

MINUTES OF REGULAR MEETING OF BROOKS PUBLIC LIBRARY BOARD
January 22, 2009
HELD IN BROOKS PUBLIC LIBRARY

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

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.

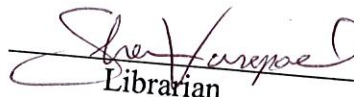
1. Call to Order: Dino called the meeting to order at 6:34 pm
2. Approval of Agenda: **Moved by Sheila/Cathleen** to accept the agenda as printed. Carried.
3. Consent Agenda: **Elsie/Sheila moved acceptance of the Consent Agenda** including December 2008 Board Meeting Minutes (as amended to include Sheila Tiegs as present), Finance Committee Reports including receipts and expenditures for December 2008, and Librarian's Report. Carried.
4. Correspondence
 - a. RISE—The RISE Review handed out for information
 - b. A Celebration of Dr. Harold Storlien's Life: The public are invited to attend a commemoration Feb 21 from 1:30 to 4:30 at the Cypress Center in Medicine Hat. RSVP.
5. Business Arising from December 2008 Board meeting minutes
 - a. Membership Fee Increase effective February 3, 2009: The City approved fee increases of \$15.00 per year for an individual membership and \$20.00 per year for family memberships. The change has been advertised in the media and at the library.
 - b. RISE Update: The meeting room has been wired for the pilot video conferencing project. Installation of equipment is to be completed by January 28, 2009. The first staff members to be trained are Shannon, Tamara and Ronnie.
6. New Business
 - a. 2009 Board Meeting Dates: January 22, February 26, March 26, April 30, May 28, June 25, September 24, October 22, November 26.

- b. Community Access Program: Shannon has not received a definite answer regarding a possible charge for the use of computers by those not having a library membership. TABLED the decision regarding charge for computer use until April meeting as Shannon will get the information needed at ALC.
 - c. Local Fundraising: Shannon explained what has occurred in relation to Death by Chocolate possible fundraiser. A public meeting is to be held in the library on February 1, 2009 to see if there is any interest.
 - d. 2008 Audit: All material should be ready to take to the auditors by February 9, 2009.
 - e. 2009 Public Library Survey and 2008 Annual Report on Public Libraries in Alberta: BPL will conduct in-house surveys of patrons Feb 1 to 14, 2009. Results are to be sent to the government by February 28, 2009.
7. 2009 Budget: **Cathleen/Norm moved acceptance of 2009 Interim Budget. Carried.** Shannon noted four budget expenditures (Furnishings and Equipment, Program Expenses, Library Supplies, Freight and Postage) will be increased if additional funding is received from the City, County or Province. Wages would be increased if the additional funding covered the four budget expenditures with funds left over to increase wages beyond the budgeted amount.
8. 2008 – 2012 Plan of Service Review: Review of Goal 1 completed, noting Goal 1.2 Strategy 2, Strategy 3 and Strategy 4 should be brought to the attention of the City this year. Review of Plan of Service will continue next month.
9. Adjournment: Moved by Karen at 7:45 pm.
10. Next Meeting: February 26, 2009 at 6:30 pm.



Board Chair

Date: Feb 26 / 2009



Librarian

**Brooks Library Board
Finance Standing Committee Meeting
4:30pm, January 20, 2009**

Present: Dino Champlone, Elsie Strach, and Shannon Vossepael

- 1) Meeting was called to order at 4:31pm.
- 2) Receipts and Expenditures for the month of December were discussed in detail and reviewed by the Committee. Items of Note:

Receipts for December:

- Received final installment of City of Brooks funding as well as reimbursement for insurance costs.
- Received donations from Tilly Gamble and Brent Altwasser, Mary Bessey, Jacqueline Hajash, and Joseph Hajash.

Expenditures for December:

- Shortgrass Non-Resident Fees: Paid to Shortgrass exactly half of all Non-Resident fees collected as per our contract.
- Books and Materials (Donations): Shortgrass reimbursed for the May 2008 Book Buying trip from our Materials Allotment.
- Furnishings and Equipment: two office chairs, two staff computers with software, one staff/public computer with software (partially purchased with CAP funding), one staff monitor, three staff printers, one staff/public scanner, Adobe Photoshop, and eight wireless mice.
- Library Supplies: network cables, paper, folders, markers, receipt books, keyboard drawer, Disc Repair Machine and consumables, CD and DVD cases, magazine binders, tape, tattle tape, labels, payroll book, children's area cushion, book truck.
- Administration and Travel: water for office cooler, plaques for donation board.
- Program Expense: three USB headsets for use with Auralog in library (purchased with PLDI funding), new suitcases for transporting Outreach books.
- Copier and Computer Costs: Photocopying fees from August 28, 2008 to November 28, 2008; Access Copyright fees; ink cartridges for office printers.
- Freight and Postage: shipping charges for Brodart, Carr McLean, and Grand and Toy orders.
- Professional Memberships: Membership renewal to ALTA for Brooks Library Board.
- Publicity and Advertising: Banners for circulation desk (purchased with PLDI funding).

Shannon noted that Brooks Public Library received over \$7,000 in donations between November and December 2008 and worked hard to try and get the

donated funds spent on top of our usual December supply order, but there were still funds remaining. Some funds were spent but are not reflected in the December receipts and expenditures because of invoicing dates. These expended funds will be adjusted by the auditor. Shannon also noted that wages and associated budget lines were under budget in 2008 due to staff losses during the year.

- 3) Reviewed proposed interim budget for 2009. Proposed budget was approved and forwarded to the Brooks Library Board.
- 4) Discussed 2008 Audit. Paperwork is expected to be submitted to the auditor on Monday, February 9, 2009. We are only awaiting submission of T4s from Brooks Computer Services and needed forms from Revenue Canada.
- 5) Meeting was adjourned at 5:15pm.

Finance Meeting Notes: December 2008

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Discussion Points:

- Interim budget for 2009
- 2008 Audit

Brooks Library Board Budget
December 2008

Receipts	Annual Budget	Current Month	Total to Date
City of Brooks	161,620.00	41,245.50	162,616.00
HRDC – Summer Student	1,715.00		2,058.00
Province of Alberta	58,262.00		53,781.00
PLDI Grant	35,498.00		39,278.00
Industry Canada - CAP Grants	0.00		
County of Newell Library Board	21,500.00		26,360.52
Resident Cardholder Fees	16,500.00	918.00	17,322.00
Interest Income	0.00		
Miscellaneous	200.00		181.91
Fines, books and services	19,000.00	1,027.72	18,127.31
Non-resident Cardholder Fees	200.00	280.00	1,180.00
Donations	3,000.00	850.00	10,588.00
Fundraisers	300.00		203.75
Adopt-a-magazine	2,200.00		2,500.00
Medieval Faire	0.00		3,253.01
GST Recovery	1,500.00		1,147.28
Total Revenue	\$321,495.00	44,321.22	338,596.78
Expenditures			
SLS Expense (Materials Allot.)	56,090.00		56,090.00
Shortgrass – Non-resident Fees	100.00	590.00	590.00
Dynix and Telecom (SLS)	3,000.00	354.01	3,233.54
Books & Materials (Donations)	0.00	-4,041.05	762.81
Furnishings and Equipment	\$6,205.00	5,126.55	10,901.10
Payroll Expense	900.00	50.00	625.00
Library Supplies	5,500.00	7,378.01	10,936.91
Administration & Travel	3,000.00	61.30	3,784.22
Program Expense	2,000.00	229.77	1,500.04
Medieval Faire	0.00		2,564.10
Repair & Maintenance	2,300.00		1,744.74
Rebinding, Microfilming, and Laminating	1000.00		911.29
Staff Training	3,500.00		3,077.37
Telephone & Fax Expense	3,500.00	234.62	2,819.40
Copier & Computer Costs	2,000.00	607.69	2,258.17
Security Monitoring	600.00	25.00	300.00
Computer Main. Contracts	1,000.00		328.00
GST Expense	0.00	1.25	15.00
Freight & Postage	1,000.00	607.75	1,116.81
Professional Memberships	500.00	125.00	575.00

Publicity and Advertising	3,500.00	345.00	3,222.38
Audit and Insurance	8,000.00		8,111.00
Bank Charges	200.00	5.00	120.07
Miscellaneous	200.00		
Wages (includes temp. staff and VAC pay)	186,160.00	14,639.65	182,893.19
EI Expense	5,400.00	270.78	4,344.96
CPP Expense	8,100.00	594.71	7,547.18
WCB Expense	800.00		567.95
AUMA Expense	5,460.00		2,859.56
LAPP Expense	10,000.00	663.39	8,938.33
AB Health Expense	1,480.00		770.00
Total Expenses	\$321,495.00	27,868.43	323,508.12

