100.00
Medieval Faire	0.00
GST Recovery	0.00
TOTAL REVENUE	<u>3,711.49</u>

TOTAL REVENUE 3,711.49

EXPENSE

EXPENSES

SLS Expense (Materials)	0.00
SLS - Non-resident fees	950.00
SLS - Dynix and Telecom	190.45
Books and Materials	-13.17
New Library Furnishings	1,219.00
Library Equipment	3,406.00
Payroll Expense	50.00
Library Supplies	3,662.84
Administration & Travel	7.60
Recruitment Expense	0.00
Program Expense	60.00
Medieval Faire	0.00
Repair & Maintenance	0.00
Rebinding, Microfilming, Laminating	0.00
Staff Training	365.00
Telephone and Fax Expense	234.61
Copier & Computer Costs	226.73
Security Monitoring	25.00
Computer Main. Contracts	0.00
GST Expense	1.50
Freight and Postage	234.19
Professional Memberships	0.00
Publicity and Advertising	51.00
Audit and Insurance	0.00
Bank Charges	5.00
Miscellaneous	0.00
Wages	13,984.94
Wage Reimbursement	0.00
EI Expense	270.26
CPP Expense	562.30
WCB Expense	0.00
AUMA Extended Health	0.00
L.A.P.P. Expense	754.70
AB Health Expense	0.00
TOTAL EXPENSES	<u>26,247.95</u>

TOTAL EXPENSE 26,247.95

NET INCOME -22,536.46

Brooks Public Library
Income Statement 01/01/2007 to 12/31/2007

REVENUE**REVENUE**

Town of Brooks	146,892.00
HRDC - Summer Student	1,288.00
Province of Alberta	73,310.60
Industry Canada - CAP 3	0.00
Industry Canada - CAP YI	0.00
County of Newell Library Board	20,474.64
Resident Cardholder Fees	16,299.00
Interest Income	0.00
Miscellaneous	250.45
Fines, Book Sales and Services	19,895.08
Non-resident Cardholder Fees	1,900.00
Charitable Receipt Donations	9,350.95
Fundraisers	1,675.36
Adopt-a-magazine	2,400.00
Medieval Faire	4,313.00
GST Recovery	1,600.21
TOTAL REVENUE	<u>299,649.29</u>

TOTAL REVENUE 299,649.29

EXPENSE**EXPENSES**

SLS Expense (Materials)	46,764.00
SLS - Non-resident fees	950.00
SLS - Dynix and Telecom	2,777.18
Books and Materials	53.60
New Library Furnishings	1,564.55
Library Equipment	4,156.00
Payroll Expense	730.00
Library Supplies	8,257.65
Administration & Travel	1,997.25
Recruitment Expense	0.00
Program Expense	1,151.28
Medieval Faire	3,744.53
Repair & Maintenance	1,713.37
Rebinding, Microfilming, Laminating	834.49
Staff Training	2,494.56
Telephone and Fax Expense	2,916.73
Copier & Computer Costs	1,624.21
Security Monitoring	300.00
Computer Main. Contracts	246.00
GST Expense	18.00
Freight and Postage	889.62
Professional Memberships	255.00
Publicity and Advertising	893.39
Audit and Insurance	7,142.00
Bank Charges	106.00
Miscellaneous	0.00
Wages	175,482.83
Wage Reimbursement	0.00
EI Expense	4,339.94
CPP Expense	7,111.49
WCB Expense	672.68
AUMA Extended Health	3,029.18
L.A.P.P. Expense	8,455.45
AB Health Expense	1,108.80
TOTAL EXPENSES	<u>291,779.78</u>

TOTAL EXPENSE 291,779.78

NET INCOME 7,869.51

Brooks Public Library
All Journal Entries 12/01/2007 to 12/31/2007

			Debits	Credits
12/07/2007	J534	Deposit, Fines		
		4120 Fines, Book Sales and Services	-	273.02
		1080 Cash In Bank	273.02	-
12/07/2007	J535	Deposit, Resident Cardholder		
		4090 Resident Cardholder Fees	-	138.00
		1080 Cash In Bank	138.00	-
12/07/2007	J536	Deposit, Non-Resident Cardholder		
		4140 Non-resident Cardholder Fees	-	60.00
		1080 Cash In Bank	60.00	-
12/17/2007	J539	3123, December 2007, Esplanade Arts and Heritage Centre		
		5090 Program Expense	60.00	-
		1080 Cash In Bank	-	60.00
12/18/2007	J540	3124, December 2007, RBC Royal Bank VISA		
		2100 GST Paid on Purchases	14.67	-
		5030 Books and Materials	219.46	-
		5070 Library Supplies	24.95	-
		1080 Cash In Bank	-	259.08
12/18/2007	J541	3125, December 2007, Cathryn Krochak		
		5130 Staff Training	70.00	-
		1080 Cash In Bank	-	70.00
12/18/2007	J542	3126, December 2007, Jing Han		
		5130 Staff Training	70.00	-
		1080 Cash In Bank	-	70.00
12/18/2007	J543	3127, December 2007, Shortgrass Library System		
		5130 Staff Training	225.00	-
		1080 Cash In Bank	-	225.00
12/19/2007	J544	3128, Dec 2007, Brooks Stationers		
		2100 GST Paid on Purchases	11.69	-
		5070 Library Supplies	194.90	-
		1080 Cash In Bank	-	206.59
12/19/2007	J545	3129, Dec 2007, Memory Lane Computers		
		2100 GST Paid on Purchases	73.14	-
		5050 New Library Furnishings	1,219.00	-
		1080 Cash In Bank	-	1,292.14
12/19/2007	J546	3130, Dec 2007, Xerox Canada Ltd.		
		2100 GST Paid on Purchases	8.80	-
		5160 Copier & Computer Costs	146.73	-
		1080 Cash In Bank	-	155.53
12/19/2007	J547	3131, Dec 2007, Telus Communications		
		2100 GST Paid on Purchases	13.97	-
		5140 Telephone and Fax Expense	234.61	-
		1080 Cash In Bank	-	248.58
12/19/2007	J548	3132, Dec 2007, Shortgrass Library System		
		5021 SLS - Non-resident fees	910.00	-
		1080 Cash In Bank	-	910.00
12/28/2007	J549	3133, December 2007, Ronnie Adams		
		5300 Wages	1,811.85	-
		1080 Cash In Bank	-	1,335.62
		2310 EI Payable	-	32.61
		2320 CPP Payable	-	75.25
		2330 Income Tax Payable	-	177.64
		2400 L.A.P.P.	-	122.24
		2420 AUMA Extended Health	-	42.09
		2440 AB Health Payable	-	26.40

			Debits	Credits
12/28/2007	J550	3134, December 2007, Jillian Clarke		
		5300 Wages	654.16	-
		1080 Cash In Bank	-	624.45
		2310 EI Payable	-	11.77
		2320 CPP Payable	-	17.94
12/28/2007	J551	3135, Dec 2007, Jing Han		
		5300 Wages	606.06	-
		1080 Cash In Bank	-	579.59
		2310 EI Payable	-	10.91
		2320 CPP Payable	-	15.56
12/28/2007	J552	3136, December 2007, Bessie Jacowishen		
		5300 Wages	2,160.00	-
		1080 Cash In Bank	-	1,579.55
		2310 EI Payable	-	38.88
		2320 CPP Payable	-	92.48
		2330 Income Tax Payable	-	260.43
		2400 L.A.P.P.	-	145.87
		2420 AUMA Extended Health	-	42.79
12/28/2007	J553	3137, Dec 2007, Cathryn Krochak		
		5300 Wages	903.81	-
		1080 Cash In Bank	-	852.62
		2310 EI Payable	-	16.27
		2320 CPP Payable	-	30.30
		2330 Income Tax Payable	-	4.62
12/28/2007	J554	3138, December 2007, Maxine Meldrum		
		5300 Wages	2,160.00	-
		1080 Cash In Bank	-	1,618.13
		2310 EI Payable	-	38.88
		2320 CPP Payable	-	92.48
		2330 Income Tax Payable	-	260.43
		2400 L.A.P.P.	-	145.87
		2420 AUMA Extended Health	-	4.21
12/28/2007	J555	3139, December 2007, Patricia Neufeld		
		5300 Wages	316.16	-
		1080 Cash In Bank	-	309.26
		2310 EI Payable	-	5.69
		2320 CPP Payable	-	1.21
12/28/2007	J556	3140, December 2007, Tamara Van Horne		
		5300 Wages	1,767.90	-
		1080 Cash In Bank	-	1,463.53
		2310 EI Payable	-	31.82
		2320 CPP Payable	-	73.07
		2330 Income Tax Payable	-	167.19
		2420 AUMA Extended Health	-	19.09
		2440 AB Health Payable	-	13.20
12/28/2007	J557	3141, December 2007, Shannon Vossepoel		
		5300 Wages	3,605.00	-
		1080 Cash In Bank	-	2,494.57
		2310 EI Payable	-	64.89
		2320 CPP Payable	-	164.01
		2330 Income Tax Payable	-	638.19
		2400 L.A.P.P.	-	243.34
12/31/2007	J558	3142, December 2007, Brooks Computer Services Ltd.		
		2100 GST Paid on Purchases	3.00	-
		5060 Payroll Expense	50.00	-
		1080 Cash In Bank	-	53.00
12/31/2007	J559	3143, December 2007, Brooks Bulletin		
		2100 GST Paid on Purchases	4.68	-
		5070 Library Supplies	78.00	-

