

Audit and Insurance	8,500.00		6,747.00
Bank Charges	200.00	5.00	117.00
Miscellaneous	200.00		
Wages (includes temp. staff and VAC pay)	220,000.00	19,585.42	117,402.41
EI Expense	5,500.00	474.33	2,843.42
CPP Expense	9,400.00	825.11	4,849.71
WCB Expense	900.00		587.55
AUMA Expense	4,000.00	220.15	1,663.48
LAPP Expense	14,500.00	1,211.25	6,476.07
<b>Total Expenses</b>	<b>\$374,905.00</b>	<b>24,149.58</b>	<b>187,212.86</b>

**Brooks Public Library**  
**Balance Sheet As at 07/31/2009**

**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	114,416.05
Accounts Receivable	0.00
<b>TOTAL CURRENT ASSETS</b>	<u>153,393.33</u>

**TOTAL ASSET**153,393.33**LIABILITY****CURRENT LIABILITIES**

Accounts Payable	0.00
MNP Accrual	4,830.00
GST Charged on Sales	0.00
GST Paid on Purchases	-3,125.30
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	-62.91
AB Health Payable	59.64
W.C.B. Payable	0.00
Miscellaneous	0.00
<b>TOTAL CURRENT LIABILITIES</b>	<u>1,845.01</u>

**TOTAL LIABILITY**1,845.01**EQUITY****EARNINGS**

Building Fund Reserves	38,314.20
Externally restricted	200.00
Retained Earnings	50,419.67
Current Earnings	62,614.45
<b>CURRENT EARNINGS</b>	<u>151,548.32</u>

**TOTAL EQUITY**151,548.32**LIABILITIES AND EQUITY**153,393.33

**Brooks Public Library**  
**Income Statement 07/01/2009 to 07/31/2009**

**REVENUE**

**REVENUE**

Town of Brooks	0.00
City of Brooks Misc	0.00
HRDC - Summer Student	0.00
Province of Alberta	73,337.00
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	14,443.52
Grant Funding	0.00
Resident Cardholder Fees	2,607.28
Interest Income	0.00
Miscellaneous	0.00
Fines, Book Sales and Services	2,414.87
Non-resident Cardholder Fees	0.00
Charitable Receipt Donations	0.00
Fundraisers	0.00
Adopt-a-magazine	0.00
Medieval Faire	0.00
GST Recovery	0.00
<b>TOTAL REVENUE</b>	<b>92,802.67</b>

**TOTAL REVENUE** 92,802.67

**EXPENSE**

**EXPENSES**

SLS Expense (Materials)	0.00
SLS - Non-resident fees	0.00
SLS - Dynix and Telecom	0.00
Books and Materials	0.00
New Library Furnishings	0.00
Library Equipment	0.00
Payroll Expense	50.00
Library Supplies	961.18
Administration & Travel	326.60
Recruitment Expense	0.00
Program Expense	0.00
Medieval Faire	0.00
Repair & Maintenance	0.00
Rebinding, Microfilming, Laminati...	0.00
Staff Training	0.00
Telephone and Fax Expense	246.79
Copier & Computer Costs	175.00
Security Monitoring	25.00
Computer Main. Contracts	0.00
GST Expense	1.25
Freight and Postage	42.50
Professional Memberships	0.00
Publicity and Advertising	0.00
Audit and Insurance	0.00
Bank Charges	5.00
Miscellaneous	0.00
Wages	19,585.42
Wage Reimbursement	0.00
EI Expense	474.33
CPP Expense	825.11
WCB Expense	0.00
AUMA Extended Health	220.15
L.A.P.P. Expense	1,211.25
AB Health Expense	0.00
<b>TOTAL EXPENSES</b>	<b>24,149.58</b>

**Brooks Public Library**  
**Income Statement 07/01/2009 to 07/31/2009**

TOTAL EXPENSE	<u>24,149.58</u>
NET INCOME	<u><u>68,653.09</u></u>



**Brooks Public Library**  
**Income Statement 01/01/2009 to 07/31/2009**

**REVENUE****REVENUE**

Town of Brooks	92,052.50
City of Brooks Misc	7,017.00
HRDC - Summer Student	0.00
Province of Alberta	73,337.00
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	39,546.55
Grant Funding	5,508.00
Resident Cardholder Fees	13,949.68
Interest Income	0.00
Miscellaneous	0.00
Fines, Book Sales and Services	11,509.18
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
<b>TOTAL REVENUE</b>	<b>249,827.31</b>

**TOTAL REVENUE** 249,827.31

**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	415.00
Library Supplies	5,286.11
Administration & Travel	950.99
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	1,674.78
Copier & Computer Costs	1,300.86
Security Monitoring	253.00
Computer Main. Contracts	233.00
GST Expense	8.75
Freight and Postage	317.21
Professional Memberships	150.00
Publicity and Advertising	650.00
Audit and Insurance	6,747.00
Bank Charges	117.00
Miscellaneous	0.00
Wages	117,402.41
Wage Reimbursement	0.00
EI Expense	2,843.42
CPP Expense	4,849.71
WCB Expense	587.55
AUMA Extended Health	1,663.48
L.A.P.P. Expense	6,476.07
AB Health Expense	0.00
<b>TOTAL EXPENSES</b>	<b>187,212.86</b>

Printed On: 08/18/2009

**Brooks Public Library**  
**Income Statement 01/01/2009 to 07/31/2009**

TOTAL EXPENSE	<u>187,212.86</u>
NET INCOME	<u><u>62,614.45</u></u>

# Brooks Public Library

## Reconciliation Transactions Detail Report 07/01/2009 to 07/31/2009

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

Date	JE#	Comment	Source	Deposits	Withdrawals	Deposit No.	C
07/03/2009	J259	Fines	Deposit	488.77	-		Y
07/03/2009	J260	Resident Cardholder	Deposit	485.00	-		Y
07/03/2009	J261	RISE Funding	Deposit	14,443.52	-		Y
07/09/2009	J262	Fines	Deposit	387.85	-		Y
07/09/2009	J263	Resident Cardholder	Deposit	547.00	-		Y
07/17/2009	J267	July 2009, Maxine Meldrum	3657	-	69.81		N
07/17/2009	J268	July 2009, Telus Communications	3658	-	259.05		Y
07/17/2009	J269	July 2009, RBC Royal Bank VISA	3659	-	262.08		Y
07/17/2009	J270	July 2009, Complete Office Syste...	3660	-	194.20		Y
07/31/2009	J271	July 2009, Ronnie Adams	3661	-	1,253.47		N
07/31/2009	J272	July 2009, Jillian Clarke	3662	-	915.94		Y
07/31/2009	J273	July 2009, Bessie Jacowishen	3663	-	2,004.01		Y
07/31/2009	J274	July 2009, Cathryn Krochak	3664	-	1,612.47		N
07/31/2009	J275	July 09, Maxine Meldrum	3665	-	2,047.56		N
07/31/2009	J276	July 2009, Bruce Schmidt	3666	-	490.97		N
07/31/2009	J277	July 2009, Tamara Van Horne	3667	-	1,528.97		Y
07/31/2009	J278	July 2009, Senna Wyrhya	3668	-	686.30		Y
07/31/2009	J279	July 2009, An Qi Tong	3669	-	1,765.24		N
07/31/2009	J280	July 2009, Shannon Vossepoel	3670	-	2,923.75		Y
07/31/2009	J281	Jul 09, Shannon Vossepoel	3671	-	66.00		N
07/31/2009	J282	July 2009, Canada Customs and ...	3672	-	4,491.88		N
07/31/2009	J283	July 2009, Local Authorities Pens...	3673	-	2,281.19		N
07/31/2009	J284	July 2009, AMSC Insurance Serv...	3674	-	314.51		N
07/31/2009	J285	July 2009, Brooks Computer Ser...	3675	-	52.50		N
07/31/2009	J286	July 2009, Brodart	3676	-	939.47		N
07/31/2009	J287	July 2009, Purolator	3677	-	34.18		N
07/31/2009	J288	July 2009, Water Pure & Simple	3678	-	11.00		N
07/17/2009	J289	Fines	Deposit	800.99	-		Y
07/17/2009	J290	Resident Cardholder	Deposit	506.28	-		Y
07/24/2009	J291	Fines	Deposit	375.49	-		Y
07/24/2009	J292	Resident Cardholder	Deposit	563.00	-		Y
07/31/2009	J293	Fines	Deposit	361.77	-		Y
07/31/2009	J294	Resident Cardholder	Deposit	506.00	-		Y
07/31/2009	J301	Securtek	Debit	-	26.25		Y
07/31/2009	J302	Destination Fee	Debit	-	5.00		Y
07/14/2009	J303	Alberta Government	Deposit	73,337.00	-		Y
				92,802.67	24,235.80		

**Brooks Public Library**  
**Reconciliation Transactions Detail Report 07/01/2009 to 07/31/2009**

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

Status

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**Brooks Public Library**  
**All Journal Entries 07/01/2009 to 07/31/2009**

		Account Number	Account Description	Debits	Credits
07/03/2009	J259	Deposit, Fines			
		4120	Fines, Book Sales and Services	-	488.77
		1080	Cash In Bank	488.77	-
07/03/2009	J260	Deposit, Resident Cardholder			
		4090	Resident Cardholder Fees	-	485.00
		1080	Cash In Bank	485.00	-
07/03/2009	J261	Deposit, RISE Funding			
		4065	RISE Grant Funding	-	14,443.52
		1080	Cash In Bank	14,443.52	-
07/09/2009	J262	Deposit, Fines			
		4120	Fines, Book Sales and Services	-	387.85
		1080	Cash In Bank	387.85	-
07/09/2009	J263	Deposit, Resident Cardholder			
		4090	Resident Cardholder Fees	-	547.00
		1080	Cash In Bank	547.00	-
07/17/2009	J267	3657, July 2009, Maxine Meldrum			
		2100	GST Paid on Purchases	3.32	-
		5070	Library Supplies	66.49	-
		1080	Cash In Bank	-	69.81
07/17/2009	J268	3658, July 2009, Telus Communications			
		2100	GST Paid on Purchases	12.26	-
		5140	Telephone and Fax Expense	246.79	-
		1080	Cash In Bank	-	259.05
07/17/2009	J269	3659, July 2009, RBC Royal Bank VISA			
		2100	GST Paid on Purchases	12.48	-
		5080	Administration & Travel	249.60	-
		1080	Cash In Bank	-	262.08
07/17/2009	J270	3660, July 2009, Complete Office Systems			
		2100	GST Paid on Purchases	9.25	-
		5160	Copier & Computer Costs	175.00	-
		5200	Freight and Postage	9.95	-
		1080	Cash In Bank	-	194.20
07/31/2009	J271	3661, July 2009, Ronnie Adams			
		5300	Wages	1,384.81	-
		1080	Cash In Bank	-	1,253.47
		2310	EI Payable	-	23.96
		2320	CPP Payable	-	54.11
		2330	Income Tax Payable	-	53.27
07/31/2009	J272	3662, July 2009, Jillian Clarke			
		5300	Wages	966.03	-
		1080	Cash In Bank	-	915.94
		2310	EI Payable	-	16.71
		2320	CPP Payable	-	33.38
07/31/2009	J273	3663, July 2009, Bessie Jacowishen			
		5300	Wages	2,812.40	-
		1080	Cash In Bank	-	2,004.01
		2310	EI Payable	-	48.65
		2320	CPP Payable	-	124.78
		2330	Income Tax Payable	-	377.21
		2400	L.A.P.P.	-	209.85
		2420	AUMA Extended Health	-	47.90
07/31/2009	J274	3664, July 2009, Cathryn Krochak			
		5300	Wages	2,143.05	-
		1080	Cash In Bank	-	1,612.47