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	52,716.11
Accounts Receivable	0.00

TOTAL CURRENT ASSETS 91,693.39

TOTAL ASSET 91,693.39

LIABILITY

CURRENT LIABILITIES

Accounts Payable	0.00
MNP Accrual	4,830.00
GST Charged on Sales	0.00
GST Paid on Purchases	-2,304.32
GST Paid on Books	0.00
New Account	0.00
Accounts Payable	0.00
Vacation Payable	0.00
EI Payable	0.00
CPP Payable	79.84
Income Tax Payable	-92.23
L.A.P.P.	92.23
AUMA Extended Health	0.00
AB Health Payable	154.00
W.C.B. Payable	0.00
Miscellaneous	0.00

TOTAL CURRENT LIABILITIES 2,759.52

TOTAL LIABILITY 2,759.52

EQUITY

EARNINGS

Building Fund Reserves	38,314.20
Externally restricted	200.00
Retained Earnings	35,331.01
Current Earnings	15,088.66

CURRENT EARNINGS 88,933.87

TOTAL EQUITY 88,933.87

LIABILITIES AND EQUITY 91,693.39

REVENUE

REVENUE

Town of Brooks	41,245.50
HRDC - Summer Student	0.00
Province of Alberta	0.00
Industry Canada - CAP 3	0.00
Industry Canada - CAP YI	0.00
PLDI Grant	0.00
County of Newell Library Board	0.00
RISE Grant Funding	0.00
Resident Cardholder Fees	918.00
Interest Income	0.00
Miscellaneous	0.00
Fines, Book Sales and Services	1,027.72
Non-resident Cardholder Fees	280.00
Charitable Receipt Donations	850.00
Fundraisers	0.00
Adopt-a-magazine	0.00
Medieval Faire	0.00
GST Recovery	0.00

TOTAL REVENUE

44,321.22

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44,321.22

EXPENSE

EXPENSES

SLS Expense (Materials)	0.00
SLS - Non-resident fees	590.00
SLS - Dynix and Telecom	354.01
Books and Materials	-4,041.05
New Library Furnishings	0.00
Library Equipment	5,126.55
Payroll Expense	50.00
Library Supplies	7,378.01
Administration & Travel	61.30
Recruitment Expense	0.00
Program Expense	229.77
Medieval Faire	0.00
Repair & Maintenance	0.00
Rebinding, Microfilming, Laminati...	0.00
Staff Training	0.00
Telephone and Fax Expense	234.62
Copier & Computer Costs	607.69
Security Monitoring	25.00
Computer Main. Contracts	0.00
GST Expense	1.25
Freight and Postage	607.75
Professional Memberships	125.00
Publicity and Advertising	345.00
Audit and Insurance	0.00
Bank Charges	5.00
Miscellaneous	0.00
Wages	14,639.65
Wage Reimbursement	0.00
EI Expense	270.78
CPP Expense	594.71
WCB Expense	0.00
AUMA Extended Health	0.00
L.A.P.P. Expense	663.39
AB Health Expense	0.00

TOTAL EXPENSES

27,868.43

TOTAL EXPENSE

27,868.43

NET INCOME

16,452.79

REVENUE

REVENUE

Town of Brooks	162,616.00
HRDC - Summer Student	2,058.00
Province of Alberta	53,781.00
Industry Canada - CAP 3	0.00
Industry Canada - CAP YI	0.00
PLDI Grant	35,498.00
County of Newell Library Board	26,360.52
RISE Grant Funding	3,780.00
Resident Cardholder Fees	17,322.00
Interest Income	0.00
Miscellaneous	181.91
Fines, Book Sales and Services	18,127.31
Non-resident Cardholder Fees	1,180.00
Charitable Receipt Donations	10,588.00
Fundraisers	203.75
Adopt-a-magazine	2,500.00
Medieval Faire	3,253.01
GST Recovery	1,147.28

TOTAL REVENUE 338,596.78

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EXPENSE

EXPENSES

SLS Expense (Materials)	56,090.00
SLS - Non-resident fees	590.00
SLS - Dynix and Telecom	3,233.54
Books and Materials	762.81
New Library Furnishings	0.00
Library Equipment	10,901.10
Payroll Expense	625.00
Library Supplies	10,936.91
Administration & Travel	3,784.22
Recruitment Expense	0.00
Program Expense	1,500.04
Medieval Faire	2,564.10
Repair & Maintenance	1,744.74
Rebinding, Microfilming, Laminati...	911.29
Staff Training	3,077.37
Telephone and Fax Expense	2,819.40
Copier & Computer Costs	2,258.17
Security Monitoring	300.00
Computer Main. Contracts	328.00
GST Expense	15.00
Freight and Postage	1,116.81
Professional Memberships	575.00
Publicity and Advertising	3,222.38
Audit and Insurance	8,111.00
Bank Charges	120.07
Miscellaneous	0.00
Wages	182,893.19
Wage Reimbursement	0.00
EI Expense	4,344.96
CPP Expense	7,547.18
WCB Expense	567.95
AUMA Extended Health	2,859.56
L.A.P.P. Expense	8,938.33
AB Health Expense	770.00

TOTAL EXPENSES 323,508.12

TOTAL EXPENSE 323,508.12

Brooks Public Library
Income Statement 01/01/2008 to 12/31/2008

NET INCOME

15,088.66

Brooks Public Library
Reconciliation Transactions Detail Report 12/01/2008 to 12/31/2008

Account: 1080 Cash In Bank

Deposit No.: *** all ***

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

Date	JE#	Comment	Source	Deposits	Withdrawals	Deposit No.	C
12/05/2008	J493	Fines	Deposit	260.80	-		Y
12/05/2008	J494	Resident Cardholder	Deposit	216.00	-		Y
12/05/2008	J495	Non-Resident Cardholder	Deposit	60.00	-		Y
12/05/2008	J496	Donation	Deposit	100.00	-		Y
12/05/2008	J497	Shortgrass Library System	Deposit	4,041.05	-		Y
12/17/2008	J500	December 2008, RBC Royal Bank ...	3463	-	192.19		Y
12/17/2008	J501	December 2008, Telus Communic...	3464	-	246.26		Y
12/17/2008	J502	December 2008, Xerox Canada Ltd.	3465	-	145.64		Y
12/17/2008	J503	December 2008, Access Copyright	3466	-	84.00		Y
12/17/2008	J504	December 2008, Bessie Jacowishen	3467	-	83.92		Y
12/17/2008	J505	December 2008, Brooks Stationers	3468	-	74.34		Y
12/17/2008	J506	December 2008, Shortgrass Librar...	3469	-	354.01		Y
12/17/2008	J507	December 2008, Brodart	3470	-	261.65		Y
12/17/2008	J508	December 2008, Water Pure & Si...	3471	-	11.00		Y
12/31/2008	J509	December 2008, Shannon Vossepe...	3472	-	2,630.48		Y
12/31/2008	J510	December 2008, Ronnie Adams	3473	-	566.79		N
12/31/2008	J511	December 2008, Jillian Clarke	3474	-	794.19		Y
12/31/2008	J512	December 2008, Stefanie Connor	3475	-	522.45		Y
12/31/2008	J513	December 08, Bessie Jacowishen	3476	-	1,784.86		Y
12/31/2008	J514	December 2008, Cathryn Krochak	3477	-	1,480.74		Y
12/31/2008	J515	December 2008, Maxine Meldrum	3478	-	1,769.31		N
12/31/2008	J516	December 2008, Bruce Schmidt	3479	-	439.02		N
12/31/2008	J517	December 2008, Tamara Van Horne	3480	-	1,616.97		Y
12/31/2008	J518	December 2008, Canada Customs...	3481	-	3,237.76		N
12/31/2008	J519	December 2008, Local Authorities ...	3482	-	1,241.43		N
12/31/2008	J520	December 08, Shortgrass Library ...	3483	-	897.48		N
12/31/2008	J521	December 2008, Grand & Toy	3484	-	1,026.81		N
12/31/2008	J522	December 2008, Memory Lane Co...	3485	-	3,854.52		N
12/31/2008	J523	December 2008, Brooks Computer...	3486	-	52.50		N
12/31/2008	J524	December 08, Brodart	3487	-	7,073.76		N
12/31/2008	J525	December 2008, Engravables	3488	-	47.04		N
12/31/2008	J526	December 08, Water Pure & Simple	3489	-	5.50		N
12/31/2008	J527	December 08, Brooks Stationers	3490	-	211.89		N
12/31/2008	J528	December 2008, Alberta Library Tr...	3491	-	125.00		N
12/31/2008	J529	Dec 08, Shortgrass Library System	3492	-	590.00		N
12/31/2008	J530	Dec 08, Memory Lane Computers	3493	-	12.60		N
12/31/2008	J531	Dec 2008, Brodart	3494	-	139.32		N
12/12/2008	J532	Fines	Deposit	240.22	-		Y
12/12/2008	J533	Resident Cardholder	Deposit	282.00	-		Y
12/12/2008	J534	Donation	Deposit	500.00	-		Y
12/12/2008	J535	City Of Brooks	Deposit	37,734.50	-		Y
12/19/2008	J536	Resident Cardholder	Deposit	162.00	-		Y
12/19/2008	J537	Fines	Deposit	238.35	-		Y
12/19/2008	J538	Non-Resident Cardholder	Deposit	140.00	-		Y
12/19/2008	J539	Donation	Deposit	250.00	-		Y
12/19/2008	J540	Fines	Deposit	288.35	-		Y
12/19/2008	J541	Resident Cardholder	Deposit	258.00	-		Y
12/31/2008	J542	Non-Resident Cardholder	Deposit	80.00	-		Y
12/31/2008	J543	Town of Brooks	Deposit	3,511.00	-		Y
12/19/2008	J544	Reversing J540. Correction is J545.	ADJDeposit	-	288.35		Y
12/31/2008	J545	Fines	Deposit	288.35	-		Y
12/19/2008	J546	Reversing J541. Correction is J547.	ADJDeposit	-	258.00		Y
12/31/2008	J547	Resident Cardholder	Deposit	258.00	-		Y
12/31/2008	J548	Securtek	Debit	-	26.25		Y
12/31/2008	J549	Destination Fee	Debit	-	5.00		Y
12/31/2008	J550	December 2008, Carr McLean	3495	-	951.44		N
				48,908.62	33,102.47		