Brooks Public Library
All Journal Entries 12/01/2007 to 12/31/2007

			Debits	Credits
		1080 Cash In Bank	-	82.68
12/31/2007	J560	3144, December 2007, Brooks Home Hardware		
		2100 GST Paid on Purchases	0.48	-
		5070 Library Supplies	7.99	-
		1080 Cash In Bank	-	8.47
12/31/2007	J561	3145, December 2007, Brodart		
		2100 GST Paid on Purchases	240.08	-
		5055 Library Equipment	535.00	-
		5070 Library Supplies	3,254.30	-
		5200 Freight and Postage	211.96	-
		1080 Cash In Bank	-	4,241.34
12/31/2007	J562	3146, December 2007, Local Authorities Pension Plan		
		2400 L.A.P.P.	657.32	-
		5350 L.A.P.P. Expense	754.70	-
		1080 Cash In Bank	-	1,412.02
12/31/2007	J563	3147, Dec 2007, Shannon Vossepoel		
		2310 EI Payable	58.68	-
		1080 Cash In Bank	-	58.68
12/31/2007	J564	3148, December 2007, Canada Customs and Revenue Agency		
		2310 EI Payable	193.04	-
		2320 CPP Payable	562.30	-
		2330 Income Tax Payable	1,508.50	-
		5310 EI Expense	270.26	-
		5320 CPP Expense	562.30	-
		1080 Cash In Bank	-	3,096.40
12/31/2007	J565	3149, December 07, Shortgrass Library System		
		5021 SLS - Non-resident fees	40.00	-
		1080 Cash In Bank	-	40.00
12/31/2007	J566	3150, Dec 07, Shortgrass Library System		
		5022 SLS - Dynix and Telecom	190.45	-
		1080 Cash In Bank	-	190.45
12/31/2007	J567	3151, December 2007, Access Copyright		
		2100 GST Paid on Purchases	4.00	-
		5160 Copier & Computer Costs	80.00	-
		1080 Cash In Bank	-	84.00
12/31/2007	J568	3152, Dec 2007, Ronnie Adams		
		2100 GST Paid on Purchases	0.46	-
		5080 Administration & Travel	7.60	-
		1080 Cash In Bank	-	8.06
12/31/2007	J569	3153, Dec 2007, Brooks Bulletin		
		2100 GST Paid on Purchases	3.06	-
		5220 Publicity and Advertising	51.00	-
		1080 Cash In Bank	-	54.06
12/14/2007	J570	Deposit, Fines		
		4120 Fines, Book Sales and Services	-	308.15
		1080 Cash In Bank	308.15	-
12/14/2007	J571	Deposit, Resident Cardholder		
		4090 Resident Cardholder Fees	-	132.00
		1080 Cash In Bank	132.00	-
12/14/2007	J572	Deposit, Punk the Library		
		4180 Fundraisers	-	43.10
		1080 Cash In Bank	43.10	-

Brooks Public Library
All Journal Entries 12/01/2007 to 12/31/2007

			Debits	Credits
12/21/2007	J573	Deposit, Fines		
		4120 Fines, Book Sales and Services	-	348.59
		1080 Cash In Bank	348.59	-
12/21/2007	J574	Deposit, Resident Cardholder		
		4090 Resident Cardholder Fees	-	282.00
		1080 Cash In Bank	282.00	-
12/21/2007	J575	Deposit, Donations		
		4170 Charitable Receipt Donations	-	1,075.00
		1080 Cash In Bank	1,075.00	-
12/21/2007	J576	Deposit, Adopt-a-Magazine		
		4185 Adopt-a-magazine	-	100.00
		1080 Cash In Bank	100.00	-
12/31/2007	J577	Deposit, Fines		
		4120 Fines, Book Sales and Services	-	353.63
		1080 Cash In Bank	353.63	-
12/31/2007	J578	Deposit, Resident Cardholder		
		4090 Resident Cardholder Fees	-	318.00
		1080 Cash In Bank	318.00	-
12/31/2007	J579	Deposit, Non-Resident Cardholder		
		4140 Non-resident Cardholder Fees	-	80.00
		1080 Cash In Bank	80.00	-
12/31/2007	J580	Deposit, Donation		
		4170 Charitable Receipt Donations	-	200.00
		1080 Cash In Bank	200.00	-
12/31/2007	J581	Deposit, Shortgrass Library System		
		5030 Books and Materials	-	232.63
		1080 Cash In Bank	232.63	-
12/31/2007	J582	Debit, Securtek		
		5170 Security Monitoring	25.00	-
		5180 GST Expense	1.50	-
		1080 Cash In Bank	-	26.50
12/31/2007	J583	Debit, Destination Fee		
		5250 Bank Charges	5.00	-
		1080 Cash In Bank	-	5.00
12/31/2007	J584	3154, Dec 07, Brodart		
		2100 GST Paid on Purchases	7.49	-
		5070 Library Supplies	102.70	-
		5200 Freight and Postage	22.23	-
		1080 Cash In Bank	-	132.42
12/31/2007	J585	3155, December 2007, Memory Lane Computers		
		2100 GST Paid on Purchases	143.55	-
		5055 Library Equipment	2,871.00	-
		1080 Cash In Bank	-	3,014.55
			33,933.61	33,933.61

Brooks Public Library

Reconciliation Transactions Detail Report 12/01/2007 to 12/31/2007

Account: 1080 Cash In Bank

Deposit No.: *** all ***

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

Date	JE#	Comment	Source	Deposits	Withdrawals	Deposit No.	C
12/07/2007	J534	Fines	Deposit	273.02	-		Y
12/07/2007	J535	Resident Cardholder	Deposit	138.00	-		Y
12/07/2007	J536	Non-Resident Cardholder	Deposit	60.00	-		Y
12/17/2007	J539	December 2007, Esplanade Arts a...	3123	-	60.00		Y
12/18/2007	J540	December 2007, RBC Royal Bank ...	3124	-	259.08		Y
12/18/2007	J541	December 2007, Cathryn Krochak	3125	-	70.00		Y
12/18/2007	J542	December 2007, Jing Han	3126	-	70.00		N
12/18/2007	J543	December 2007, Shortgrass Librar...	3127	-	225.00		N
12/19/2007	J544	Dec 2007, Brooks Stationers	3128	-	206.59		Y
12/19/2007	J545	Dec 2007, Memory Lane Computers	3129	-	1,292.14		Y
12/19/2007	J546	Dec 2007, Xerox Canada Ltd.	3130	-	155.53		Y
12/19/2007	J547	Dec 2007, Telus Communications	3131	-	248.58		Y
12/19/2007	J548	Dec 2007, Shortgrass Library Syst...	3132	-	910.00		N
12/28/2007	J549	December 2007, Ronnie Adams	3133	-	1,335.62		N
12/28/2007	J550	December 2007, Jillian Clarke	3134	-	624.45		Y
12/28/2007	J551	Dec 2007, Jing Han	3135	-	579.59		Y
12/28/2007	J552	December 2007, Bessie Jacowishen	3136	-	1,579.55		Y
12/28/2007	J553	Dec 2007, Cathryn Krochak	3137	-	852.62		N
12/28/2007	J554	December 2007, Maxine Meldrum	3138	-	1,618.13		N
12/28/2007	J555	December 2007, Patricia Neufeld	3139	-	309.26		N
12/28/2007	J556	December 2007, Tamara Van Horne	3140	-	1,463.53		Y
12/28/2007	J557	December 2007, Shannon Vossepe...	3141	-	2,494.57		Y
12/31/2007	J558	December 2007, Brooks Computer...	3142	-	53.00		N
12/31/2007	J559	December 2007, Brooks Bulletin	3143	-	82.68		N
12/31/2007	J560	December 2007, Brooks Home Ha...	3144	-	8.47		N
12/31/2007	J561	December 2007, Brodart	3145	-	4,241.34		N
12/31/2007	J562	December 2007, Local Authorities ...	3146	-	1,412.02		N
12/31/2007	J563	Dec 2007, Shannon Vossepoel	3147	-	58.68		N
12/31/2007	J564	December 2007, Canada Customs...	3148	-	3,096.40		N
12/31/2007	J565	December 07, Shortgrass Library ...	3149	-	40.00		N
12/31/2007	J566	Dec 07, Shortgrass Library System	3150	-	190.45		N
12/31/2007	J567	December 2007, Access Copyright	3151	-	84.00		N
12/31/2007	J568	Dec 2007, Ronnie Adams	3152	-	8.06		N
12/31/2007	J569	Dec 2007, Brooks Bulletin	3153	-	54.06		N
12/14/2007	J570	Fines	Deposit	308.15	-		Y
12/14/2007	J571	Resident Cardholder	Deposit	132.00	-		Y
12/14/2007	J572	Punk the Library	Deposit	43.10	-		Y
12/21/2007	J573	Fines	Deposit	348.59	-		Y
12/21/2007	J574	Resident Cardholder	Deposit	282.00	-		Y
12/21/2007	J575	Donations	Deposit	1,075.00	-		Y
12/21/2007	J576	Adopt-a-Magazine	Deposit	100.00	-		Y
12/31/2007	J577	Fines	Deposit	353.63	-		Y
12/31/2007	J578	Resident Cardholder	Deposit	318.00	-		Y
12/31/2007	J579	Non-Resident Cardholder	Deposit	80.00	-		Y
12/31/2007	J580	Donation	Deposit	200.00	-		Y
12/31/2007	J581	Shortgrass Library System	Deposit	232.63	-		Y
12/31/2007	J582	Securtek	Debit	-	26.50		Y
12/31/2007	J583	Destination Fee	Debit	-	5.00		Y
12/31/2007	J584	Dec 07, Brodart	3154	-	132.42		N
12/31/2007	J585	December 2007, Memory Lane Co...	3155	-	3,014.55		N
				3,944.12	26,861.87		

