Brooks Public Library
Reconciliation Transactions Detail Report 03/01/2009 to 03/31/2009

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

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Brooks Public Library
All Journal Entries 03/01/2009 to 03/31/2009

		Account Number	Account Description	Debits	Credits
03/06/2009	J75	Deposit, Fines			
		4120	Fines, Book Sales and Services	-	272.31
		1080	Cash In Bank	272.31	-
03/06/2009	J76	Deposit, Resident Cardholder			
		4090	Resident Cardholder Fees	-	410.00
		1080	Cash In Bank	410.00	-
03/06/2009	J77	Deposit, City of Brooks			
		4020	Town of Brooks	-	37,734.50
		1080	Cash In Bank	37,734.50	-
03/18/2009	J80	3543, March 2009, Telus Communications			
		2100	GST Paid on Purchases	11.86	-
		5140	Telephone and Fax Expense	239.03	-
		1080	Cash In Bank	-	250.89
03/18/2009	J81	3544, March 2009, Xerox Canada Ltd.			
		2100	GST Paid on Purchases	8.38	-
		5160	Copier & Computer Costs	167.62	-
		1080	Cash In Bank	-	176.00
03/18/2009	J82	3545, March 2009, Esplanade Arts and Heritage Centre			
		5090	Program Expense	60.00	-
		1080	Cash In Bank	-	60.00
03/18/2009	J83	3546, March 2009, Mario's Electric Ltd.			
		2100	GST Paid on Purchases	31.85	-
		5055	Library Equipment	637.00	-
		1080	Cash In Bank	-	668.85
03/18/2009	J84	3547, March 2009, RBC Royal Bank VISA			
		2100	GST Paid on Purchases	14.47	-
		5030	Books and Materials	43.04	-
		5070	Library Supplies	208.67	-
		5080	Administration & Travel	40.11	-
		1080	Cash In Bank	-	306.29
03/18/2009	J85	3548, March 2009, Water Pure & Simple			
		5080	Administration & Travel	11.00	-
		1080	Cash In Bank	-	11.00
03/18/2009	J86	3549, March 2009, Brooks Computer Services Ltd.			
		2100	GST Paid on Purchases	2.50	-
		5060	Payroll Expense	50.00	-
		1080	Cash In Bank	-	52.50
03/31/2009	J87	3550, March 2009, Shannon Vossepoel			
		5300	Wages	3,862.50	-
		1080	Cash In Bank	-	2,659.56
		2310	EI Payable	-	66.82
		2320	CPP Payable	-	176.76
		2330	Income Tax Payable	-	671.03
		2400	L.A.P.P.	-	288.33
03/31/2009	J88	3551, March 2009, Ronnie Adams			
		5300	Wages	563.71	-
		1080	Cash In Bank	-	540.49
		2310	EI Payable	-	9.75
		2320	CPP Payable	-	13.47
03/31/2009	J89	3552, March 2009, Jillian Clarke			
		5300	Wages	964.42	-
		1080	Cash In Bank	-	914.44
		2310	EI Payable	-	16.68
		2320	CPP Payable	-	33.30

Printed On: 04/14/2009

Brooks Public Library
All Journal Entries 03/01/2009 to 03/31/2009

		Account Number	Account Description	Debits	Credits
03/31/2009	J90	3553, March 2009, Stefanie Connor			
		5300	Wages	477.47	-
		1080	Cash In Bank	-	460.01
		2310	EI Payable	-	8.26
		2320	CPP Payable	-	9.20
03/31/2009	J91	3554, March 2009, Bessie Jacowishen			
		5300	Wages	2,416.80	-
		1080	Cash In Bank	-	1,752.33
		2310	EI Payable	-	41.81
		2320	CPP Payable	-	105.19
		2330	Income Tax Payable	-	288.36
		2400	L.A.P.P.	-	180.31
		2420	AUMA Extended Health	-	48.80
03/31/2009	J92	3555, March 2009, Cathryn Krochak			
		5300	Wages	1,786.15	-
		1080	Cash In Bank	-	1,364.85
		2310	EI Payable	-	30.90
		2320	CPP Payable	-	73.98
		2330	Income Tax Payable	-	141.23
		2400	L.A.P.P.	-	133.31
		2420	AUMA Extended Health	-	41.88
03/31/2009	J93	3556, March 2009, Maxine Meldrum			
		5300	Wages	2,432.70	-
		1080	Cash In Bank	-	1,805.81
		2310	EI Payable	-	42.09
		2320	CPP Payable	-	105.98
		2330	Income Tax Payable	-	292.07
		2400	L.A.P.P.	-	181.50
		2420	AUMA Extended Health	-	5.25
03/31/2009	J94	3557, March 2009, Bruce Schmidt			
		5300	Wages	546.84	-
		1080	Cash In Bank	-	524.75
		2310	EI Payable	-	9.46
		2320	CPP Payable	-	12.63
03/31/2009	J95	3558, March 2009, Tamara Van Horne			
		5300	Wages	2,020.20	-
		1080	Cash In Bank	-	1,682.00
		2310	EI Payable	-	34.95
		2320	CPP Payable	-	85.56
		2330	Income Tax Payable	-	195.83
		2400	L.A.P.P.	-	21.86
03/31/2009	J96	3559, March 2009, Canada Customs and Revenue Agency			
		2310	EI Payable	260.72	-
		2320	CPP Payable	616.07	-
		2330	Income Tax Payable	1,588.52	-
		5310	EI Expense	365.00	-
		5320	CPP Expense	616.07	-
		1080	Cash In Bank	-	3,446.38
03/31/2009	J97	3560, March 2009, Local Authorities Pension Plan			
		2400	L.A.P.P.	783.45	-
		5350	L.A.P.P. Expense	888.45	-
		1080	Cash In Bank	-	1,671.90
03/31/2009	J98	3561, March 2009, AMSC Insurance Services Limited			
		2420	AUMA Extended Health	117.79	-
		5340	AUMA Extended Health	274.77	-
		1080	Cash In Bank	-	392.56

Brooks Public Library
All Journal Entries 03/01/2009 to 03/31/2009

		Account Number	Account Description	Debits	Credits
03/31/2009	J99	3562, March 2009, Brooks Bulletin			
		2100	GST Paid on Purchases	16.35	-
		5070	Library Supplies	310.00	-
		5220	Publicity and Advertising	17.00	-
		1080	Cash In Bank	-	343.35
03/31/2009	J100	3563, March 2009, Brooks and County Chronicle			
		2100	GST Paid on Purchases	3.45	-
		5220	Publicity and Advertising	69.00	-
		1080	Cash In Bank	-	72.45
03/31/2009	J101	3564, March 2009, Memory Lane Computers			
		2100	GST Paid on Purchases	20.00	-
		5160	Copier & Computer Costs	399.99	-
		1080	Cash In Bank	-	419.99
03/31/2009	J102	3565, March 2009, Brooks Home Hardware			
		2100	GST Paid on Purchases	0.65	-
		5070	Library Supplies	12.94	-
		1080	Cash In Bank	-	13.59
03/31/2009	J103	3566, March 09, Brooks Computer Services Ltd.			
		2100	GST Paid on Purchases	2.50	-
		5060	Payroll Expense	50.00	-
		1080	Cash In Bank	-	52.50
03/31/2009	J105	3567, Mar 2009, Brooks Computer Services Ltd.			
		2100	GST Paid on Purchases	5.50	-
		5060	Payroll Expense	110.00	-
		1080	Cash In Bank	-	115.50
03/31/2009	J106	3568, March 09, Esplanade Arts and Heritage Centre			
		5090	Program Expense	60.00	-
		1080	Cash In Bank	-	60.00
03/13/2009	J107	Deposit, Fines			
		4120	Fines, Book Sales and Services	-	210.35
		1080	Cash In Bank	210.35	-
03/13/2009	J108	Deposit, Resident Cardholder			
		4090	Resident Cardholder Fees	-	420.00
		1080	Cash In Bank	420.00	-
03/13/2009	J109	Deposit, Non-Resident Cardholder			
		4140	Non-resident Cardholder Fees	-	60.00
		1080	Cash In Bank	60.00	-
03/20/2009	J110	Depsot, Fines			
		4120	Fines, Book Sales and Services	-	310.99
		1080	Cash In Bank	310.99	-
03/20/2009	J111	Deposit, Resident Cardholder			
		4090	Resident Cardholder Fees	-	672.40
		1080	Cash In Bank	672.40	-
03/20/2009	J112	Deposit, Non-Resident Cardholder			
		4140	Non-resident Cardholder Fees	-	80.00
		1080	Cash In Bank	80.00	-
03/20/2009	J113	Deposit, Donation			
		4170	Charitable Receipt Donations	-	150.00
		1080	Cash In Bank	150.00	-
03/27/2009	J114	Deposit, Fines			
		4120	Fines, Book Sales and Services	-	375.60
		1080	Cash In Bank	375.60	-

Brooks Public Library
All Journal Entries 03/01/2009 to 03/31/2009

		Account Number	Account Description	Debits	Credits
03/27/2009	J115	Deposit, Resident Cardholder			
		4090	Resident Cardholder Fees	-	665.00
		1080	Cash In Bank	665.00	-
03/31/2009	J121	Debit, Securtek			
		5170	Security Monitoring	25.00	-
		5180	GST Expense	1.25	-
		1080	Cash In Bank	-	26.25
03/31/2009	J122	Debit, Destination Fee			
		5250	Bank Charges	5.00	-
		1080	Cash In Bank	-	5.00
03/31/2009	J123	Debit, Destination Fee (Stop Payment Fee)			
		5250	Bank Charges	10.00	-
		1080	Cash In Bank	-	10.00
03/31/2009	J124	Account Rec.,			
		1080	Cash In Bank	20.00	-
		4090	Resident Cardholder Fees	-	20.00
				64,606.94	64,606.94

Brooks Library Board
2009 Budget – Approved April 30, 2009

Receipts	Annual Budget	Current Month	Total to Date
City of Brooks Annual Funding	184,105.00		
City of Brooks Miscellaneous	8,500.00		
HRDC – Summer Student	2,000.00		
Province of Alberta	73,337.00		
RISE Grants	25,103.00		
Additional Grant Funding	5,500.00		
County of Newell Library Board	29,235.00		
Resident Cardholder Fees	20,625.00		
Interest Income	0.00		
Miscellaneous	200.00		
Fines, books and services	19,000.00		
Non-resident Cardholder Fees	600.00		
Donations	3,000.00		
Fundraisers	500.00		
Adopt-a-magazine	2,200.00		
GST Recovery	1,000.00		
Total Revenue	**$374,905.00**		
Expenditures			
SLS Expense (Materials Allot.)	56,090.00		
Shortgrass – Non-resident Fees	300.00		
Dynix and Telecom (SLS)	3,400.00		
Books & Materials (Donations)	0.00		
Furnishings and Equipment	8,200.00		
Payroll Expense	900.00		
Library Supplies	7,500.00		
Administration & Travel	6,375.00		
Program Expense	4,000.00		
Repair & Maintenance	4,200.00		
Rebinding, Microfilming, and Laminating	2,000.00		
Staff Training	5,000.00		
Telephone & Fax Expense	3,500.00		
Copier & Computer Costs	2,000.00		
Security Monitoring	600.00		
Computer Main. Contracts	1,540.00		
GST Expense	0.00		
Freight & Postage	2,000.00		
Professional Memberships	600.00		
Publicity and Advertising	3,500.00		

Audit and Insurance	8,500.00		
Bank Charges	200.00		
Miscellaneous	200.00		
Wages (includes temp. staff and VAC pay)	220,000.00		
EI Expense	5,500.00		
CPP Expense	9,400.00		
WCB Expense	900.00		
AUMA Expense	4,000.00		
LAPP Expense	14,500.00		
Total Expenses	**$374,905.00**		

Brooks Public Library Projected Payroll for 2009

Empl. #	Name	Position	Hours per year	Current Wage	Projected Wage	Hours x Wage	MERCs	Total
59	Bruce Schmidt	LA 1	680	$8.80	$9.25	$6,290.00	$754.80	$7,044.80
						0		0
52	Adams, Ronnie	LA 2	940	$13.25	$14.00	$13,160.00	$2,368.80	$15,528.80
96	Clarke, Jillian	LA 2	940	$9.85	$11.45	$10,763.00	$1,291.56	$12,054.56
		LA 2	940	$9.25	$10.80	$10,152.00	$1,218.24	$11,370.24
						0		0
	Summer Program Coordinator	LA 3	490	$11.10	$11.40	$5,586.00	$670.32	$6,256.32
						0		0
89	Krochak, Cathryn	LA 4	1820	$12.85	$13.65	$24,843.00	$1,987.44	$26,830.44
57	Jacowishen, Bessie	LA 4	1820	$15.90	$17.80	$32,396.00	$2,591.68	$34,987.68
55	Meldrum, Maxine	LA 4	1820	$15.90	$17.80	$32,396.00	$2,591.68	$34,987.68
						0		0
88	Van Horne, Tamara	LA4	1820	$13.65	$15.00	$27,300.00	$2,184.00	$29,484.00
						0		0
73	Vossepoel, Shannon	Head Lib.	Full time	$46,350 per year	$52,200 per year	$52,200.00	$4,176.00	$56,376.00
TOTAL						$215,086.00	$19,834.52	**$234,920.52**

Outline of Benefits – Full Time Staff – projected for 2009

Empl. #	LAPP (Employee)	**LAPP (Employer) Expense for year**	AUMA (Employee)	**AUMA (Employer) Expense per month**	AB Health (Employee)	**AB Health (Employer) per month**	**TOTAL Benefits Employer**
89	7.46% - $1,853.29	**8.46% - $2,101.72**	$25.00	**$60.00**	AB Health care premiums to be eliminated January 1, 2009		**$2,821.72**
55	7.46% - $2,416.74	**8.46% - $2,740.70**	$8.00	**$16.00**			**$2,932.70**
57	7.46% - $2,416.74	**8.46% - $2,740.70**	$55.00	**$130.00**			**$4,300.70**
88	7.46% - $2,036.58	**8.46% - $2,309.58**	$52.00	**$120.00**			**$3,749.58**
73	7.46%, 10.66% - $4,127.72	**8.46%, 11.66% - $4,649.72**					**$4,649.72**
				X 12 months		**X 12 months**	
TOTAL		**$14,542.42**		**$3,912.00**			**$18,454.42**
Grand Total							**$252,744.94**

Notes of explanation:

1. Projected wages taken from wage grid
2. Part time staff – Employees are at 12% MERC because they are paid at 4% VAC – first four years of employment are at 4%, fifth and subsequent years are at 6% - check Alberta Employment Standards site for more information - http://www.hre.gov.ab.ca/cps/rde/xchg/hre/hs.xsl/1224.html
3. Full time staff – 8% MERC
4. LAPP – used 2009 %s for LAPP
5. AUMA benefits are based on 2009 rates
6. LAPP for Head Librarian – second percentage refers to pension earned after YMPE of 44,900

PAY GRID AND YEARLY INCREMENTS – EFFECTIVE MAY 1, 2009										
2009	**1**	**2**	**3**	**4**	**5**	**6**	**7**	**8**	**9**	**10**
LA 1	9.25	9.55	9.85	10.10	10.40	CAPPED				
LA 2	10.80	11.15	11.45	11.80	12.15	12.50	12.90	13.25	13.65	14.00
LA 3	11.40	11.70	12.10	12.45	12.80	CAPPED				
LA 4	13.65	14.10	14.55	15.00	15.45	15.90	16.30	16.85	17.30	17.80
LA4 with Assistant Degree	14.10	14.55	15.00	15.45	15.90	16.30	16.85	17.30	17.80	18.35
LA4 with Technician Degree	14.55	15.00	15.45	15.90	16.30	16.85	17.30	17.85	18.35	18.90
Head Librarian	46,350	48,200	50,200	52,200	54,288	57,000	60,000	63,000	66,150	69,500

Library staff that put forth the effort to obtain a Library Assistant diploma (1 year) would be given a salary raise commensurate with one year of experience. Library staff that put forth the effort to obtain a Library Technician diploma (2 years) would be given a salary raise commensurate with two years of experience.