**Brooks Public Library**  
**All Journal Entries 07/01/2009 to 07/31/2009**

		Account Number	Account Description	Debits	Credits
		2310	EI Payable	-	37.07
		2320	CPP Payable	-	91.64
		2330	Income Tax Payable	-	221.06
		2400	L.A.P.P.	-	159.87
		2420	AUMA Extended Health	-	20.94
07/31/2009	J275	3665, July 09, Maxine Meldrum			
		5300	Wages	2,812.40	-
		1080	Cash In Bank	-	2,047.56
		2310	EI Payable	-	48.65
		2320	CPP Payable	-	124.78
		2330	Income Tax Payable	-	377.21
		2400	L.A.P.P.	-	209.85
		2420	AUMA Extended Health	-	4.35
07/31/2009	J276	3666, July 2009, Bruce Schmidt			
		5300	Wages	510.64	-
		1080	Cash In Bank	-	490.97
		2310	EI Payable	-	8.83
		2320	CPP Payable	-	10.84
07/31/2009	J277	3667, July 2009, Tamara Van Horne			
		5300	Wages	2,010.00	-
		1080	Cash In Bank	-	1,528.97
		2310	EI Payable	-	34.77
		2320	CPP Payable	-	85.06
		2330	Income Tax Payable	-	190.01
		2400	L.A.P.P.	-	150.02
		2420	AUMA Extended Health	-	21.17
07/31/2009	J278	3668, July 2009, Senna Wryha			
		5300	Wages	719.96	-
		1080	Cash In Bank	-	686.30
		2310	EI Payable	-	12.46
		2320	CPP Payable	-	21.20
07/31/2009	J279	3669, July 2009, An Qi Tong			
		5300	Wages	1,876.13	-
		1080	Cash In Bank	-	1,765.24
		2310	EI Payable	-	32.46
		2320	CPP Payable	-	78.43
07/31/2009	J280	3670, July 2009, 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
07/31/2009	J281	3671, Jul 09, Shannon Vossepoel			
		5080	Administration & Travel	66.00	-
		1080	Cash In Bank	-	66.00
07/31/2009	J282	3672, July 2009, Canada Customs and Revenue Agency			
		2310	EI Payable	338.82	-
		2320	CPP Payable	825.11	-
		2330	Income Tax Payable	2,028.51	-
		5310	EI Expense	474.33	-
		5320	CPP Expense	825.11	-
		1080	Cash In Bank	-	4,491.88
07/31/2009	J283	3673, July 2009, Local Authorities Pension Plan			
		2400	L.A.P.P.	1,069.94	-
		5350	L.A.P.P. Expense	1,211.25	-
		1080	Cash In Bank	-	2,281.19

**Brooks Public Library**  
**All Journal Entries 07/01/2009 to 07/31/2009**

	Account Number	Account Description	Debits	Credits
07/31/2009	J284	3674, July 2009, AMSC Insurance Services Limited		
	2440	AB Health Payable	94.36	-
	5340	AUMA Extended Health	220.15	-
	1080	Cash In Bank	-	314.51
07/31/2009	J285	3675, July 2009, Brooks Computer Services Ltd.		
	2100	GST Paid on Purchases	2.50	-
	5060	Payroll Expense	50.00	-
	1080	Cash In Bank	-	52.50
07/31/2009	J286	3676, July 2009, Brodart		
	2100	GST Paid on Purchases	44.78	-
	5070	Library Supplies	894.69	-
	1080	Cash In Bank	-	939.47
07/31/2009	J287	3677, July 2009, Purolator		
	2100	GST Paid on Purchases	1.63	-
	5200	Freight and Postage	32.55	-
	1080	Cash In Bank	-	34.18
07/31/2009	J288	3678, July 2009, Water Pure & Simple		
	5080	Administration & Travel	11.00	-
	1080	Cash In Bank	-	11.00
07/17/2009	J289	Deposit, Fines		
	4120	Fines, Book Sales and Services	-	800.99
	1080	Cash In Bank	800.99	-
07/17/2009	J290	Deposit, Resident Cardholder		
	4090	Resident Cardholder Fees	-	506.28
	1080	Cash In Bank	506.28	-
07/24/2009	J291	Deposit, Fines		
	4120	Fines, Book Sales and Services	-	375.49
	1080	Cash In Bank	375.49	-
07/24/2009	J292	Deposit, Resident Cardholder		
	4090	Resident Cardholder Fees	-	563.00
	1080	Cash In Bank	563.00	-
07/31/2009	J293	Deposit, Fines		
	4120	Fines, Book Sales and Services	-	361.77
	1080	Cash In Bank	361.77	-
07/31/2009	J294	Deposit, Resident Cardholder		
	4090	Resident Cardholder Fees	-	506.00
	1080	Cash In Bank	506.00	-
07/31/2009	J301	Debit, Securtek		
	5170	Security Monitoring	25.00	-
	5180	GST Expense	1.25	-
	1080	Cash In Bank	-	26.25
07/31/2009	J302	Debit, Destination Fee		
	5250	Bank Charges	5.00	-
	1080	Cash In Bank	-	5.00
07/14/2009	J303	Deposit, Alberta Government		
	4040	Province of Alberta	-	73,337.00
	1080	Cash In Bank	73,337.00	-
			121,395.21	121,395.21

**Brooks Library Board  
Finance Standing Committee Meeting  
4:00pm, September 15, 2009**

Present: Dino Champlone, Elsie Strach, and Shannon Vossepoel

- 1) Meeting was called to order at 4:08pm.
- 2) Receipts and Expenditures for the month of August 2009 were discussed in detail and reviewed by the Committee. Items of Note:

**Receipts for August:**

- Donations: \$1,500 from anonymous donor for purchase of new telephones for the library
- Adopt-a-Magazine: Donations to this program have been less forthcoming this year. So far, seven magazines have been adopted, but we are expecting to see a shortfall due to the recession.

**Expenditures for August:**

- Library Supplies: New laminator (business card size).
  - Administration and Travel: water for office cooler; reimbursement of expenses paid to Shannon Vossepoel for trip to Shortgrass to discuss changes to the ILS on July 15<sup>th</sup> – expenses ended up being covered by Shortgrass.
  - Program Expense: exhibit fees for September for Art Gallery (Generation Gap), program supplies for Harry Potter Day, craft supplies for Toddler Time/Story Time, Summer Reading Program incentives and prizes
  - Copier and Computer Costs: Microfilming of 2008 Brooks Bulletins.
  - Freight and Postage: Grand & Toy – shipping for laminator, shipping costs for microfilmed Brooks Bulletin newspapers
  - EI – inflated this month as this account was used to pay fines owed to Revenue Canada for late payment in January 2009. However, Revenue Canada has since waived the fines and this account will be reimbursed shortly.
- 3) Discussed waiving of Revenue Canada fines: Shannon reported that Revenue Canada agreed to waive all fines associated with the late payment in January 2009 due to the post office error.
  - 4) Discussed 2010 Budget: forwarded to the City of Brooks Library Board for approval at the September 2009 meeting.
  - 5) Meeting was adjourned at 4:35pm.



## **Finance Meeting Notes: August 2009**

### **Receipts for August:**

- Donations: \$1,500 from anonymous donor for purchase of new telephones for the library
- Adopt-a-Magazine: Donations to this program have been less forthcoming this year. So far, seven magazines have been adopted, but we are expecting to see a shortfall due to the recession.

### **Expenditures for August:**

- Library Supplies: New laminator (business card size).
- Administration and Travel: water for office cooler; reimbursement of expenses paid to Shannon Vossepoel for trip to Shortgrass to discuss changes to the ILS on July 15<sup>th</sup> – expenses ended up being covered by Shortgrass.
- Program Expense: exhibit fees for September for Art Gallery (Generation Gap), program supplies for Harry Potter Day, craft supplies for Toddler Time/Story Time, Summer Reading Program incentives and prizes
- Copier and Computer Costs: Microfilming of 2008 Brooks Bulletins.
- Freight and Postage: Grand & Toy – shipping for laminator, shipping costs for microfilmed Brooks Bulletin newspapers
- EI – inflated this month as this account was used to pay fines owed to Revenue Canada for late payment in January 2009. However, Revenue Canada has since waived the fines and this account will be reimbursed shortly.

### **Discussion Points:**

- Revenue Canada waiver of January 2009 fines.
- 2010 Draft Budget
- AGM Agenda
- Get Dino and Elsie to sign cheques

**Brooks Library Board**  
**August 2009**

<b>Receipts</b>	<b>Annual Budget</b>	<b>Current Month</b>	<b>Total to Date</b>
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
RISE Grants	25,103.00		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	1,610.00	15,559.68
Interest Income	0.00		
Miscellaneous	200.00		
Fines, books and services	19,000.00	1,204.80	12,713.98
Non-resident Cardholder Fees	600.00		490.00
Donations	3,000.00	1,500.00	6,765.24
Fundraisers	500.00		
Adopt-a-magazine	2,200.00	700.00	700.00
GST Recovery	1,000.00		1,152.16
<b>Total Revenue</b>	<b>\$374,905.00</b>	<b>5,014.80</b>	<b>254,842.11</b>
<b>Expenditures</b>			
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	55.00	470.00
Library Supplies	7,500.00	96.00	5,382.11
Administration & Travel	6,375.00	-44.00	906.99
Program Expense	4,000.00	269.08	1,852.76
Repair & Maintenance	4,200.00		
Rebinding, Microfilming, and Laminating	2,000.00	718.75	718.75
Staff Training	5,000.00		2,524.38
Telephone & Fax Expense	3,500.00	247.21	1,921.99
Copier & Computer Costs	2,000.00		1,300.86
Security Monitoring	600.00	25.00	278.00
Computer Main. Contracts	1,540.00		233.00
GST Expense	0.00	1.25	10.00
Freight & Postage	2,000.00	54.08	371.29
Professional Memberships	600.00		150.00
Publicity and Advertising	3,500.00		650.00

Audit and Insurance	8,500.00		6,747.00
Bank Charges	200.00	5.00	122.00
Miscellaneous	200.00		
Wages (includes temp. staff and VAC pay)	220,000.00	17,626.33	135,028.74
EI Expense	5,500.00	727.58	3,571.00
CPP Expense	9,400.00	728.13	5,577.84
WCB Expense	900.00		587.55
AUMA Expense	4,000.00	220.15	1,883.63
LAPP Expense	14,500.00	1,146.60	7,622.67
<b>Total Expenses</b>	<b>\$374,905.00</b>	21,876.16	209,089.02

**Brooks Public Library**  
**Balance Sheet As at 08/31/2009**

**ASSET**

**CURRENT ASSETS**

GIC Account	0.00
GST Recoverable	1,152.16
Building Fund	874.64
Furn. & Shelving Reserve	0.00
Cash On Hand/Float	50.00
Cash In Bank	97,491.52
GIC 0001	30,000.00
GIC 0002	7,000.00
Accounts Receivable	0.00
Interest Receivable	133.00

**TOTAL CURRENT ASSETS** 136,701.32

**TOTAL ASSET** 136,701.32

**LIABILITY**

**CURRENT LIABILITIES**

Accounts Payable	0.00
MNP Accrual	4,830.00
GST Charged on Sales	0.00
GST Paid on Purchases	-884.15
GST Paid on Books	0.00
New Account	0.00
Accounts Payable	0.00
Vacation Payable	0.00
EI Payable	0.00
CPP Payable	0.00
Income Tax Payable	0.00
L.A.P.P.	63.74
AUMA Extended Health	-62.91
AB Health Payable	-94.36
W.C.B. Payable	0.00
Miscellaneous	0.00

**TOTAL CURRENT LIABILITIES** 3,852.32

**TOTAL LIABILITY** 3,852.32

**EQUITY**

**EARNINGS**

Building Fund Reserves	38,314.20
Externally restricted	200.00
Retained Earnings	48,581.71
Current Earnings	45,753.09

**CURRENT EARNINGS** 132,849.00

**TOTAL EQUITY** 132,849.00

**LIABILITIES AND EQUITY** 136,701.32



**Brooks Public Library**  
**Income Statement 08/01/2009 to 08/31/2009**

**REVENUE**

**REVENUE**

Town of Brooks	0.00
City of Brooks Misc	0.00
HRDC - Summer Student	0.00
Province of Alberta	0.00
Industry Canada - CAP 3	0.00
Industry Canada - CAP Y1	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	1,610.00
Interest Income	0.00
Miscellaneous	0.00
Fines, Book Sales and Services	1,204.80
Non-resident Cardholder Fees	0.00
Charitable Receipt Donations	1,500.00
Fundraisers	0.00
Adopt-a-magazine	700.00
Medieval Faire	0.00
GST Recovery	0.00
<b>TOTAL REVENUE</b>	<u>5,014.80</u>