Brooks Library Board Budget for 2007

Receipts	Annual Budget	Current Month	Total to Date
City of Brooks	144,375.00		
HRDC – Summer Student	1,715.00		
Province of Alberta	49,781.00		
Province One Time Grant	23,528.00		
Industry Canada - CAP Grants	0.00		
County of Newell Library Board	20,475.00		
Resident Cardholder Fees	16,500.00		
Interest Income	0.00		
Miscellaneous	200.00		
Fines, books and services	19,000.00		
Non-resident Cardholder Fees	1,000.00		
Donations	3,000.00		
Fundraisers	300.00		
Adopt-a-magazine	2,200.00		
Medieval Faire	0.00		
GST Recovery	2,500.00		
Total Revenue	284,574.00*		
Expenditures			
SLS Expense (Materials Allot.)	46,764.00		
Shortgrass – Non-resident Fees	500.00		
Dynix and Telecom (SLS)	3,000.00		
Books & Materials (Donations)	0.00		
Furnishings and Equipment	1,926.00		
Payroll Expense	800.00		
Library Supplies	4,500.00		
Administration & Travel	3,000.00		
Program Expense	1,500.00		
Medieval Faire	0.00		
Repair & Maintenance	2,000.00		
Rebinding	500.00		
Staff Training	3,750.00		
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	750.00		

Audit and Insurance	6,500.00		
Bank Charges	200.00		
Miscellaneous	200.00		
Wages (includes temp. staff and VAC pay)	179,612.00		
EI Expense	4,400.00		
CPP Expense	6,000.00		
WCB Expense	500.00		
AUMA Expense	3,000.00		
LAPP Expense	8,500.00		
AB Health Expense	1,200.00		
Total Expenses	287,702.00*		

*Brooks Public Library had a surplus budget in 2006 of \$3,128.00. These surplus funds will offset the 2007 deficit in the amount of \$3,128.00. The surplus was derived from the province's one-time grant last year which was used to fund the hiring of a Training Coordinator for Brooks Public Library. Those surplus funds are allocated to continue funding that position until December 2007.

Notes of explanation:

1. Projected wages taken from wage grid
2. Part time staff – Sharon is at 14% MERC because she is paid 6% VAC pay, others 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 2006 %s for LAPP – this may change in 2007
5. AUMA and AB Health benefits are based on current rates
6. LAPP for Head Librarian – second percentage refers to pension earned after YMPE of 40,500 but this is not applicable in 2007 as the Head Librarian will not receive this benefit until after six month probationary period ends

		Proposed Pay Grid & Yearly Increments								
		1	2	3	4	5	6	7	8	9
2006										
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								
		1	2	3	4	5	6	7	8	9
2007										
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			
Head Librarian	42,000.00	43,260.00	44,560.00	46,350.00	48,200.00	50,200.00	52,200.00	54,288.00		

		Proposed Pay Grid & Yearly Increments								
		1	2	3	4	5	6	7	8	9
2008										
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			
Head Librarian	43,260.00	44,560.00	46,350.00	48,200.00	50,200.00	52,200.00	54,288.00	57,000.00	60,000.00	

Notes for 2006:

\$9.25 - \$8.36 = 0.89 or 10% increase 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

MINUTES OF REGULAR MEETING OF BROOKS PUBLIC LIBRARY BOARD
February 28, 2008
HELD IN BROOKS PUBLIC LIBRARY

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

REGRETS: Tilly Gamble-Altwasser, Cathleen Patterson

VISION STATEMENT

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

MISSION STATEMENT

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

1. Call to Order: Dino called the meeting to order at 6:31 pm.
2. Approval of Agenda: **Motion to approve the agenda: Karen/Sheila. Carried.**
3. Consent Agenda: **Motion to approve January 2008 Board Meeting Minutes, Finance Committee Report including receipts and expenditures for January 2008 and Librarian's Report: Gloria/Elsie. Carried.**
4. Correspondence
 - a. Shortgrass Library System Announcement: Julia Reinhart will be SLS CEO effective March 1, 2008.
 - b. Municipal Affairs and Housing: Libraries Act of Alberta-handed out to add to our binders. The two booklets include The Alberta Libraries Act: A Guide to the Legislation (2008) and The Alberta Libraries Act: The Libraries Regulation (2008)
 - c. Kay, Riggings & Butlin: Estate of Cyril Gazdarica—notification from the law firm and forms to be signed regarding the \$10,000.00 donation to BPL.
 - d. ALTA Workshop: March 28 with main sessions to be March 29, in Lethbridge, for trustees, deadline for registration March 14. Speak to Shannon if interested.
 - e. Brooks and District Branch of Alberta Genealogical Society: A note thanking the Board for the reduced rate given to them for photocopying.
5. Shortgrass Library System Report: Martin mentioned Julia Reinhart's appointment as CEO of Shortgrass Library System. Martin will attend ALC in Jasper in April as Shortgrass representative.
6. Business Arising from January 2008 Board Meeting Minutes

- a. 2008 Budget: All Board members have copies.
- b. 2007 Audit: We have received the draft copy. Everything looks fine.
- c. RISE Project: We are to receive \$3780.00 in 2008. **Motion to increase staff hours on Wednesday and Thursday evenings using the monies from RISE: Gloria/Elsie. Carried.**
- d. City Council and County Council Orientation: 6:00 to 7:00 pm March 27, 2008. Shannon will also invite MP Monte Solberg, the new MLA and folks from Shortgrass.
- e. Air Quality: Shannon has phoned but not heard anything yet. She will continue to phone.
- f. Sheila Tiegs Appointment: pending
- g. Alberta Library Conference: Elsie will attend as trustee; Shannon as librarian and Martin as Shortgrass rep. Being held in Jasper April 24 to 27, 2008.
- h. Board-Staff Spring Barbeque: Shannon will send out emails regarding possible dates.

7. **New Business**

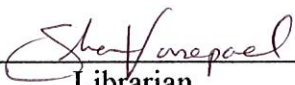
- a. 2008 Annual Survey and 2007 Annual Report of Public Libraries: **Motion to approve the survey and report as presented: Sheila/Karen. Carried.** This information is required for financial assistance from the province.
- b. New Board Member Contact List: handed out
- c. New Integrated Library System: As of March 13, 2008, the public will be using the new system. The old DYNIX system will be down March 9 so there will be very limited service for a few days. Staff training is on-going.
- d. New Board Policy S.6: Library Posting Regulations. **Motion to approve Policy S.6: Joyce/Sheila. Carried.**
- e. Newell Regional Tourism Association Membership: tabled.
- f. Tumbleweed Theatre request: **Motion to allow the group to use the Boardroom March 16: Gloria/Sheila. Carried.**

8. Discussion Session: Shortgrass Library System Materials Allotment: Discussed the reasons for negotiating to change to the agreement with Shortgrass regarding the types of materials available for purchase using the materials allotment money. A subcommittee will be struck to follow up on tonight's discussion at the March Board meeting.

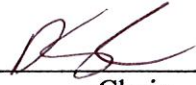
9. Discussion Session: Library Renovations—Computer Lab: tabled until May.

10. Adjournment: **Motion to adjourn at 7:45 pm: Sheila.**

11. Next Board Meeting: **Thursday, March 27, 2008 at 7:00 pm. (Following City and County Councils orientation from 6:00 to 7:00 pm.)**




 Librarian
 April 16, 2008



 Chair
 April 16, 2008

**BROOKS MUNICIPAL LIBRARY
BOARD POLICY**

CATEGORY: Services **POLICY NO. S.6**
TITLE: Library Posting Regulations
DATE APPROVED: Feb 28, 2008 

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.

Brooks Public Library provides a bulletin board and pamphlet racks for the distribution of information to the public. As space is limited, the first priority of these spaces is to provide information on the library's programs and services. If space permits, individuals and community groups are welcome to submit materials, subject to the following guidelines:

1. All posted materials must be authorized by the Head Librarian or a designated staff member. Unauthorized materials will be removed.
2. Posted materials must be no larger than 11 x 17".
3. Only one posted item per group will be displayed at one time.
4. Posted materials will be dated by Library staff and will be removed following the event or after one month (30 days) if the posting is of a general nature. Materials will not be accepted more than 30 days prior to the date of an event.
5. Materials that exclude important information such as name, date, time, location, or fee will not be accepted.
6. Materials that advertise or endorse a private or corporate business will not be accepted.
7. Personal ads, notices, petitions, notices of items for sale or rent, or political campaign advertising will be refused.
8. Religious and political materials will be permitted for informational purposes or to promote a special event. However, materials whose primary purpose is to promote a single point of view will not be displayed.
9. Materials that violate the Alberta Human Rights Act will be refused.
10. Materials that meet the above guidelines may be left for public display and pick-up. Brooks Public Library will not accept responsibility for soliciting patrons for the purpose of distributing these materials.