Library staff members who have reached the "cap" for their position will receive a 2% cost of living increase at the beginning of the fiscal year if funds allow.

MINUTES OF REGULAR MEETING OF BROOKS PUBLIC LIBRARY BOARD
May 28, 2009
HELD IN BROOKS PUBLIC LIBRARY

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

VISION STATEMENT

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

MISSION STATEMENT

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

1. Call to Order: Dino called the meeting to order at 6:30 pm.

2. Approval of Agenda: Item "7h Homework and 7i Library signage" were added to the agenda. **Acceptance of the agenda moved by Karen/Sheila. Carried.**

3. Consent Agenda: **Acceptance of Consent Agenda (**April 2009 Board Meeting Minutes, Librarian's Report, and Finance Committee Meeting Minutes and April 2009 Receipts and Expenditures) **moved by Gloria/Cathleen. Carried.**

4. Character in the Community Award: Shannon displayed the award presented to BPL from Central School acknowledging the importance of the library to the community.

5. Correspondence
    a. County of Newell funding confirmation: The per capita funding from the County has been increased to $13.64 per capita, which increases the County funding from $26,360.52 to $29,408.00. In future years, the County requested that BPL take funding requests to the County of Newell Library Board.
    b. Brooks McDonald's McHappy Day: Thank you letters were distributed to Board members who assisted with McHappy Day.
    c. Shortgrass Library System: Annual report distributed.
    d. Shortgrass Library System: February Board Meeting Minutes: circulated.
    e. Shortgrass Library System: 2008 Financial Statements: circulated
    f. Shortgrass Library System: Materials Allotment: The allotment remains the same as last year.
    g. Shortgrass Library System: Shortgrass Clippings: circulated
    h. The RISE Review: distributed.
    i. Marigold Library System: Shannon read a portion of the Marigold Report relating to the session led by Shannon and Tamara VanHorne at ALC.
    j. Red Cross: Thank you note
    k. R. Sander Architects Ltd: A letter of introduction from the firm which specializes in library architecture..

6. Business Arising
    a. Local Fundraising--Friends of Library: The group elected officers with Carol Secondiak being elected as president of the Friends of the Library. They are in the process of getting society status.
    b. Medieval Faire: The Faire will be held July 18. BPL staff will organize events to take place in the library.
    c. 2998 Audit: The audit has been completed by Mactavish and Company. **Motion by Cathleen/Norm to accept the 2008 audit. Carried.**
    d. 2009 Selection of Auditor: The Board will retain Mactavish and Company as BPL auditors until such a time that a change is deemed necessary.
    e. Security System Update: The City of Brooks will cover expenses related to security at BPL.
    f. Expiry Stickers Update: Shannon will check locally for stickers for BPL cardholders noting the expiry date of the cards.
    g. McHappy Day and Alberta's Promise: BPL received $3,352.74 from McDonald's for McHappy Day. The items to be purchased from this amount are noted in the Librarian's Report.
    h. Alberta Library Conference and AALT Conference: Staff reports circulated from Jill Clarke, Maxine Meldrum and Shannon Vossepoel.

7. New Business
    a. 2008 Annual Report: Distributed to Board members.
    b. 2009 Application for Financial Assistance for Municipal Library Boards; Shannon has the required paperwork so she will send the funding application in by June 1, 2009.
    c. Staff Reviews: Shannon will complete staff reviews as required. Dino will complete the review of Shannon.
    d. Board Development Day: Shannon will check with Keith Seel who does governance workshops at the Alberta Library Conference regarding a possible videoconference for board development which may take place in October.
    e. Brooks and District Rodeo Parade: Kimberly volunteered to represent the Board on the Shortgrass Library System float. She will accompany two staff members—Jill Clarke and Anqi Tong, our Summer Program Coordinator.
    f. Cowboy Poetry and Barbeque: This annual event will be held Thursday, June 4 beginning at 11:30. Board volunteers are needed to supply rice krispie squares and to assist with the barbeque from 11:00 to 1:00.
    g. System Update: An update of the Shortgrass computer system will take place June 1.
    h. Homework: Dino requested that Board members read a book related to board development over the summer. That topic will be discussed during the October Board meeting's discussion period. The books will arrive in the next few weeks and Board members will be contacted to pick up their copies.
    i. Library Signage: BPL will have a 6 foot high, 8 foot wide sign similar to all City signs. It is hoped the sign will be in place by year end.
8. Adjournment: **Adjournment moved by Karen at 7:20 pm.**
9. Next Board Meeting: **September 24, 2009 (Annual General Meeting)**

DSL
Board Chair

Shannon Vossepoel
Librarian

Sept 24, 2009
Date

COUNTY OF NEWELL NO. 4

"Home of Dinosaur Provincial Park"

(403) 362-3266 Administration Office
(403) 362-8681 Administration Office Fax
(403) 362-3504 P.W. Office & Shop
(403) 362-0412 Public Works Fax
(403) 362-7686 Shop Fax
(403) 362-2772 Agricultural Office
(403) 362-4343 Agricultural Shop

P.O. BOX 130
707 - 2ND AVE. EAST
BROOKS, ALBERTA
T1R 1B2
Email: administration@countyofnewell.ab.ca
Website: www.countyofnewell.ab.ca

April 29, 2009

Brooks Public Library
P.O. Box 1149
Brooks, Alberta
T1R 1B9

Attention: Shannon Vossepoel – Head Librarian

Dear Ms. Vossepoel:

RE: 2009 County of Newell Funding for Brooks Public Library

As a follow up to your Oct.9, 2008 presentation submitted to the County of Newell Council, I am pleased to confirm that Council has approved a per capita funding contribution of $13.64 for the 2009 Fiscal Year.

Based on the last official census results, the total contribution from the County of Newell for 2009 would equate to $29,408. Those funds will be advanced to the County of Newell Municipal Library Board for subsequent disbursement.

Upon reviewing the County of Newell Municipal Library Board documentation, it was noticed that funding requests from library services operating within the County of Newell should be submitted directly to the County of Newell Municipal Library Board who would then prepare a comprehensive budget for the provision of library services throughout the County and present that budget to the County of Newell Council for approval. Following that process in the future will help reduce the delay that was encountered with the approval of the 2009 funding request submitted by the Brooks Public Library.

Sincerely,

Layne Johnson

Layne Johnson
Assistant Administrator

P.C. County of Newell Municipal Library Board

Brooks Library Board
Finance Standing Committee Meeting
3:00pm, May 26, 2009

Present: Dino Champlone, Elsie Strach, and Shannon Vossepoel

1) Meeting was called to order at 3:00pm.

2) Receipts and Expenditures for the months of April 2009 were discussed in detail and reviewed by the Committee. Items of Note:

Receipts for April:

- No receipts of note. Fines and fees are as expected for April.

Expenditures for April:

- Library Supplies: Markers, French labels to separate French children's books.
- Administration and Travel: Criminal Record Check for Senna Wyryha – new library assistant, travel expenses for Shannon Vossepoel to Medicine Hat to meet with auditor at Mactavish & Company.
- Staff Training: Alberta Library Conference registration fees and one night prepayment for Jasper Park Lodge for Tamara Van Horne and Shannon Vossepoel. Funds to be reimbursed by the Alberta Library Conference committee for speaker fees. Auralog Tell Me More Training expenses in Medicine Hat for Tamara Van Horne and Cathryn Krochak.
- Security Monitoring: Monthly fee plus yearly inspection fee.
- Freight and Postage: Shipping costs for French labels.
- Publicity and Advertising: Adjustments to 'How to Get a Library Card' video – change to text and voiceover track to reflect new library fee scale.
- AUMA expense: January AUMA payment was lost in the mail (cheque #3514 - $483.92). A stop payment was put on this cheque and a new cheque (#3595) was issued to the vendor. This has caused a discrepancy between the March 2009 and April 2009 Receipts and Expenditures, but the figures balance in Simply Accounting and will work out for the May 2009 Receipts and Expenditures.

3) Noted that the Receipts and Expenditures reports are using the budgeted amounts as finalized at the April 30, 2009 Board meeting.

4) Discussed problems arising with cheques mailed out on January 30, 2009. Apparently, none of the cheques that were sent out via Canada Post on January 30th arrived at their destinations. Shannon has placed a stop payment on all cheques sent out via Canada Post on this day. All cheques have been reissued and sent to the appropriate vendors without incident excepting Revenue Canada. Shannon is in the process of reissuing the cheque to Revenue Canada (it is taking

longer due to paperwork requirements). Shannon has looked into the matter and it does appear to be a problem specifically with the post on that day. A complaint has been registered with Canada Post.

5) McHappy Day. Shannon noted that McHappy Day went well with $3,352.74 raised for the Brooks Public Library and a matching amount for Ronald McDonald House. The money will be used to purchase a large flat screen television for the library, a Nintendo Wii with accessories, Wii games, and baby change centres for both bathrooms.

6) Discussed 2008 Audit. Shannon reported that the audit has been completed and the auditor meeting went well. All necessary corrections were made to the audit and the revised financial statements have been received. Shannon also spoke to SPEC and found out that they are using Young, Park, & McNab out of Lethbridge for their audit. The committee will speak to the Board about whether to send a tender to Young, Park, & McNab or to continue with Mactavish and Co.

7) Discussed Brooks Friends of the Library. The Brooks Friends of the Library Meeting was successful – quorum was reached, officers elected, and bylaws were signed. The group is now waiting for provincial recognition as a legal society before proceeding with further meetings.

8) Meeting was adjourned at 3:27pm.

Finance Meeting Notes: April 2009

Receipts for April:

- No receipts of note. Fines and fees are as expected for April.

Expenditures for April:

- Library Supplies: Markers, French labels to separate French children's books.
- Administration and Travel: Criminal Record Check for Senna Wyryha – new library assistant, travel expenses for Shannon Vossepoel to Medicine Hat to meet with auditor at Mactavish & Company.
- Staff Training: Alberta Library Conference registration fees and one night prepayment for Jasper Park Lodge for Tamara Van Horne and Shannon Vossepoel. Funds to be reimbursed by the Alberta Library Conference committee for speaker fees. Auralog Tell Me More Training expenses in Medicine Hat for Tamara Van Horne and Cathryn Krochak.
- Security Monitoring: Monthly fee plus yearly inspection fee.
- Freight and Postage: Shipping costs for French labels.
- Publicity and Advertising: Adjustments to 'How to Get a Library Card' video – change to text and voiceover track to reflect new library fee scale.
- AUMA expense: January AUMA payment was lost in the mail (cheque #3514 - $483.92). A stop payment was put on this cheque and a new cheque (#3595) was issued to the vendor. This has caused a discrepancy between the March 2009 and April 2009 Receipts and Expenditures, but the figures balance in Simply Accounting and will work out for the May 2009 Receipts and Expenditures.

Discussion Points:

- Budget was finalized April 30, 2009 → change in budgeted amounts from Interim Budget.
- Have not yet received reimbursement from City of Brooks for insurance.
- 2009 Audit – meeting went well. Minor corrections were made to the audit and the corrected audited financial statements have been received. The GST reimbursement has already been received and they are in the process of working on the LAPP audit.
- SPEC Auditors – Young, Park, & McNab from Lethbridge. Responded to first notice of tender – were more expensive than Mactavish & Co. Tender again?
- Brooks Friends of the Library – formed and paperwork underway.
- Get Dino and Elsie to sign cheques

Brooks Library Board
April 2009

Receipts	Annual Budget	Current Month	Total to Date
City of Brooks Annual Funding	184,105.00		37,734.50
City of Brooks Miscellaneous	8,500.00		
HRDC – Summer Student	2,000.00		
Province of Alberta	73,337.00		
RISE Grants	25,103.00		25,103.03
Additional Grant Funding	5,500.00		
County of Newell Library Board	29,235.00		
Resident Cardholder Fees	20,625.00	1,263.00	6,817.40
Interest Income	0.00		
Miscellaneous	200.00		
Fines, books and services	19,000.00	1,116.22	5,039.42
Non-resident Cardholder Fees	600.00	120.00	320.00
Donations	3,000.00		1,877.50
Fundraisers	500.00		
Adopt-a-magazine	2,200.00		
GST Recovery	1,000.00		
Total Revenue	**$374,905.00**	2,499.22	76,891.85
Expenditures			
SLS Expense (Materials Allot.)	56,090.00		
Shortgrass – Non-resident Fees	300.00		
Dynix and Telecom (SLS)	3,400.00		41.09
Books & Materials (Donations)	0.00		585.04
Furnishings and Equipment	8,200.00		265.00
Payroll Expense	900.00	55.00	2,011.20
Library Supplies	7,500.00	23.55	261.61
Administration & Travel	6,375.00	118.50	793.81
Program Expense	4,000.00		
Repair & Maintenance	4,200.00		
Rebinding, Microfilming, and Laminating	2,000.00		
Staff Training	5,000.00	999.30	1,749.30
Telephone & Fax Expense	3,500.00	235.28	943.73
Copier & Computer Costs	2,000.00		567.61
Security Monitoring	600.00	103.00	178.00
Computer Main. Contracts	1,540.00		
GST Expense	0.00	1.25	5.00
Freight & Postage	2,000.00	9.91	63.91
Professional Memberships	600.00		150.00
Publicity and Advertising	3,500.00	275.00	550.00