**TOTAL REVENUE**

5,014.80

**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	96.00
Administration & Travel	-44.00
Recruitment Expense	0.00
Program Expense	269.08
Medieval Faire	0.00
Repair & Maintenance	0.00
Rebinding, Microfilming, Laminati...	718.75
Staff Training	0.00
Telephone and Fax Expense	247.21
Copier & Computer Costs	0.00
Security Monitoring	25.00
Computer Main. Contracts	0.00
GST Expense	1.25
Freight and Postage	54.08
Professional Memberships	0.00
Publicity and Advertising	0.00
Audit and Insurance	0.00
Bank Charges	5.00
Miscellaneous	0.00
Wages	17,626.33
Wage Reimbursement	0.00
EI Expense	727.58
CPP Expense	728.13
WCB Expense	0.00
AUMA Extended Health	220.15
L.A.P.P. Expense	1,146.60
AB Health Expense	0.00

**Brooks Public Library**  
**Income Statement 08/01/2009 to 08/31/2009**

TOTAL EXPENSES	<u>21,876.16</u>
TOTAL EXPENSE	<u>21,876.16</u>
NET INCOME	<u><u>-16,861.36</u></u>

**Brooks Public Library**  
**Income Statement 01/01/2009 to 08/31/2009**

**REVENUE**

**REVENUE**

Town of Brooks	92,052.50
City of Brooks Misc	7,017.00
HRDC - Summer Student	0.00
Province of Alberta	73,337.00
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	39,546.55
Grant Funding	5,508.00
Resident Cardholder Fees	15,559.68
Interest Income	0.00
Miscellaneous	0.00
Fines, Book Sales and Services	12,713.98
Non-resident Cardholder Fees	490.00
Charitable Receipt Donations	6,765.24
Fundraisers	0.00
Adopt-a-magazine	700.00
Medieval Faire	0.00
GST Recovery	1,152.16
<b>TOTAL REVENUE</b>	<u>254,842.11</u>
<b>TOTAL REVENUE</b>	<u>254,842.11</u>

**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	470.00
Library Supplies	5,382.11
Administration & Travel	906.99
Recruitment Expense	0.00
Program Expense	1,852.76
Medieval Faire	0.00
Repair & Maintenance	0.00
Rebinding, Microfilming, Laminati...	718.75
Staff Training	2,524.38
Telephone and Fax Expense	1,921.99
Copier & Computer Costs	1,300.86
Security Monitoring	278.00
Computer Main. Contracts	233.00
GST Expense	10.00
Freight and Postage	371.29
Professional Memberships	150.00
Publicity and Advertising	650.00
Audit and Insurance	6,747.00
Bank Charges	122.00
Miscellaneous	0.00
Wages	135,028.74
Wage Reimbursement	0.00
EI Expense	3,571.00
CPP Expense	5,577.84
WCB Expense	587.55
AUMA Extended Health	1,883.63
L.A.P.P. Expense	7,622.67
AB Health Expense	0.00
<b>TOTAL EXPENSES</b>	<u>209,089.02</u>

**Brooks Public Library**  
**Income Statement 01/01/2009 to 08/31/2009**

TOTAL EXPENSE	<u>209,089.02</u>
NET INCOME	<u><u>45,753.09</u></u>



Reconciliation Transactions Detail Report 08/01/2009 to 08/31/2009

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
08/07/2009	J295	Fines	Deposit	256.09	-		Y
08/07/2009	J296	Resident Cardholder	Deposit	330.00	-		Y
08/07/2009	J297	Donations	Deposit	500.00	-		Y
08/14/2009	J298	Fines	Deposit	346.35	-		Y
08/14/2009	J299	Resident Cardholder	Deposit	470.00	-		Y
08/14/2009	J300	Reimbursement	Deposit	66.00	-		Y
08/21/2009	J304	August 2009, Esplanade Arts an...	3679	-	60.00		N
08/21/2009	J305	August 2009, Telus Communicati...	3680	-	259.49		Y
08/21/2009	J306	August 2009, RBC Royal Bank V...	3681	-	114.26		Y
08/21/2009	J307	August 2009, Brodart	3682	-	120.10		Y
08/21/2009	J308	August 2009, Shortgrass Library ...	3683	-	96.37		N
08/21/2009	J309	August 2009, Critical Control Sol...	3684	-	754.69		Y
08/21/2009	J310	August 2009, Water Pure & Simple	3685	-	11.00		Y
08/31/2009	J311	August 2009, Shannon Vossepoel	3686	-	2,923.75		Y
08/31/2009	J312	August 2009, Ronnie Adams	3687	-	958.18		N
08/31/2009	J313	August 2009, Jillian Clarke	3688	-	1,271.31		Y
08/31/2009	J314	August 2009, Bessie Jacowishen	3689	-	1,792.52		Y
08/31/2009	J315	August 2009, Cathryn Krochak	3690	-	1,501.55		Y
08/31/2009	J316	August 2009, Maxine Meldrum	3691	-	1,836.07		N
08/31/2009	J317	August 2009, Bruce Schmidt	3692	-	535.93		N
08/31/2009	J318	August 2009, Tamara Van Horne	3693	-	1,585.25		Y
08/31/2009	J319	August 2009, Senna Wryryha	3694	-	392.35		N
08/31/2009	J320	August 2009, An Qi Tong	3695	-	834.43		N
08/31/2009	J321	August 2009, Canada Customs a...	3696	-	4,343.41		N
08/31/2009	J322	August 2009, Local Authorities P...	3697	-	2,159.53		N
08/31/2009	J323	August 2009, AMSC Insurance S...	3698	-	314.51		N
08/31/2009	J324	Aug 2009, An Qi Tong	3699	-	3.14		N
08/31/2009	J325	August 2009, Brooks Computer ...	3700	-	57.75		N
08/31/2009	J326	Aug 2009, Water Pure & Simple	3701	-	11.00		N
08/31/2009	J327	August 2009, Purolator	3702	-	37.49		N
08/21/2009	J329	Fines	Deposit	225.20	-		Y
08/21/2009	J330	Resident Cardholder	Deposit	380.00	-		Y
08/21/2009	J331	Adopt-A-Magzine	Deposit	200.00	-		Y
08/28/2009	J332	Fines	Deposit	377.16	-		Y
08/28/2009	J333	Resident Cardholder	Deposit	430.00	-		Y
08/28/2009	J334	Adopt-a-Magazine	Deposit	500.00	-		Y
08/31/2009	J338	Securtek	Debit	-	26.25		Y
08/31/2009	J339	Destination Fee	Debit	-	5.00		Y
08/07/2009	J340	Reversing J297. Correction is J3...	ADJDeposit	-	500.00		Y
08/07/2009	J341	Donations	Deposit	1,500.00	-		Y
				5,580.80	22,505.33		



**Brooks Public Library**  
**All Journal Entries 08/01/2009 to 08/31/2009**

		Account Number	Account Description	Debits	Credits
08/07/2009	J295	Deposit, Fines 4120 1080	Fines, Book Sales and Services Cash In Bank	- 256.09	256.09 -
08/07/2009	J296	Deposit, Resident Cardholder 4090 1080	Resident Cardholder Fees Cash In Bank	- 330.00	330.00 -
08/14/2009	J298	Deposit, Fines 4120 1080	Fines, Book Sales and Services Cash In Bank	- 346.35	346.35 -
08/14/2009	J299	Deposit, Resident Cardholder 4090 1080	Resident Cardholder Fees Cash In Bank	- 470.00	470.00 -
08/14/2009	J300	Deposit, Reimbursement 5080 1080	Administration & Travel Cash In Bank	- 66.00	66.00 -
08/21/2009	J304	3679, August 2009, Esplanade Arts and Heritage Centre 5090 1080	Program Expense Cash In Bank	60.00 -	- 60.00
08/21/2009	J305	3680, August 2009, Telus Communications 2100 5140 1080	GST Paid on Purchases Telephone and Fax Expense Cash In Bank	12.28 247.21 -	- - 60.00
08/21/2009	J306	3681, August 2009, RBC Royal Bank VISA 2100 5090 1080	GST Paid on Purchases Program Expense Cash In Bank	4.54 109.72 -	- - 259.49
08/21/2009	J307	3682, August 2009, Brodart 2100 5070 5200 1080	GST Paid on Purchases Library Supplies Freight and Postage Cash In Bank	5.72 96.00 18.38 -	- - - 114.26
08/21/2009	J308	3683, August 2009, Shortgrass Library System 5090 1080	Program Expense Cash In Bank	96.37 -	- 96.37
08/21/2009	J309	3684, August 2009, Critical Control Solutions Inc. 2100 5120 1080	GST Paid on Purchases Rebinding, Microfilming, Laminati... Cash In Bank	35.94 718.75 -	- - 754.69
08/21/2009	J310	3685, August 2009, Water Pure & Simple 5080 1080	Administration & Travel Cash In Bank	11.00 -	- 11.00
08/31/2009	J311	3686, August 2009, Shannon Vossepoel 5300 1080 2310 2320 2330 2400	Wages Cash In Bank EI Payable CPP Payable Income Tax Payable L.A.P.P.	4,350.00 - - - - -	- 2,923.75 75.26 200.89 809.75 340.35
08/31/2009	J312	3687, August 2009, Ronnie Adams 5300 1080 2310	Wages Cash In Bank EI Payable	1,012.55 - -	- 958.18 17.52

**Brooks Public Library**  
**All Journal Entries 08/01/2009 to 08/31/2009**

		Account Number	Account Description	Debits	Credits
		2320	CPP Payable	-	35.68
		2330	Income Tax Payable	-	1.17
08/31/2009	J313	3688, August 2009, Jillian Clarke			
		5300	Wages		
		1080	Cash In Bank	1,407.30	-
		2310	EI Payable	-	1,271.31
		2320	CPP Payable	-	24.35
		2330	Income Tax Payable	-	55.22
				-	56.42
08/31/2009	J314	3689, August 2009, Bessie Jacowishen			
		5300	Wages		
		1080	Cash In Bank	2,474.20	-
		2310	EI Payable	-	1,792.52
		2320	CPP Payable	-	42.80
		2330	Income Tax Payable	-	108.04
		2400	L.A.P.P.	-	298.31
		2420	AUMA Extended Health	-	184.63
				-	47.90
08/31/2009	J315	3690, August 2009, Cathryn Krochak			
		5300	Wages		
		1080	Cash In Bank	1,965.60	-
		2310	EI Payable	-	1,501.55
		2320	CPP Payable	-	34.00
		2330	Income Tax Payable	-	82.86
		2400	L.A.P.P.	-	179.66
		2420	AUMA Extended Health	-	146.59
				-	20.94
08/31/2009	J316	3691, August 2009, Maxine Meldrum			
		5300	Wages		
		1080	Cash In Bank	2,474.20	-
		2310	EI Payable	-	1,836.07
		2320	CPP Payable	-	42.80
		2330	Income Tax Payable	-	108.04
		2400	L.A.P.P.	-	298.31
		2420	AUMA Extended Health	-	184.63
				-	4.35
08/31/2009	J317	3692, August 2009, Bruce Schmidt			
		5300	Wages		
		1080	Cash In Bank	558.82	-
		2310	EI Payable	-	535.93
		2320	CPP Payable	-	9.67
				-	13.22
08/31/2009	J318	3693, August 2009, Tamara Van Horne			
		5300	Wages		
		1080	Cash In Bank	2,100.00	-
		2310	EI Payable	-	1,585.25
		2320	CPP Payable	-	36.33
		2330	Income Tax Payable	-	89.51
		2400	L.A.P.P.	-	211.01
		2420	AUMA Extended Health	-	156.73
				-	21.17
08/31/2009	J319	3694, August 2009, Senna Wryrha			
		5300	Wages		
		1080	Cash In Bank	404.97	-
		2310	EI Payable	-	392.35
		2320	CPP Payable	-	7.01
				-	5.61
08/31/2009	J320	3695, August 2009, An Qi Tong			
		5300	Wages		
		1080	Cash In Bank	878.69	-
		2310	EI Payable	-	834.43
		2320	CPP Payable	-	15.20
				-	29.06
08/31/2009	J321	3696, August 2009, Canada Customs and Revenue Agency			