Brooks Library Board
Finance Standing Committee Meeting
9:00am February 20, 2008

Present: Dino Champlone, Elsie Strach, and Shannon Vossepoel

- 1) Meeting was called to order at 9:11 am.
- 2) Receipts and Expenditures for the month of January were discussed in detail and reviewed by the Committee. Items of Note:

Receipts for January:

- PLDI Grant: received funding for Training Coordinator position and related equipment and advertising expenses.
- Non-Resident Cardholder Fees: Upgraded from an individual to a family membership.
- Donations: Received \$1,127.50 for Carl J. Anderson Endowment Fund for Libraries (EID).

Expenditures for January:

- Library Supplies: USB flash drives, labels, paper, CDROMs, post-its, markers, rubber stamps.
 - Administration and Travel: water for office cooler, fridge for staff room.
 - Program Expense: Gallery fees for February exhibit, rental deposit for picnic tables for Cowboy Poetry/Medieval Faire, snacks for A Christmas Carol program.
 - Copier and Computer Costs: Simply Accounting 2008 and Norton Antivirus packages for staff computers.
- 3) The Finance Committee reviewed a draft version of the 2007 audited financial statements as provided by Mactavish and Company. The audited financial statements appear to be in order. Shannon noted that the auditor is still waiting on some paperwork from LAPP and Revenue Canada to complete their work.
 - 4) HRDC Grant for our summer student was discussed. The application form for the grant was signed and submitted.
 - 5) RISE funding was discussed by the Finance Committee in preparation for the upcoming Board meeting.
 - 6) Meeting was adjourned at 10:02 am.

Finance Meeting Notes: January 2008

Receipts for January:

- PLDI Grant: received funding for Training Coordinator position and related equipment and advertising expenses.
- Non-Resident Cardholder Fees: Upgraded from an individual to a family membership.
- Donations: Received \$1,127.50 for Carl J. Anderson Endowment Fund for Libraries (EID).

Expenditures for January:

- Library Supplies: USB flash drives, labels, paper, CDROMs, post-its, markers, rubber stamps.
- Administration and Travel: water for office cooler, fridge for staff room.
- Program Expense: Gallery fees for February exhibit, rental deposit for picnic tables for Cowboy Poetry/Medieval Faire, snacks for A Christmas Carol program.
- Copier and Computer Costs: Simply Accounting 2008 and Norton Antivirus packages for staff computers.

Brooks Library Board Budget
January 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	35,498.00	35,498.00
Industry Canada - CAP Grants	0.00		
County of Newell Library Board	21,500.00		
Resident Cardholder Fees	16,500.00	1,136.00	1,136.00
Interest Income	0.00		
Miscellaneous	200.00		
Fines, books and services	19,000.00	1,125.45	1,125.45
Non-resident Cardholder Fees	200.00	20.00	20.00
Donations	3,000.00	1,127.50	1,127.50
Fundraisers	300.00		
Adopt-a-magazine	2,200.00		
Medieval Faire	0.00		
GST Recovery	1,500.00		
Total Revenue	\$321,495.00	38,906.95	38,906.95
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	735.13	735.13
Administration & Travel	3,000.00	155.38	155.38
Program Expense	2,000.00	128.99	128.99
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	233.32	233.32
Copier & Computer Costs	2,000.00	528.93	528.93
Security Monitoring	600.00	25.00	25.00
Computer Main. Contracts	1,000.00		
GST Expense	0.00	1.25	1.25
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	5.00	5.00
Miscellaneous	200.00		
Wages (includes temp. staff and VAC pay)	186,160.00	15,200.43	15,200.43
EI Expense	5,400.00	368.16	368.16
CPP Expense	8,100.00	706.88	706.88
WCB Expense	800.00		
AUMA Expense	5,460.00	274.24	274.24
LAPP Expense	10,000.00	830.38	830.38
AB Health Expense	1,480.00		
Total Expenses	\$321,495.00	19,193.09	19,193.09

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	35,498.00
County of Newell Library Board	0.00
Resident Cardholder Fees	1,136.00
Interest Income	0.00
Miscellaneous	0.00
Fines, Book Sales and Services	1,125.45
Non-resident Cardholder Fees	20.00
Charitable Receipt Donations	1,127.50
Fundraisers	0.00
Adopt-a-magazine	0.00
Medieval Faire	0.00
GST Recovery	0.00

TOTAL REVENUE 38,906.95

TOTAL REVENUE 38,906.95

EXPENSE

EXPENSES

SLS Expense (Materials)	0.00
SLS - Non-resident fees	0.00
SLS - Dynix and Telecom	0.00
Books and Materials	0.00
New Library Furnishings	0.00
Library Equipment	0.00
Payroll Expense	0.00
Library Supplies	735.13
Administration & Travel	155.38
Recruitment Expense	0.00
Program Expense	128.99
Medieval Faire	0.00
Repair & Maintenance	0.00
Rebinding, Microfilming, Laminati...	0.00
Staff Training	0.00
Telephone and Fax Expense	233.32
Copier & Computer Costs	528.93
Security Monitoring	25.00
Computer Main. Contracts	0.00
GST Expense	1.25
Freight and Postage	0.00
Professional Memberships	0.00
Publicity and Advertising	0.00
Audit and Insurance	0.00
Bank Charges	5.00
Miscellaneous	0.00
Wages	15,200.43
Wage Reimbursement	0.00
EI Expense	368.16
CPP Expense	706.88
WCB Expense	0.00
AUMA Extended Health	274.24
L.A.P.P. Expense	830.38
AB Health Expense	0.00

TOTAL EXPENSES 19,193.09

TOTAL EXPENSE 19,193.09

NET INCOME 19,713.86

ASSET

CURRENT ASSETS

GIC Account	0.00
GST Recoverable	1,597.14
Building Fund	27,723.65
Furn. & Shelving Reserve	0.00
Cash On Hand/Float	50.00
Cash In Bank	59,505.11
Accounts Receivable	0.00

TOTAL CURRENT ASSETS 88,875.90

TOTAL ASSET 88,875.90

LIABILITY

CURRENT LIABILITIES

Accounts Payable	0.00
MNP Accrual	5,300.00
GST Charged on Sales	0.00
GST Paid on Purchases	-2,451.48
GST Paid on Books	0.00
New Account	0.00
Accounts Payable	0.00
Vacation Payable	0.00
EI Payable	0.00
CPP Payable	25.07
Income Tax Payable	0.00
L.A.P.P.	-123.25
AUMA Extended Health	0.02
AB Health Payable	74.80
W.C.B. Payable	0.00
Miscellaneous	0.00

TOTAL CURRENT LIABILITIES 2,825.16

TOTAL LIABILITY 2,825.16

EQUITY

EARNINGS

Building Fund Reserves	28,314.20
Externally restricted	200.00
Retained Earnings	37,822.68
Current Earnings	19,713.86

CURRENT EARNINGS 86,050.74

TOTAL EQUITY 86,050.74

LIABILITIES AND EQUITY 88,875.90

		Account Number	Account Description	Debits	Credits
01/17/2008	J1	3156, January 2008, Telus Communications			
		2100	GST Paid on Purchases	11.57	-
		5140	Telephone and Fax Expense	233.32	-
		1080	Cash In Bank	-	244.89
01/17/2008	J2	3157, January 2008, Water Pure & Simple			
		5080	Administration & Travel	16.50	-
		1080	Cash In Bank	-	16.50
01/17/2008	J3	3158, January 2008, AMSC Insurance Services Limited			
		2420	AUMA Extended Health	117.55	-
		5340	AUMA Extended Health	274.24	-
		1080	Cash In Bank	-	391.79
01/24/2008	J4	3159, January 2008, RBC Royal Bank VISA			
		2100	GST Paid on Purchases	51.12	-
		5070	Library Supplies	712.13	-
		5080	Administration & Travel	138.88	-
		5090	Program Expense	18.99	-
		1080	Cash In Bank	-	921.12
01/31/2008	J5	3160, January 2008, Ronnie Adams			
		5300	Wages	2,014.00	-
		1080	Cash In Bank	-	1,479.21
		2310	EI Payable	-	34.84
		2320	CPP Payable	-	85.26
		2330	Income Tax Payable	-	206.06
		2400	L.A.P.P.	-	136.01
		2420	AUMA Extended Health	-	46.22
		2440	AB Health Payable	-	26.40
01/31/2008	J6	3161, January 2008, Jillian Clarke			
		5300	Wages	695.24	-
		1080	Cash In Bank	-	663.23
		2310	EI Payable	-	12.03
		2320	CPP Payable	-	19.98
01/31/2008	J7	3162, January 2008, Jing Han			
		5300	Wages	486.67	-
		1080	Cash In Bank	-	468.60
		2310	EI Payable	-	8.42
		2320	CPP Payable	-	9.65
01/31/2008	J8	3163, January 2008, Bessie Jacowishen			
		5300	Wages	2,456.55	-
		1080	Cash In Bank	-	1,784.86
		2310	EI Payable	-	42.50
		2320	CPP Payable	-	107.16
		2330	Income Tax Payable	-	309.31
		2400	L.A.P.P.	-	165.85
		2420	AUMA Extended Health	-	46.87
01/31/2008	J9	3164, January 2008, Cathryn Krochak			
		5300	Wages	998.80	-
		1080	Cash In Bank	-	937.28
		2310	EI Payable	-	17.28
		2320	CPP Payable	-	35.00
		2330	Income Tax Payable	-	9.24
01/31/2008	J10	3165, January 2008, Maxine Meldrum			
		5300	Wages	2,502.90	-
		1080	Cash In Bank	-	1,857.18
		2310	EI Payable	-	43.30
		2320	CPP Payable	-	109.46
		2330	Income Tax Payable	-	320.12
		2400	L.A.P.P.	-	168.95
		2420	AUMA Extended Health	-	3.89