Audit and Insurance	8,500.00		2,147.00
Bank Charges	200.00	47.00	72.00
Miscellaneous	200.00		
Wages (includes temp. staff and VAC pay)	220,000.00	15,447.02	60,024.81
EI Expense	5,500.00	374.09	1,453.75
CPP Expense	9,400.00	625.82	2,442.63
WCB Expense	900.00		295.05
AUMA Expense	4,000.00	558.89	1,003.03
LAPP Expense	14,500.00	899.44	3,227.57
Total Expenses	**$374,905.00**	19,773.05	78,831.14

Brooks Public Library
Balance Sheet As at 04/30/2009

ASSET	
CURRENT ASSETS	
GIC Account	0.00
GST Recoverable	1,145.21
Building Fund	37,782.07
Furn. & Shelving Reserve	0.00
Cash On Hand/Float	50.00
Cash In Bank	50,370.68
Accounts Receivable	0.00
TOTAL CURRENT ASSETS	89,347.96
TOTAL ASSET	89,347.96
LIABILITY	
CURRENT LIABILITIES	
Accounts Payable	0.00
MNP Accrual	4,830.00
GST Charged on Sales	0.00
GST Paid on Purchases	-2,616.93
GST Paid on Books	0.00
New Account	0.00
Accounts Payable	0.00
Vacation Payable	0.00
EI Payable	0.00
CPP Payable	79.84
Income Tax Payable	-92.23
L.A.P.P.	155.97
AUMA Extended Health	-157.27
AB Health Payable	154.00
W.C.B. Payable	0.00
Miscellaneous	0.00
TOTAL CURRENT LIABILITIES	2,353.38
TOTAL LIABILITY	2,353.38
EQUITY	
EARNINGS	
Building Fund Reserves	38,314.20
Externally restricted	200.00
Retained Earnings	50,419.67
Current Earnings	-1,939.29
CURRENT EARNINGS	86,994.58
TOTAL EQUITY	86,994.58
LIABILITIES AND EQUITY	89,347.96

Brooks Public Library
Income Statement 04/01/2009 to 04/30/2009

REVENUE

REVENUE	
Town of Brooks	0.00
HRDC - Summer Student	0.00
Province of Alberta	0.00
Industry Canada - CAP 3	0.00
Industry Canada - CAP YI	0.00
PLDI Grant	0.00
County of Newell Library Board	0.00
RISE Grant Funding	0.00
Grant Funding	0.00
Resident Cardholder Fees	1,263.00
Interest Income	0.00
Miscellaneous	0.00
Fines, Book Sales and Services	1,116.22
Non-resident Cardholder Fees	120.00
Charitable Receipt Donations	0.00
Fundraisers	0.00
Adopt-a-magazine	0.00
Medieval Faire	0.00
GST Recovery	0.00
TOTAL REVENUE	2,499.22
TOTAL REVENUE	2,499.22

EXPENSE

EXPENSES	
SLS Expense (Materials)	0.00
SLS - Non-resident fees	0.00
SLS - Dynix and Telecom	0.00
Books and Materials	0.00
New Library Furnishings	0.00
Library Equipment	0.00
Payroll Expense	55.00
Library Supplies	23.55
Administration & Travel	118.50
Recruitment Expense	0.00
Program Expense	0.00
Medieval Faire	0.00
Repair & Maintenance	0.00
Rebinding, Microfilming, Laminati...	0.00
Staff Training	999.30
Telephone and Fax Expense	235.28
Copier & Computer Costs	0.00
Security Monitoring	103.00
Computer Main. Contracts	0.00
GST Expense	1.25
Freight and Postage	9.91
Professional Memberships	0.00
Publicity and Advertising	275.00
Audit and Insurance	0.00
Bank Charges	47.00
Miscellaneous	0.00
Wages	15,447.02
Wage Reimbursement	0.00
EI Expense	374.09
CPP Expense	625.82
WCB Expense	0.00
AUMA Extended Health	558.89
L.A.P.P. Expense	899.44
AB Health Expense	0.00
TOTAL EXPENSES	19,773.05

Printed On: 05/15/2009

Brooks Public Library
Income Statement 04/01/2009 to 04/30/2009

TOTAL EXPENSE	19,773.05
NET INCOME	-17,273.83

Brooks Public Library
Income Statement 01/01/2009 to 04/30/2009

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
RISE Grant Funding	25,103.03
Grant Funding	0.00
Resident Cardholder Fees	6,817.40
Interest Income	0.00
Miscellaneous	0.00
Fines, Book Sales and Services	5,039.42
Non-resident Cardholder Fees	320.00
Charitable Receipt Donations	1,877.50
Fundraisers	0.00
Adopt-a-magazine	0.00
Medieval Faire	0.00
GST Recovery	0.00
TOTAL REVENUE	76,891.85
TOTAL REVENUE	76,891.85

EXPENSE

EXPENSES	
SLS Expense (Materials)	0.00
SLS - Non-resident fees	0.00
SLS - Dynix and Telecom	0.00
Books and Materials	41.09
New Library Furnishings	-51.96
Library Equipment	637.00
Payroll Expense	265.00
Library Supplies	2,011.20
Administration & Travel	261.61
Recruitment Expense	0.00
Program Expense	793.81
Medieval Faire	0.00
Repair & Maintenance	0.00
Rebinding, Microfilming, Laminati...	0.00
Staff Training	1,749.30
Telephone and Fax Expense	943.73
Copier & Computer Costs	567.61
Security Monitoring	178.00
Computer Main. Contracts	0.00
GST Expense	5.00
Freight and Postage	63.91
Professional Memberships	150.00
Publicity and Advertising	550.00
Audit and Insurance	2,147.00
Bank Charges	72.00
Miscellaneous	0.00
Wages	60,024.81
Wage Reimbursement	0.00
EI Expense	1,453.75
CPP Expense	2,442.63
WCB Expense	295.05
AUMA Extended Health	1,003.03
L.A.P.P. Expense	3,227.57
AB Health Expense	0.00
TOTAL EXPENSES	78,831.14

Printed On: 05/15/2009

Brooks Public Library
Income Statement 01/01/2009 to 04/30/2009

TOTAL EXPENSE	78,831.14
NET INCOME	-1,939.29

Brooks Public Library
All Journal Entries 04/01/2009 to 04/30/2009

		Account Number	Account Description	Debits	Credits
04/03/2009	J116	Deposit, Fines			
		4120	Fines, Book Sales and Services	-	298.40
		1080	Cash In Bank	298.40	-
04/03/2009	J117	Deposit, Resident Cardholder			
		4090	Resident Cardholder Fees	-	383.00
		1080	Cash In Bank	383.00	-
04/09/2009	J118	Deposit, Fines			
		4120	Fines, Book Sales and Services	-	303.65
		1080	Cash In Bank	303.65	-
04/09/2009	J119	Deposit, Resident Cardholder			
		4090	Resident Cardholder Fees	-	310.00
		1080	Cash In Bank	310.00	-
04/09/2009	J120	Deposit, Non-Resident Cardholder			
		4140	Non-resident Cardholder Fees	-	60.00
		1080	Cash In Bank	60.00	-
04/15/2009	J125	3569, April 2009, City of Brooks			
		5080	Administration & Travel	52.50	-
		1080	Cash In Bank	-	52.50
04/17/2009	J126	3570, April 2009, Telus Communications			
		2100	GST Paid on Purchases	11.67	-
		5140	Telephone and Fax Expense	235.28	-
		1080	Cash In Bank	-	246.95
04/17/2009	J127	3571, April 2009, AURA Entertainment			
		5220	Publicity and Advertising	275.00	-
		1080	Cash In Bank	-	275.00
04/17/2009	J128	3572, April 2009, Tami Nordham			
		4120	Fines, Book Sales and Services	21.00	-
		1080	Cash In Bank	-	21.00
04/17/2009	J129	3574, April 2009, RBC Royal Bank VISA			
		2100	GST Paid on Purchases	27.50	-
		5130	Staff Training	915.31	-
		5250	Bank Charges	12.00	-
		1080	Cash In Bank	-	954.81
04/30/2009	J130	3575, April 2009, Ronnie Adams			
		5300	Wages	648.26	-
		1080	Cash In Bank	-	619.40
		2310	EI Payable	-	11.21
		2320	CPP Payable	-	17.65
04/30/2009	J131	3576, April 2009, Jillian Clarke			
		5300	Wages	861.82	-
		1080	Cash In Bank	-	818.69
		2310	EI Payable	-	14.91
		2320	CPP Payable	-	28.22
04/30/2009	J132	3577, April 2009, Stefanie Connor			
		5300	Wages	179.06	-
		1080	Cash In Bank	-	175.96
		2310	EI Payable	-	3.10
04/30/2009	J133	3578, April 2009, Bessie Jacowishen			
		5300	Wages	2,448.60	-
		1080	Cash In Bank	-	1,776.53
		2310	EI Payable	-	42.36
		2320	CPP Payable	-	106.77

Printed On: 05/15/2009

Brooks Public Library
All Journal Entries 04/01/2009 to 04/30/2009

		Account Number	Account Description	Debits	Credits
		2330	Income Tax Payable	-	292.34
		2400	L.A.P.P.	-	182.70
		2420	AUMA Extended Health	-	47.90
04/30/2009	J134	3579, April 2009, Maxine Meldrum			
		5300	Wages	2,416.80	-
		1080	Cash In Bank	-	1,800.22
		2310	EI Payable	-	41.81
		2320	CPP Payable	-	105.19
		2330	Income Tax Payable	-	284.92
		2400	L.A.P.P.	-	180.31
		2420	AUMA Extended Health	-	4.35
04/30/2009	J135	3580, April 2009, Cathryn Krochak			
		5300	Wages	1,901.80	-
		1080	Cash In Bank	-	1,482.62
		2310	EI Payable	-	32.90
		2320	CPP Payable	-	79.70
		2330	Income Tax Payable	-	164.77
		2400	L.A.P.P.	-	141.81
04/30/2009	J136	3581, April 2009, Bruce Schmidt			
		5300	Wages	549.96	-
		1080	Cash In Bank	-	527.66
		2310	EI Payable	-	9.51
		2320	CPP Payable	-	12.79
04/30/2009	J137	3582, April 2009, Tamara Van Horne			
		5300	Wages	2,115.75	-
		1080	Cash In Bank	-	1,753.00
		2310	EI Payable	-	36.60
		2320	CPP Payable	-	90.29
		2330	Income Tax Payable	-	214.69
		2420	AUMA Extended Health	-	21.17
04/30/2009	J138	3583, April 2009, Shannon Vossepoel			
		5300	Wages	3,862.50	-
		1080	Cash In Bank	-	2,676.84
		2310	EI Payable	-	66.82
		2320	CPP Payable	-	176.76
		2330	Income Tax Payable	-	653.75
		2400	L.A.P.P.	-	288.33
04/30/2009	J139	3584, April 2009, Senna Wyryha			
		5300	Wages	462.47	-
		1080	Cash In Bank	-	446.02
		2310	EI Payable	-	8.00
		2320	CPP Payable	-	8.45
04/30/2009	J140	3585, April 2009, Canada Customs and Revenue Agency			
		2310	EI Payable	267.22	-
		2320	CPP Payable	625.82	-
		2330	Income Tax Payable	1,610.47	-
		5310	EI Expense	374.09	-
		5320	CPP Expense	625.82	-
		1080	Cash In Bank	-	3,503.42
04/30/2009	J141	3586, April 2009, Local Authorities Pension Plan			
		2400	L.A.P.P.	793.15	-
		5350	L.A.P.P. Expense	899.44	-
		1080	Cash In Bank	-	1,692.59
04/30/2009	J142	3587, April 2009, AMSC Insurance Services Limited			
		2420	AUMA Extended Health	94.36	-
		5340	AUMA Extended Health	220.15	-

Brooks Public Library
All Journal Entries 04/01/2009 to 04/30/2009

		Account Number	Account Description	Debits	Credits
		1080	Cash In Bank	-	314.51
04/30/2009	J143	3588, April 09, Shannon Vossepoel			
		5080	Administration & Travel	66.00	-
		1080	Cash In Bank	-	66.00
04/30/2009	J144	3589, April 2009, Brodart			
		2100	GST Paid on Purchases	0.99	-
		5070	Library Supplies	9.80	-
		5200	Freight and Postage	9.91	-
		1080	Cash In Bank	-	20.70
04/30/2009	J145	3590, Apr 2009, Tamara Van Horne			
		2100	GST Paid on Purchases	0.40	-
		5130	Staff Training	7.99	-
		1080	Cash In Bank	-	8.39
04/30/2009	J146	3591, Apr 2009, Cathryn Krochak			
		5130	Staff Training	76.00	-
		1080	Cash In Bank	-	76.00
04/30/2009	J147	3592, April 2009, Brooks Computer Services Ltd.			
		2100	GST Paid on Purchases	2.75	-
		5060	Payroll Expense	55.00	-
		1080	Cash In Bank	-	57.75
04/30/2009	J148	3593, April 2009, Melhoff Security Inc.			
		2100	GST Paid on Purchases	3.90	-
		5170	Security Monitoring	78.00	-
		1080	Cash In Bank	-	81.90
04/30/2009	J149	3594, April 2009, Brooks Stationers			
		2100	GST Paid on Purchases	0.69	-
		5070	Library Supplies	13.75	-
		1080	Cash In Bank	-	14.44
04/30/2009	J151	3595, April 09, AMSC Insurance Services Limited			
		2420	AUMA Extended Health	145.18	-
		5340	AUMA Extended Health	338.74	-
		1080	Cash In Bank	-	483.92
04/17/2009	J158	Deposit, Fines			
		4120	Fines, Book Sales and Services	-	282.32
		1080	Cash In Bank	282.32	-
04/17/2009	J159	Deposit, Resident Cardholder			
		4090	Resident Cardholder Fees	-	315.00
		1080	Cash In Bank	315.00	-
04/17/2009	J160	Deposit, Non-Resident Cardholer			
		4140	Non-resident Cardholder Fees	-	60.00
		1080	Cash In Bank	60.00	-
04/24/2009	J161	Deposit, Fines			
		4120	Fines, Book Sales and Services	-	252.85
		1080	Cash In Bank	252.85	-
04/24/2009	J162	Depsoit, Resident Cardholder			
		4090	Resident Cardholder Fees	-	255.00
		1080	Cash In Bank	255.00	-
04/30/2009	J173	Debit, Securtek			
		5170	Security Monitoring	25.00	-
		5180	GST Expense	1.25	-
		1080	Cash In Bank	-	26.25