**Brooks Public Library**  
**All Journal Entries 08/01/2009 to 08/31/2009**

		Account Number	Account Description	Debits	Credits
		2310	EI Payable		
		2320	CPP Payable	304.94	-
		2330	Income Tax Payable	728.13	-
		5310	EI Expense	1,854.63	-
		5320	CPP Expense	727.58	-
		1080	Cash In Bank	728.13	-
08/31/2009	J322			-	4,343.41
		3697, August 2009, Local Authorities Pension Plan			
		2400	L.A.P.P.		
		5350	L.A.P.P. Expense	1,012.93	-
		1080	Cash In Bank	1,146.60	-
08/31/2009	J323			-	2,159.53
		3698, August 2009, AMSC Insurance Services Limited			
		2420	AUMA Extended Health		
		5340	AUMA Extended Health	94.36	-
		1080	Cash In Bank	220.15	-
08/31/2009	J324			-	314.51
		3699, Aug 2009, An Qi Tong			
		2100	GST Paid on Purchases		
		5090	Program Expense	0.15	-
		1080	Cash In Bank	2.99	-
08/31/2009	J325			-	3.14
		3700, August 2009, Brooks Computer Services Ltd.			
		2100	GST Paid on Purchases		
		5060	Payroll Expense	2.75	-
		1080	Cash In Bank	55.00	-
08/31/2009	J326			-	57.75
		3701, Aug 2009, Water Pure & Simple			
		5080	Administration & Travel		
		1080	Cash In Bank	11.00	-
08/31/2009	J327			-	11.00
		3702, August 2009, Purolator			
		2100	GST Paid on Purchases		
		5200	Freight and Postage	1.79	-
		1080	Cash In Bank	35.70	-
08/21/2009	J329			-	37.49
		Deposit, Fines			
		4120	Fines, Book Sales and Services		
		1080	Cash In Bank	-	225.20
08/21/2009	J330			225.20	-
		Deposit, Resident Cardholder			
		4090	Resident Cardholder Fees		
		1080	Cash In Bank	-	380.00
08/21/2009	J331			380.00	-
		Deposit, Adopt-A-Magazine			
		4185	Adopt-a-magazine		
		1080	Cash In Bank	-	200.00
08/28/2009	J332			200.00	-
		Deposit, Fines			
		4120	Fines, Book Sales and Services		
		1080	Cash In Bank	-	377.16
08/28/2009	J333			377.16	-
		Deposit, Resident Cardholder			
		4090	Resident Cardholder Fees		
		1080	Cash In Bank	-	430.00
08/28/2009	J334			430.00	-
		Deposit, Adopt-a-Magazine			
		4185	Adopt-a-magazine		
		1080	Cash In Bank	-	500.00
08/31/2009	J338			500.00	-
		Debit, Securtek			
		5170	Security Monitoring		
		5180	GST Expense	25.00	-
		1080	Cash In Bank	1.25	-
				-	26.25

**Brooks Public Library**  
**All Journal Entries 08/01/2009 to 08/31/2009**

		Account Number	Account Description	Debits	Credits
08/31/2009	J339	Debit, Destination Fee			
		5250	Bank Charges	5.00	-
		1080	Cash In Bank	-	5.00
08/07/2009	J341	Deposit, Donations			
		4170	Charitable Receipt Donations	-	1,500.00
		1080	Cash In Bank	1,500.00	-
				<u>31,081.12</u>	<u>31,081.12</u>

# MINUTES OF REGULAR MEETING OF BROOKS PUBLIC LIBRARY BOARD

October 29, 2009

## HELD IN BROOKS PUBLIC LIBRARY

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

REGRETS: Norm Gerestein

### 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. Dino called the meeting to order at 6:40 pm.
2. Welcome to Stewart Luchies, Facilities Manager, City of Brooks: He was not in attendance because of illness.
3. Approval of Agenda: **Motion by Sheila/Cathleen to accept agenda with amendments. Carried.**
4. Consent Agenda: **Motion by Elsie/Sheila to accept Consent Agenda, including September 2009 Board Meeting Minutes. Carried.**
5. Librarian's Report:
  - a. In addition to the written report, Shannon reported she has hired Shawna Reiss, a Library Assistant Level 2.
  - b. Shannon and Dino will determine if follow-up action is needed regarding the Chronicle incorrectly reporting mould in BPL.
  - c. Shannon reported Pat MacNamee, Alberta Public Library Services, explained libraries are not required to have AGMs because they are considered bodies corporate under the Libraries Act rather than societies. The Board tabled discussing the pros and cons of having AGMs and deciding if BPL should have an annual general meeting.
6. Correspondence:
  - a. City of Brooks: Joyce Aasen reappointed for a three-year term.
  - b. City of Brooks Protective Services: Fire Safety Inspection Update: A small deficiency noted in the fire inspection has been corrected by the City of Brooks.
  - c. Strathcona County Library: Letter regarding ALTA: Shannon reported the issues relating to the ALTA meeting at the Jasper Conference.
  - d. Shortgrass Library System: June 2009 Board Meeting Minutes: circulated
  - e. Shortgrass Library System: City of Brooks Budget Request: circulated




- f. Shortgrass Clippings: distributed
  - g. The RISE Review: distributed
  - h. ALTA Trustee Workshop: notification of October 31, 2009 workshop
  - i. The Trustee Voice: distributed
  - j. City of Brooks Councilors: Kimberley Sharkey and Norm Gerestein continue as City representatives for another year.
7. Finance Committee Meeting and Minutes and September 2009 Receipts and Expenditures:  
**Motion by Karen/Cathleen to accept the Finance report. Carried.**
8. Business Arising from the September 2009 Board meeting minutes:
- a. 2010 Budget: The budget has been sent to the City and the County. Joyce commended Shannon for the letter that accompanied the budget.
  - b. Local Fundraising: Friends of the Library: The group had a successful Death by Chocolate bake sale on October 24, bringing in \$1,000.00. They have requested a “want list” from BPL. Shannon will tell them that they can retain the money in their bank account for now as seed money for the society and to save up for some higher cost items needed by the library.
  - c. Medieval Faire: This group is looking into society status. They had a good turnout of representatives of interested groups and locals at their October meeting. They are beginning their plans for a 2010 faire.
  - d. Security System Update: The invoice for the yearly security cost will be sent to the City for reimbursement.
  - e. Expiry Stickers Update: No report.
  - f. Wireless Access: Wireless is now in the library. The staff is working with it now; public access will likely be available in December. Access will be available during library working hours. **Motion by Tilly/Joyce that BPL charge non cardholders \$2.00 a day to use the wireless and to revisit the charge within a year. Carried.**
  - g. RISE Project: The RISE launch was done by videoconference on October 8, 2009.
  - h. Shannon Vossepoel Maternity Leave: Shannon reported two applicants have applied to fill the maternity leave. The competition closes November 10, 2009. The Human Resource Committee (Karen, Sheila, Cathleen, Dino) will set up interviews with the applicants. The committee set a Human Resource meeting for 4:30 pm, November 12.
9. New Business:
- a. Netspeed Report: Tabled until next meeting.
  - b. Terms of Employment Policy HR 1.1: Retabled for Policy Committee to review.
  - c. Leave of Absence Request: **Moved by Cathleen/Sheila that we give Ronnie Adams 4 months leave of absence beginning November 1, 2009. She must state in writing her intentions to return 3 months 1 week after November 1, 2009. Carried.**
10. Discussion Session: The Board discussed Governance, reviewing Board Development Day. The general consensus was positive. Shannon also spoke about how the library has worked at forming partnerships with other local groups to alleviate duplication of services.  
HOMEWORK: Dino reminded the Board to read The Imperfect Board Member for our next meeting.



11. Adjournment: **Moved by Karen at 8:25 pm.**

12. Next Board Meeting: November 26, 2009

  
\_\_\_\_\_  
Board Chair

  
\_\_\_\_\_  
Librarian

Date: Dec 1, 2009

**Brooks Library Board  
Finance Standing Committee Meeting  
9:00am, October 29, 2009**

Present: Dino Champlone, Elsie Strach, and Shannon Vossepoel

- 1) Meeting was called to order at 9:04am.
- 2) Receipts and Expenditures for the month of September 2009 were discussed in detail and reviewed by the Committee. Items of Note:

**Receipts for September:**

- Adopt-a-Magazine: There have been 15 magazines donated to this program so far. We are expecting donations to be less than last year due to the economy.

**Expenditures for September:**

- SLS Expense (Materials Allot.): second half of the materials allotment paid over to Shortgrass.
  - Books and Materials: Book purchased for the Scammel collection.
  - Furnishings and Equipment: new staff telephones (purchased with funds from an anonymous donor), two new staff computers (replacing Maxine and Shannon's computers – the two oldest staff computers in the library)
  - Library Supplies: batteries, coffee for programs/special events, receipt books.
  - Administration and Travel: water for office cooler, travel expenses for Maxine Meldrum – mileage to Medicine Hat for the Book Buy
  - Copier and Computer Costs: Ink cartridges for office printers, photocopying fees from May 29, 2009 – August 28, 2009
  - Professional Memberships: Renewal of CLA membership for Head Librarian Shannon Vossepoel
  - Publicity and Advertising: Required advertising for the Annual General Meeting.
  - Miscellaneous: Patron ILL charge from Chinook Arch. Patron paid at our till instead of paying Chinook Arch directly.
- 3) Meeting was adjourned at 9:35am.

## **Finance Meeting Notes: September 2009**

### **Receipts for September:**

- Adopt-a-Magazine: There have been 15 magazines donated to this program so far. We are expecting donations to be less than last year due to the economy.

### **Expenditures for September:**

- SLS Expense (Materials Allot.): second half of the materials allotment paid over to Shortgrass.
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- Miscellaneous: Patron ILL charge from Chinook Arch. Patron paid at our till instead of paying Chinook Arch directly.

### **Discussion Points:**

- Review agenda for Board Meeting
- Get Dino and Elsie to sign cheques



**Brooks Library Board**  
**September 2009**

<b>Receipts</b>	<b>Annual Budget</b>	<b>Current Month</b>	<b>Total to Date</b>
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
RISE Grants	25,103.00		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	1,775.00	17,334.68
Interest Income	0.00		
Miscellaneous	200.00		
Fines, books and services	19,000.00	1,127.51	13,841.49
Non-resident Cardholder Fees	600.00		490.00
Donations	3,000.00		6,765.24
Fundraisers	500.00		
Adopt-a-magazine	2,200.00	800.00	1,500.00
GST Recovery	1,000.00		1,152.16
<b>Total Revenue</b>	<b>\$374,905.00</b>	<b>3,702.51</b>	<b>258,544.62</b>
<b>Expenditures</b>			
SLS Expense (Materials Allot.)	56,090.00	28,045.00	56,090.00
Shortgrass – Non-resident Fees	300.00		
Dynix and Telecom (SLS)	3,400.00		2,507.33
Books & Materials (Donations)	0.00	12.91	54.00
Furnishings and Equipment	8,200.00	5,071.88	5,656.92
Payroll Expense	900.00		470.00
Library Supplies	7,500.00	113.61	5,495.72
Administration & Travel	6,375.00	77.00	983.99
Program Expense	4,000.00		1,852.76
Repair & Maintenance	4,200.00		
Rebinding, Microfilming, and Laminating	2,000.00		718.75
Staff Training	5,000.00		2,524.38
Telephone & Fax Expense	3,500.00	245.98	2,167.97
Copier & Computer Costs	2,000.00	314.22	1,615.08
Security Monitoring	600.00	25.00	303.00
Computer Main. Contracts	1,540.00		233.00
GST Expense	0.00	1.25	11.25
Freight & Postage	2,000.00		371.29
Professional Memberships	600.00	200.00	350.00
Publicity and Advertising	3,500.00	102.00	752.00

Audit and Insurance	8,500.00		6,747.00
Bank Charges	200.00	5.00	127.00
Miscellaneous	200.00	10.00	10.00
Wages (includes temp. staff and VAC pay)	220,000.00	17,120.88	152,149.62
EI Expense	5,500.00	414.71	3,985.71
CPP Expense	9,400.00	720.88	6,298.72
WCB Expense	900.00		587.55
AUMA Expense	4,000.00	220.15	2,103.78
LAPP Expense	14,500.00	1,199.06	8,821.73
<b>Total Expenses</b>	<b>\$374,905.00</b>	53,899.53	262,988.55