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

		Account Number	Account Description	Debits	Credits
01/31/2008	J11	3166, January 2008, Patricia Neufeld			
		5300	Wages	199.68	-
		1080	Cash In Bank	-	196.23
		2310	EI Payable	-	3.45
01/31/2008	J12	3167, January 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
01/31/2008	J13	3168, January 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
01/31/2008	J14	3169, Jan 2008, Tamara Van Horne			
		2440	AB Health Payable	44.00	-
		1080	Cash In Bank	-	44.00
01/31/2008	J16	3171, January 2008, Canada Customs and Revenue Agency			
		2310	EI Payable	262.97	-
		2320	CPP Payable	627.04	-
		2330	Income Tax Payable	1,721.31	-
		5310	EI Expense	368.16	-
		5320	CPP Expense	627.04	-
		1080	Cash In Bank	-	3,606.52
01/31/2008	J17	3172, Jan 2008, Canada Customs and Revenue Agency			
		5320	CPP Expense	79.84	-
		1080	Cash In Bank	-	79.84
01/31/2008	J18	3173, January 2008, Memory Lane Computers			
		2100	GST Paid on Purchases	26.45	-
		5160	Copier & Computer Costs	528.93	-
		1080	Cash In Bank	-	555.38
01/31/2008	J19	3174, January 2008, Esplanade Arts and Heritage Centre			
		5090	Program Expense	60.00	-
		1080	Cash In Bank	-	60.00
01/31/2008	J20	3176, Jan 2008, Brodart			
		2100	GST Paid on Purchases	1.38	-
		5070	Library Supplies	23.00	-
		1080	Cash In Bank	-	24.38
01/31/2008	J21	3177, January 2008, City of Brooks			
		5090	Program Expense	50.00	-
		1080	Cash In Bank	-	50.00
01/04/2008	J27	Deposit, Fines			
		4120	Fines, Book Sales and Services	-	130.45
		1080	Cash In Bank	130.45	-
01/04/2008	J28	Resident Cardholder,			
		4090	Resident Cardholder Fees	-	132.00
		1080	Cash In Bank	132.00	-
01/11/2008	J29	Deposit, Fines			
		4120	Fines, Book Sales and Services	-	293.41
		1080	Cash In Bank	293.41	-

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

		Account Number	Account Description	Debits	Credits
01/11/2008	J30		Deposit, Resident Cardholder		
		4090	Resident Cardholder Fees	-	336.00
		1080	Cash In Bank	336.00	-
01/18/2008	J31		Deposit, Resident Cardholder		
		4090	Resident Cardholder Fees	-	320.00
		1080	Cash In Bank	320.00	-
01/18/2008	J32		Deposit, Non-Resident Cardholder		
		4140	Non-resident Cardholder Fees	-	20.00
		1080	Cash In Bank	20.00	-
01/18/2008	J33		Deposit, Fines		
		4120	Fines, Book Sales and Services	-	348.83
		1080	Cash In Bank	348.83	-
01/18/2008	J34		Deposit, Donation		
		4170	Charitable Receipt Donations	-	1,127.50
		1080	Cash In Bank	1,127.50	-
01/25/2008	J36		Deposit, Fines		
		4120	Fines, Book Sales and Services	-	352.76
		1080	Cash In Bank	352.76	-
01/25/2008	J37		Deposit, Resident Cardholder		
		4090	Resident Cardholder Fees	-	348.00
		1080	Cash In Bank	348.00	-
01/31/2008	J43		Debit, Securtek		
		5170	Security Monitoring	25.00	-
		5180	GST Expense	1.25	-
		1080	Cash In Bank	-	26.25
01/31/2008	J44		Debit, Destination Fee		
		5250	Bank Charges	5.00	-
		1080	Cash In Bank	-	5.00
01/18/2008	J46		Deposit, Donations		
		4055	PLDI Grant	-	35,498.00
		1080	Cash In Bank	35,498.00	-
01/31/2008	J48		3170, January 2008, Local Authorities Pension Plan		
		2400	L.A.P.P.	723.50	-
		5350	L.A.P.P. Expense	830.38	-
		1080	Cash In Bank	-	1,553.88
				<u>61,686.93</u>	<u>61,686.93</u>

Brooks Public Library

Reconciliation Transactions Detail Report 01/01/2008 to 01/31/2008

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
01/17/2008	J1	January 2008, Telus Communicati...	3156	-	244.89		Y
01/17/2008	J2	January 2008, Water Pure & Simple	3157	-	16.50		Y
01/17/2008	J3	January 2008, AMSC Insurance S...	3158	-	391.79		Y
01/24/2008	J4	January 2008, RBC Royal Bank VI...	3159	-	921.12		Y
01/31/2008	J5	January 2008, Ronnie Adams	3160	-	1,479.21		N
01/31/2008	J6	January 2008, Jillian Clarke	3161	-	663.23		Y
01/31/2008	J7	January 2008, Jing Han	3162	-	468.60		N
01/31/2008	J8	January 2008, Bessie Jacowishen	3163	-	1,784.86		Y
01/31/2008	J9	January 2008, Cathryn Krochak	3164	-	937.28		N
01/31/2008	J10	January 2008, Maxine Meldrum	3165	-	1,857.18		N
01/31/2008	J11	January 2008, Patricia Neufeld	3166	-	196.23		N
01/31/2008	J12	January 2008, Tamara Van Horne	3167	-	1,737.53		N
01/31/2008	J13	January 2008, Shannon Vossepel	3168	-	2,584.34		Y
01/31/2008	J14	Jan 2008, Tamara Van Horne	3169	-	44.00		N
01/31/2008	J15	January 2008, Local Authorities Pe...	3170	-	1,553.88		N
01/31/2008	J16	January 2008, Canada Customs a...	3171	-	3,606.52		N
01/31/2008	J17	Jan 2008, Canada Customs and R...	3172	-	79.84		N
01/31/2008	J18	January 2008, Memory Lane Com...	3173	-	555.38		N
01/31/2008	J19	January 2008, Esplanade Arts and...	3174	-	60.00		N
01/31/2008	J20	Jan 2008, Brodart	3176	-	24.38		N
01/31/2008	J21	January 2008, City of Brooks	3177	-	50.00		N
01/04/2008	J27	Fines	Deposit	130.45	-		Y
01/04/2008	J28		Resident Cardho...	132.00	-		Y
01/11/2008	J29	Fines	Deposit	293.41	-		Y
01/11/2008	J30	Resident Cardholder	Deposit	336.00	-		Y
01/18/2008	J31	Resident Cardholder	Deposit	320.00	-		Y
01/18/2008	J32	Non-Resident Cardholder	Deposit	20.00	-		Y
01/18/2008	J33	Fines	Deposit	348.83	-		Y
01/18/2008	J34	Donation	Deposit	1,127.50	-		Y
01/18/2008	J35	Donations	Deposit	35,498.00	-		Y
01/25/2008	J36	Fines	Deposit	352.76	-		Y
01/25/2008	J37	Resident Cardholder	Deposit	348.00	-		Y
01/31/2008	J43	Securtek	Debit	-	26.25		Y
01/31/2008	J44	Destination Fee	Debit	-	5.00		Y
01/18/2008	J45	Reversing J35. Correction is J46.	ADJDeposit	-	35,498.00		N
01/18/2008	J46	Donations	Deposit	35,498.00	-		N
01/31/2008	J47	Reversing J15. Correction is J48.	ADJ3170	1,553.88	-		N
01/31/2008	J48	January 2008, Local Authorities Pe...	3170	-	1,553.88		N
				75,958.83	56,339.89		

Reconciliation Transactions Detail Report 01/01/2008 to 01/31/2008

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

- Cleared
- Cleared
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MINUTES OF REGULAR MEETING OF BROOKS PUBLIC LIBRARY BOARD
March 27, 2008
HELD IN BROOKS PUBLIC LIBRARY

PRESENT: Tilly Gamble-Altwasser (Vice Chair), Shannon Vossepoel (Librarian), Karen Nelson, Sheila Tiegs, Joyce Aasen, Gloria Evans

REGRETS: Martin Shields, Dino Champlone, Cathleen Patterson, Elsie Strach

GUESTS: Julia Reinhart, Dwight Nagel—both from Shortgrass Library System

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.

The regular meeting followed a presentation and tour of the library given by Shannon Vossepoel to city and county councilors.

1. Call to Order: Tilly called the meeting to order at 7:05 pm.
2. Approval of Agenda: **Motion to approve the agenda: Karen/Sheila. Carried.**
3. Consent Agenda: **Motion to approve February 2008 Board Meeting Minutes, Finance Committee Report including receipts and expenditures for February 2008: Joyce/Karen. Carried.**
4. Correspondence
 - a. Shortgrass (Area 6) ALTA Report-circulated
 - b. Shortgrass Library System Board Meeting Minutes-circulated
 - c. Monte Solberg-regrets unable to attend library presentation and tour
5. Librarian's Report: The report was given to Board members and Shannon spoke to items included on the report.
6. Shortgrass Library System Report-Martin's report tabled. Julia spoke about the training of all library staff throughout SLS on the new ILS/Unicorn system.