Brooks Public Library
All Journal Entries 04/01/2009 to 04/30/2009

		Account Number	Account Description	Debits	Credits
04/30/2009	J174	Debit, Destination Fee			
		5250	Bank Charges	5.00	-
		1080	Cash In Bank	-	5.00
04/15/2009	J175	Debit, Stop Payment			
		5250	Bank Charges	10.00	-
		1080	Cash In Bank	-	10.00
04/15/2009	J176	Debit, Debit Adjustment			
		5250	Bank Charges	20.00	-
		1080	Cash In Bank	-	20.00
				25,898.37	25,898.37

Brooks Public Library
Reconciliation Transactions Detail Report 04/01/2009 to 04/30/2009

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

Date	JE#	Comment	Source	Deposits	Withdrawals	Deposit No.	C
04/03/2009	J116	Fines	Deposit	298.40	-		Y
04/03/2009	J117	Resident Cardholder	Deposit	383.00	-		Y
04/09/2009	J118	Fines	Deposit	303.65	-		Y
04/09/2009	J119	Resident Cardholder	Deposit	310.00	-		Y
04/09/2009	J120	Non-Resident Cardholder	Deposit	60.00	-		Y
04/15/2009	J125	April 2009, City of Brooks	3569	-	52.50		Y
04/17/2009	J126	April 2009, Telus Communications	3570	-	246.95		Y
04/17/2009	J127	April 2009, AURA Entertainment	3571	-	275.00		Y
04/17/2009	J128	April 2009, Tami Nordham	3572	-	21.00		Y
04/17/2009	J129	April 2009, RBC Royal Bank VISA	3574	-	954.81		Y
04/30/2009	J130	April 2009, Ronnie Adams	3575	-	619.40		N
04/30/2009	J131	April 2009, Jillian Clarke	3576	-	818.69		Y
04/30/2009	J132	April 2009, Stefanie Connor	3577	-	175.96		Y
04/30/2009	J133	April 2009, Bessie Jacowishen	3578	-	1,776.53		Y
04/30/2009	J134	April 2009, Maxine Meldrum	3579	-	1,800.22		Y
04/30/2009	J135	April 2009, Cathryn Krochak	3580	-	1,482.62		N
04/30/2009	J136	April 2009, Bruce Schmidt	3581	-	527.66		N
04/30/2009	J137	April 2009, Tamara Van Horne	3582	-	1,753.00		Y
04/30/2009	J138	April 2009, Shannon Vossepoel	3583	-	2,676.84		Y
04/30/2009	J139	April 2009, Senna Wyryha	3584	-	446.02		N
04/30/2009	J140	April 2009, Canada Customs and...	3585	-	3,503.42		N
04/30/2009	J141	April 2009, Local Authorities Pen...	3586	-	1,692.59		N
04/30/2009	J142	April 2009, AMSC Insurance Ser...	3587	-	314.51		N
04/30/2009	J143	April 09, Shannon Vossepoel	3588	-	66.00		Y
04/30/2009	J144	April 2009, Brodart	3589	-	20.70		N
04/30/2009	J145	Apr 2009, Tamara Van Horne	3590	-	8.39		Y
04/30/2009	J146	Apr 2009, Cathryn Krochak	3591	-	76.00		N
04/30/2009	J147	April 2009, Brooks Computer Ser...	3592	-	57.75		N
04/30/2009	J148	April 2009, Melhoff Security Inc.	3593	-	81.90		N
04/30/2009	J149	April 2009, Brooks Stationers	3594	-	14.44		N
04/30/2009	J151	April 09, AMSC Insurance Servic...	3595	-	483.92		N
04/17/2009	J158	Fines	Deposit	282.32	-		Y
04/17/2009	J159	Resident Cardholder	Deposit	315.00	-		Y
04/17/2009	J160	Non-Resident Cardholer	Deposit	60.00	-		Y
04/24/2009	J161	Fines	Deposit	252.85	-		Y
04/24/2009	J162	Resident Cardholder	Depsoit	255.00	-		Y
04/30/2009	J173	Securtek	Debit	-	26.25		Y
04/30/2009	J174	Destination Fee	Debit	-	5.00		Y
04/15/2009	J175	Stop Payment	Debit	-	10.00		Y
04/15/2009	J176	Debit Adjustment	Debit	-	20.00		Y
				2,520.22	20,008.07		

Brooks Public Library
Reconciliation Transactions Detail Report 04/01/2009 to 04/30/2009

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

Status
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MINUTES OF REGULAR MEETING OF BROOKS PUBLIC LIBRARY BOARD
September 24, 2009 (Annual General Meeting)
HELD IN BROOKS PUBLIC LIBRARY

PRESENT: Shannon Vossepoel (librarian), Elsie Strach, Joyce Aasen, Kimberley Sharkey, Dino Champlone (chair), Tilly Gamble-Altwasser, Karen Nelson, Norm Gerestein

GUESTS: Arno Doerksen (MLA), Wanda Doerksen, Ryan Kiedrowski (Brooks & County Chronicle), Jeff Melchior (Brooks Bulletin)

REGRETS: Shiela Tiegs, Gloria Evans, Cathleen Patterson

VISION STATEMENT

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

MISSION STATEMENT

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

1. Call to Order: Dino called the meeting to order at 6:30 pm.

2. Approval of Agenda: **Acceptance of the agenda moved by Karen/Norm. Carried.**

3. Consent Agenda: **Acceptance of Consent Agenda (**May 2009 Board Meeting Minutes; Librarian's Report; May, June, July, and August Finance Committee Meeting Minutes; and May, June, July, and August 2009 Receipts and Expenditures) **moved by Joyce/Karen. Carried.**

4. MLA Presentation: MLA Arno Doerksen presented the Library Board with a congratulatory plaque acknowledging their 2009 Award of Excellence from the Alberta Library Trustees Association.

5. Joyce Aasen Reappointment: **Karen/Kimberley made motion to reappoint Joyce for a second three-year term. Carried.**

6. Library Board Elections

    a. Chairperson: **Elsie/Norm made motion to reappoint Dino Champlone. Carried.**
    b. Vice-Chairperson: **Karen/Dino made motion to reappoint Tilly Gamble-Altwasser. Carried.**
    c. Secretary: **Norm/Kimberley made motion to reappoint Gloria Evans. Carried.**
    d. Treasurer: **Karen/Dino made motion to reappoint Elsie Strach. Carried.**

7. Correspondence
    a. Government of Alberta: acknowledgement that provincial funding ($73,337) was deposited.
    b. Government of Alberta: Request for libraries to participate in Alberta Arts Days, September 18-20. Shannon noted that the Brooks Public Library developed programming for this event as stated in the Librarian's Report.
    c. Shortgrass Library System: ALTA Trustee Workshop to be held October 31, 2009. Board members should see Shannon if they want to participate.
    d. Shortgrass Library System: April 2009 Board Meeting Minutes: circulated.

e. Shortgrass Library System: June 2009 Joint Meeting Minutes: circulated.
f. Shortgrass Library System: Shortgrass Clippings: circulated.
g. Redcliff Public Library: Invitation to retirement celebration for Reita Wilson: circulated.
h. RISE Project Update: RISE sites are now all connected via videoconference as scheduled.
i. RISE Funding Application: completed by Board Chair Dino Champlone.
j. The RISE Review: distributed.
k. ALTA News: Request for Advocacy (library funding via MLAs and renewal of library book rate with Federal govt.) circulated.
l. The Trustee Voice: distributed.
m. Board Development Program: Request for volunteers. See Shannon if interested in volunteering.
n. Patron Suggestions: circulated. Shannon will ensure suggestions are implemented.

8. Business Arising
   a. Local Fundraising--Friends of Library: Province of Alberta has granted society status. First fundraiser will be the Death By Chocolate Bakesale, October 24th at the Legion from 12:00pm-5:00pm.
   b. Medieval Faire: Faire was successful under management of new committee headed by Kathy Ramer. Library participated by decorating the library, having staff dress medieval, and hosting children's programs through the day. Approximately 150 people attended library programs and over 1,000 attended the Faire itself.
   c. 2008 Annual Report: Error in printing report. Report states that there were 90,029 computer users in 2008. Should be 9,029. Report was corrected prior to distribution to those outside the Library Board.
   d. Board Development Day: To be held October 17, 2009 starting at 9:30am. Keith Seel will be speaking in the morning on Governance and Tamara Van Horne will speak in the afternoon about the Tell Me More program.
   e. Security System Update: Shannon is in the process of switching the library over to manual billing. The city will then be invoiced by the library for reimbursement.
   f. Expiry Stickers Update: Shannon spoke to three different companies about producing the stickers. The company that produces the library cards cannot do it at the correct size and the Brooks Bulletin indicated that the stickers could not be produced with a lasting quality. As lasting quality is not a significant consideration, Shannon will proceed with having stickers printed.
   g. Fire Safety Inspection: Library passed inspection.
   h. RISE Project: Official launch will be October 8, 2009. Brooks Public Library will be a host site for the ribbon-cutting ceremony and will also host some presentations including an interactive presentation. Chinook Arch is taking care of publicity for this event.

9. New Business
   a. October is National Library Month: City Council has proclaimed National Library Month in the City of Brooks at the Request of the Library Board.
   b. Mid-Year Review: Shannon ensured copies were sent to City Council, County Council, MLA Arno Doerksen, MP LeVar Payne, Minister of Municipal Affairs Ray Danyluk, and Premier Ed Stelmach along with thank you notes for supporting Brooks Public Library.
   c. Library Roof Repairs: Repairs to library roof are becoming critical – water damage severe in children's section and staff room. City of Brooks has implemented temporary repairs and is budgeting for eventual replacement. An insurance claim has been submitted by the City, but it may not cover the entire cost. Advocacy on this issue may be needed by Library Board.

d. Human Resources Meeting: Dino is seeking to meet with this committee to discuss the Head Librarian review process. A meeting date will be set. It was also noted that this committee is seeking an additional member.
e. Library Renovations: Plans for the library renovation, as developed in the Plan of Service, have been put on hold until roof repairs have been completed.
f. Donated Statue: Kevin Penney is still in the conceptual stage for the planned sculpture. He will contact when it is closer to being ready for delivery.
g. Wireless Access: Brooks Public Library is a pilot site for wireless access in the Shortgrass System. We are expecting to get wireless sometime this Fall, likely by November 1, 2009.
h. October Board Meeting: Current date conflicts with Netspeed conference at which Shannon is presenting. Meeting date changed to October 29, 2009.
i. Staff Professional Development Day: Request from library staff to close the library for a PD Day on December 7, 2009 to be used for training on videoconferencing and Tell Me More. **Karen/Kimberley made motion to close library on December 7, 2009 for training. Carried.**
j. Christmas Holiday Closures: Request to close library at noon on December 24th and December 31st. Request to close completely on December 27th. **Norm/Joyce made motion to close library at noon on December 24th and 31st, and to close for the day on December 25th, 26th, 27th, and January 1st. Carried.**

Move to In Camera Session

10. Head Librarian Leave: Shannon is expecting and is due in February. She plans to take a one-year maternity leave beginning February 15, 2010 dependent on baby's arrival and medical needs. To cover this leave, the Province of Alberta would prefer that the Brooks Public Library hire a temporary replacement librarian if possible. It is expected that the new librarian would be hired for a 14-month period to cover training needs, beginning January 2, 2010. Shannon will start advertising for the position immediately, focusing on librarian news sources and job sites.
11. Government of Alberta Funding: Funding is secure for 2010, but there is some concern that funding may be cut in 2011 if the province continues in recession. Advocacy will be needed to help secure funding. Shannon will contact local media to do some public relations articles highlighting how the funding is helping the library help the community. Shannon will also approach library users (such as Lakeside) to write advocacy letters to the government explaining how the library has helped them personally. Based on Tilly's suggestion, Shannon will also look into having postcards printed that say "I support my local library" for patrons to send in to the government.
12. 2010 Budget: Budget was reviewed for approval. **Elsie/Kimberley made motion to pass the 2010 Budget. Carried.**

13. Adjournment: **Adjournment moved by Norm at 8:25 pm.**

14. Next Board Meeting: **October 29, 2009**

Board Chair

Librarian

Oct 29 2009
Date

Brooks Library Board
Finance Standing Committee Meeting
11:30am, June 18, 2009

Present: Dino Champlone, Elsie Strach, and Shannon Vossepoel

1) Meeting was called to order at 11:33am.

2) Receipts and Expenditures for the month of May 2009 was discussed in detail and reviewed by the Committee. Items of Note:

Receipts for May:

- City of Brooks Annual Funding: Second quarterly installment – incorporates budget increase from City.
- City of Brooks Miscellaneous: reimbursement for cost of preparing 2008 audit and financial statements.
- Resident Cardholder Fees: Significant increase in number of memberships due to Lakeside membership drive with tours and Tell Me More training.
- Donations: McHappy Day funds to be used to purchase a flat screen TV, Wii, Wii games and accessories, and baby change tables.

Expenditures for May:

- SLS Expense: first half of annual Materials Allotment expense.
- Library Supplies: Cleaning supplies, hand sanitizer, membership cards (for library filing), stickers, receipt books.
- Administration and Travel: Criminal Record Check for Anqi Tong – Summer Student, water for office cooler, nametag for Anqi Tong, business dinner with Brooks Board Chair and Head Librarian and SLS Reps (Dino, Shannon, Julia and Dwight), printing of 2008 annual reports.
- Staff Training: Reimbursement for registration fees for Tamara Van Horne and Shannon Vossepoel to attend the Alberta Library Conference (paid as part of speaker fees by Library Association of Alberta), accommodation costs for Maxine Meldrum and Jill Clarke to attend the AALT conference.
- Copier and Computer Costs: Print cartridges for staff printers.
- Computer Maintenance Costs: repairs to staff and public printers by CNL.
- Freight and Postage: postage stamps, sending audit documents via courier to Mactavish & Co.
- Audit & Insurance: Auditors' fees, insurance for library contents. Insurance fee needed to be reissued as January payment did not arrive due to problem with Canada Post. The original cheque was stopped at the bank. Due to the reissue, the Receipts and Expenditures report appears to have a discrepancy in this line between April and May, however it is balanced in Simply Accounting.
- EI, CPP, AUMA, and LAPP: Revenue Canada, AUMA, and LAPP also had to have fees reissued as the January payment did not arrive due to a problem with

Canada Post. The original cheques were stopped at the bank. Again, due to the reissue, the Receipts and Expenditures report appears to have a discrepancy in these lines between April and May, but it is balanced in Simply Accounting.