**Brooks Public Library**  
**Balance Sheet As at 09/30/2009**

**ASSET**

**CURRENT ASSETS**

GIC Account	0.00
GST Recoverable	1,152.16
Building Fund	874.64
Furn. & Shelving Reserve	0.00
Cash On Hand/Float	50.00
Cash In Bank	47,003.16
GIC 0001	30,000.00
GIC 0002	7,000.00
Accounts Receivable	0.00
Interest Receivable	133.00

**TOTAL CURRENT ASSETS** 86,212.96

**TOTAL ASSET** 86,212.96

**LIABILITY**

**CURRENT LIABILITIES**

Accounts Payable	0.00
MNP Accrual	4,830.00
GST Charged on Sales	0.00
GST Paid on Purchases	-1,175.49
GST Paid on Books	0.00
New Account	0.00
Accounts Payable	0.00
Vacation Payable	0.00
EI Payable	0.00
CPP Payable	0.00
Income Tax Payable	0.00
L.A.P.P.	63.74
AUMA Extended Health	-62.91
AB Health Payable	-94.36
W.C.B. Payable	0.00
Miscellaneous	0.00

**TOTAL CURRENT LIABILITIES** 3,560.98

**TOTAL LIABILITY** 3,560.98

**EQUITY**

**EARNINGS**

Building Fund Reserves	38,314.20
Externally restricted	200.00
Retained Earnings	48,581.71
Current Earnings	-4,443.93

**CURRENT EARNINGS** 82,651.98

**TOTAL EQUITY** 82,651.98

**LIABILITIES AND EQUITY** 86,212.96

**Brooks Public Library**  
**Income Statement 09/01/2009 to 09/30/2009**

**REVENUE****REVENUE**

Town of Brooks	0.00
City of Brooks Misc	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	1,775.00
Interest Income	0.00
Miscellaneous	0.00
Fines, Book Sales and Services	1,127.51
Non-resident Cardholder Fees	0.00
Charitable Receipt Donations	0.00
Fundraisers	0.00
Adopt-a-magazine	800.00
Medieval Faire	0.00
GST Recovery	0.00
<b>TOTAL REVENUE</b>	<u>3,702.51</u>

**TOTAL REVENUE** 3,702.51

**EXPENSE****EXPENSES**

SLS Expense (Materials)	28,045.00
SLS - Non-resident fees	0.00
SLS - Dynix and Telecom	0.00
Books and Materials	12.91
New Library Furnishings	0.00
Library Equipment	5,071.88
Payroll Expense	0.00
Library Supplies	113.61
Administration & Travel	77.00
Recruitment Expense	0.00
Program Expense	0.00
Medieval Faire	0.00
Repair & Maintenance	0.00
Rebinding, Microfilming, Laminati...	0.00
Staff Training	0.00
Telephone and Fax Expense	245.98
Copier & Computer Costs	314.22
Security Monitoring	25.00
Computer Main. Contracts	0.00
GST Expense	1.25
Freight and Postage	0.00
Professional Memberships	200.00
Publicity and Advertising	102.00
Audit and Insurance	0.00
Bank Charges	5.00
Miscellaneous	10.00
Wages	17,120.88
Wage Reimbursement	0.00
EI Expense	414.71
CPP Expense	720.88
WCB Expense	0.00
AUMA Extended Health	220.15
L.A.P.P. Expense	1,199.06
AB Health Expense	0.00
<b>TOTAL EXPENSES</b>	<u>53,899.53</u>

**Brooks Public Library**  
**Income Statement 09/01/2009 to 09/30/2009**

TOTAL EXPENSE	<u>53,899.53</u>
NET INCOME	<u><u>-50,197.02</u></u>



**Brooks Public Library**  
**Income Statement 01/01/2009 to 09/30/2009**

**REVENUE**

<b>REVENUE</b>	
Town of Brooks	92,052.50
City of Brooks Misc	7,017.00
HRDC - Summer Student	0.00
Province of Alberta	73,337.00
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	39,546.55
Grant Funding	5,508.00
Resident Cardholder Fees	17,334.68
Interest Income	0.00
Miscellaneous	0.00
Fines, Book Sales and Services	13,841.49
Non-resident Cardholder Fees	490.00
Charitable Receipt Donations	6,765.24
Fundraisers	0.00
Adopt-a-magazine	1,500.00
Medieval Faire	0.00
GST Recovery	1,152.16
<b>TOTAL REVENUE</b>	<b>258,544.62</b>
<b>TOTAL REVENUE</b>	<b>258,544.62</b>

**EXPENSE**

<b>EXPENSES</b>	
SLS Expense (Materials)	56,090.00
SLS - Non-resident fees	0.00
SLS - Dynix and Telecom	2,507.33
Books and Materials	54.00
New Library Furnishings	-51.96
Library Equipment	5,708.88
Payroll Expense	470.00
Library Supplies	5,495.72
Administration & Travel	983.99
Recruitment Expense	0.00
Program Expense	1,852.76
Medieval Faire	0.00
Repair & Maintenance	0.00
Rebinding, Microfilming, Laminati...	718.75
Staff Training	2,524.38
Telephone and Fax Expense	2,167.97
Copier & Computer Costs	1,615.08
Security Monitoring	303.00
Computer Main. Contracts	233.00
GST Expense	11.25
Freight and Postage	371.29
Professional Memberships	350.00
Publicity and Advertising	752.00
Audit and Insurance	6,747.00
Bank Charges	127.00
Miscellaneous	10.00
Wages	152,149.62
Wage Reimbursement	0.00
EI Expense	3,985.71
CPP Expense	6,298.72
WCB Expense	587.55
AUMA Extended Health	2,103.78
L.A.P.P. Expense	8,821.73
AB Health Expense	0.00
<b>TOTAL EXPENSES</b>	<b>262,988.55</b>

**Brooks Public Library**  
**Income Statement 01/01/2009 to 09/30/2009**

TOTAL EXPENSE	<u>262,988.55</u>
NET INCOME	<u><u>-4,443.93</u></u>

# Brooks Public Library

## Reconciliation Transactions Detail Report 09/01/2009 to 09/30/2009

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
09/04/2009	J335	Fines	Deposit	266.06	-		Y
09/04/2009	J336	Resident Cardholder	Deposit	305.00	-		Y
09/04/2009	J337	Adopt-a-Magazine	Deposit	300.00	-		Y
09/22/2009	J342	September 2009, RBC Royal Ba...	3703	-	1,959.09		Y
09/22/2009	J343	September 2009, Telus Commun...	3704	-	258.20		Y
09/22/2009	J344	September 2009, Brooks Bulletin	3705	-	80.34		Y
09/22/2009	J345	September 2009, Shortgrass Libr...	3706	-	28,045.00		Y
09/22/2009	J346	Sept 2009, Shortgrass Library Sy...	3707	-	12.91		Y
09/22/2009	J347	September 2009, Xerox Canada ...	3708	-	288.54		Y
09/22/2009	J348	September 2009, Memory Lane ...	3709	-	3,433.50		Y
09/22/2009	J349	Sept 2009, Maxine Meldrum	3710	-	66.00		N
09/30/2009	J350	September 2009, Ronnie Adams	3711	-	1,102.60		N
09/30/2009	J351	September 2009, Jillian Clarke	3712	-	1,080.68		Y
09/30/2009	J352	September 2009, Bessie Jacowis...	3713	-	1,937.31		Y
09/30/2009	J353	September 2009, Cathryn Krochak	3714	-	1,518.57		Y
09/30/2009	J354	September 2009, Maxine Meldrum	3716	-	1,969.75		N
09/30/2009	J355	September 2009, Bruce Schmidt	3717	-	526.14		N
09/30/2009	J356	September 2009, Tamara Van H...	3718	-	1,679.04		Y
09/30/2009	J357	September 2009, Shannon Voss...	3719	-	2,923.75		Y
09/30/2009	J358	September 2009, Senna Wryrha	3720	-	220.75		Y
09/30/2009	J359	September 2009, Canada Custo...	3721	-	4,144.33		N
09/30/2009	J360	September 2009, Local Authoriti...	3722	-	2,258.25		N
09/30/2009	J361	September 2009, AMSC Insuran...	3723	-	314.51		N
09/30/2009	J362	Sept 2009, Cathryn Krochak	3724	-	41.39		Y
09/30/2009	J363	Sept 2009, Brooks Bulletin	3725	-	26.78		N
09/30/2009	J364	September 2009, Canadian Libra...	3727	-	200.00		N
09/30/2009	J365	September 2009, Water Pure & ...	3728	-	11.00		N
09/30/2009	J366	September 2009, Brooks Station...	3729	-	51.19		N
09/30/2009	J367	September 2009, Chinook Arch ...	3730	-	10.00		N
09/11/2009	J368	Fines	Deposit	264.88	-		Y
09/11/2009	J369	Resident Cardholder	Deposit	280.00	-		Y
09/18/2009	J370	Fines	Deposit	331.89	-		Y
09/18/2009	J371	Resident Cardholder	Deposit	560.00	-		Y
09/18/2009	J372	Adopt-a-Magazine	Deposit	400.00	-		Y
09/25/2009	J373	Fines	Deposit	264.68	-		Y
09/25/2009	J374	Resident Cardholder	Deposit	630.00	-		Y
09/25/2009	J375	Adopt-a-Magazine	Deposit	100.00	-		Y
09/30/2009	J387	Securtek	Debit	-	26.25		Y
09/30/2009	J388	Destination Fee	Debit	-	5.00		Y

3,702.51      54,190.87



**Brooks Public Library**  
**All Journal Entries 09/01/2009 to 09/30/2009**

		Account Number	Account Description	Debits	Credits
09/04/2009	J335	Deposit, Fines 4120 1080	Fines, Book Sales and Services Cash In Bank	- 266.06	266.06 -
09/04/2009	J336	Deposit, Resident Cardholder 4090 1080	Resident Cardholder Fees Cash In Bank	- 305.00	305.00 -
09/04/2009	J337	Deposit, Adopt-a-Magazine 4185 1080	Adopt-a-magazine Cash In Bank	- 300.00	300.00 -
09/22/2009	J342	3703, September 2009, RBC Royal Bank VISA 2100 5055 5070 1080	GST Paid on Purchases Library Equipment Library Supplies Cash In Bank	92.35 1,801.88 64.86 -	- - - 1,959.09
09/22/2009	J343	3704, September 2009, Telus Communications 2100 5140 1080	GST Paid on Purchases Telephone and Fax Expense Cash In Bank	12.22 245.98 -	- - 258.20
09/22/2009	J344	3705, September 2009, Brooks Bulletin 2100 5220 1080	GST Paid on Purchases Publicity and Advertising Cash In Bank	3.84 76.50 -	- - 80.34
09/22/2009	J345	3706, September 2009, Shortgrass Library System 5020 1080	SLS Expense (Materials) Cash In Bank	28,045.00 -	- 28,045.00
09/22/2009	J346	3707, Sept 2009, Shortgrass Library System 5030 1080	Books and Materials Cash In Bank	12.91 -	- 12.91
09/22/2009	J347	3708, September 2009, Xerox Canada Ltd. 2100 5160 1080	GST Paid on Purchases Copier & Computer Costs Cash In Bank	13.74 274.80 -	- - 288.54
09/22/2009	J348	3709, September 2009, Memory Lane Computers 2100 5055 1080	GST Paid on Purchases Library Equipment Cash In Bank	163.50 3,270.00 -	- - 3,433.50
09/22/2009	J349	3710, Sept 2009, Maxine Meldrum 5080 1080	Administration & Travel Cash In Bank	66.00 -	- 66.00
09/30/2009	J350	3711, September 2009, Ronnie Adams 5300 1080 2310 2320 2330	Wages Cash In Bank EI Payable CPP Payable Income Tax Payable	1,194.62 - - - -	- 1,102.60 20.67 44.70 26.65
09/30/2009	J351	3712, September 2009, Jillian Clarke 5300 1080 2310 2320 2330	Wages Cash In Bank EI Payable CPP Payable Income Tax Payable	1,166.98 - - - -	- 1,080.68 20.19 43.33 22.78
09/30/2009	J352	3713, September 2009, Bessie Jacowishen 5300	Wages	2,705.60	-