Brooks Public Library

Reconciliation Transactions Detail Report 12/01/2008 to 12/31/2008

Account: 1080 Cash In Bank

Deposit No.: *** all ***

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

Status

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Outstanding

Brooks Public Library
 All Journal Entries 12/01/2008 to 12/31/2008

		Account Number	Account Description	Debits	Credits
12/05/2008	J493	Deposit, Fines			
		4120	Fines, Book Sales and Services	-	260.80
		1080	Cash In Bank	260.80	-
12/05/2008	J494	Deposit, Resident Cardholder			
		4090	Resident Cardholder Fees	-	216.00
		1080	Cash In Bank	216.00	-
12/05/2008	J495	Deposit, Non-Resident Cardholder			
		4140	Non-resident Cardholder Fees	-	60.00
		1080	Cash In Bank	60.00	-
12/05/2008	J496	Deposit, Donation			
		4170	Charitable Receipt Donations	-	100.00
		1080	Cash In Bank	100.00	-
12/05/2008	J497	Deposit, Shortgrass Library System			
		5030	Books and Materials	-	4,041.05
		1080	Cash In Bank	4,041.05	-
12/17/2008	J500	3463, December 2008, RBC Royal Bank VISA			
		2100	GST Paid on Purchases	9.15	-
		5070	Library Supplies	33.19	-
		5090	Program Expense	149.85	-
		1080	Cash In Bank	-	192.19
12/17/2008	J501	3464, December 2008, Telus Communications			
		2100	GST Paid on Purchases	11.64	-
		5140	Telephone and Fax Expense	234.62	-
		1080	Cash In Bank	-	246.26
12/17/2008	J502	3465, December 2008, Xerox Canada Ltd.			
		2100	GST Paid on Purchases	6.94	-
		5160	Copier & Computer Costs	138.70	-
		1080	Cash In Bank	-	145.64
12/17/2008	J503	3466, December 2008, Access Copyright			
		2100	GST Paid on Purchases	4.00	-
		5160	Copier & Computer Costs	80.00	-
		1080	Cash In Bank	-	84.00
12/17/2008	J504	3467, December 2008, Bessie Jacowishen			
		2100	GST Paid on Purchases	4.00	-
		5090	Program Expense	79.92	-
		1080	Cash In Bank	-	83.92
12/17/2008	J505	3468, December 2008, Brooks Stationers			
		2100	GST Paid on Purchases	3.54	-
		5070	Library Supplies	70.80	-
		1080	Cash In Bank	-	74.34
12/17/2008	J506	3469, December 2008, Shortgrass Library System			
		5022	SLS - Dynix and Telecom	354.01	-
		1080	Cash In Bank	-	354.01
12/17/2008	J507	3470, December 2008, Brodart			
		2100	GST Paid on Purchases	12.46	-
		5200	Freight and Postage	19.19	-
		5220	Publicity and Advertising	230.00	-
		1080	Cash In Bank	-	261.65
12/17/2008	J508	3471, December 2008, Water Pure & Simple			
		5080	Administration & Travel	11.00	-
		1080	Cash In Bank	-	11.00
12/31/2008	J509	3472, December 2008, Shannon Vossepoel			
		5300	Wages	3,713.34	-
		1080	Cash In Bank	-	2,630.48

Brooks Public Library
All Journal Entries 12/01/2008 to 12/31/2008

		Account Number	Account Description	Debits	Credits
		2310	EI Payable	-	4.38
		2320	CPP Payable	-	169.37
		2330	Income Tax Payable	-	656.42
		2400	L.A.P.P.	-	252.69
12/31/2008	J510	3473, December 2008,	Ronnie Adams		
		5300	Wages	591.89	-
		1080	Cash In Bank	-	566.79
		2310	EI Payable	-	10.24
		2320	CPP Payable	-	14.86
12/31/2008	J511	3474, December 2008,	Jillian Clarke		
		5300	Wages	835.57	-
		1080	Cash In Bank	-	794.19
		2310	EI Payable	-	14.46
		2320	CPP Payable	-	26.92
12/31/2008	J512	3475, December 2008,	Stefanie Connor		
		5300	Wages	544.38	-
		1080	Cash In Bank	-	522.45
		2310	EI Payable	-	9.42
		2320	CPP Payable	-	12.51
12/31/2008	J513	3476, December 08,	Bessie Jacowishen		
		5300	Wages	2,456.55	-
		1080	Cash In Bank	-	1,784.86
		2310	EI Payable	-	42.50
		2320	CPP Payable	-	107.16
		2330	Income Tax Payable	-	309.31
		2400	L.A.P.P.	-	165.85
		2420	AUMA Extended Health	-	46.87
12/31/2008	J514	3477, December 2008,	Cathryn Krochak		
		5300	Wages	1,718.10	-
		1080	Cash In Bank	-	1,480.74
		2310	EI Payable	-	29.72
		2320	CPP Payable	-	70.61
		2330	Income Tax Payable	-	137.03
12/31/2008	J515	3478, December 2008,	Maxine Meldrum		
		5300	Wages	2,363.85	-
		1080	Cash In Bank	-	1,769.31
		2310	EI Payable	-	40.89
		2320	CPP Payable	-	102.57
		2330	Income Tax Payable	-	287.69
		2400	L.A.P.P.	-	159.50
		2420	AUMA Extended Health	-	3.89
12/31/2008	J516	3479, December 2008,	Bruce Schmidt		
		5300	Wages	454.97	-
		1080	Cash In Bank	-	439.02
		2310	EI Payable	-	7.87
		2320	CPP Payable	-	8.08
12/31/2008	J517	3480, December 2008,	Tamara Van Horne		
		5300	Wages	1,961.00	-
		1080	Cash In Bank	-	1,616.97
		2310	EI Payable	-	33.93
		2320	CPP Payable	-	82.63
		2330	Income Tax Payable	-	193.70
		2420	AUMA Extended Health	-	20.57
		2440	AB Health Payable	-	13.20
12/31/2008	J518	3481, December 2008,	Canada Customs and Revenue Agency		
		2310	EI Payable	193.41	-
		2320	CPP Payable	594.71	-
		2330	Income Tax Payable	1,584.15	-
		5310	EI Expense	270.78	-