3) Discussed Canada Post error. Due to a major error with Canada Post, several cheques sent by the library on January 30, 2009 were lost including insurance and benefits, pension payments, and Revenue Canada. Shannon has registered a formal complaint with Canada Post and has filled out all necessary paperwork to fix the problem. At present, we have not been fined for late charges and Shannon has preemptively filled out paperwork to help prevent fines from being assigned to the library's account.

4) Discussed RISE funding. Cheque budgeted for 2010 has already arrived and needs to be deposited. Will need to be moved forward into the 2010 budget from the 2009 budget at the January 2010 Board meeting.

5) Discussed CAP funding. CAP (Community Access Program) is providing more funding this year that will be used to purchase public use technology – likely new computers if the funds allow for it.

6) Discussed Security System – Shannon has spoken with Wanda Mortenson and is in the process of having the bills be sent to the city for manual payment rather than direct debiting the library's bank account.

7) Discussed damage to library roof. Library roof damage has become a major problem in terms of water leakage, particularly in the receiving room and the children's section. City of Brooks is looking into potential insurance coverage or finding funds to provide a permanent fix for the problem.

8) Meeting was adjourned at 12:17pm.

Finance Meeting Notes: May 2009

Receipts for May:

- City of Brooks Annual Funding: Second quarterly installment – incorporates budget increase from City.
- City of Brooks Miscellaneous: reimbursement for cost of preparing 2008 audit and financial statements.
- Resident Cardholder Fees: Significant increase in number of memberships due to Lakeside membership drive with tours and Tell Me More training.
- Donations: McHappy Day funds to be used to purchase a flat screen TV, Wii, Wii games and accessories, and baby change tables.

Expenditures for May:

- SLS Expense: first half of annual Materials Allotment expense.
- Library Supplies: Cleaning supplies, hand sanitizer, membership cards (for library filing), stickers, receipt books.
- Administration and Travel: Criminal Record Check for Anqi Tong – Summer Student, water for office cooler, nametag for Anqi Tong, business dinner with Brooks Board Chair and Head Librarian and SLS Reps (Dino, Shannon, Julia and Dwight), printing of 2008 annual reports.
- Staff Training: Reimbursement for registration fees for Tamara Van Horne and Shannon Vossepoel to attend the Alberta Library Conference (paid as part of speaker fees by Library Association of Alberta), accommodation costs for Maxine Meldrum and Jill Clarke to attend the AALT conference.
- Copier and Computer Costs: Print cartridges for staff printers.
- Computer Maintenance Costs: repairs to staff and public printers by CNL.
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- Audit & Insurance: Auditors' fees, insurance for library contents. Insurance fee needed to be reissued as January payment did not arrive due to problem with Canada Post. The original cheque was stopped at the bank. Due to the reissue, the Receipts and Expenditures report appears to have a discrepancy in this line between April and May, however it is balanced in Simply Accounting.
- EI, CPP, AUMA, and LAPP: Revenue Canada, AUMA, and LAPP also had to have fees reissued as the January payment did not arrive due to a problem with Canada Post. The original cheques were stopped at the bank. Again, due to the reissue, the Receipts and Expenditures report appears to have a discrepancy in these lines between April and May, but it is balanced in Simply Accounting.

Discussion Points:

get list outstanding cheques on Simply.

- Due to a major error with Canada Post, several cheques sent by the library on January 30, 2009 were lost including insurance and benefits, pension payments, and Revenue Canada. Shannon has registered a formal complaint

with Canada Post and has filled out all necessary paperwork to fix the problem. At present, we have not been fined for late charges and Shannon has preemptively filled out paperwork to help prevent fines from being assigned to the library's account.

- RISE cheque arrived.
- CAP funding.
- Security System update.
- Roof damage.
- Get Dino and Elsie to sign cheques

- photocopies
- audit
- provincial grant.

Brooks Library Board
May 2009

Receipts	Annual Budget	Current Month	Total to Date
City of Brooks Annual Funding	184,105.00	54,318.00	92,052.50
City of Brooks Miscellaneous	8,500.00	4,830.00	4,830.00
HRDC – Summer Student	2,000.00		
Province of Alberta	73,337.00		
RISE Grants	25,103.00		25,103.03
Additional Grant Funding	5,500.00	5,508.00	5,508.00
County of Newell Library Board	29,235.00		
Resident Cardholder Fees	20,625.00	2,670.00	9,487.40
Interest Income	0.00		
Miscellaneous	200.00		
Fines, books and services	19,000.00	1,793.90	6,833.32
Non-resident Cardholder Fees	600.00	90.00	410.00
Donations	3,000.00	3,352.74	5,230.24
Fundraisers	500.00		
Adopt-a-magazine	2,200.00		
GST Recovery	1,000.00	1,152.16	1,152.16
Total Revenue	**$374,905.00**	73,714.80	150,606.65
Expenditures			
SLS Expense (Materials Allot.)	56,090.00	28,045.00	28,045.00
Shortgrass – Non-resident Fees	300.00		
Dynix and Telecom (SLS)	3,400.00		
Books & Materials (Donations)	0.00		41.09
Furnishings and Equipment	8,200.00		585.04
Payroll Expense	900.00	50.00	315.00
Library Supplies	7,500.00	352.38	2,363.58
Administration & Travel	6,375.00	268.28	529.89
Program Expense	4,000.00		793.81
Repair & Maintenance	4,200.00		
Rebinding, Microfilming, and Laminating	2,000.00		
Staff Training	5,000.00	-268.75	1,480.55
Telephone & Fax Expense	3,500.00	234.54	1,178.27
Copier & Computer Costs	2,000.00	286.92	854.53
Security Monitoring	600.00	25.00	203.00
Computer Main. Contracts	1,540.00	55.00	55.00
GST Expense	0.00	1.25	6.25
Freight & Postage	2,000.00	184.00	247.91
Professional Memberships	600.00		150.00
Publicity and Advertising	3,500.00		550.00

Audit and Insurance	8,500.00	6,747.00	6,747.00
Bank Charges	200.00	25.00	97.00
Miscellaneous	200.00		
Wages (includes temp. staff and VAC pay)	220,000.00	18,465.09	78,489.90
EI Expense	5,500.00	447.23	1,534.27
CPP Expense	9,400.00	769.64	2,592.76
WCB Expense	900.00	292.50	587.55
AUMA Expense	4,000.00	220.15	1,223.18
LAPP Expense	14,500.00	1,747.08	4,236.03
Total Expenses	**$374,905.00**		132,906.61

Brooks Public Library
Income Statement 05/01/2009 to 05/31/2009

REVENUE

REVENUE	
Town of Brooks	54,318.00
City of Brooks Misc	4,830.00
HRDC - Summer Student	0.00
Province of Alberta	0.00
Industry Canada - CAP 3	0.00
Industry Canada - CAP YI	0.00
PLDI Grant	0.00
County of Newell Library Board	0.00
RISE Grant Funding	0.00
Grant Funding	5,508.00
Resident Cardholder Fees	2,670.00
Interest Income	0.00
Miscellaneous	0.00
Fines, Book Sales and Services	1,793.90
Non-resident Cardholder Fees	90.00
Charitable Receipt Donations	3,352.74
Fundraisers	0.00
Adopt-a-magazine	0.00
Medieval Faire	0.00
GST Recovery	1,152.16
TOTAL REVENUE	73,714.80
TOTAL REVENUE	73,714.80

EXPENSE

EXPENSES	
SLS Expense (Materials)	28,045.00
SLS - Non-resident fees	0.00
SLS - Dynix and Telecom	0.00
Books and Materials	0.00
New Library Furnishings	0.00
Library Equipment	0.00
Payroll Expense	50.00
Library Supplies	352.38
Administration & Travel	268.28
Recruitment Expense	0.00
Program Expense	0.00
Medieval Faire	0.00
Repair & Maintenance	0.00
Rebinding, Microfilming, Laminati...	0.00
Staff Training	-268.75
Telephone and Fax Expense	234.54
Copier & Computer Costs	286.92
Security Monitoring	25.00
Computer Main. Contracts	55.00
GST Expense	1.25
Freight and Postage	184.00
Professional Memberships	0.00
Publicity and Advertising	0.00
Audit and Insurance	6,747.00
Bank Charges	25.00
Miscellaneous	0.00
Wages	18,465.09
Wage Reimbursement	0.00
EI Expense	447.23
CPP Expense	769.64
WCB Expense	292.50
AUMA Extended Health	220.15
L.A.P.P. Expense	1,747.08
AB Health Expense	0.00
TOTAL EXPENSES	57,947.31

Printed On: 06/16/2009

Brooks Public Library
Income Statement 05/01/2009 to 05/31/2009

TOTAL EXPENSE	57,947.31
NET INCOME	15,767.49

Brooks Public Library
Income Statement 01/01/2009 to 05/31/2009

REVENUE

REVENUE	
Town of Brooks	92,052.50
City of Brooks Misc	4,830.00
HRDC - Summer Student	0.00
Province of Alberta	0.00
Industry Canada - CAP 3	0.00
Industry Canada - CAP YI	0.00
PLDI Grant	0.00
County of Newell Library Board	0.00
RISE Grant Funding	25,103.03
Grant Funding	5,508.00
Resident Cardholder Fees	9,487.40
Interest Income	0.00
Miscellaneous	0.00
Fines, Book Sales and Services	6,833.32
Non-resident Cardholder Fees	410.00
Charitable Receipt Donations	5,230.24
Fundraisers	0.00
Adopt-a-magazine	0.00
Medieval Faire	0.00
GST Recovery	1,152.16
TOTAL REVENUE	150,606.65
TOTAL REVENUE	150,606.65

EXPENSE

EXPENSES	
SLS Expense (Materials)	28,045.00
SLS - Non-resident fees	0.00
SLS - Dynix and Telecom	0.00
Books and Materials	41.09
New Library Furnishings	-51.96
Library Equipment	637.00
Payroll Expense	315.00
Library Supplies	2,363.58
Administration & Travel	529.89
Recruitment Expense	0.00
Program Expense	793.81
Medieval Faire	0.00
Repair & Maintenance	0.00
Rebinding, Microfilming, Laminati...	0.00
Staff Training	1,480.55
Telephone and Fax Expense	1,178.27
Copier & Computer Costs	854.53
Security Monitoring	203.00
Computer Main. Contracts	55.00
GST Expense	6.25
Freight and Postage	247.91
Professional Memberships	150.00
Publicity and Advertising	550.00
Audit and Insurance	6,747.00
Bank Charges	97.00
Miscellaneous	0.00
Wages	78,489.90
Wage Reimbursement	0.00
EI Expense	1,534.27
CPP Expense	2,592.76
WCB Expense	587.55
AUMA Extended Health	1,223.18
L.A.P.P. Expense	4,236.03
AB Health Expense	0.00
TOTAL EXPENSES	132,906.61

Printed On: 06/16/2009

Brooks Public Library
Income Statement 01/01/2009 to 05/31/2009

TOTAL EXPENSE	132,906.61
NET INCOME	17,700.04

Brooks Public Library
Balance Sheet As at 05/31/2009

ASSET	
CURRENT ASSETS	
GIC Account	0.00
GST Recoverable	1,145.21
Building Fund	37,782.07
Furn. & Shelving Reserve	0.00
Cash On Hand/Float	50.00
Cash In Bank	72,218.09
Accounts Receivable	0.00
TOTAL CURRENT ASSETS	111,195.37
TOTAL ASSET	111,195.37
LIABILITY	
CURRENT LIABILITIES	
Accounts Payable	0.00
MNP Accrual	4,830.00
GST Charged on Sales	0.00
GST Paid on Purchases	-2,911.29
GST Paid on Books	0.00
New Account	0.00
Accounts Payable	0.00
Vacation Payable	0.00
EI Payable	261.94
CPP Payable	699.35
Income Tax Payable	1,528.76
L.A.P.P.	155.97
AUMA Extended Health	-157.27
AB Health Payable	154.00
W.C.B. Payable	0.00
Miscellaneous	0.00
TOTAL CURRENT LIABILITIES	4,561.46
TOTAL LIABILITY	4,561.46
EQUITY	
EARNINGS	
Building Fund Reserves	38,314.20
Externally restricted	200.00
Retained Earnings	50,419.67
Current Earnings	17,700.04
CURRENT EARNINGS	106,633.91
TOTAL EQUITY	106,633.91
LIABILITIES AND EQUITY	111,195.37

Brooks Public Library
Reconciliation Transactions Detail Report 05/01/2009 to 05/31/2009