7. Business Arising from the February 2008 Board meeting minutes

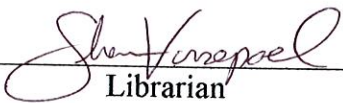
- a. New Integrated Library System Update: The staff is working well with Unicorn and the learning continues as new situations arise. All seem pleased with the new system.
- b. New Board Policy S.6: Libray Posting Regulations—handed out for inclusion in binders.
- c. 2007 Audit: A meeting has been set for 2:00 pm, May 2, 2008, with the auditors to preview the audit. No problems have occurred with the audit.
- d. NRTA Membership: We received information regarding the \$120 membership fee. No action was taken.
- e. Air Quality: The testing remains on hold until the testing machine is repaired. Shannon will contact public health officials for information regarding testing that can be done by sources other than the one we have been in contact with for the past several months.
- f. Sheila Tieg's Appointment: BPL should be receiving the appointment letter soon.

8. New Business

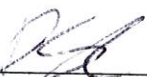
- a. Provincial Funding: BPL has received \$4,000 supplementary grant to be used as the library sees fit.
- b. Cash Register Float: Currently the float is \$50.00. **Motion to increase the cash register float by \$60.00: Sheila/Gloria. Carried.**
- c. April Board Meeting: The April meeting will be cancelled because of Alberta Library Conference.

9. Adjournment: **Motion to adjourn at 8:00 pm.: Sheila.**

10. Next Board Meeting: 6:30 pm, May 22, 2008



Librarian



Vice Chair
31

March 26, 2008

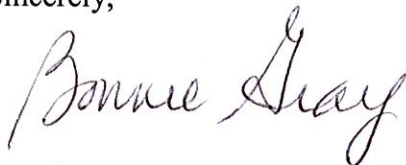
Mr. Dino Champlone, Chair
City of Brooks Library Board
Box 1149
Brooks, AB T1R 1B9

Dear Mr. Champlone:

The amount of \$4,000 (Four Thousand Dollars) has been direct deposited into your account. It is for this year's supplementary operating grant. The Government of Alberta is pleased to provide your library with this special grant to assist in the provision of your public library service.

Please accept my best wishes for continued success in the delivery of quality public library services in your area.

Sincerely,



Bonnie Gray, Manager
Public Library Services

**Brooks Library Board
Finance Standing Committee Meeting
1:00pm March 19, 2008**

Present: Dino Champlone, Elsie Strach, and Shannon Vossepoel

- 1) Meeting was called to order at 1:01pm.
- 2) Receipts and Expenditures for the month of February were discussed in detail and reviewed by the Committee. Items of Note:

Receipts for February:

- City of Brooks: Received first quarterly installment of annual funding. It was noted that the funds were slightly under what was expected. Shannon will call Cliff McDonald to be reimbursed for the shortfall.

Expenditures for February:

- Furnishings and Equipment: New barcode readers for three circulation desk computers, the receiving room computer, and the laptop (for outreach and inventory).
 - Payroll: Includes payroll expense for January, February, and an ROE.
 - Library Supplies: markers, envelopes, binders, printer cartridge
 - Administration and Travel: travel to Medicine Hat to meet with auditor, water for office cooler, criminal record check for new employee, nametag for new employee.
 - Program Expense: Supplies for Super Saturday Valentine's Day program, gluesticks for Toddler Time/Story Time
 - Professional Memberships: AALT membership fees, LAA Membership fees, ALTA membership fees
 - Publicity and Advertising: employment ads for Library Assistant, employment ads for Summer Reading Program Coordinator, ad for Travelling in Canada talk (to kick off Living in Canada series – PLDI grant)
 - Bank Charges: Additional charge for audit confirmation
- 3) The Provincial Government has indicated that we are eligible for a \$4000 supplementary operating grant. Shannon has sent in the application for this funding.
 - 4) The audit has been completed and the Finance Committee signed the appropriate documents. Shannon will schedule a date for Terry MacTavish to discuss the audit with the Board..
 - 5) Meeting was adjourned at 1:37pm.

Finance Meeting Notes: February 2008

Receipts for February:

- City of Brooks: Received first quarterly installment of annual funding.

Expenditures for February:

- Furnishings and Equipment: New barcode readers for three circulation desk computers, the receiving room computer, and the laptop (for outreach and inventory).
- Payroll: Includes payroll expense for January, February, and an ROE.
- Library Supplies: markers, envelopes, binders, printer cartridge
- Administration and Travel: travel to Medicine Hat to meet with auditor, water for office cooler, criminal record check for new employee, nametag for new employee.
- Program Expense: Supplies for Super Saturday Valentine's Day program, gluesticks for Toddler Time/Story Time
- Professional Memberships: AALT membership fees, LAA Membership fees, ALTA membership fees
- Publicity and Advertising: employment ads for Library Assistant, employment ads for Summer Reading Program Coordinator, ad for Travelling in Canada talk (to kick off Living in Canada series – PLDI grant)
- Bank Charges: Additional charge for audit confirmation

Discussion Points:

- Additional Funding from Provincial Government
- Audit Complete

Brooks Library Board Budget
February 2008

Receipts	Annual Budget	Current Month	Total to Date
City of Brooks	161,620.00	37,734.50	37,734.50
HRDC – Summer Student	1,715.00		
Province of Alberta	58,262.00		
PLDI Grant	35,498.00		35,498.00
Industry Canada - CAP Grants	0.00		
County of Newell Library Board	21,500.00		
Resident Cardholder Fees	16,500.00	1,620.00	2,756.00
Interest Income	0.00		
Miscellaneous	200.00		
Fines, books and services	19,000.00	1,221.25	2,346.70
Non-resident Cardholder Fees	200.00		20.00
Donations	3,000.00		1,127.50
Fundraisers	300.00		
Adopt-a-magazine	2,200.00		
Medieval Faire	0.00		
GST Recovery	1,500.00		
Total Revenue	\$321,495.00	40,575.75	79,482.70
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	745.00	745.00
Payroll Expense	900.00	105.00	105.00
Library Supplies	5,500.00	96.50	831.63
Administration & Travel	3,000.00	110.00	265.38
Program Expense	2,000.00	48.66	177.65
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	234.84	468.16
Copier & Computer Costs	2,000.00		528.93
Security Monitoring	600.00	25.00	50.00
Computer Main. Contracts	1,000.00		
GST Expense	0.00	1.25	2.50
Freight & Postage	1,000.00		
Professional Memberships	500.00	250.00	250.00

Publicity and Advertising	3,500.00	300.00	300.00
Audit and Insurance	8,000.00		
Bank Charges	200.00	30.00	35.00
Miscellaneous	200.00		
Wages (includes temp. staff and VAC pay)	186,160.00	14,635.19	29,835.62
EI Expense	5,400.00	354.46	722.62
CPP Expense	8,100.00	582.71	1,289.59
WCB Expense	800.00	279.95	279.95
AUMA Expense	5,460.00	548.48	822.72
LAPP Expense	10,000.00	776.44	1,606.82
AB Health Expense	1,480.00	277.20	277.20
Total Expenses	\$321,495.00	19,400.68	38,593.77

ASSET

CURRENT ASSETS

GIC Account	0.00
GST Recoverable	1,597.14
Building Fund	27,723.65
Furn. & Shelving Reserve	0.00
Cash On Hand/Float	50.00
Cash In Bank	80,403.49
Accounts Receivable	0.00
TOTAL CURRENT ASSETS	<u>109,774.28</u>

TOTAL ASSET

109,774.28

LIABILITY

CURRENT LIABILITIES

Accounts Payable	0.00
MNP Accrual	5,300.00
GST Charged on Sales	0.00
GST Paid on Purchases	-2,531.42
GST Paid on Books	0.00
New Account	0.00
Accounts Payable	0.00
Vacation Payable	0.00
EI Payable	0.00
CPP Payable	25.07
Income Tax Payable	0.00
L.A.P.P.	-123.25
AUMA Extended Health	-117.53
AB Health Payable	-4.40
W.C.B. Payable	0.00
Miscellaneous	0.00
TOTAL CURRENT LIABILITIES	<u>2,548.47</u>

TOTAL LIABILITY

2,548.47

EQUITY

EARNINGS

Building Fund Reserves	28,314.20
Externally restricted	200.00
Retained Earnings	37,822.68
Current Earnings	40,888.93
CURRENT EARNINGS	<u>107,225.81</u>

TOTAL EQUITY

107,225.81

LIABILITIES AND EQUITY

109,774.28

REVENUE

REVENUE

Town of Brooks	37,734.50
HRDC - Summer Student	0.00
Province of Alberta	0.00
Industry Canada - CAP 3	0.00
Industry Canada - CAP YI	0.00
PLDI Grant	0.00
County of Newell Library Board	0.00
Resident Cardholder Fees	1,620.00
Interest Income	0.00
Miscellaneous	0.00
Fines, Book Sales and Services	1,221.25
Non-resident Cardholder Fees	0.00
Charitable Receipt Donations	0.00
Fundraisers	0.00
Adopt-a-magazine	0.00
Medieval Faire	0.00
GST Recovery	0.00