**Brooks Public Library**  
**All Journal Entries 09/01/2009 to 09/30/2009**

		Account Number	Account Description	Debits	Credits
		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
09/30/2009	J353	3714, September 2009,	Cathryn Krochak		
		5300	Wages	1,992.90	-
		1080	Cash In Bank	-	1,518.57
		2310	EI Payable	-	34.48
		2320	CPP Payable	-	84.21
		2330	Income Tax Payable	-	186.02
		2400	L.A.P.P.	-	148.68
		2420	AUMA Extended Health	-	20.94
09/30/2009	J354	3716, September 2009,	Maxine Meldrum		
		5300	Wages	2,687.80	-
		1080	Cash In Bank	-	1,969.75
		2310	EI Payable	-	46.50
		2320	CPP Payable	-	118.61
		2330	Income Tax Payable	-	348.14
		2400	L.A.P.P.	-	200.45
		2420	AUMA Extended Health	-	4.35
09/30/2009	J355	3717, September 2009,	Bruce Schmidt		
		5300	Wages	548.34	-
		1080	Cash In Bank	-	526.14
		2310	EI Payable	-	9.49
		2320	CPP Payable	-	12.71
09/30/2009	J356	3718, September 2009,	Tamara Van Horne		
		5300	Wages	2,250.00	-
		1080	Cash In Bank	-	1,679.04
		2310	EI Payable	-	38.93
		2320	CPP Payable	-	96.94
		2330	Income Tax Payable	-	246.00
		2400	L.A.P.P.	-	167.92
		2420	AUMA Extended Health	-	21.17
09/30/2009	J357	3719, September 2009,	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
09/30/2009	J358	3720, September 2009,	Senna Wryrha		
		5300	Wages	224.64	-
		1080	Cash In Bank	-	220.75
		2310	EI Payable	-	3.89
09/30/2009	J359	3721, September 2009,	Canada Customs and Revenue Agency		
		2310	EI Payable	296.22	-
		2320	CPP Payable	720.88	-
		2330	Income Tax Payable	1,991.64	-
		5310	EI Expense	414.71	-
		5320	CPP Expense	720.88	-
		1080	Cash In Bank	-	4,144.33
09/30/2009	J360	3722, September 2009,	Local Authorities Pension Plan		
		2400	L.A.P.P.	1,059.19	-
		5350	L.A.P.P. Expense	1,199.06	-
		1080	Cash In Bank	-	2,258.25

## Brooks Public Library

## All Journal Entries 09/01/2009 to 09/30/2009

		Account Number	Account Description	Debits	Credits
09/30/2009	J361	3723, September 2009, AMSC Insurance Services Limited			
		2420	AUMA Extended Health	94.36	-
		5340	AUMA Extended Health	220.15	-
		1080	Cash In Bank	-	314.51
09/30/2009	J362	3724, Sept 2009, Cathryn Krochak			
		2100	GST Paid on Purchases	1.97	-
		5160	Copier & Computer Costs	39.42	-
		1080	Cash In Bank	-	41.39
09/30/2009	J363	3725, Sept 2009, Brooks Bulletin			
		2100	GST Paid on Purchases	1.28	-
		5220	Publicity and Advertising	25.50	-
		1080	Cash In Bank	-	26.78
09/30/2009	J364	3727, September 2009, Canadian Library Association			
		5210	Professional Memberships	200.00	-
		1080	Cash In Bank	-	200.00
09/30/2009	J365	3728, September 2009, Water Pure & Simple			
		5080	Administration & Travel	11.00	-
		1080	Cash In Bank	-	11.00
09/30/2009	J366	3729, September 2009, Brooks Stationers			
		2100	GST Paid on Purchases	2.44	-
		5070	Library Supplies	48.75	-
		1080	Cash In Bank	-	51.19
09/30/2009	J367	3730, September 2009, Chinook Arch Regional Library System			
		5260	Miscellaneous	10.00	-
		1080	Cash In Bank	-	10.00
09/11/2009	J368	Deposit, Fines			
		4120	Fines, Book Sales and Services	-	264.88
		1080	Cash In Bank	264.88	-
09/11/2009	J369	Deposit, Resident Cardholder			
		4090	Resident Cardholder Fees	-	280.00
		1080	Cash In Bank	280.00	-
09/18/2009	J370	Deposit, Fines			
		4120	Fines, Book Sales and Services	-	331.89
		1080	Cash In Bank	331.89	-
09/18/2009	J371	Deposit, Resident Cardholder			
		4090	Resident Cardholder Fees	-	560.00
		1080	Cash In Bank	560.00	-
09/18/2009	J372	Deposit, Adopt-a-Magazine			
		4185	Adopt-a-magazine	-	400.00
		1080	Cash In Bank	400.00	-
09/25/2009	J373	Deposit, Fines			
		4120	Fines, Book Sales and Services	-	264.68
		1080	Cash In Bank	264.68	-
09/25/2009	J374	Deposit, Resident Cardholder			
		4090	Resident Cardholder Fees	-	630.00
		1080	Cash In Bank	630.00	-
09/25/2009	J375	Deposit, Adopt-a-Magazine			
		4185	Adopt-a-magazine	-	100.00
		1080	Cash In Bank	100.00	-
09/30/2009	J387	Debit, Securtek			
		5170	Security Monitoring	25.00	-

## Brooks Public Library

## All Journal Entries 09/01/2009 to 09/30/2009

		Account Number	Account Description	Debits	Credits
		5180	GST Expense	1.25	-
		1080	Cash In Bank	-	26.25
09/30/2009	J388	Debit, Destination Fee			
		5250	Bank Charges	5.00	-
		1080	Cash In Bank	-	5.00
				<u>62,055.67</u>	<u>62,055.67</u>

**MINUTES OF REGULAR MEETING OF BROOKS PUBLIC LIBRARY BOARD**  
**November 26, 2009**  
**HELD IN BROOKS PUBLIC LIBRARY**

PRESENT: Tilly Gamble-Altwasser (vice chair), Shannon Vossepoel (librarian), Sheila Tiegs, Elsie Strach, Cathleen Patterson, Gloria Evans

REGRETS: Dino Champlone, Norm Gerestein, Karen Nelson, Kimberley Sharkey, Joyce Aasen

**VISION STATEMENT**

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

**MISSION STATEMENT**

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

1. Call to Order: Tilly called the meeting to order at 6:35 pm.
2. Approval of Agenda: Moved by Sheila/Elsie. Carried.
3. Consent Agenda: Gloria/Cathleen moved acceptance of October 2009 Board Meeting Minutes and Librarian's Report including Netspeed Report and NLLS Report. Carried.
4. Correspondence:
  - a. Patron Suggestion: A suggestion was received to have a section of the library that included both the Disney movie and the book. Shannon said what might happen is to have a display following the suggested idea rather than a section of the library devoted to movies and corresponding books.
5. Finance Committee Meeting Minutes and October 2009 Receipts and Expenditures: Cathleen/Sheila moved acceptance of the minutes and October 2009 Receipts and Expenditures. Shannon noted the final payment from the City has been received but does not show up on the October Receipts. She also noted the 2010 RISE grant has been received early and will need to be moved into the 2010 budget at the January Board meeting.
6. Business Arising from the October 2009 Board Meeting Minutes
  - a. Expiry Stickers Update: Shannon hopes to have this completed by January 2010.
  - b. Wireless Access Update: At present, technical problems do not allow use of patron's library card bar code to access the wireless. Shortgrass is looking into the situation. Public access has been delayed; however, BPL will adopt a different system following



Shortgrass's lead using passwords to sign in. Non-members will pay a daily use fee of \$2.00.

- c. RISE Project: Policies need to be developed regarding public use of videoconferencing prior to being advertised for public use. The set-up stage has been completed and the system is ready for public use.
- d. Brooks Friends of the Library—fundraising proceeds: Shannon will take suggestions for funds to the Friends group, including purchases such as a baby change table, a fireplace for near the front entrance or computer chairs. Plaques will be placed on whatever is purchased by the Friends of the Library.
- e. Shannon Vossepoel Maternity Leave Update:
  - i. Interviews for candidates: 5 applications were received. Human Resources narrowed the list down to 3. HR held phone interviews with the 3 applicants. They are in the process of arranging a second interview with at least two of the applicants.
  - ii. Recruitment Expenses: For the second interviews, one of the applicants will travel from Lethbridge and one from Calgary. BPL will reimburse these applicants with \$100.00 for travel expenses/meal. The other possible second interview would be held via videoconference from Ontario when it can be arranged. The cost of the videoconference is possibly \$75.00 to \$150.00 per hour. Shannon believes the total cost of recruitment will be approximately \$500.00. HR aims to have a temporary librarian hired for Shannon's year maternity leave by mid December 2009.
  - iii. Staff training progress (training binder, 2010 preplanning): Audit materials will be together in January. Shannon is organizing a binder of information for the temporary library librarian. Staff is being trained to take over some of Shannon's duties in order to be of assistance to the new person. The 2010 year has been planned. With all the preplanning, Shannon hopes her leave will be "phone free" from the library, but she expects it will not be entirely phone free.

## 7. New Business

- a. Library Signage: BPL now has a great sign put up by the City.
- b. ILS (Integrated Library System): The system will undergo a maintenance upgrade in January.
- c. Brooks Bulletin Digitization Project: University of Lethbridge would like to digitize the Brooks Bulletin using one of the two copies of BPL's microfilm. Cathleen/Sheila moved BPL allow University of Lethbridge to utilize our microfilm of Brooks Bulletin for the purpose of digitizing. Carried.
- d. E-Books and E-audio (Overdrive Project): Shortgrass is looking into purchasing Overdrive—a system that allows downloading of books. BPL's share of the initial cost would be \$6000.00 in 2010 with a lower cost following years. This system allows downloading onto Sony E readers and I pods. This upcoming technology needs to be considered in a positive light.
- e. Brooks Public Library Roof: BPL's motion approving the City's grant application for the library's roof was tabled as Shannon did not receive the amount needed by the City to include in the motion. Shannon will follow up with email to Board members.
- f. City of Brooks Gala: Several Board members plan to attend along with Shannon.
- g. Staff and Board Party: 6:00 pm, Monday, January 11, 2010. The party will follow previous years' with a potluck and white elephant gift exchange. Karen and Gloria will

call Board members and Shannon will contact staff to see what they will supply for the potluck.

- h. Alberta Library Conference: ALC will be held April 29 to May 2 at Jasper Park Lodge. Shannon has booked two rooms. The Board must make a decision as to who will attend at the January 2010 meeting. If needed, room cancellation must be done by late March.

8. Adjournment: Sheila moved adjournment at 8:20 pm.

9. Next Board Meeting: January 28, 2010.



Board Vice Chair

OSE

Date: Feb 2, 2010



Librarian

FEB 2 / 2010

**Brooks Library Board  
Finance Standing Committee Meeting  
9:00am, November 26, 2009**

Present: Elsie Strach and Shannon Vossepoel  
Regrets: Dino Champlone

- 1) Meeting was called to order at 9:00am.
- 2) Receipts and Expenditures for the month of October 2009 were discussed in detail and reviewed by the Committee. Items of Note:

**Receipts for October:**

- HRDC Summer Student: Grant funding reimbursement for portion of Summer Student wages.
- County of Newell Library Board: 2009 funding.
- Non-Resident Cardholder Fees: Exceeded budgeted amount – more non-resident patrons than expected have purchased cards.
- Donations: Donation from Doris M. Cairns to be used as library sees fit.
- Adopt-a-Magazine: There have been 16 magazines donated to this program so far. We are expecting donations to be less than last year due to the economy.

**Expenditures for October:**

- Books and Materials: DVDs and CDs purchased at annual book buy. To be reimbursed by Shortgrass from the Materials Allotment.
  - Furnishings and Equipment: Flat Panel Cart to hold Flat Screen TV – purchased with McHappy Day funds.
  - Library Supplies: letterhead stationery, dry erase markers.
  - Administration and Travel: lunch for Maxine, Tamara and Shannon at the annual book buy; travel expenses for Cathryn Krochak – mileage to Medicine Hat for the Shortgrass Mini-Conference; water for office cooler; speaker fees and travel expenses for Keith Seel for Board Development Day.
  - Program Expenses: Prints of 2009 library photos, cake for RISE launch, prizes and craft supplies for Super Saturday Halloween Spook-tacular.
  - Repair and Maintenance: installation of new staff telephones, annual maintenance fees for microfilm machine.
  - Security Monitoring: Annual fees paid – City of Brooks will reimburse.
  - Freight and Postage: Stamps, freight on flat panel cart.
  - Publicity and Advertising: advertising for Library Assistant and Acting Head Librarian positions.
- 3) Meeting was adjourned at 9:15am.