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
05/13/2009	J152	May 2009, City of Brooks	3596	-	52.50		Y
05/13/2009	J153	May 2009, Shortgrass Library Sy...	3597	-	28,045.00		Y
05/13/2009	J154	May 2009, Mactavish & Company	3598	-	4,830.00		Y
05/13/2009	J155	May 09, Shortgrass Library System	3599	-	410.00		Y
05/13/2009	J156	May 2009, Water Pure & Simple	3600	-	22.00		Y
05/13/2009	J157	May 2009, Brooks Stationers	3601	-	71.40		Y
05/01/2009	J163	Fines	Deposit	245.40	-		Y
05/01/2009	J164	Resident Cardholder	Deposit	360.00	-		Y
05/01/2009	J165	Staff Training	Deposit	248.64	-		Y
05/01/2009	J166	City of Brooks	Deposit	54,318.00	-		Y
05/08/2009	J167	Fines	Deposit	383.61	-		Y
05/08/2009	J168	Resident Cardholder	Deposit	985.00	-		Y
05/08/2009	J169	Non-Resident Cardholder	Deposit	90.00	-		Y
05/08/2009	J170	Government of Canada	Deposit	1,152.16	-		Y
05/15/2009	J171	Fines	Deposit	424.35	-		Y
05/15/2009	J172	Resident Cardholder	Deposit	785.00	-		Y
05/22/2009	J178	May 2009, Local Authorities Pen...	3602	-	1,389.95		Y
05/22/2009	J180	May 2009, AMSC Insurance Serv...	3603	-	2,147.00		Y
05/22/2009	J181	May 2009, RBC Royal Bank VISA	3604	-	164.20		Y
05/22/2009	J182	May 2009, Telus Communications	3605	-	246.17		Y
05/29/2009	J183	May 2009, Ronnie Adams	3606	-	1,105.82		N
05/29/2009	J184	May 2009, Jillian Clarke	3607	-	987.50		Y
05/29/2009	J185	May 2009, Bessie Jacowishen	3608	-	1,870.47		Y
05/29/2009	J186	May 2009, Cathryn Krochak	3609	-	1,561.26		N
05/29/2009	J187	May 2009, Maxine Meldrum	3610	-	1,991.98		N
05/29/2009	J188	May 2009, Bruce Schmidt	3611	-	508.95		N
05/29/2009	J189	May 2009, Tamara Van Horne	3612	-	1,752.47		Y
05/29/2009	J190	May 09, Shannon Vossepoel	3614	-	2,923.75		Y
05/29/2009	J191	May 2009, Senna Wyryha	3615	-	644.31		Y
05/29/2009	J192	May 2009, An Qi Tong	3616	-	1,100.39		N
05/29/2009	J193	May 2009, Canada Customs and...	3617	-	4,249.57		N
05/29/2009	J194	May 09, Local Authorities Pensio...	3618	-	1,899.59		N
05/29/2009	J195	May 09, AMSC Insurance Servic...	3619	-	314.51		N
05/29/2009	J196	May 2009, Brooks Computer Ser...	3620	-	52.50		N
05/29/2009	J197	May 2009, Workers' Compensati...	3621	-	292.50		N
05/29/2009	J198	May 2009, Brooks Bulletin	3622	-	318.15		N
05/29/2009	J199	May 2009, CNL Computer Sales ...	3623	-	57.75		N
05/29/2009	J200	May1 2009, Shortgrass Library S...	3624	-	57.60		N
05/29/2009	J201	May 2009, Purolator	3625	-	23.10		N
05/31/2009	J205	Secutek	Debit	-	26.25		Y
05/31/2009	J206	Destination Fee	Debit	-	5.00		Y
05/31/2009	J207	Destination Fee (Stop Payment)	Debit	-	20.00		Y
05/22/2009	J208	Fines	Deposit	359.69	-		Y
05/22/2009	J209	Resident Cardholder	Deposit	295.00	-		Y
05/22/2009	J210	Donations	Deposit	3,352.74	-		Y
05/29/2009	J211	Fines	Deposit	380.85	-		Y
05/29/2009	J212	Resident Cardholder	Deposit	245.00	-		Y
05/29/2009	J213	City of Brooks	Deposit	4,830.00	-		Y
05/31/2009	J219	Alberta Government	Deposit	5,508.00	-		Y
				73,963.44	59,141.64		

Brooks Public Library
Reconciliation Transactions Detail Report 05/01/2009 to 05/31/2009

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

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Brooks Public Library
All Journal Entries 05/01/2009 to 05/31/2009

		Account Number	Account Description	Debits	Credits
05/13/2009	J152	3596, May 2009, City of Brooks			
		5080	Administration & Travel	52.50	-
		1080	Cash In Bank	-	52.50
05/13/2009	J153	3597, May 2009, Shortgrass Library System			
		5020	SLS Expense (Materials)	28,045.00	-
		1080	Cash In Bank	-	28,045.00
05/13/2009	J154	3598, May 2009, Mactavish & Company			
		2100	GST Paid on Purchases	230.00	-
		5240	Audit and Insurance	4,600.00	-
		1080	Cash In Bank	-	4,830.00
05/13/2009	J155	3599, May 09, Shortgrass Library System			
		5130	Staff Training	410.00	-
		1080	Cash In Bank	-	410.00
05/13/2009	J156	3600, May 2009, Water Pure & Simple			
		5080	Administration & Travel	22.00	-
		1080	Cash In Bank	-	22.00
05/13/2009	J157	3601, May 2009, Brooks Stationers			
		2100	GST Paid on Purchases	3.40	-
		5070	Library Supplies	68.00	-
		1080	Cash In Bank	-	71.40
05/01/2009	J163	Deposit, Fines			
		4120	Fines, Book Sales and Services	-	245.40
		1080	Cash In Bank	245.40	-
05/01/2009	J164	Deposit, Resident Cardholder			
		4090	Resident Cardholder Fees	-	360.00
		1080	Cash In Bank	360.00	-
05/01/2009	J165	Deposit, Staff Training			
		5130	Staff Training	-	248.64
		1080	Cash In Bank	248.64	-
05/01/2009	J166	Deposit, City of Brooks			
		4020	Town of Brooks	-	54,318.00
		1080	Cash In Bank	54,318.00	-
05/08/2009	J167	Deposit, Fines			
		4120	Fines, Book Sales and Services	-	383.61
		1080	Cash In Bank	383.61	-
05/08/2009	J168	Deposit, Resident Cardholder			
		4090	Resident Cardholder Fees	-	985.00
		1080	Cash In Bank	985.00	-
05/08/2009	J169	Deposit, Non-Resident Cardholder			
		4140	Non-resident Cardholder Fees	-	90.00
		1080	Cash In Bank	90.00	-
05/08/2009	J170	Deposit, Government of Canada			
		4220	GST Recovery	-	1,152.16
		1080	Cash In Bank	1,152.16	-
05/15/2009	J171	Deposit, Fines			
		4120	Fines, Book Sales and Services	-	424.35
		1080	Cash In Bank	424.35	-
05/15/2009	J172	Deposit, Resident Cardholder			
		4090	Resident Cardholder Fees	-	785.00
		1080	Cash In Bank	785.00	-

Brooks Public Library
All Journal Entries 05/01/2009 to 05/31/2009

		Account Number	Account Description	Debits	Credits
05/22/2009	J178	3602, May 2009, Local Authorities Pension Plan			
		2400	L.A.P.P.	651.33	-
		5350	L.A.P.P. Expense	738.62	-
		1080	Cash In Bank	-	1,389.95
05/22/2009	J180	3603, May 2009, AMSC Insurance Services Limited			
		5240	Audit and Insurance	2,147.00	-
		1080	Cash In Bank	-	2,147.00
05/22/2009	J181	3604, May 2009, RBC Royal Bank VISA			
		2100	GST Paid on Purchases	27.83	-
		5070	Library Supplies	41.78	-
		5080	Administration & Travel	75.78	-
		5160	Copier & Computer Costs	286.92	-
		5200	Freight and Postage	162.00	-
		1080	Cash In Bank	-	164.20
		5130	Staff Training	-	430.11
05/22/2009	J182	3605, May 2009, Telus Communications			
		2100	GST Paid on Purchases	11.63	-
		5140	Telephone and Fax Expense	234.54	-
		1080	Cash In Bank	-	246.17
05/29/2009	J183	3606, May 2009, Ronnie Adams			
		5300	Wages	1,198.68	-
		1080	Cash In Bank	-	1,105.82
		2310	EI Payable	-	20.74
		2320	CPP Payable	-	44.90
		2330	Income Tax Payable	-	27.22
05/29/2009	J184	3607, May 2009, Jillian Clarke			
		5300	Wages	1,049.51	-
		1080	Cash In Bank	-	987.50
		2310	EI Payable	-	18.16
		2320	CPP Payable	-	37.51
		2330	Income Tax Payable	-	6.34
05/29/2009	J185	3608, May 2009, Bessie Jacowishen			
		5300	Wages	2,598.80	-
		1080	Cash In Bank	-	1,870.47
		2310	EI Payable	-	44.96
		2320	CPP Payable	-	114.20
		2330	Income Tax Payable	-	327.38
		2400	L.A.P.P.	-	193.89
		2420	AUMA Extended Health	-	47.90
05/29/2009	J186	3609, May 2009, Cathryn Krochak			
		5300	Wages	2,061.15	-
		1080	Cash In Bank	-	1,561.26
		2310	EI Payable	-	35.66
		2320	CPP Payable	-	87.59
		2330	Income Tax Payable	-	201.95
		2400	L.A.P.P.	-	153.75
		2420	AUMA Extended Health	-	20.94
05/29/2009	J187	3610, May 2009, Maxine Meldrum			
		5300	Wages	2,723.40	-
		1080	Cash In Bank	-	1,991.98
		2310	EI Payable	-	47.11
		2320	CPP Payable	-	120.37
		2330	Income Tax Payable	-	356.45
		2400	L.A.P.P.	-	203.14
		2420	AUMA Extended Health	-	4.35

Brooks Public Library
All Journal Entries 05/01/2009 to 05/31/2009

		Account Number	Account Description	Debits	Credits
05/29/2009	J188	3611, May 2009, Bruce Schmidt			
		5300	Wages	529.91	-
		1080	Cash In Bank	-	508.95
		2310	EI Payable	-	9.17
		2320	CPP Payable	-	11.79
05/29/2009	J189	3612, May 2009, Tamara Van Horne			
		5300	Wages	2,115.00	-
		1080	Cash In Bank	-	1,752.47
		2310	EI Payable	-	36.59
		2320	CPP Payable	-	90.26
		2330	Income Tax Payable	-	214.51
		2420	AUMA Extended Health	-	21.17
05/29/2009	J190	3614, May 09, Shannon Vossepoel			
		5300	Wages	4,350.00	-
		1080	Cash In Bank	-	2,923.75
		2310	EI Payable	-	75.26
		2320	CPP Payable	-	200.89
		2330	Income Tax Payable	-	809.75
		2400	L.A.P.P.	-	340.35
05/29/2009	J191	3615, May 2009, Senna Wyryha			
		5300	Wages	674.96	-
		1080	Cash In Bank	-	644.31
		2310	EI Payable	-	11.68
		2320	CPP Payable	-	18.97
05/29/2009	J192	3616, May 2009, An Qi Tong			
		5300	Wages	1,163.68	-
		1080	Cash In Bank	-	1,100.39
		2310	EI Payable	-	20.13
		2320	CPP Payable	-	43.16
05/29/2009	J193	3617, May 2009, Canada Customs and Revenue Agency			
		2310	EI Payable	319.46	-
		2320	CPP Payable	769.64	-
		2330	Income Tax Payable	1,943.60	-
		5310	EI Expense	447.23	-
		5320	CPP Expense	769.64	-
		1080	Cash In Bank	-	4,249.57
05/29/2009	J194	3618, May 09, Local Authorities Pension Plan			
		2400	L.A.P.P.	891.13	-
		5350	L.A.P.P. Expense	1,008.46	-
		1080	Cash In Bank	-	1,899.59
05/29/2009	J195	3619, May 09, AMSC Insurance Services Limited			
		2420	AUMA Extended Health	94.36	-
		5340	AUMA Extended Health	220.15	-
		1080	Cash In Bank	-	314.51
05/29/2009	J196	3620, May 2009, Brooks Computer Services Ltd.			
		2100	GST Paid on Purchases	2.50	-
		5060	Payroll Expense	50.00	-
		1080	Cash In Bank	-	52.50
05/29/2009	J197	3621, May 2009, Workers' Compensation Board Alberta			
		5330	WCB Expense	292.50	-
		1080	Cash In Bank	-	292.50
05/29/2009	J198	3622, May 2009, Brooks Bulletin			
		2100	GST Paid on Purchases	15.15	-
		5070	Library Supplies	185.00	-
		5080	Administration & Travel	118.00	-

Brooks Public Library
All Journal Entries 05/01/2009 to 05/31/2009

		Account Number	Account Description	Debits	Credits
		1080	Cash In Bank	-	318.15
05/29/2009	J199	3623, May 2009, CNL Computer Sales and Service			
		2100	GST Paid on Purchases	2.75	-
		5175	Computer Main. Contracts	55.00	-
		1080	Cash In Bank	-	57.75
05/29/2009	J200	3624, May1 2009, Shortgrass Library System			
		5070	Library Supplies	57.60	-
		1080	Cash In Bank	-	57.60
05/29/2009	J201	3625, May 2009, Purolator			
		2100	GST Paid on Purchases	1.10	-
		5200	Freight and Postage	22.00	-
		1080	Cash In Bank	-	23.10
05/31/2009	J205	Debit, Secutek			
		5170	Security Monitoring	25.00	-
		5180	GST Expense	1.25	-
		1080	Cash In Bank	-	26.25
05/31/2009	J206	Debit, Destination Fee			
		5250	Bank Charges	5.00	-
		1080	Cash In Bank	-	5.00
05/31/2009	J207	Debit, Destination Fee (Stop Payment)			
		5250	Bank Charges	20.00	-
		1080	Cash In Bank	-	20.00
05/22/2009	J208	Deposit, Fines			
		4120	Fines, Book Sales and Services	-	359.69
		1080	Cash In Bank	359.69	-
05/22/2009	J209	Deposit, Resident Cardholder			
		4090	Resident Cardholder Fees	-	295.00
		1080	Cash In Bank	295.00	-
05/22/2009	J210	Deposit, Donations			
		4170	Charitable Receipt Donations	-	3,352.74
		1080	Cash In Bank	3,352.74	-
05/29/2009	J211	Deposit, Fines			
		4120	Fines, Book Sales and Services	-	380.85
		1080	Cash In Bank	380.85	-
05/29/2009	J212	Deposit, Resident Cardholder			
		4090	Resident Cardholder Fees	-	245.00
		1080	Cash In Bank	245.00	-
05/29/2009	J213	Deposit, City of Brooks			
		4020	Town of Brooks	-	4,830.00
		1080	Cash In Bank	4,830.00	-
05/31/2009	J219	Deposit, Alberta Government			
		4040	Province of Alberta	-	5,508.00
		1080	Cash In Bank	5,508.00	-
				137,553.38	137,553.38

Brooks Library Board
Finance Standing Committee Meeting
10:00am, July 22, 2009

Present: Dino Champlone, Elsie Strach, and Shannon Vossepoel

1) Meeting was called to order at 10:04am.

2) Receipts and Expenditures for the month of June 2009 were discussed in detail and reviewed by the Committee. Items of Note:

Receipts for June:

- City of Brooks Miscellaneous: reimbursement for library's contents insurance.
- Charitable Receipt Donations: Donation from Shirley Jorgenson to be used as library deems needed.

Expenditures for June:

- SLS – Dynix and Telecom Fees: Annual ILS fees and biannual telecommunication costs.
- Library Supplies: Patron library cards, paper.
- Administration and Travel: nametag for new staff (Anqi Tong), water for office cooler, mileage for Dino Champlone's travel to SLS Joint Meeting in Medicine Hat.
- Program Expense: Cowboy Poet fees, Barbeque lunch costs for Cowboy Poetry, registration fees for Royal Tyrrell Museum Virtual Tour.
- Staff Training: Accomodation costs for Tamara Van Horne and Shannon Vossepoel to attend the Alberta Library Conference.
- Copier and Computer Costs: Copying costs from March 3 to May 29, 2009.
- Computer Maintenance Costs: New battery for library laptop.
- Freight and Postage: Grand & Toy – freight costs for paper delivery.
- Publicity and Advertising: Advertising summer programming in newspaper via Chamber of Commerce announcements (3 month advertising slot).