Brooks Public Library
All Journal Entries 12/01/2008 to 12/31/2008

		Account Number	Account Description	Debits	Credits
		5320	CPP Expense	594.71	-
		1080	Cash In Bank	-	3,237.76
12/31/2008	J519	3482, December 2008,	Local Authorities Pension Plan		
		2400	L.A.P.P.	578.04	-
		5350	L.A.P.P. Expense	663.39	-
		1080	Cash In Bank	-	1,241.43
12/31/2008	J520	3483, December 08, Shortgrass Library System			
		2100	GST Paid on Purchases	42.74	-
		5055	Library Equipment	643.60	-
		5160	Copier & Computer Costs	211.14	-
		1080	Cash In Bank	-	897.48
12/31/2008	J521	3484, December 2008, Grand & Toy			
		2100	GST Paid on Purchases	48.90	-
		5055	Library Equipment	799.98	-
		5070	Library Supplies	109.19	-
		5200	Freight and Postage	68.74	-
		1080	Cash In Bank	-	1,026.81
12/31/2008	J522	3485, December 2008, Memory Lane Computers			
		2100	GST Paid on Purchases	183.55	-
		5055	Library Equipment	3,670.97	-
		1080	Cash In Bank	-	3,854.52
12/31/2008	J523	3486, December 2008, Brooks Computer Services Ltd.			
		2100	GST Paid on Purchases	2.50	-
		5060	Payroll Expense	50.00	-
		1080	Cash In Bank	-	52.50
12/31/2008	J524	3487, December 08, Brodart			
		2100	GST Paid on Purchases	336.88	-
		5070	Library Supplies	6,411.88	-
		5200	Freight and Postage	325.00	-
		1080	Cash In Bank	-	7,073.76
12/31/2008	J525	3488, December 2008, Engravables			
		2100	GST Paid on Purchases	2.24	-
		5080	Administration & Travel	44.80	-
		1080	Cash In Bank	-	47.04
12/31/2008	J526	3489, December 08, Water Pure & Simple			
		5080	Administration & Travel	5.50	-
		1080	Cash In Bank	-	5.50
12/31/2008	J527	3490, December 08, Brooks Stationers			
		2100	GST Paid on Purchases	10.09	-
		5070	Library Supplies	23.95	-
		5160	Copier & Computer Costs	177.85	-
		1080	Cash In Bank	-	211.89
12/31/2008	J528	3491, December 2008, Alberta Library Trustees Association			
		5210	Professional Memberships	125.00	-
		1080	Cash In Bank	-	125.00
12/31/2008	J529	3492, Dec 08, Shortgrass Library System			
		5021	SLS - Non-resident fees	590.00	-
		1080	Cash In Bank	-	590.00
12/31/2008	J530	3493, Dec 08, Memory Lane Computers			
		2100	GST Paid on Purchases	0.60	-
		5055	Library Equipment	12.00	-
		1080	Cash In Bank	-	12.60
12/31/2008	J531	3494, Dec 2008, Brodart			
		2100	GST Paid on Purchases	6.63	-
		5200	Freight and Postage	17.69	-

Brooks Public Library
All Journal Entries 12/01/2008 to 12/31/2008

		Account Number	Account Description	Debits	Credits
		5220	Publicity and Advertising	115.00	-
		1080	Cash In Bank	-	139.32
12/12/2008	J532	Deposit, Fines			
		4120	Fines, Book Sales and Services	-	240.22
		1080	Cash In Bank	240.22	-
12/12/2008	J533	Deposit, Resident Cardholder			
		4090	Resident Cardholder Fees	-	282.00
		1080	Cash In Bank	282.00	-
12/12/2008	J534	Deposit, Donation			
		4170	Charitable Receipt Donations	-	500.00
		1080	Cash In Bank	500.00	-
12/12/2008	J535	Deposit, City Of Brooks			
		4020	Town of Brooks	-	37,734.50
		1080	Cash In Bank	37,734.50	-
12/19/2008	J536	Deposit, Resident Cardholder			
		4090	Resident Cardholder Fees	-	162.00
		1080	Cash In Bank	162.00	-
12/19/2008	J537	Deposit, Fines			
		4120	Fines, Book Sales and Services	-	238.35
		1080	Cash In Bank	238.35	-
12/19/2008	J538	Deposit, Non-Resident Cardholder			
		4140	Non-resident Cardholder Fees	-	140.00
		1080	Cash In Bank	140.00	-
12/19/2008	J539	Deposit, Donation			
		4170	Charitable Receipt Donations	-	250.00
		1080	Cash In Bank	250.00	-
12/31/2008	J542	Deposit, Non-Resident Cardholder			
		4140	Non-resident Cardholder Fees	-	80.00
		1080	Cash In Bank	80.00	-
12/31/2008	J543	Deposit, Town of Brooks			
		4020	Town of Brooks	-	3,511.00
		1080	Cash In Bank	3,511.00	-
12/31/2008	J545	Deposit, Fines			
		4120	Fines, Book Sales and Services	-	288.35
		1080	Cash In Bank	288.35	-
12/31/2008	J547	Deposit, Resident Cardholder			
		4090	Resident Cardholder Fees	-	258.00
		1080	Cash In Bank	258.00	-
12/31/2008	J548	Debit, Securtek			
		5170	Security Monitoring	25.00	-
		5180	GST Expense	1.25	-
		1080	Cash In Bank	-	26.25
12/31/2008	J549	Debit, Destination Fee			
		5250	Bank Charges	5.00	-
		1080	Cash In Bank	-	5.00
12/31/2008	J550	3495, December 2008, Carr McLean			
		2100	GST Paid on Purchases	45.31	-
		5070	Library Supplies	729.00	-
		5200	Freight and Postage	177.13	-
		1080	Cash In Bank	-	951.44
				<u>83,953.23</u>	<u>83,953.23</u>

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

PRESENT: Dino Champlone (Chair), Shannon Vossepoel (Librarian), Karen Nelson, Sheila Tiegs, Elsie Strach, Cathleen Patterson, Kimberley Sharkey, Norm Gerestein, Gloria Evans

REGRETS: Tilly Gamble-Altwasser, 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: Dino called the meeting to order at 6:31 pm.
2. Approval of Agenda: **Moved by Karen/Sheila to accept the agenda with the correction of the date of the March meeting and two additions to New Business (Symphony and Ronald Read-in). Carried.**
3. Consent Agenda: **Moved by Gloria/Elsie to accept the January 2009 Board Meeting Minutes, Finance Committee Reports (including receipts and expenditures for January 2009 and the Librarian's Report as circulated). Carried.**
4. Correspondence
 - a. City of Brooks: A letter from the City advising Brooks Public Library Board Bylaw 09/02 has been approved.
 - b. RISE: The RISE Review was handed to Board members
5. Business Arising from the January 2009 Board meeting minutes
 - a. Membership Fee increase effective Feb. 3, 2009: Shannon reported there has been no negative feedback regarding the increase.
 - b. RISE update: Shannon reported the videoconferencing equipment has been used for noon hour presentations but not yet for videoconferencing. Staff training is on target. Shannon will arrange to have a VC demonstration at our March meeting.
 - c. Friends of the Library: Shannon reported an interested group wants to register as a society prior to any fundraising. The group will meet again March 11 to begin the process.