TOTAL REVENUE 40,575.75

TOTAL REVENUE 40,575.75

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	745.00
Payroll Expense	105.00
Library Supplies	96.50
Administration & Travel	110.00
Recruitment Expense	0.00
Program Expense	48.66
Medieval Faire	0.00
Repair & Maintenance	0.00
Rebinding, Microfilming, Laminati...	0.00
Staff Training	0.00
Telephone and Fax Expense	234.84
Copier & Computer Costs	0.00
Security Monitoring	25.00
Computer Main. Contracts	0.00
GST Expense	1.25
Freight and Postage	0.00
Professional Memberships	250.00
Publicity and Advertising	300.00
Audit and Insurance	0.00
Bank Charges	30.00
Miscellaneous	0.00
Wages	14,635.19
Wage Reimbursement	0.00
EI Expense	354.46
CPP Expense	582.71
WCB Expense	279.95
AUMA Extended Health	548.48
L.A.P.P. Expense	776.44
AB Health Expense	277.20

TOTAL EXPENSES 19,400.68

TOTAL EXPENSE 19,400.68

NET INCOME 21,175.07

REVENUE

REVENUE

Town of Brooks	37,734.50
HRDC - Summer Student	0.00
Province of Alberta	0.00
Industry Canada - CAP 3	0.00
Industry Canada - CAP YI	0.00
PLDI Grant	35,498.00
County of Newell Library Board	0.00
Resident Cardholder Fees	2,756.00
Interest Income	0.00
Miscellaneous	0.00
Fines, Book Sales and Services	2,346.70
Non-resident Cardholder Fees	20.00
Charitable Receipt Donations	1,127.50
Fundraisers	0.00
Adopt-a-magazine	0.00
Medieval Faire	0.00
GST Recovery	0.00

TOTAL REVENUE 79,482.70

TOTAL REVENUE 79,482.70

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	745.00
Payroll Expense	105.00
Library Supplies	831.63
Administration & Travel	265.38
Recruitment Expense	0.00
Program Expense	177.65
Medieval Faire	0.00
Repair & Maintenance	0.00
Rebinding, Microfilming, Laminati...	0.00
Staff Training	0.00
Telephone and Fax Expense	468.16
Copier & Computer Costs	528.93
Security Monitoring	50.00
Computer Main. Contracts	0.00
GST Expense	2.50
Freight and Postage	0.00
Professional Memberships	250.00
Publicity and Advertising	300.00
Audit and Insurance	0.00
Bank Charges	35.00
Miscellaneous	0.00
Wages	29,835.62
Wage Reimbursement	0.00
EI Expense	722.62
CPP Expense	1,289.59
WCB Expense	279.95
AUMA Extended Health	822.72
L.A.P.P. Expense	1,606.82
AB Health Expense	277.20

TOTAL EXPENSES 38,593.77

TOTAL EXPENSE 38,593.77

NET INCOME 40,888.93

Brooks Public Library
 Reconciliation Transactions Detail Report 02/01/2008 to 02/29/2008

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
02/06/2008	J22	February 2008, AMSC Insurance ...	3178	-	391.79		Y
02/06/2008	J23	February 2008, AALT	3179	-	55.00		Y
02/06/2008	J24	Feb 2008, Maxine Meldrum	3180	-	51.04		N
02/06/2008	J25	February 2008, Brooks Stationers	3181	-	50.29		Y
02/06/2008	J26	February 2008, Shannon Vossepoe	3182	-	66.00		Y
02/01/2008	J38	Fines	Deposit	273.88	-		Y
02/01/2008	J39	Resident Cardholder	Deposit	342.00	-		Y
02/08/2008	J40	Fines	Deposit	241.60	-		Y
02/08/2008	J41	Resident Cardholder	Deposit	354.00	-		Y
02/08/2008	J42	City of Brooks	Deposit	37,734.50	-		Y
02/25/2008	J49	February 2008, City of Brooks	3183	-	21.00		N
02/25/2008	J50	February 2008, Telus Communicat...	3184	-	246.49		N
02/25/2008	J51	February 2008, Brooks Computer ...	3185	-	52.50		Y
02/25/2008	J52	February 2008, RBC Royal Bank V...	3186	-	113.41		Y
02/25/2008	J53	February 2008, Brooks and County...	3187	-	207.90		Y
02/25/2008	J54	February 2008, Brooks Bulletin	3188	-	80.33		N
02/25/2008	J55	Feb 2008, Brooks Bulletin	3189	-	26.78		N
02/25/2008	J56	February 2008, Alberta Library Tru...	3191	-	125.00		N
02/25/2008	J57	February 2008, Alberta Health Car...	3192	-	132.00		N
02/25/2008	J58	Feb 2008, Alberta Health Care Ins...	3193	-	264.00		N
02/25/2008	J59	February 2008, Ronnie Adams	3194	-	10.87		N
02/25/2008	J60	February 2008, Water Pure & Sim...	3195	-	16.50		N
02/25/2008	J61	February 2008, Engravables	3196	-	6.83		N
02/25/2008	J62	Feb 2008, AMSC Insurance Servic...	3197	-	391.79		N
02/29/2008	J63	Feb 2008, Ronnie Adams	3198	-	1,353.60		N
02/29/2008	J64	February 2008, Jillian Clarke	3199	-	626.16		Y
02/29/2008	J65	February 2008, Jing Han	3200	-	234.25		Y
02/29/2008	J66	February 2008, Bessie Jacowishen	3201	-	1,657.93		Y
02/29/2008	J67	February 2008, Cathryn Krochak	3202	-	1,014.47		N
02/29/2008	J68	February 2008, Maxine Meldrum	3203	-	1,671.56		Y
02/29/2008	J69	February 2008, Patricia Neufeld	3204	-	371.59		N
02/29/2008	J70	February 2008, Neva Pretty-Grace	3205	-	301.71		N
02/29/2008	J71	February 2008, Tamara Van Horne	3206	-	1,616.97		Y
02/29/2008	J72	Feb 2008, Shannon Vossepoe	3207	-	2,584.34		Y
02/29/2008	J73	February 2008, Canada Customs ...	3208	-	3,306.11		N
02/29/2008	J74	February 2008, Local Authorities P...	3209	-	1,452.96		N
02/29/2008	J75	February 2008, Workers' Compen...	3210	-	279.95		N
02/29/2008	J76	Feb 2008, Brooks Computer Servi...	3211	-	57.75		N
02/29/2008	J77	February 2008, Memory Lane Com...	3212	-	782.25		N
02/15/2008	J85	Fines	Deposit	198.90	-		Y
02/15/2008	J86	Resident Cardholder	Deposit	300.00	-		Y
02/22/2008	J87	Fines	Deposit	216.84	-		Y
02/22/2008	J88	Resident Cardholder	Deposit	342.00	-		Y
02/29/2008	J89	Fines	Deposit	290.03	-		Y
02/29/2008	J90	Resident Cardholder	Deposit	282.00	-		Y
02/29/2008	J94	Securtek	Debit	-	26.25		Y
02/29/2008	J95	Destination Fee	Debit	-	5.00		Y
02/29/2008	J96	Bank Confirmation Fee	Debit	-	25.00		Y
				40,575.75	19,677.37		

		Account Number	Account Description	Debits	Credits
02/06/2008	J22	3178, February 2008, AMSC Insurance Services Limited			
		2420	AUMA Extended Health	117.55	-
		5340	AUMA Extended Health	274.24	-
		1080	Cash In Bank	-	391.79
02/06/2008	J23	3179, February 2008, AALT			
		5210	Professional Memberships	55.00	-
		1080	Cash In Bank	-	55.00
02/06/2008	J24	3180, Feb 2008, Maxine Meldrum			
		2100	GST Paid on Purchases	2.43	-
		5070	Library Supplies	48.61	-
		1080	Cash In Bank	-	51.04
02/06/2008	J25	3181, February 2008, Brooks Stationers			
		2100	GST Paid on Purchases	2.40	-
		5070	Library Supplies	47.89	-
		1080	Cash In Bank	-	50.29
02/06/2008	J26	3182, February 2008, Shannon Vossepoe			
		5080	Administration & Travel	66.00	-
		1080	Cash In Bank	-	66.00
02/01/2008	J38	Deposit, Fines			
		4120	Fines, Book Sales and Services	-	273.88
		1080	Cash In Bank	273.88	-
02/01/2008	J39	Deposit, Resident Cardholder			
		4090	Resident Cardholder Fees	-	342.00
		1080	Cash In Bank	342.00	-
02/08/2008	J40	Deposit, Fines			
		4120	Fines, Book Sales and Services	-	241.60
		1080	Cash In Bank	241.60	-
02/08/2008	J41	Deposit, Resident Cardholder			
		4090	Resident Cardholder Fees	-	354.00
		1080	Cash In Bank	354.00	-
02/08/2008	J42	Deposit, City of Brooks			
		4020	Town of Brooks	-	37,734.50
		1080	Cash In Bank	37,734.50	-
02/25/2008	J49	3183, February 2008, City of Brooks			
		5080	Administration & Travel	21.00	-
		1080	Cash In Bank	-	21.00
02/25/2008	J50	3184, February 2008, Telus Communications			
		2100	GST Paid on Purchases	11.65	-
		5140	Telephone and Fax Expense	234.84	-
		1080	Cash In Bank	-	246.49
02/25/2008	J51	3185, February 2008, Brooks Computer Services Ltd.			
		2100	GST Paid on Purchases	2.50	-
		5060	Payroll Expense	50.00	-
		1080	Cash In Bank	-	52.50
02/25/2008	J52	3186, February 2008, RBC Royal Bank VISA			
		2100	GST Paid on Purchases	5.10	-
		5090	Program Expense	38.31	-
		5210	Professional Memberships	70.00	-
		1080	Cash In Bank	-	113.41
02/25/2008	J53	3187, February 2008, Brooks and County Chronicle			
		2100	GST Paid on Purchases	9.90	-
		5220	Publicity and Advertising	198.00	-
		1080	Cash In Bank	-	207.90