3) Discussed Canada Post error that led to cheques not being received by vendors at the beginning of the year. Shannon indicated that two of the vendors instituted late penalties: LAPP and Revenue Canada. The late fee for LAPP was less than $20.00, so Shannon has paid it outright rather than fight the charge. However, the late fee for Revenue Canada was somewhat substantial - $298.86 – so Shannon has sent in the appropriate paperwork to see if the fine can be waived.

4) Discussed Security System – Shannon is still working on getting the billing sorted out. However, Wanda Mortenson has let her know that she can invoice the City for billing from January 2009 to present, so there is no loss of funds from the delay.

5) Discussed damage to library roof. City of Brooks has not confirmed yet what is planned for roof repairs.

6) Discussed audit. Shannon noted that she does not seem to have the adjustments from the auditor to put into Simply Accounting. She will look into the situation immediately to ensure the budget is on track for 2009.

7) Meeting was adjourned at 11:10am.

Finance Meeting Notes: June 2009

Receipts for June:

- City of Brooks Miscellaneous: reimbursement for library's contents insurance.
- Charitable Receipt Donations: Donation from Shirley Jorgenson to be used as library deems needed.

Expenditures for June:

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- Computer Maintenance Costs: New battery for library laptop.
- Freight and Postage: Grand & Toy – freight costs for paper delivery.
- Publicity and Advertising: Advertising summer programming in newspaper via Chamber of Commerce announcements (3 month advertising slot).

Discussion Points:

- Late fees for cheque errors in January – Revenue Canada and LAPP.
- Security System update.
- Roof damage.
- Board Development Day.
- Arno Doerksen meeting update – mid year review.
- Get Dino and Elsie to sign cheques

Brooks Library Board
June 2009

Receipts	Annual Budget	Current Month	Total to Date
City of Brooks Annual Funding	184,105.00		92,052.50
City of Brooks Miscellaneous	8,500.00	2,187.00	7,017.00
HRDC – Summer Student	2,000.00		
Province of Alberta	73,337.00		
RISE Grants	25,103.00		25,103.03
Additional Grant Funding	5,500.00		5,508.00
County of Newell Library Board	29,235.00		
Resident Cardholder Fees	20,625.00	1,855.00	11,342.40
Interest Income	0.00		
Miscellaneous	200.00		
Fines, books and services	19,000.00	2,260.99	9,094.31
Non-resident Cardholder Fees	600.00	80.00	490.00
Donations	3,000.00	35.00	5,265.24
Fundraisers	500.00		
Adopt-a-magazine	2,200.00		
GST Recovery	1,000.00		1,152.16
Total Revenue	**$374,905.00**	6,417.99	157,024.64
Expenditures			
SLS Expense (Materials Allot.)	56,090.00		28,045.00
Shortgrass – Non-resident Fees	300.00		
Dynix and Telecom (SLS)	3,400.00	2,507.33	2,507.33
Books & Materials (Donations)	0.00		41.09
Furnishings and Equipment	8,200.00		585.04
Payroll Expense	900.00	50.00	365.00
Library Supplies	7,500.00	1,961.35	4,324.93
Administration & Travel	6,375.00	94.50	624.39
Program Expense	4,000.00	789.87	1,583.68
Repair & Maintenance	4,200.00		
Rebinding, Microfilming, and Laminating	2,000.00		
Staff Training	5,000.00	1,043.83	2,524.38
Telephone & Fax Expense	3,500.00	249.72	1,427.99
Copier & Computer Costs	2,000.00	271.33	1,125.86
Security Monitoring	600.00	25.00	228.00
Computer Main. Contracts	1,540.00	178.00	233.00
GST Expense	0.00	1.25	7.50
Freight & Postage	2,000.00	26.80	274.71
Professional Memberships	600.00		150.00
Publicity and Advertising	3,500.00	100.00	650.00

Audit and Insurance	8,500.00		6,747.00
Bank Charges	200.00	15.00	112.00
Miscellaneous	200.00		
Wages (includes temp. staff and VAC pay)	220,000.00	19,327.09	97,816.99
EI Expense	5,500.00	834.82	2,369.09
CPP Expense	9,400.00	1,431.84	4,024.60
WCB Expense	900.00		587.55
AUMA Expense	4,000.00	220.15	1,443.33
LAPP Expense	14,500.00	1,028.79	5,264.82
Total Expenses	**$374,905.00**	30,156.67	163,063.28

Brooks Public Library
Balance Sheet As at 06/30/2009

ASSET	
CURRENT ASSETS	
GIC Account	0.00
GST Recoverable	1,145.21
Building Fund	37,782.07
Furn. & Shelving Reserve	0.00
Cash On Hand/Float	50.00
Cash In Bank	45,849.18
Accounts Receivable	0.00
TOTAL CURRENT ASSETS	84,826.46
TOTAL ASSET	84,826.46
LIABILITY	
CURRENT LIABILITIES	
Accounts Payable	0.00
MNP Accrual	4,830.00
GST Charged on Sales	0.00
GST Paid on Purchases	-3,039.08
GST Paid on Books	0.00
New Account	0.00
Accounts Payable	0.00
Vacation Payable	0.00
EI Payable	0.00
CPP Payable	79.84
Income Tax Payable	-92.23
L.A.P.P.	155.97
AUMA Extended Health	-157.27
AB Health Payable	154.00
W.C.B. Payable	0.00
Miscellaneous	0.00
TOTAL CURRENT LIABILITIES	1,931.23
TOTAL LIABILITY	1,931.23
EQUITY	
EARNINGS	
Building Fund Reserves	38,314.20
Externally restricted	200.00
Retained Earnings	50,419.67
Current Earnings	-6,038.64
CURRENT EARNINGS	82,895.23
TOTAL EQUITY	82,895.23
LIABILITIES AND EQUITY	84,826.46

Brooks Public Library
Income Statement 06/01/2009 to 06/30/2009

REVENUE

REVENUE	
Town of Brooks	0.00
City of Brooks Misc	2,187.00
HRDC - Summer Student	0.00
Province of Alberta	0.00
Industry Canada - CAP 3	0.00
Industry Canada - CAP YI	0.00
PLDI Grant	0.00
County of Newell Library Board	0.00
RISE Grant Funding	0.00
Grant Funding	0.00
Resident Cardholder Fees	1,855.00
Interest Income	0.00
Miscellaneous	0.00
Fines, Book Sales and Services	2,260.99
Non-resident Cardholder Fees	80.00
Charitable Receipt Donations	35.00
Fundraisers	0.00
Adopt-a-magazine	0.00
Medieval Faire	0.00
GST Recovery	0.00
TOTAL REVENUE	6,417.99
TOTAL REVENUE	6,417.99

EXPENSE

EXPENSES	
SLS Expense (Materials)	0.00
SLS - Non-resident fees	0.00
SLS - Dynix and Telecom	2,507.33
Books and Materials	0.00
New Library Furnishings	0.00
Library Equipment	0.00
Payroll Expense	50.00
Library Supplies	1,961.35
Administration & Travel	94.50
Recruitment Expense	0.00
Program Expense	789.87
Medieval Faire	0.00
Repair & Maintenance	0.00
Rebinding, Microfilming, Laminati...	0.00
Staff Training	1,043.83
Telephone and Fax Expense	249.72
Copier & Computer Costs	271.33
Security Monitoring	25.00
Computer Main. Contracts	178.00
GST Expense	1.25
Freight and Postage	26.80
Professional Memberships	0.00
Publicity and Advertising	100.00
Audit and Insurance	0.00
Bank Charges	15.00
Miscellaneous	0.00
Wages	19,327.09
Wage Reimbursement	0.00
EI Expense	834.82
CPP Expense	1,431.84
WCB Expense	0.00
AUMA Extended Health	220.15
L.A.P.P. Expense	1,028.79
AB Health Expense	0.00

Brooks Public Library
Income Statement 06/01/2009 to 06/30/2009

TOTAL EXPENSES	30,156.67
TOTAL EXPENSE	30,156.67
NET INCOME	-23,738.68

Brooks Public Library
Income Statement 01/01/2009 to 06/30/2009

REVENUE

REVENUE	
Town of Brooks	92,052.50
City of Brooks Misc	7,017.00
HRDC - Summer Student	0.00
Province of Alberta	0.00
Industry Canada - CAP 3	0.00
Industry Canada - CAP YI	0.00
PLDI Grant	0.00
County of Newell Library Board	0.00
RISE Grant Funding	25,103.03
Grant Funding	5,508.00
Resident Cardholder Fees	11,342.40
Interest Income	0.00
Miscellaneous	0.00
Fines, Book Sales and Services	9,094.31
Non-resident Cardholder Fees	490.00
Charitable Receipt Donations	5,265.24
Fundraisers	0.00
Adopt-a-magazine	0.00
Medieval Faire	0.00
GST Recovery	1,152.16
TOTAL REVENUE	157,024.64
TOTAL REVENUE	157,024.64

EXPENSE

EXPENSES	
SLS Expense (Materials)	28,045.00
SLS - Non-resident fees	0.00
SLS - Dynix and Telecom	2,507.33
Books and Materials	41.09
New Library Furnishings	-51.96
Library Equipment	637.00
Payroll Expense	365.00
Library Supplies	4,324.93
Administration & Travel	624.39
Recruitment Expense	0.00
Program Expense	1,583.68
Medieval Faire	0.00
Repair & Maintenance	0.00
Rebinding, Microfilming, Laminati...	0.00
Staff Training	2,524.38
Telephone and Fax Expense	1,427.99
Copier & Computer Costs	1,125.86
Security Monitoring	228.00
Computer Main. Contracts	233.00
GST Expense	7.50
Freight and Postage	274.71
Professional Memberships	150.00
Publicity and Advertising	650.00
Audit and Insurance	6,747.00
Bank Charges	112.00
Miscellaneous	0.00
Wages	97,816.99
Wage Reimbursement	0.00
EI Expense	2,369.09
CPP Expense	4,024.60
WCB Expense	587.55
AUMA Extended Health	1,443.33
L.A.P.P. Expense	5,264.82
AB Health Expense	0.00

Brooks Public Library
Income Statement 01/01/2009 to 06/30/2009

TOTAL EXPENSES	163,063.28
TOTAL EXPENSE	163,063.28
NET INCOME	-6,038.64

Brooks Public Library
Reconciliation Transactions Detail Report 06/01/2009 to 06/30/2009

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

Date	JE#	Comment	Source	Deposits	Withdrawals	Deposit No.	C
06/03/2009	J202	June 2009, Doris Daley	3626	-	350.00		Y
06/10/2009	J204	June 10, 2009, Canada Customs...	3627	-	3,488.66		Y
06/05/2009	J214	FInes	Deposit	317.05	-		Y
06/05/2009	J215	Resident Cardholder	Deposit	385.00	-		Y
06/12/2009	J216	Fines	Deposit	579.10	-		Y
06/12/2009	J217	Resident Cardholder	Deposit	415.00	-		Y
06/12/2009	J218	Donations	Deposit	35.00	-		Y
06/18/2009	J224	June 2009, Telus Communications	3628	-	262.13		Y
06/18/2009	J225	June 2009, RBC Royal Bank VISA	3629	-	1,418.54		Y
06/18/2009	J226	June 2009, Grand & Toy	3630	-	520.85		Y
06/18/2009	J227	June 2009, Xerox Canada Ltd.	3631	-	284.90		Y
06/18/2009	J228	June 2009, Local Authorities Pen...	3632	-	18.30		Y
06/18/2009	J229	June 2009, BRK Equipment Rent...	3633	-	119.07		Y
06/18/2009	J230	June 2009, Water Pure & Simple	3634	-	11.00		Y
06/18/2009	J231	June 2009, Purolator	3635	-	25.11		Y
06/30/2009	J232	June 2009, Ronnie Adams	3636	-	1,206.22		N
06/30/2009	J233	June 2009, Jillian Clarke	3637	-	1,063.19		Y
06/30/2009	J234	June 2009, Bessie Jacowishen	3638	-	1,937.31		Y
06/30/2009	J235	June 2009, Cathryn Krochak	3639	-	1,510.06		N
06/30/2009	J236	June 2009, Maxine Meldrum	3640	-	1,991.98		N
06/30/2009	J237	June 2009, Bruce Schmidt	3641	-	535.93		N
06/30/2009	J238	June 2009, Tamara Van Horne	3642	-	1,710.48		Y
06/30/2009	J239	June 2009, Shannon Vossepoel	3643	-	2,923.75		Y
06/30/2009	J240	June 2009, Senna Wyryha	3644	-	560.32		Y
06/30/2009	J241	June 2009, An Qi Tong	3645	-	1,787.40		N
06/30/2009	J242	June 09, An Qi Tong	3646	-	12.00		N
06/30/2009	J243	June 09, Maxine Meldrum	3647	-	2.89		N
06/30/2009	J244	June 2009, Canada Customs an...	3648	-	4,393.62		N
06/30/2009	J245	June 09, Local Authorities Pensi...	3649	-	1,903.40		N
06/30/2009	J246	June 2009, AMSC Insurance Ser...	3650	-	314.51		N
06/30/2009	J247	June 2009, Brooks Computer Se...	3651	-	52.50		N
06/30/2009	J248	June 2009, Brooks & District Cha...	3652	-	105.00		N
06/30/2009	J249	June 2009, Memory Lane Compu...	3653	-	186.90		N
06/30/2009	J250	June 2009, Shortgrass Library Sy...	3654	-	3,972.63		N
06/30/2009	J251	June 09, Water Pure & Simple	3655	-	11.00		N
06/30/2009	J252	June 2009, Dino Champlone	3656	-	66.00		N
06/19/2009	J253	Fines	Deposit	614.57	-		Y
06/19/2009	J254	Resident Cardholder	Deposit	655.00	-		Y
06/19/2009	J255	City of Brooks	Deposit	2,187.00	-		Y
06/26/2009	J256	Fines	Deposit	750.27	-		Y
06/26/2009	J257	Resident Cardholder	Deposit	400.00	-		Y
06/26/2009	J258	Non-Resident Cardholder	Deposit	80.00	-		Y
06/30/2009	J264	Securtek	Debit	-	26.25		Y
06/30/2009	J265	Destination Fee	Debit	-	5.00		Y
06/10/2009	J266	Destination Fee-Stop Payment	Debit	-	10.00		Y
				6,417.99	32,786.90		

Brooks Public Library
Reconciliation Transactions Detail Report 06/01/2009 to 06/30/2009

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

Status
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Brooks Public Library
All Journal Entries 06/01/2009 to 06/30/2009