- d. Medieval Faire: Shannon stated an individual has expressed an interest in organizing the Medieval Faire so the Faire may be a go this year. Groups which were involved in the past years such as Tumbleweed Theater, Society for Creative Anachronism, and the dance studio would continue to be part of the Faire. The Library staff would do the children's programming and be of assistance in organizing the Faire.
 - e. 2008 Audit: Most materials have been sent to the auditor with the exception of January 2009 financial statement and the government GST forms.
 - f. 2009 Public Library Survey and 2008 Annual Report of Public Libraries in Alberta: The completed survey and report was reviewed. **Motion by Karen/Sheila to accept the 2009 Public Library Survey and the 2008 Annual Report of Public Libraries in Alberta. Carried.**
6. New Business
- a. Annual Fire Inspection: The fire inspection of Brooks Public Library showed the only correction needed is to have new ~~the~~ fire extinguishers. New extinguishers have been ordered.
 - b. Libraries a Haven in Tough Economic Times: Shannon quoted from a Globe and Mail article which stated libraries can expect more patrons in troubled economic times as people try to find ways to economize such as borrowing books, videos, etc from libraries. Other print media have made similar positive comments regarding libraries.
 - c. New By-laws: Copies of the updated bylaws with the new fee schedule were distributed to board members.
 - d. Symphony: Shannon noted Symphony has replaced/upgraded Unicorn in the Integrated Library System.
 - e. Ronald Read-In: McDonalds Ronald McDonald Charity Group supporting literacy and reading in communities has offered to have Ronald attend a session in the library to read to the children on March 13, 2009. **Motion by Elsie/Norm to invite Ronald McDonald to read to the children on March 13, 2009. Carried.**
7. 2008-2012 Plan of Service Review: Goals 2, 3 and 4 were reviewed and we seem to be on target with each. For the March meeting Shannon will bring copies of patron survey comments for more thorough Board perusal.
8. Adjournment: Elsie moved adjournment at 7:50 pm.
9. Next Meeting: 6:30 pm, March 26, 2009



Board Chair



Librarian

Date: March 26, 2009

Brooks Library Board
Finance Standing Committee Meeting
10:00am, February 19, 2009

Present: Elsie Strach and Shannon Vossepoel
Regrets: Dino Champlone

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

Receipts for January:

- RISE funding deposited.
- Received annual donation from the Eastern Irrigation District for purchase of books and educational materials.

Expenditures for January:

- Payroll Expense: January 2009 payroll and preparation of T4s.
 - Library Supplies: fax machine, shredder, and office supplies purchased with donations in December 2008 from Staples. To be adjusted by auditor as a 2008 expenditure.
 - Administration and Travel: water for office water cooler, official receipts for income tax purposes.
 - Program Expense: coffee maker, bowls and cutlery, and craft supplies for children's programs purchased from Wal-Mart with donations in December 2008. To be adjusted by auditor as a 2008 expenditure.
 - Freight and Postage: Postage stamps.
 - Professional Memberships: renewal of Library Association of Alberta membership. Paid in December 2008. To be adjusted by auditor as a 2008 expenditure.
 - Audit and Insurance: renewal of insurance coverage for library contents. To be reimbursed by the City of Brooks as agreed.
- 3) Discussed Interim Budget. Shannon noted that funding amounts have not yet been confirmed from the City of Brooks, County of Newell, or Province of Alberta.
 - 4) Discussed 2008 Audit. Shannon reported that the bulk of the paperwork has been sent in to Mactavish & Company. The library has not yet received GST forms and only recently received the January 2009 bank statement. Those items will be sent into the auditor shortly.

- 5) Discussed Brooks Friends of the Library. Pat Neufeld has spearheaded the development of this organization and it is hoped that there will be enough members to register as a non-profit by the end of February.
- 6) Meeting was adjourned at 10:23am.

Finance Meeting Notes: January 2009

Receipts for January:

- RISE funding deposited.
- Received annual donation from the Eastern Irrigation District for purchase of books and educational materials.

Expenditures for January:

- Payroll Expense: January 2009 payroll and preparation of T4s.
- Library Supplies: fax machine, shredder, and office supplies purchased with donations in December 2008 from Staples. To be adjusted by auditor as a 2008 expenditure.
- Administration and Travel: water for office water cooler, official receipts for income tax purposes.
- Program Expense: coffee maker, bowls and cutlery, and craft supplies for children's programs purchased from Wal-Mart with donations in December 2008. To be adjusted by auditor as a 2008 expenditure.
- Freight and Postage: Postage stamps.
- Professional Memberships: renewal of Library Association of Alberta membership. Paid in December 2008. To be adjusted by auditor as a 2008 expenditure.
- Audit and Insurance: renewal of insurance coverage for library contents. To be reimbursed by the City of Brooks as agreed.

Discussion Points:

- Interim budget for 2009
- 2009 Audit
- Brooks Friends of the Library
- Get Dino and Elsie to sign cheques

Brooks Library Board
January 2009

Receipts	Annual Budget	Current Month	Total to Date
City of Brooks Annual Funding	159,105.00		
City of Brooks Miscellaneous	3,500.00		
HRDC – Summer Student	2,000.00		
Province of Alberta	49,781.00		
RISE Grants	25,103.00	25,103.03	25,103.03
Additional Grant Funding	5,500.00		
County of Newell Library Board	26,360.00		
Resident Cardholder Fees	20,625.00	1,848.00	1,848.00
Interest Income	0.00		
Miscellaneous	200.00		
Fines, books and services	19,000.00	1,485.02	1,485.02
Non-resident Cardholder Fees	600.00	60.00	60.00
Donations	3,000.00	1,127.50	1,127.50
Fundraisers	500.00		
Adopt-a-magazine	2,200.00		
GST Recovery	1,000.00		
Total Revenue	\$318,474.00	29,623.55	29,623.55
Expenditures			
SLS Expense (Materials Allot.)	56,090.00		
Shortgrass – Non-resident Fees	300.00		
Dynix and Telecom (SLS)	3,000.00		
Books & Materials (Donations)	0.00		
Furnishings and Equipment	1,000.00		
Payroll Expense	900.00	110.00	110.00
Library Supplies	4,000.00	1,430.12	1,430.12
Administration & Travel	3,000.00	81.00	81.00
Program Expense	1,000.00	607.23	607.23
Repair & Maintenance	1,900.00		
Rebinding, Microfilming, and Laminating	1000.00		
Staff Training	2,800.00		
Telephone & Fax Expense	3,500.00	233.41	233.41
Copier & Computer Costs	2,000.00		
Security Monitoring	500.00	25.00	25.00
Computer Main. Contracts	684.00		
GST Expense	0.00	1.25	1.25
Freight & Postage	800.00	54.00	54.00
Professional Memberships	500.00	95.00	95.00
Publicity and Advertising	1,000.00		

Audit and Insurance	8,500.00	2,147.00	2,147.00
Bank Charges	200.00	5.00	5.00
Miscellaneous	200.00		
Wages (includes temp. staff and VAC pay)	195,000.00	15,140.15	15,140.15
EI Expense	4,700.00	366.71	366.71
CPP Expense	8,500.00	619.51	619.51
WCB Expense	900.00		
AUMA Expense	3,600.00	338.74	338.74
LAPP Expense	12,900.00	738.62	738.62
Total Expenses	\$318,474.00	21,992.74	21,992.74

Brooks Public Library

Income Statement 01/01/2009 to 01/31/2009

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	25,103.03
Resident Cardholder Fees	1,848.00
Interest Income	0.00
Miscellaneous	0.00
Fines, Book Sales and Services	1,485.02
Non-resident Cardholder Fees	60.00
Charitable Receipt Donations	1,127.50
Fundraisers	0.00
Adopt-a-magazine	0.00
Medieval Faire	0.00
GST Recovery	0.00

TOTAL REVENUE 29,623.55

TOTAL REVENUE 29,623.55

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	110.00
Library Supplies	1,430.12
Administration & Travel	81.00
Recruitment Expense	0.00
Program Expense	607.23
Medieval Faire	0.00
Repair & Maintenance	0.00
Rebinding, Microfilming, Laminati...	0.00
Staff Training	0.00
Telephone and Fax Expense	233.41
Copier & Computer Costs	0.00
Security Monitoring	25.00
Computer Main. Contracts	0.00
GST Expense	1.25
Freight and Postage	54.00
Professional Memberships	95.00
Publicity and Advertising	0.00
Audit and Insurance	2,147.00
Bank Charges	5.00
Miscellaneous	0.00
Wages	15,140.15
Wage Reimbursement	0.00
EI Expense	366.71
CPP Expense	619.51
WCB Expense	0.00
AUMA Extended Health	338.74
L.A.P.P. Expense	738.62
AB Health Expense	0.00

TOTAL EXPENSES 21,992.74

TOTAL EXPENSE 21,992.74

Printed On: 02/13/2009

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

NET INCOME	<u><u>7,630.81</u></u>
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Brooks Public Library

Balance Sheet As at 01/31/2009

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	60,146.09
Accounts Receivable	0.00
TOTAL CURRENT ASSETS	<u>99,123.37</u>

TOTAL ASSET	<u><u>99,123.37</u></u>
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LIABILITY

CURRENT LIABILITIES

Accounts Payable	0.00
MNP Accrual	4,830.00
GST Charged on Sales	0.00
GST Paid on Purchases	-2,432.56
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.	113.17
AUMA Extended Health	-93.53
AB Health Payable	154.00
W.C.B. Payable	0.00
Miscellaneous	0.00
TOTAL CURRENT LIABILITIES	<u>2,558.69</u>