## **Finance Meeting Notes: October 2009**

### **Receipts for October:**

- HRDC Summer Student: Grant funding reimbursement for portion of Summer Student wages.
- County of Newell Library Board: 2009 funding.
- Non-Resident Cardholder Fees: Exceeded budgeted amount – more non-resident patrons than expected have purchased cards.
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### **Expenditures for October:**

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- Repair and Maintenance: installation of new staff telephones, annual maintenance fees for microfilm machine.
- Security Monitoring: Annual fees paid – City of Brooks will reimburse.
- Freight and Postage: Stamps, freight on flat panel cart.
- Publicity and Advertising: advertising for Library Assistant and Acting Head Librarian positions.

### **Discussion Points:**

- Review agenda for Board Meeting
- Audit Update
- Get Dino and Elsie to sign cheques



**Brooks Library Board**  
**October 2009**

<b>Receipts</b>	<b>Annual Budget</b>	<b>Current Month</b>	<b>Total to Date</b>
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	2,156.00	2,156.00
Province of Alberta	73,337.00		73,337.00
RISE Grants	25,103.00		39,546.55
Additional Grant Funding	5,500.00		5,508.00
County of Newell Library Board	29,235.00	34,953.19	34,953.19
Resident Cardholder Fees	20,625.00	1,730.00	19,064.68
Interest Income	0.00		
Miscellaneous	200.00		
Fines, books and services	19,000.00	1,408.88	15,250.37
Non-resident Cardholder Fees	600.00	280.00	770.00
Donations	3,000.00	100.00	6,865.24
Fundraisers	500.00		
Adopt-a-magazine	2,200.00	100.00	1,600.00
GST Recovery	1,000.00		1,152.16
<b>Total Revenue</b>	<b>\$374,905.00</b>	<b>40,728.07</b>	<b>299,272.69</b>
<b>Expenditures</b>			
SLS Expense (Materials Allot.)	56,090.00		56,090.00
Shortgrass – Non-resident Fees	300.00		
Dynix and Telecom (SLS)	3,400.00		2,507.33
Books & Materials (Donations)	0.00	2,914.30	2,968.30
Furnishings and Equipment	8,200.00	742.00	6,398.92
Payroll Expense	900.00	50.00	520.00
Library Supplies	7,500.00	264.98	5,760.70
Administration & Travel	6,375.00	740.14	1,724.13
Program Expense	4,000.00	79.34	1,932.10
Repair & Maintenance	4,200.00	1,965.89	1,965.89
Rebinding, Microfilming, and Laminating	2,000.00		718.75
Staff Training	5,000.00		2,524.38
Telephone & Fax Expense	3,500.00	246.63	2,414.60
Copier & Computer Costs	2,000.00		1,615.08
Security Monitoring	600.00	300.00	603.00
Computer Main. Contracts	1,540.00		233.00
GST Expense	0.00		11.25
Freight & Postage	2,000.00	362.00	733.29
Professional Memberships	600.00		350.00
Publicity and Advertising	3,500.00	149.50	901.50

Audit and Insurance	8,500.00		6,747.00
Bank Charges	200.00	5.00	132.00
Miscellaneous	200.00		10.00
Wages (includes temp. staff and VAC pay)	220,000.00	16,941.81	169,091.43
EI Expense	5,500.00	410.30	4,396.01
CPP Expense	9,400.00	722.57	7,021.29
WCB Expense	900.00		587.55
AUMA Expense	4,000.00	220.15	2,323.93
LAPP Expense	14,500.00	1,225.97	10,047.70
<b>Total Expenses</b>	<b>\$374,905.00</b>	<b>27,340.58</b>	<b>290,329.13</b>

**Brooks Public Library**  
**Balance Sheet As at 10/31/2009**

**ASSET**

**CURRENT ASSETS**

GIC Account	0.00
GST Recoverable	1,152.16
Building Fund	874.64
Furn. & Shelving Reserve	0.00
Cash On Hand/Float	50.00
Cash In Bank	60,014.48
GIC 0001	30,000.00
GIC 0002	7,000.00
Accounts Receivable	0.00
Interest Receivable	133.00

**TOTAL CURRENT ASSETS** 99,224.28

**TOTAL ASSET** 99,224.28

**LIABILITY**

**CURRENT LIABILITIES**

Accounts Payable	0.00
MNP Accrual	4,830.00
GST Charged on Sales	0.00
GST Paid on Purchases	-1,551.66
GST Paid on Books	0.00
New Account	0.00
Accounts Payable	0.00
Vacation Payable	0.00
EI Payable	0.00
CPP Payable	0.00
Income Tax Payable	0.00
L.A.P.P.	63.74
AUMA Extended Health	-62.91
AB Health Payable	-94.36
W.C.B. Payable	0.00
Miscellaneous	0.00

**TOTAL CURRENT LIABILITIES** 3,184.81

**TOTAL LIABILITY** 3,184.81

**EQUITY**

**EARNINGS**

Building Fund Reserves	38,314.20
Externally restricted	200.00
Retained Earnings	48,581.71
Current Earnings	8,943.56

**CURRENT EARNINGS** 96,039.47

**TOTAL EQUITY** 96,039.47

**LIABILITIES AND EQUITY** 99,224.28

# Brooks Public Library

## Income Statement 10/01/2009 to 10/31/2009

### REVENUE

#### REVENUE

Town of Brooks	0.00
City of Brooks Misc	0.00
HRDC - Summer Student	2,156.00
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	34,953.19
RISE Grant Funding	0.00
Grant Funding	0.00
Resident Cardholder Fees	1,730.00
Interest Income	0.00
Miscellaneous	0.00
Fines, Book Sales and Services	1,408.88
Non-resident Cardholder Fees	280.00
Charitable Receipt Donations	100.00
Fundraisers	0.00
Adopt-a-magazine	100.00
Medieval Faire	0.00
GST Recovery	0.00

<b>TOTAL REVENUE</b>	<u>40,728.07</u>
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<b>TOTAL REVENUE</b>	<u>40,728.07</u>
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### EXPENSE

#### EXPENSES

SLS Expense (Materials)	0.00
SLS - Non-resident fees	0.00
SLS - Dynix and Telecom	0.00
Books and Materials	2,914.30
New Library Furnishings	0.00
Library Equipment	742.00
Payroll Expense	50.00
Library Supplies	264.98
Administration & Travel	740.14
Recruitment Expense	0.00
Program Expense	79.34
Medieval Faire	0.00
Repair & Maintenance	1,965.89
Rebinding, Microfilming, Laminati...	0.00
Staff Training	0.00
Telephone and Fax Expense	246.63
Copier & Computer Costs	0.00
Security Monitoring	300.00
Computer Main. Contracts	0.00
GST Expense	0.00
Freight and Postage	362.00
Professional Memberships	0.00
Publicity and Advertising	149.50
Audit and Insurance	0.00
Bank Charges	5.00
Miscellaneous	0.00
Wages	16,941.81
Wage Reimbursement	0.00
EI Expense	410.30
CPP Expense	722.57
WCB Expense	0.00
AUMA Extended Health	220.15
L.A.P.P. Expense	1,225.97
AB Health Expense	0.00

<b>TOTAL EXPENSES</b>	<u>27,340.58</u>
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**Brooks Public Library**  
**Income Statement 10/01/2009 to 10/31/2009**

TOTAL EXPENSE	<u>27,340.58</u>
NET INCOME	<u><u>13,387.49</u></u>

# Brooks Public Library

## Income Statement 01/01/2009 to 10/31/2009

### REVENUE

#### REVENUE

Town of Brooks	92,052.50
City of Brooks Misc	7,017.00
HRDC - Summer Student	2,156.00
Province of Alberta	73,337.00
Industry Canada - CAP 3	0.00
Industry Canada - CAP YI	0.00
PLDI Grant	0.00
County of Newell Library Board	34,953.19
RISE Grant Funding	39,546.55
Grant Funding	5,508.00
Resident Cardholder Fees	19,064.68
Interest Income	0.00
Miscellaneous	0.00
Fines, Book Sales and Services	15,250.37
Non-resident Cardholder Fees	770.00
Charitable Receipt Donations	6,865.24
Fundraisers	0.00
Adopt-a-magazine	1,600.00
Medieval Faire	0.00
GST Recovery	1,152.16

<b>TOTAL REVENUE</b>	<b>299,272.69</b>
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<b>TOTAL REVENUE</b>	<b>299,272.69</b>
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### EXPENSE

#### EXPENSES

SLS Expense (Materials)	56,090.00
SLS - Non-resident fees	0.00
SLS - Dynix and Telecom	2,507.33
Books and Materials	2,968.30
New Library Furnishings	-51.96
Library Equipment	6,450.88
Payroll Expense	520.00
Library Supplies	5,760.70
Administration & Travel	1,724.13
Recruitment Expense	0.00
Program Expense	1,932.10
Medieval Faire	0.00
Repair & Maintenance	1,965.89
Rebinding, Microfilming, Laminati...	718.75
Staff Training	2,524.38
Telephone and Fax Expense	2,414.60
Copier & Computer Costs	1,615.08
Security Monitoring	603.00
Computer Main. Contracts	233.00
GST Expense	11.25
Freight and Postage	733.29
Professional Memberships	350.00
Publicity and Advertising	901.50
Audit and Insurance	6,747.00
Bank Charges	132.00
Miscellaneous	10.00
Wages	169,091.43
Wage Reimbursement	0.00
EI Expense	4,396.01
CPP Expense	7,021.29
WCB Expense	587.55
AUMA Extended Health	2,323.93
L.A.P.P. Expense	10,047.70
AB Health Expense	0.00

<b>TOTAL EXPENSES</b>	<b>290,329.13</b>
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**Brooks Public Library**  
**Income Statement 01/01/2009 to 10/31/2009**