		Account Number	Account Description	Debits	Credits
06/03/2009	J202	3626, June 2009, Doris Daley			
		5090	Program Expense	350.00	-
		1080	Cash In Bank	-	350.00
06/10/2009	J204	3627, June 10, 2009, Canada Customs and Revenue Agency			
		2310	EI Payable	261.94	-
		2320	CPP Payable	619.51	-
		2330	Income Tax Payable	1,620.99	-
		5310	EI Expense	366.71	-
		5320	CPP Expense	619.51	-
		1080	Cash In Bank	-	3,488.66
06/05/2009	J214	Deposit, FInes			
		4120	Fines, Book Sales and Services	-	317.05
		1080	Cash In Bank	317.05	-
06/05/2009	J215	Deposit, Resident Cardholder			
		4090	Resident Cardholder Fees	-	385.00
		1080	Cash In Bank	385.00	-
06/12/2009	J216	Deposit, Fines			
		4120	Fines, Book Sales and Services	-	579.10
		1080	Cash In Bank	579.10	-
06/12/2009	J217	Deposit, Resident Cardholder			
		4090	Resident Cardholder Fees	-	415.00
		1080	Cash In Bank	415.00	-
06/12/2009	J218	Deposit, Donations			
		4170	Charitable Receipt Donations	-	35.00
		1080	Cash In Bank	35.00	-
06/18/2009	J224	3628, June 2009, Telus Communications			
		2100	GST Paid on Purchases	12.41	-
		5140	Telephone and Fax Expense	249.72	-
		1080	Cash In Bank	-	262.13
06/18/2009	J225	3629, June 2009, RBC Royal Bank VISA			
		2100	GST Paid on Purchases	53.74	-
		5080	Administration & Travel	6.50	-
		5090	Program Expense	314.47	-
		5130	Staff Training	1,043.83	-
		1080	Cash In Bank	-	1,418.54
06/18/2009	J226	3630, June 2009, Grand & Toy			
		2100	GST Paid on Purchases	24.80	-
		5070	Library Supplies	496.05	-
		1080	Cash In Bank	-	520.85
06/18/2009	J227	3631, June 2009, Xerox Canada Ltd.			
		2100	GST Paid on Purchases	13.57	-
		5160	Copier & Computer Costs	271.33	-
		1080	Cash In Bank	-	284.90
06/18/2009	J228	3632, June 2009, Local Authorities Pension Plan			
		5350	L.A.P.P. Expense	18.30	-
		1080	Cash In Bank	-	18.30
06/18/2009	J229	3633, June 2009, BRK Equipment Rentals			
		2100	GST Paid on Purchases	5.67	-
		5090	Program Expense	113.40	-
		1080	Cash In Bank	-	119.07
06/18/2009	J230	3634, June 2009, Water Pure & Simple			
		5080	Administration & Travel	11.00	-

Brooks Public Library
All Journal Entries 06/01/2009 to 06/30/2009

		Account Number	Account Description	Debits	Credits
		1080	Cash In Bank	-	11.00
06/18/2009	J231	3635, June 2009, Purolator			
		2100	GST Paid on Purchases	1.20	-
		5200	Freight and Postage	23.91	-
		1080	Cash In Bank	-	25.11
06/30/2009	J232	3636, June 2009, Ronnie Adams			
		5300	Wages	1,325.25	-
		1080	Cash In Bank	-	1,206.22
		2310	EI Payable	-	22.93
		2320	CPP Payable	-	51.16
		2330	Income Tax Payable	-	44.94
06/30/2009	J233	3637, June 2009, Jillian Clarke			
		5300	Wages	1,144.93	-
		1080	Cash In Bank	-	1,063.19
		2310	EI Payable	-	19.81
		2320	CPP Payable	-	42.24
		2330	Income Tax Payable	-	19.69
06/30/2009	J234	3638, June 2009, Bessie Jacowishen			
		5300	Wages	2,705.60	-
		1080	Cash In Bank	-	1,937.31
		2310	EI Payable	-	46.81
		2320	CPP Payable	-	119.49
		2330	Income Tax Payable	-	352.30
		2400	L.A.P.P.	-	201.79
		2420	AUMA Extended Health	-	47.90
06/30/2009	J235	3639, June 2009, Cathryn Krochak			
		5300	Wages	1,979.25	-
		1080	Cash In Bank	-	1,510.06
		2310	EI Payable	-	34.24
		2320	CPP Payable	-	83.54
		2330	Income Tax Payable	-	182.84
		2400	L.A.P.P.	-	147.63
		2420	AUMA Extended Health	-	20.94
06/30/2009	J236	3640, June 2009, Maxine Meldrum			
		5300	Wages	2,723.40	-
		1080	Cash In Bank	-	1,991.98
		2310	EI Payable	-	47.11
		2320	CPP Payable	-	120.37
		2330	Income Tax Payable	-	356.45
		2400	L.A.P.P.	-	203.14
		2420	AUMA Extended Health	-	4.35
06/30/2009	J237	3641, June 2009, Bruce Schmidt			
		5300	Wages	558.82	-
		1080	Cash In Bank	-	535.93
		2310	EI Payable	-	9.67
		2320	CPP Payable	-	13.22
06/30/2009	J238	3642, June 2009, Tamara Van Horne			
		5300	Wages	2,055.00	-
		1080	Cash In Bank	-	1,710.48
		2310	EI Payable	-	35.55
		2320	CPP Payable	-	87.29
		2330	Income Tax Payable	-	200.51
		2420	AUMA Extended Health	-	21.17
06/30/2009	J239	3643, June 2009, Shannon Vossepoel			
		5300	Wages	4,350.00	-
		1080	Cash In Bank	-	2,923.75

Brooks Public Library
All Journal Entries 06/01/2009 to 06/30/2009

		Account Number	Account Description	Debits	Credits
		2310	EI Payable	-	75.26
		2320	CPP Payable	-	200.89
		2330	Income Tax Payable	-	809.75
		2400	L.A.P.P.	-	340.35
06/30/2009	J240	3644, June 2009, Senna Wyryha			
		5300	Wages	584.96	-
		1080	Cash In Bank	-	560.32
		2310	EI Payable	-	10.12
		2320	CPP Payable	-	14.52
06/30/2009	J241	3645, June 2009, An Qi Tong			
		5300	Wages	1,899.88	-
		1080	Cash In Bank	-	1,787.40
		2310	EI Payable	-	32.87
		2320	CPP Payable	-	79.61
06/30/2009	J242	3646, June 09, An Qi Tong			
		5090	Program Expense	12.00	-
		1080	Cash In Bank	-	12.00
06/30/2009	J243	3647, June 09, Maxine Meldrum			
		5200	Freight and Postage	2.89	-
		1080	Cash In Bank	-	2.89
06/30/2009	J244	3648, June 2009, Canada Customs and Revenue Agency			
		2310	EI Payable	334.37	-
		2320	CPP Payable	812.33	-
		2330	Income Tax Payable	1,966.48	-
		5310	EI Expense	468.11	-
		5320	CPP Expense	812.33	-
		1080	Cash In Bank	-	4,393.62
06/30/2009	J245	3649, June 09, Local Authorities Pension Plan			
		2400	L.A.P.P.	892.91	-
		5350	L.A.P.P. Expense	1,010.49	-
		1080	Cash In Bank	-	1,903.40
06/30/2009	J246	3650, June 2009, AMSC Insurance Services Limited			
		2420	AUMA Extended Health	94.36	-
		5340	AUMA Extended Health	220.15	-
		1080	Cash In Bank	-	314.51
06/30/2009	J247	3651, June 2009, Brooks Computer Services Ltd.			
		2100	GST Paid on Purchases	2.50	-
		5060	Payroll Expense	50.00	-
		1080	Cash In Bank	-	52.50
06/30/2009	J248	3652, June 2009, Brooks & District Chamber of Commerce			
		2100	GST Paid on Purchases	5.00	-
		5220	Publicity and Advertising	100.00	-
		1080	Cash In Bank	-	105.00
06/30/2009	J249	3653, June 2009, Memory Lane Computers			
		2100	GST Paid on Purchases	8.90	-
		5175	Computer Main. Contracts	178.00	-
		1080	Cash In Bank	-	186.90
06/30/2009	J250	3654, June 2009, Shortgrass Library System			
		5022	SLS - Dynix and Telecom	2,507.33	-
		5070	Library Supplies	1,465.30	-
		1080	Cash In Bank	-	3,972.63
06/30/2009	J251	3655, June 09, Water Pure & Simple			
		5080	Administration & Travel	11.00	-

Brooks Public Library
All Journal Entries 06/01/2009 to 06/30/2009

		Account Number	Account Description	Debits	Credits
		1080	Cash In Bank	-	11.00
06/30/2009	J252	3656, June 2009, Dino Champlone			
		5080	Administration & Travel	66.00	-
		1080	Cash In Bank	-	66.00
06/19/2009	J253	Deposit, Fines			
		4120	Fines, Book Sales and Services	-	614.57
		1080	Cash In Bank	614.57	-
06/19/2009	J254	Deposit, Resident Cardholder			
		4090	Resident Cardholder Fees	-	655.00
		1080	Cash In Bank	655.00	-
06/19/2009	J255	Deposit, City of Brooks			
		4025	City of Brooks Misc	-	2,187.00
		1080	Cash In Bank	2,187.00	-
06/26/2009	J256	Deposit, Fines			
		4120	Fines, Book Sales and Services	-	750.27
		1080	Cash In Bank	750.27	-
06/26/2009	J257	Deposit, Resident Cardholder			
		4090	Resident Cardholder Fees	-	400.00
		1080	Cash In Bank	400.00	-
06/26/2009	J258	Deposit, Non-Resident Cardholder			
		4140	Non-resident Cardholder Fees	-	80.00
		1080	Cash In Bank	80.00	-
06/30/2009	J264	Debit, Securtek			
		5170	Security Monitoring	25.00	-
		5180	GST Expense	1.25	-
		1080	Cash In Bank	-	26.25
06/30/2009	J265	Debit, Destination Fee			
		5250	Bank Charges	5.00	-
		1080	Cash In Bank	-	5.00
06/10/2009	J266	Debit, Destination Fee-Stop Payment			
		5250	Bank Charges	10.00	-
		1080	Cash In Bank	-	10.00
				43,305.34	43,305.34

Brooks Library Board
Finance Standing Committee Meeting
10:00am, August 21, 2009

Present: Dino Champlone, Elsie Strach, and Shannon Vossepoel

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

2) Receipts and Expenditures for the month of July 2009 were discussed in detail and reviewed by the Committee. Items of Note:

Receipts for July:

- Province of Alberta: annual funding
- RISE Grants: 2009/2010 funding received → should be apportioned to 2010 budget
- Resident Cardholder Fees and Fines, Books, and Services: currently inline with budgeted expectations.

Expenditures for July:

- Library Supplies: Cleaning supplies, DVD/CD cleaning solution, kits to hold ESL materials, book repair supplies, audio book cases, labels
- Administration and Travel: water for office cooler, nametags for Board members, copy of 'The Imperfect Board Member' for each board member (summer training)
- Copier and Computer Costs: Repairs to coin-op on photocopier.
- Freight and Postage: Grand & Toy – freight costs for delivery of library supplies.

3) Discussed 2010 Draft Budget. 2010 Draft Budget was approved by the Finance Committee to be forwarded to the City of Brooks Library Board.

4) Discussed setting up meeting with County of Newell Library Board to make introductions now that the County of Newell Council has indicated that we should apply for our funding through them. Shannon will make arrangements to meet with them.

5) Meeting was adjourned at 11:04am.

Finance Meeting Notes: July 2009

Receipts for July:

- Province of Alberta: annual funding
- RISE Grants: 2009/2010 funding received → should be apportioned to 2010 budget
- Resident Cardholder Fees and Fines, Books, and Services: currently inline with budgeted expectations.

Expenditures for July:

- Library Supplies: Cleaning supplies, DVD/CD cleaning solution, kits to hold ESL materials, book repair supplies, audio book cases, labels
- Administration and Travel: water for office cooler, nametags for Board members, copy of 'The Imperfect Board Member' for each board member (summer training)
- Copier and Computer Costs: Repairs to coin-op on photocopier.
- ~~Computer Maintenance Costs: New battery for library laptop.~~
- Freight and Postage: Grand & Toy – freight costs for delivery of library supplies.
- ~~Publicity and Advertising: Advertising summer programming in newspaper via Chamber of Commerce announcements (3 month advertising slot).~~

Discussion Points:

- Dino's reimbursement cheque
- 2010 Draft Budget
- AGM Agenda
- Get Dino and Elsie to sign cheques

Brooks Library Board
July 2009

Receipts	Annual Budget	Current Month	Total to Date
City of Brooks Annual Funding	184,105.00		92,052.50
City of Brooks Miscellaneous	8,500.00		7,017.00
HRDC – Summer Student	2,000.00		
Province of Alberta	73,337.00	73,337.00	73,337.00
RISE Grants	25,103.00	14,443.52	39,546.55
Additional Grant Funding	5,500.00		5,508.00
County of Newell Library Board	29,235.00		
Resident Cardholder Fees	20,625.00	2,607.28	13,949.68
Interest Income	0.00		
Miscellaneous	200.00		
Fines, books and services	19,000.00	2,414.87	11,509.18
Non-resident Cardholder Fees	600.00		490.00
Donations	3,000.00		5,265.24
Fundraisers	500.00		
Adopt-a-magazine	2,200.00		
GST Recovery	1,000.00		1,152.16
Total Revenue	**$374,905.00**	92,802.67	249,827.31
Expenditures			
SLS Expense (Materials Allot.)	56,090.00		28,045.00
Shortgrass – Non-resident Fees	300.00		
Dynix and Telecom (SLS)	3,400.00		2,507.33
Books & Materials (Donations)	0.00		41.09
Furnishings and Equipment	8,200.00		585.04
Payroll Expense	900.00	50.00	415.00
Library Supplies	7,500.00	961.18	5,286.11
Administration & Travel	6,375.00	326.60	950.99
Program Expense	4,000.00		1,583.68
Repair & Maintenance	4,200.00		
Rebinding, Microfilming, and Laminating	2,000.00		
Staff Training	5,000.00		2,524.38
Telephone & Fax Expense	3,500.00	246.79	1,674.78
Copier & Computer Costs	2,000.00	175.00	1,300.86
Security Monitoring	600.00	25.00	253.00
Computer Main. Contracts	1,540.00		233.00
GST Expense	0.00	1.25	8,75
Freight & Postage	2,000.00	42.50	317.21
Professional Memberships	600.00		150.00
Publicity and Advertising	3,500.00		650.00