TOTAL LIABILITY	<u>2,558.69</u>
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EQUITY

EARNINGS

Building Fund Reserves	38,314.20
Externally restricted	200.00
Retained Earnings	50,419.67
Current Earnings	7,630.81
CURRENT EARNINGS	<u>96,564.68</u>

TOTAL EQUITY	<u>96,564.68</u>
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LIABILITIES AND EQUITY	<u><u>99,123.37</u></u>
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Brooks Public Library
All Journal Entries 01/01/2009 to 01/31/2009

		Account Number	Account Description	Debits	Credits
01/23/2009	J1	3496, January 2009, Telus Communications			
		2100	GST Paid on Purchases	11.58	-
		5140	Telephone and Fax Expense	233.41	-
		1080	Cash In Bank	-	244.99
01/23/2009	J2	3497, January 2009, Water Pure & Simple			
		5080	Administration & Travel	11.00	-
		1080	Cash In Bank	-	11.00
01/23/2009	J3	3498, January 2009, Brooks Bulletin			
		2100	GST Paid on Purchases	3.50	-
		5080	Administration & Travel	70.00	-
		1080	Cash In Bank	-	73.50
01/23/2009	J4	3499, January 2009, RBC Royal Bank VISA			
		2100	GST Paid on Purchases	104.96	-
		5070	Library Supplies	1,401.32	-
		5090	Program Expense	607.23	-
		5210	Professional Memberships	95.00	-
		1080	Cash In Bank	-	2,208.51
01/30/2009	J5	3500, January 2009, Ronnie Adams			
		5300	Wages	775.10	-
		1080	Cash In Bank	-	737.76
		2310	EI Payable	-	13.41
		2320	CPP Payable	-	23.93
01/30/2009	J6	3501, January 2009, Jillian Clarke			
		5300	Wages	907.99	-
		1080	Cash In Bank	-	861.77
		2310	EI Payable	-	15.71
		2320	CPP Payable	-	30.51
01/30/2009	J9	3503, January 2009, Stefanie Connor			
		5300	Wages	517.25	-
		1080	Cash In Bank	-	497.13
		2310	EI Payable	-	8.95
		2320	CPP Payable	-	11.17
01/30/2009	J11	3505, January 2009, Cathryn Krochak			
		5300	Wages	2,004.60	-
		1080	Cash In Bank	-	1,692.94
		2310	EI Payable	-	34.68
		2320	CPP Payable	-	84.79
		2330	Income Tax Payable	-	192.19
01/30/2009	J13	3507, January 2009, Bruce Schmidt			
		5300	Wages	364.56	-
		1080	Cash In Bank	-	354.64
		2310	EI Payable	-	6.31
		2320	CPP Payable	-	3.61
01/30/2009	J14	3508, January 2009, Tamara Van Horne			
		5300	Wages	1,842.75	-
		1080	Cash In Bank	-	1,539.52
		2310	EI Payable	-	31.88
		2320	CPP Payable	-	76.78
		2330	Income Tax Payable	-	173.63
		2400	L.A.P.P.	-	20.94
01/30/2009	J17	3509, January 2009, Bessie Jacowishen			
		5300	Wages	2,432.70	-
		1080	Cash In Bank	-	1,763.46
		2310	EI Payable	-	42.09
		2320	CPP Payable	-	105.98
		2330	Income Tax Payable	-	292.07

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

		Account Number	Account Description	Debits	Credits
		2400	L.A.P.P.	-	181.50
		2420	AUMA Extended Health	-	47.60
01/30/2009	J18	3510, January 2009, Maxine Meldrum			
		5300	Wages	2,432.70	-
		1080	Cash In Bank	-	1,807.01
		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	-	4.05
01/30/2009	J19	3511, January 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
01/30/2009	J20	3512, January 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
01/30/2009	J21	3513, January 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
01/30/2009	J22	3514, January 2009, AMSC Insurance Services Limited			
		2420	AUMA Extended Health	145.18	-
		5340	AUMA Extended Health	338.74	-
		1080	Cash In Bank	-	483.92
01/30/2009	J23	3515, Jan 2009, Maxine Meldrum			
		2100	GST Paid on Purchases	2.70	-
		5200	Freight and Postage	54.00	-
		1080	Cash In Bank	-	56.70
01/30/2009	J24	3516, January 2009, Brooks Computer Services Ltd.			
		2100	GST Paid on Purchases	5.50	-
		5060	Payroll Expense	110.00	-
		1080	Cash In Bank	-	115.50
01/30/2009	J25	3517, January 2009, Shortgrass Library System			
		5070	Library Supplies	28.80	-
		1080	Cash In Bank	-	28.80
01/30/2009	J26	3518, Jan 2009, AMSC Insurance Services Limited			
		5240	Audit and Insurance	2,147.00	-
		1080	Cash In Bank	-	2,147.00
01/05/2009	J27	Deposit, Marigold Library System			
		4065	RISE Grant Funding	-	25,103.03
		1080	Cash In Bank	25,103.03	-
01/09/2009	J28	Deposit, Fines			
		4120	Fines, Book Sales and Services	-	316.81
		1080	Cash In Bank	316.81	-
01/09/2009	J29	Deposit, Resident Cardholder			
		4090	Resident Cardholder Fees	-	522.00

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

		Account Number	Account Description	Debits	Credits
		1080	Cash In Bank	522.00	-
01/16/2009	J30	Deposit, Fines			
		4120	Fines, Book Sales and Services	-	397.45
		1080	Cash In Bank	397.45	-
01/16/2009	J31	Deposit, Resident Cardholder			
		4090	Resident Cardholder Fees	-	336.00
		1080	Cash In Bank	336.00	-
01/23/2009	J32	Deposit, Fines			
		4120	Fines, Book Sales and Services	-	395.08
		1080	Cash In Bank	395.08	-
01/23/2009	J33	Deposit, Resident Cardholder			
		4090	Resident Cardholder Fees	-	480.00
		1080	Cash In Bank	480.00	-
01/23/2009	J34	Deposit, Donation			
		4170	Charitable Receipt Donations	-	1,127.50
		1080	Cash In Bank	1,127.50	-
01/30/2009	J35	Deposit, Fines			
		4120	Fines, Book Sales and Services	-	375.68
		1080	Cash In Bank	375.68	-
01/30/2009	J36	Deposit, Resident Cardholder			
		4090	Resident Cardholder Fees	-	510.00
		1080	Cash In Bank	510.00	-
01/30/2009	J37	Deposit, Non-Resident Cardholder			
		4140	Non-resident Cardholder Fees	-	60.00
		1080	Cash In Bank	60.00	-
01/30/2009	J42	Debit, Securtek			
		5170	Security Monitoring	25.00	-
		5180	GST Expense	1.25	-
		1080	Cash In Bank	-	26.25
01/30/2009	J43	Debit, Destination Fee			
		5250	Bank Charges	5.00	-
		1080	Cash In Bank	-	5.00
				55,043.48	55,043.48