TOTAL EXPENSE	<u>290,329.13</u>
NET INCOME	<u><u>8,943.56</u></u>

# Brooks Public Library

## Reconciliation Transactions Detail Report 10/01/2009 to 10/31/2009

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
10/02/2009	J376	Fines	Deposit	247.50	-		Y
10/02/2009	J377	Resident Cardholder	Deposit	350.00	-		Y
10/02/2009	J378	Non-Resident Cardholder	Deposit	200.00	-		Y
10/02/2009	J379	Adopt-a-Magazine	Deposit	100.00	-		Y
10/02/2009	J380	County of Newell	Deposit	34,953.19	-		Y
10/02/2009	J381	HRDC	Deposit	2,156.00	-		Y
10/09/2009	J382	Fines	Deposit	394.17	-		Y
10/09/2009	J383	Resident Cardholder	Deposit	305.00	-		Y
10/09/2009	J384	Fines	Deposit	176.70	-		Y
10/09/2009	J385	Resident Cardholder	Deposit	280.00	-		Y
10/09/2009	J386	Non-Resident Cardholder	Deposit	80.00	-		Y
10/23/2009	J389	October 2009, Telus Communica...	3731	-	258.88		Y
10/23/2009	J390	October 2009, RBC Royal Bank ...	3732	-	3,260.83		Y
10/30/2009	J391	October 2009, Shannon Vossepoel	3733	-	2,923.75		Y
10/30/2009	J392	October 2009, Ronnie Adams	3734	-	10.94		N
10/30/2009	J393	October 2009, Jillian Clarke	3735	-	1,212.93		Y
10/30/2009	J394	October 2009, Bessie Jacowishen	3736	-	2,081.97		Y
10/30/2009	J395	October 2009, Cathryn Krochak	3737	-	1,680.70		N
10/30/2009	J396	October 2009, Maxine Meldrum	3738	-	1,991.98		N
10/30/2009	J397	October 2009, Bruce Schmidt	3739	-	687.74		N
10/30/2009	J398	October 2009, Tamara Van Horne	3740	-	1,547.73		Y
10/30/2009	J399	October 2009, Senna Wryrha	3741	-	549.00		Y
10/30/2009	J400	October 2009, Canada Customs ...	3742	-	4,210.66		N
10/30/2009	J401	October 2009, Local Authorities ...	3743	-	2,308.89		N
10/30/2009	J402	October 2009, AMSC Insurance ...	3744	-	314.51		N
10/30/2009	J403	Oct 2009, Bessie Jacowishen	3745	-	24.99		Y
10/30/2009	J404	Oct 2009, Jillian Clarke	3746	-	4.20		Y
10/30/2009	J405	Oct 2009, Cathryn Krochak	3747	-	66.00		N
10/30/2009	J406	October 2009, Brooks Computer ...	3748	-	52.50		N
10/30/2009	J407	October 2009, Brooks Bulletin	3749	-	389.03		N
10/30/2009	J408	October 2009, Brodart	3750	-	989.10		N
10/30/2009	J409	October 2009, Water Pure & Sim...	3751	-	11.00		N
10/30/2009	J410	October 2009, Brooks and Count...	3752	-	40.95		N
10/30/2009	J411	October 2009, Cactus Communica...	3753	-	177.19		N
10/30/2009	J412	October 2009, Shortgrass Library...	3754	-	64.95		N
10/30/2009	J413	October 2009, M4i Information In...	3755	-	644.10		N
10/30/2009	J414	October 2009, Critical Control So...	3756	-	1,887.00		N
10/30/2009	J415	October 2009, Brooks Stationers	3757	-	5.23		N
10/30/2009	J416	October 2009, Securtek - A Sask...	3758	-	315.00		N
10/31/2009	J417	Securtek	Debit	-	26.25		Y
10/31/2009	J418	Destination Fee	Debit	-	5.00		Y
10/23/2009	J419	Fines	Deposit	267.06	-		Y
10/23/2009	J420	Resident Cardholder	Deposit	510.00	-		Y
10/30/2009	J421	Fines	Deposit	323.45	-		Y
10/30/2009	J422	Resident Cardholder	Deposit	285.00	-		Y
10/30/2009	J423	Donation	Deposit	100.00	-		Y
10/31/2009	J429	Reversing J417. Correction is J4...	ADJDebit	26.25	-		Y
10/31/2009	J430	Securtek	Debit	-	26.25		Y
10/31/2009	J431	Reversing J430. Correction is J4...	ADJDebit	26.25	-		Y
10/31/2009	J432	Securtek	Debit	-	26.25		Y
10/31/2009	J433	Reversing J432. Correction is J4...	ADJDebit	26.25	-		Y
10/31/2009	J434	Securtek	Debit	-	26.25		Y
10/31/2009	J435	Reversing J434. Correction is J4...	ADJDebit	26.25	-		Y
10/31/2009	J436	Securtek	Debit	-	26.25		Y
10/31/2009	J437	Reversing J436. Correction is J4...	ADJDebit	26.25	-		Y

40,859.32      27,848.00





**Brooks Public Library**  
**All Journal Entries 10/01/2009 to 10/31/2009**

		Account Number	Account Description	Debits	Credits
10/02/2009	J376	Deposit, Fines			
		4120	Fines, Book Sales and Services	-	247.50
		1080	Cash In Bank	247.50	-
10/02/2009	J377	Deposit, Resident Cardholder			
		4090	Resident Cardholder Fees	-	350.00
		1080	Cash In Bank	350.00	-
10/02/2009	J378	Deposit, Non-Resident Cardholder			
		4140	Non-resident Cardholder Fees	-	200.00
		1080	Cash In Bank	200.00	-
10/02/2009	J379	Deposit, Adopt-a-Magazine			
		4185	Adopt-a-magazine	-	100.00
		1080	Cash In Bank	100.00	-
10/02/2009	J380	Deposit, County of Newell			
		4060	County of Newell Library Board	-	34,953.19
		1080	Cash In Bank	34,953.19	-
10/02/2009	J381	Deposit, HRDC			
		4030	HRDC - Summer Student	-	2,156.00
		1080	Cash In Bank	2,156.00	-
10/09/2009	J382	Deposit, Fines			
		4120	Fines, Book Sales and Services	-	394.17
		1080	Cash In Bank	394.17	-
10/09/2009	J383	Deposit, Resident Cardholder			
		4090	Resident Cardholder Fees	-	305.00
		1080	Cash In Bank	305.00	-
10/09/2009	J384	Deposit, Fines			
		4120	Fines, Book Sales and Services	-	176.70
		1080	Cash In Bank	176.70	-
10/09/2009	J385	Deposit, Resident Cardholder			
		4090	Resident Cardholder Fees	-	280.00
		1080	Cash In Bank	280.00	-
10/09/2009	J386	Deposit, Non-Resident Cardholder			
		4140	Non-resident Cardholder Fees	-	80.00
		1080	Cash In Bank	80.00	-
10/23/2009	J389	3731, October 2009, Telus Communications			
		2100	GST Paid on Purchases	12.25	-
		5140	Telephone and Fax Expense	246.63	-
		1080	Cash In Bank	-	258.88
10/23/2009	J390	3732, October 2009, RBC Royal Bank VISA			
		2100	GST Paid on Purchases	155.09	-
		5030	Books and Materials	2,849.35	-
		5080	Administration & Travel	44.04	-
		5090	Program Expense	50.35	-
		5200	Freight and Postage	162.00	-
		1080	Cash In Bank	-	3,260.83
10/30/2009	J391	3733, October 2009, 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
10/30/2009	J392	3734, October 2009, Ronnie Adams			

**Brooks Public Library**  
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		Account Number	Account Description	Debits	Credits
		5300	Wages	11.13	-
		1080	Cash In Bank	-	10.94
		2310	EI Payable	-	0.19
10/30/2009	J393	3735, October 2009, Jillian Clarke			
		5300	Wages	1,333.70	-
		1080	Cash In Bank	-	1,212.93
		2310	EI Payable	-	23.07
		2320	CPP Payable	-	51.58
		2330	Income Tax Payable	-	46.12
10/30/2009	J394	3736, October 2009, Bessie Jacowishen			
		5300	Wages	2,937.00	-
		1080	Cash In Bank	-	2,081.97
		2310	EI Payable	-	50.81
		2320	CPP Payable	-	130.94
		2330	Income Tax Payable	-	406.28
		2400	L.A.P.P.	-	219.10
		2420	AUMA Extended Health	-	47.90
10/30/2009	J395	3737, October 2009, Cathryn Krochak			
		5300	Wages	2,252.25	-
		1080	Cash In Bank	-	1,680.70
		2310	EI Payable	-	38.96
		2320	CPP Payable	-	97.05
		2330	Income Tax Payable	-	246.53
		2400	L.A.P.P.	-	168.07
		2420	AUMA Extended Health	-	20.94
10/30/2009	J396	3738, October 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
10/30/2009	J397	3739, October 2009, Bruce Schmidt			
		5300	Wages	721.50	-
		1080	Cash In Bank	-	687.74
		2310	EI Payable	-	12.48
		2320	CPP Payable	-	21.28
10/30/2009	J398	3740, October 2009, Tamara Van Horne			
		5300	Wages	2,040.00	-
		1080	Cash In Bank	-	1,547.73
		2310	EI Payable	-	35.29
		2320	CPP Payable	-	86.54
		2330	Income Tax Payable	-	197.01
		2400	L.A.P.P.	-	152.26
		2420	AUMA Extended Health	-	21.17
10/30/2009	J399	3741, October 2009, Senna Wryryha			
		5300	Wages	572.83	-
		1080	Cash In Bank	-	549.00
		2310	EI Payable	-	9.91
		2320	CPP Payable	-	13.92
10/30/2009	J400	3742, October 2009, Canada Customs and Revenue Agency			
		2310	EI Payable	293.08	-
		2320	CPP Payable	722.57	-
		2330	Income Tax Payable	2,062.14	-
		5310	EI Expense	410.30	-
		5320	CPP Expense	722.57	-
		1080	Cash In Bank	-	4,210.66

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	Account Number	Account Description	Debits	Credits
10/30/2009	J401	3743, October 2009, Local Authorities Pension Plan		
	2400	L.A.P.P.	1,082.92	-
	5350	L.A.P.P. Expense	1,225.97	-
	1080	Cash In Bank	-	2,308.89
10/30/2009	J402	3744, October 2009, AMSC Insurance Services Limited		
	2420	AUMA Extended Health	94.36	-
	5340	AUMA Extended Health	220.15	-
	1080	Cash In Bank	-	314.51
10/30/2009	J403	3745, Oct 2009, Bessie Jacowishen		
	5090	Program Expense	24.99	-
	1080	Cash In Bank	-	24.99
10/30/2009	J404	3746, Oct 2009, Jillian Clarke		
	2100	GST Paid on Purchases	0.20	-
	5090	Program Expense	4.00	-
	1080	Cash In Bank	-	4.20
10/30/2009	J405	3747, Oct 2009, Cathryn Krochak		
	5080	Administration & Travel	66.00	-
	1080	Cash In Bank	-	66.00
10/30/2009	J406	3748, October 2009, Brooks Computer Services Ltd.		
	2100	GST Paid on Purchases	2.50	-
	5060	Payroll Expense	50.00	-
	1080	Cash In Bank	-	52.50
10/30/2009	J407	3749, October 2009, Brooks Bulletin		
	2100	GST Paid on Purchases	18.53	-
	5070	Library Supplies	260.00	-
	5220	Publicity and Advertising	110.50	-
	1080	Cash In Bank	-	389.03
10/30/2009	J408	3750, October 2009, Brodart		
	2100	GST Paid on Purchases	47.10	-
	5055	Library Equipment	742.00	-
	5200	Freight and Postage	200.00	-
	1080	Cash In Bank	-	989.10
10/30/2009	J409	3751, October 2009, Water Pure & Simple		
	5080	Administration & Travel	11.00	-
	1080	Cash In Bank	-	11.00
10/30/2009	J410	3752, October 2009, Brooks and County Chronicle		
	2100	GST Paid on Purchases	1.95	-
	5220	Publicity and Advertising	39.00	-
	1080	Cash In Bank	-	40.95
10/30/2009	J411	3753, October 2009, Cactus Communications Ltd.		
	2100	GST Paid on Purchases	8.44	-
	5100	Repair & Maintenance	168.75	-
	1080	Cash In Bank	-	177.19
10/30/2009	J412	3754, October 2009, Shortgrass Library System		
	5030	Books and Materials	64.95	-
	1080	Cash In Bank	-	64.95
10/30/2009	J413	3755, October 2009, M4i Information Industries Incorporated		
	2100	GST Paid on Purchases	25.00	-
	5080	Administration & Travel	619.10	-
	1080	Cash In Bank	-	644.10
10/30/2009	J414	3756, October 2009, Critical Control Solutions Inc.		
	2100	GST Paid on Purchases	89.86	-



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		Account Number	Account Description	Debits	Credits
		5100	Repair & Maintenance	1,797.14	-
		1080	Cash In Bank	-	1,887.00
10/30/2009	J415	3757, October 2009,	Brooks Stationers		
		2100	GST Paid on Purchases	0.25	-
		5070	Library Supplies	4.98	-
		1080	Cash In Bank	-	5.23
10/30/2009	J416	3758, October 2009,	Securtek - A SaskTel Company		
		2100	GST Paid on Purchases	15.00	-
		5170	Security Monitoring	300.00	-
		1080	Cash In Bank	-	315.00
10/31/2009	J418	Debit, Destination Fee			
		5250	Bank Charges	5.00	-
		1080	Cash In Bank	-	5.00
10/23/2009	J419	Deposit, Fines			
		4120	Fines, Book Sales and Services	-	267.06
		1080	Cash In Bank	267.06	-
10/23/2009	J420	Deposit, Resident Cardholder			
		4090	Resident Cardholder Fees	-	510.00
		1080	Cash In Bank	510.00	-
10/30/2009	J421	Deposit, Fines			
		4120	Fines, Book Sales and Services	-	323.45
		1080	Cash In Bank	323.45	-
10/30/2009	J422	Deposit, Resident Cardholder			
		4090	Resident Cardholder Fees	-	285.00
		1080	Cash In Bank	285.00	-
10/30/2009	J423	Deposit, Donation			
		4170	Charitable Receipt Donations	-	100.00
		1080	Cash In Bank	100.00	-
				72,699.89	72,699.89