Brooks Public Library
All Journal Entries 02/01/2008 to 02/29/2008

		Account Number	Account Description	Debits	Credits
02/25/2008	J54	3188, February 2008, Brooks Bulletin			
		2100	GST Paid on Purchases	3.83	-
		5220	Publicity and Advertising	76.50	-
		1080	Cash In Bank	-	80.33
02/25/2008	J55	3189, Feb 2008, Brooks Bulletin			
		2100	GST Paid on Purchases	1.28	-
		5220	Publicity and Advertising	25.50	-
		1080	Cash In Bank	-	26.78
02/25/2008	J56	3191, February 2008, Alberta Library Trustees Association			
		5210	Professional Memberships	125.00	-
		1080	Cash In Bank	-	125.00
02/25/2008	J57	3192, February 2008, Alberta Health Care Insurance Plan			
		2440	AB Health Payable	39.60	-
		5360	AB Health Expense	92.40	-
		1080	Cash In Bank	-	132.00
02/25/2008	J58	3193, Feb 2008, Alberta Health Care Insurance Plan			
		2440	AB Health Payable	79.20	-
		5360	AB Health Expense	184.80	-
		1080	Cash In Bank	-	264.00
02/25/2008	J59	3194, February 2008, Ronnie Adams			
		2100	GST Paid on Purchases	0.52	-
		5090	Program Expense	10.35	-
		1080	Cash In Bank	-	10.87
02/25/2008	J60	3195, February 2008, Water Pure & Simple			
		5080	Administration & Travel	16.50	-
		1080	Cash In Bank	-	16.50
02/25/2008	J61	3196, February 2008, Engravables			
		2100	GST Paid on Purchases	0.33	-
		5080	Administration & Travel	6.50	-
		1080	Cash In Bank	-	6.83
02/25/2008	J62	3197, Feb 2008, AMSC Insurance Services Limited			
		2420	AUMA Extended Health	117.55	-
		5340	AUMA Extended Health	274.24	-
		1080	Cash In Bank	-	391.79
02/29/2008	J63	3198, Feb 2008, Ronnie Adams			
		5300	Wages	1,815.25	-
		1080	Cash In Bank	-	1,353.60
		2310	EI Payable	-	31.40
		2320	CPP Payable	-	75.42
		2330	Income Tax Payable	-	159.70
		2400	L.A.P.P.	-	122.51
		2420	AUMA Extended Health	-	46.22
		2440	AB Health Payable	-	26.40
02/29/2008	J64	3199, February 2008, Jillian Clarke			
		5300	Wages	655.51	-
		1080	Cash In Bank	-	626.16
		2310	EI Payable	-	11.34
		2320	CPP Payable	-	18.01
02/29/2008	J65	3200, February 2008, Jing Han			
		5300	Wages	238.37	-
		1080	Cash In Bank	-	234.25
		2310	EI Payable	-	4.12
02/29/2008	J66	3201, February 2008, Bessie Jacowishen			
		5300	Wages	2,255.70	-
		1080	Cash In Bank	-	1,657.93
		2310	EI Payable	-	39.02

Brooks Public Library
All Journal Entries 02/01/2008 to 02/29/2008

		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	-	46.87
02/29/2008	J67	3202, February 2008,	Cathryn Krochak		
		5300	Wages	1,096.11	-
		1080	Cash In Bank	-	1,014.47
		2310	EI Payable	-	18.96
		2320	CPP Payable	-	39.82
		2330	Income Tax Payable	-	22.86
02/29/2008	J68	3203, February 2008,	Maxine Meldrum		
		5300	Wages	2,209.35	-
		1080	Cash In Bank	-	1,671.56
		2310	EI Payable	-	38.22
		2320	CPP Payable	-	94.93
		2330	Income Tax Payable	-	251.64
		2400	L.A.P.P.	-	149.11
		2420	AUMA Extended Health	-	3.89
02/29/2008	J69	3204, February 2008,	Patricia Neufeld		
		5300	Wages	382.72	-
		1080	Cash In Bank	-	371.59
		2310	EI Payable	-	6.62
		2320	CPP Payable	-	4.51
02/29/2008	J70	3205, February 2008,	Neva Pretty-Grace		
		5300	Wages	307.84	-
		1080	Cash In Bank	-	301.71
		2310	EI Payable	-	5.33
		2320	CPP Payable	-	0.80
02/29/2008	J71	3206, February 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
02/29/2008	J72	3207, Feb 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
02/29/2008	J73	3208, February 2008,	Canada Customs and Revenue Agency		
		2310	EI Payable	253.18	-
		2320	CPP Payable	582.71	-
		2330	Income Tax Payable	1,533.05	-
		5310	EI Expense	354.46	-
		5320	CPP Expense	582.71	-
		1080	Cash In Bank	-	3,306.11
02/29/2008	J74	3209, February 2008,	Local Authorities Pension Plan		
		2400	L.A.P.P.	676.52	-
		5350	L.A.P.P. Expense	776.44	-
		1080	Cash In Bank	-	1,452.96
02/29/2008	J75	3210, February 2008,	Workers' Compensation Board Alberta		
		5330	WCB Expense	279.95	-
		1080	Cash In Bank	-	279.95
02/29/2008	J76	3211, Feb 2008,	Brooks Computer Services Ltd.		

		Account Number	Account Description	Debits	Credits
		2100	GST Paid on Purchases	2.75	-
		5060	Payroll Expense	55.00	-
		1080	Cash In Bank	-	57.75
02/29/2008	J77	3212, February 2008, Memory Lane Computers			
		2100	GST Paid on Purchases	37.25	-
		5055	Library Equipment	745.00	-
		1080	Cash In Bank	-	782.25
02/15/2008	J85	Deposit, Fines			
		4120	Fines, Book Sales and Services	-	198.90
		1080	Cash In Bank	198.90	-
02/15/2008	J86	Deposit, Resident Cardholder			
		4090	Resident Cardholder Fees	-	300.00
		1080	Cash In Bank	300.00	-
02/22/2008	J87	Deposit, Fines			
		4120	Fines, Book Sales and Services	-	216.84
		1080	Cash In Bank	216.84	-
02/22/2008	J88	Deposit, Resident Cardholder			
		4090	Resident Cardholder Fees	-	342.00
		1080	Cash In Bank	342.00	-
02/29/2008	J89	Deposit, Fines			
		4120	Fines, Book Sales and Services	-	290.03
		1080	Cash In Bank	290.03	-
02/29/2008	J90	Deposit, Resident Cardholder			
		4090	Resident Cardholder Fees	-	282.00
		1080	Cash In Bank	282.00	-
02/29/2008	J94	Debit, Securtek			
		5170	Security Monitoring	25.00	-
		5180	GST Expense	1.25	-
		1080	Cash In Bank	-	26.25
02/29/2008	J95	Debit, Destination Fee			
		5250	Bank Charges	5.00	-
		1080	Cash In Bank	-	5.00
02/29/2008	J96	Debit, Bank Confirmation Fee			
		5250	Bank Charges	25.00	-
		1080	Cash In Bank	-	25.00
				63,455.73	63,455.73

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

Present: Dino Champlone, Elsie Strach, and Shannon Vossepoel

- 1) Meeting was called to order at 10:00am.
- 2) Receipts and Expenditures for the month of February were discussed in detail and reviewed by the Committee. Items of Note:

Receipts for March:

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

Expenditures for March:

- Books and Materials: Item for Scammell collection, paid for with annual donation.
 - Furnishings and Equipment: Widescreen monitors for all public access computers. Purchased with allocated funds from PLDI grant.
 - Library Supplies: printer cartridges, toner for microfilm machine, barcodes for library materials.
 - Administration and Travel: travel to Medicine Hat to meet with auditor and pick up training materials; ALC registration for Elsie Strach, water for office cooler.
 - Program Expense: Exhibition fees for April's Gallery exhibit, The Walkabout Paintings.
 - Staff Training: ALC registration for Shannon Vossepoel. AALT conference registration for Bessie Jacowishen and Cathryn Krochak. Catering expenses for February 28-29 Unicorn training session – will be reimbursed by Shortgrass.
 - Copier and Computer costs: Photocopying fees from December 5, 2007 to March 3, 2008.
 - Audit and Insurance: Completion of audit engagement including financial statements and charity return for year ended December 31, 2007 (\$4,600). AUMA renewal for 2008 (\$3,511.00).
- 3) Made plans to prepare for 2009 budget and the upcoming three-year budget cycle talks with the City of Brooks and the County of Newell.
 - 4) Noted that the insurance costs were higher than expected, but chose not to request additional funding from city to cover the difference. The city has agreed to cover insurance expenses, but Finance committee members felt that the amount was too negligible to warrant asking for funds.

- 5) Made plans to attend the audit meeting on May 2, 2008.
- 6) Meeting was adjourned at 11:10am.

Finance Meeting Notes: March 2008

Receipts for March:

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

Expenditures for March:

- Books and Materials: Item for Scammell collection, paid for with annual donation.
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- Audit and Insurance: Completion of audit engagement including financial statements and charity return for year ended December 31, 2007 (\$4,600). AUMA renewal for 2008 (\$3,511.00).

Discussion Points:

- Meeting with Auditor: May 2nd
- Audit/Insurance over budget
- Ensure Dino signs minutes