Brooks Public Library

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

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
01/23/2009	J1	January 2009, Telus Communica...	3496	-	244.99		N
01/23/2009	J2	January 2009, Water Pure & Sim...	3497	-	11.00		Y
01/23/2009	J3	January 2009, Brooks Bulletin	3498	-	73.50		Y
01/23/2009	J4	January 2009, RBC Royal Bank ...	3499	-	2,208.51		Y
01/30/2009	J5	January 2009, Ronnie Adams	3500	-	737.76		N
01/30/2009	J6	January 2009, Jillian Clarke	3501	-	861.77		Y
01/30/2009	J7	January 2009, Smart Apple Media	3502	-	497.13		Y
01/30/2009	J8	Reversing J7. Correction is J8.	ADJ3502	497.13	-		Y
01/30/2009	J9	January 2009, Stefanie Connor	3503	-	497.13		Y
01/30/2009	J10	January 2009, Bessie Jacowishen	3504	-	1,780.73		Y
01/30/2009	J11	January 2009, Cathryn Krochak	3505	-	1,692.94		N
01/30/2009	J12	January 2009, Maxine Meldrum	3506	-	1,824.28		Y
01/30/2009	J13	January 2009, Bruce Schmidt	3507	-	354.64		N
01/30/2009	J14	January 2009, Tamara Van Horne	3508	-	1,539.52		Y
01/30/2009	J15	Reversing J12. Correction is J15.	ADJ3506	1,824.28	-		Y
01/30/2009	J16	Reversing J10. Correction is J16.	ADJ3504	1,780.73	-		Y
01/30/2009	J17	January 2009, Bessie Jacowishen	3509	-	1,763.46		Y
01/30/2009	J18	January 2009, Maxine Meldrum	3510	-	1,807.01		N
01/30/2009	J19	January 2009, Shannon Vossepoel	3511	-	2,659.56		Y
01/30/2009	J20	January 2009, Canada Customs ...	3512	-	3,488.66		N
01/30/2009	J21	January 2009, Local Authorities ...	3513	-	1,389.95		N
01/30/2009	J22	January 2009, AMSC Insurance ...	3514	-	483.92		N
01/30/2009	J23	Jan 2009, Maxine Meldrum	3515	-	56.70		N
01/30/2009	J24	January 2009, Brooks Computer ...	3516	-	115.50		N
01/30/2009	J25	January 2009, Shortgrass Library...	3517	-	28.80		N
01/30/2009	J26	Jan 2009, AMSC Insurance Servi...	3518	-	2,147.00		N
01/05/2009	J27	Marigold Library System	Deposit	25,103.03	-		Y
01/09/2009	J28	Fines	Deposit	316.81	-		Y
01/09/2009	J29	Resident Cardholder	Deposit	522.00	-		Y
01/16/2009	J30	Fines	Deposit	397.45	-		Y
01/16/2009	J31	Resident Cardholder	Deposit	336.00	-		Y
01/23/2009	J32	Fines	Deposit	395.08	-		Y
01/23/2009	J33	Resident Cardholder	Deposit	480.00	-		Y
01/23/2009	J34	Donation	Deposit	1,127.50	-		Y
01/30/2009	J35	Fines	Deposit	375.68	-		Y
01/30/2009	J36	Resident Cardholder	Deposit	510.00	-		Y
01/30/2009	J37	Non-Resident Cardholder	Deposit	60.00	-		Y
01/30/2009	J42	Securtek	Debit	-	26.25		Y
01/30/2009	J43	Destination Fee	Debit	-	5.00		Y
				33,725.69	26,295.71		

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

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

- Outstanding
- Cleared
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MINUTES OF REGULAR MEETING OF BROOKS PUBLIC LIBRARY BOARD
March 26, 2009
HELD IN BROOKS PUBLIC LIBRARY

PRESENT: Dino Champlone (Chair), Sheila Tiegs, Shannon Vossepoel (Librarian), Elsie Strach, Gloria Evans, Kimberley Sharkey, Tilly Gamble-Altwasser

REGRETS: Karen Nelson, Cathleen Patterson, 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. Call to Order: Dino called the meeting to order at 6:31 pm.
2. Welcome Guests: Dino welcomed guests Julia Reinhart, Shortgrass Library System CEO and Jim Dunbar, Shortgrass Library System RISE Consultant via video conference.
3. Approval of Agenda: **Moved by Tilly/Joyce to accept the agenda as circulated. Carried.**
4. RISE Update: In this 40 minute video conference session we received information relating to use of video conferencing. The first phase has been completed with 18 libraries and 3 headquarters hooked into the video conference system throughout Shortgrass Library System, Marigold Library System and Chinook Arch Library System. Work continues on the next phase which will ultimately lead to having 80 libraries in the three systems hooked to video conferencing. Jim and Julia explained multiple site use, camera features and showed some of the possible uses of this state-of-the-art VC system. Our board suggested some uses of the system such as chairs of each library meeting via VC, having board development VC workshops, and viewing Shortgrass Library System meetings and their AGM via VC. Further discussion followed relating to library and public use of this system including charges for non-library use and advertising the system in the media. Advertising will occur when all the bugs have been eliminated. Tonight the system worked very well. Dino expressed appreciation to Julia and Jim who then left the meeting. Shannon is to look into charges by other groups who have video conferencing and report back to the Board.
5. Consent Agenda: **Moved by Elsie/Gloria to accept February 2009 Board Meeting Minutes and Librarian's Report with typo corrections to the minutes. Carried.**

6. Correspondence:
 - a. Shortgrass Library System November 2008 minutes: circulated.
 - b. Lakeside Feedyards: Change of Ownership noted.
 - c. RISE Review: distributed.
 - d. The Trustee Voice: distributed.

7. Business Arising from the February 2009 Board meeting minutes
 - a. Local Fundraising: The next meeting of the newly forming Friends of the Library is scheduled for April 15, 2009 at 7:00 pm.
 - b. Medieval Faire: No one has come forward to continue the faire.
 - c. 2008 Audit: The audit is expected to be completed by the deadline. Shannon is to arrange a meeting of the Board and the auditor. Shannon is to send a letter to the City with a CC to Kimberley Sharkey regarding future audits/review engagements.
 - d. 2009 Budget: Shannon is revising the budget based on the City's \$25,000 increase in funding bringing the City funding to \$184,105 for the next three years (to 2011) with no increases during those three years. Funding from the County is not known at present.

8. New Business
 - a. ILS Upgrade: The upgrade from Unicorn to Symphony is expected to be completed by May although delays may occur.
 - b. Provincial Resource Sharing—ILL Policy (Inter library loan): The Policy Committee is to look into developing a BPL policy relating to loaning items to non-system libraries. Other libraries in the province may be doing the same.
 - c. E-Books and E-Audio Books: Shannon reported there is a potential to receive these items at the provincial level.
 - d. Wireless Access Update: Shortgrass Library System is applying for a grant to be used for wireless access in system libraries.
 - e. Tell Me More: The Tell Me More pamphlet developed by Tamara Van Horne is ready for distribution to those who wish to use the language learning software. Patrons have been waiting for this information.
 - f. Shortgrass Library System PD Day: **Moved by Sheila/Joyce to close BPL Monday, October 26 so staff may attend the PD day. Carried.**
 - g. ALTA award: Shannon nominated BPL for the award.

9. 2009 Survey Statistics Review: The written comments of survey respondents were reviewed.

10. Adjournment: **Sheila moved adjournment at 8:32 pm.**

11. Next Board Meeting: **April 30, 2009**



Board Chair



Librarian

Date: May 4, 2009

MINUTES OF REGULAR MEETING OF BROOKS PUBLIC LIBRARY BOARD
April 30, 2009
HELD IN BROOKS PUBLIC LIBRARY

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

REGRETS: Elsie Strach, Kimberley Sharkey

VISION STATEMENT

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

MISSION STATEMENT

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

1. Call to Order: Dino called the meeting to order at 6:31 pm.
2. Approval of Agenda: **Moved by Cathleen/Karen to accept the agenda as circulated. Carried.**
3. **Consent Agenda: Moved by Tilly/Sheila to accept March 2009 Board meeting minutes, Finance committee meeting minutes and receipts and expenditures from February 2009 and March 2009. Carried.**
4. ALTA Award of Excellence: Brooks Public Library Board has been honored with the Award of Excellence by Alberta Library Trustee Association. Staff at BPL nominated the Board for the award. Shannon learned the Board received the award while she was at ALC in Jasper. City Council will present the award to the Board at 4:30 pm, May 4. All Board members are invited to attend.
5. Correspondence
 - a. Minister of Culture and Community Spirit—Community Spirit Donation Grant Program: BPL received a \$5508.00 matching grant based on donations to BPL.
 - b. New Directions Program: Thank you circulated (work experience student)
 - c. Siew Lai-Thank you circulated (job shadowing)
 - d. Siam-Thank you circulated (author from UK)
 - e. RISE Review: copies handed out
6. Librarian's Report
 - a. Staff and Programs Update:
 - o New staff: Senna Wryha (part time Library Assistant) and Anqi Tong (summer reading program coordinator)

- o Programs: Story Time and Toddler Time filled this month including adding a session of Toddler Time on Fridays. Gallery exhibit “Immortal Nature’s Ageless Harmony” in April; for May “Out of the Badlands”. Videoconferenced author talk live from BPL Siam reading her poetry ‘Long Stay in Khartoum’ went well with 30 people live and 22 via videoconferencing. Weekend computer workshop had low numbers. Looking at other strategies for the computer workshops. Upcoming for May: May 9 Super Saturday titled Spring Madness for youth; New sessions of ESL Book Club and ESL Family Story Time; LIC Fire Prevention, and Computer Bytes on Facebook (also via videoconference)
- o Lakeside tours: 240 people coming through in a two-week period for library tours. They will be purchasing library cards.
- o Conferences: ALC 2009 attended by Shannon and Tamara Van Horne who together ran a well attended session explaining how new Canadians receive help and advice through specific programs at BPL. Other upcoming conferences include NLLS, SLS, and Netspeed.
- o Publicity: BPL has received newspaper and coverage relating to funding, Shannon being Country Kicker, ALTA Award.
- b. ALC 2009: Tamara’s report circulated.
- c. Framework for the Future: to be handed out in May
- d. Advocacy Documents: Advocacy booklet handed out

7. Business Arising from the March 2009 Board meeting minutes

- a. Local Fundraising: Friends of the Library meets 7:30 pm May 13
- b. Medieval Faire: Kathy Ramer is heading a new committee spearheading the Medieval Faire. The Faire is expected to run Saturday, July 18, 2009. BPL will participate with children’s programming, contests and a booth.
- c. 2008 Audit: The auditor will meet with Board members and Shannon 4:00 pm, May 7. Shannon has a question about the allocation of donated funds. The City would like BPL to continue with a full audit and they will cover the cost for 2008 and in future years. This is the last year of BPL’s engagement with Mactavish and Company. The Board will decide at the next meeting if we should continue with Mactavish or put the audit out to tenders. Shannon is looking into a firm from Lethbridge as well.
- d. Videoconferencing: Shannon is meeting with SLS May 7 to discuss best practices related to use of videoconferencing—example, to charge or not for use of the equipment and room.
- e. Policy meeting: The Policy committee (Dino, Tilly, Cathleen, Joyce) will meet at 6:00 pm, Thursday, May 28 to discuss Terms of Employment Policy and Interlibrary Loan (Resource Sharing) Policy.
- f. Action items: Shannon continues to explore the use of library card expiry stickers. Pamphlets have been given to Newell Regional Tourism Association and Welcome Wagon to be handed out. Shannon has prepared a list of items that need to be done by the City including trimming trees, lighting and window work.

8. New Business

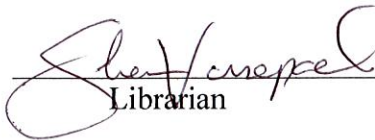
- a. New Website Homepage: Shannon announced the new website homepage.
- b. Request for Board Room booking: Barb Woodard requested use of the Board Room to work with a group of ESL students. The Board suggested the same plan as has been used with Barb’s group continue; that is that Barb make the request weekly and phone

in a day or so prior to the expected use to see if the room is still available for the group. The group may use the room if it has not been booked for another library related function.

- c. Security System Testing: The security company tested our system and found some areas that need to be repaired or replaced. Shannon will check with the City regarding the City paying for the cost of security and repairs.
 - d. McHappy Day: May 6, 2009. Some Board members have volunteered to assist at McHappy Day. Donations from McDonald's will be used for baby change tables, film for windows, flat TV screen, Nintendo Wii and games.
9. Premier's Announcement on Provincial Funding to Libraries: The announcement can be seen on <http://wikirise.pbwiki.com>
10. 2009 Budget: Shannon left the meeting. Board discussion followed. **Moved by Cathleen/Sheila that Shannon's salary as of May 1, 2009, moves to \$52,200.00. Carried. Moved by Tilly/Cathleen that the Proposed Pay Grid and Yearly Increments (as circulated) comes into effect May 1, 2009. Carried.** Shannon returned to the meeting. **Moved by Karen/Joyce that excess wages be rolled over to 2010 budget. Carried.**
11. Adjournment: Sheila moved adjournment at 8:32 pm.
12. Next Board Meeting: 6:30 pm, Thursday, May 28, 2009



Board Chair



Librarian

May 28, 2009

Date



ALBERTA
CULTURE AND COMMUNITY SPIRIT

Honourable Lindsay Blackett
MLA, Calgary-North West

April, 2009

AR8567

Ms Shannon Vossepoel
City of Brooks Library Board
P.O. Box 1149420 - 1st Avenue West
Brooks, AB T1R 1B9

Dear Ms Vossepoel:

Thank you for submitting an application to the Community Spirit Donation Grant Program.

I am pleased to inform you that application file number **CSP09i-000833** has been approved in the amount of **\$5,508.00**, and a cheque will be forwarded to your organization shortly. Please note that your MLA has been notified of this decision.

The enclosed document explains how the donation grant was calculated. Remember that the Final Report outlining how the grant funds were used is due on **September 15, 2009**.

The Final Report template, including a sample completed report, is available at www.communityspiritprogram.ca. If you are unable to access the template online, please feel free to request a printed copy by calling 780-644-8604 (toll-free by dialing 310-0000).

Thank you for your commitment to Alberta's voluntary sector.

Sincerely,

Lindsay Blackett
Minister of Culture and Community Spirit
MLA, Calgary-North West

Enclosure

THE UNIVERSITY OF CHICAGO

PHYSICS DEPARTMENT

PHYSICS 435

LECTURE 1

1.1. THE CLASSICAL LIMIT

1.2. QUANTUM MECHANICS

1.3. THE SCHRODINGER EQUATION

1.4. THE HEISENBERG UNCERTAINTY PRINCIPLE

1.5. THE DIRAC EQUATION

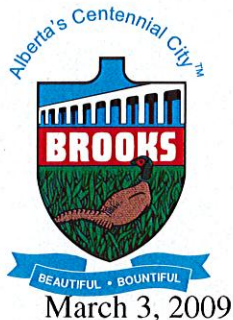
1.6. THE PAULI EXCLUSION PRINCIPLE

1.7. THE SPIN-ORBIT INTERACTION

1.8. THE HYPERFINE STRUCTURE

1.9. THE ZEEMAN EFFECT

1.10. THE ANOMALOUS ZEEMAN EFFECT



City of Brooks

201 - 1st Avenue West
Bag 880
Brooks, AB. T1R 0Z6
Bus: 362-3333 • Fax: 362-4787
website: www.brooks.ca

Brooks Public Library
PO Box 1149
Brooks, AB T1R 1B9

Attention: Shannon Vossepoel

Dear Ms. Vossepoel:

RE: 2009-2011 Budget Requisition

I am pleased to advise that Council approved the 2009-2011 Operating and Capital budgets for the City at their Regular Meeting held March 2, 2009. Council approved an increase to the 2008 requisition (\$159,105) of \$ 25,000 per year to the Brooks Public Library as follows:

<u>Year:</u>	<u>Approved Funding:</u>
2009	\$ 184,105
2010	\$ 184,105
2011	\$ 184,105

Council is very cognizant of the importance of the library and the services offered to our residents in the community. It is hoped that that increase shall assist the Brooks Public Library into the future.

On behalf of the City of Brooks, I would like to extend a sincere thank you to the Board of Directors and Staff for all of your dedication and efforts in ensuring that *Brooks is a Community that people are proud to call home!*

Should you have any questions in this regard, please do not hesitate to contact myself.

Yours truly,

Wanda Mortensen
Chief Administrative Officer

cc: Mayor Shields
Alan Martens, Finance
Accounts Payable



**Brooks Library Board
Finance Standing Committee Meeting
4:30pm, April 22, 2009**

Present: Dino Champlone, Elsie Strach, and Shannon Vossepoel

- 1) Meeting was called to order at 4:33pm.
- 2) Receipts and Expenditures for the months of February and March 2009 were discussed in detail and reviewed by the Committee. Items of Note:

Receipts for February:

- Donations: Received \$500.00 donation from The Brooks Bulletin to help offset microfilming expenses. Received \$50.00 from Clara Jean Franklin to use as library sees fit. Received \$50.00 donation from Grasslands School Division as an honorarium for Shannon Vossepoel speaking at the Grasslands Professional Development Day.

Expenditures for February:

- Books and Materials: Purchase of Brooks Bulletin by library was subsequently reimbursed by Shortgrass from our materials allotment.
- Furnishings and Equipment: Overcharged by Shortgrass for equipment purchased at the end of 2008 due to problems with supplier – overcharged amount refunded.
- Library Supplies: labels.
- Administration and Travel: water for office water cooler.
- Program Expense: Exhibition Fees for March 2009 exhibit; cupcake mix for Super Saturday Program.
- Staff Training: Registration fees for Maxine Meldrum and Jill Clarke to attend the 2009 AALT Conference.
- Professional Memberships: renewal of Alberta Library Technicians Association (AALT) membership.
- Publicity and Advertising: Summer Program Coordinator advertising for two weeks in Brooks Bulletin and Brooks and County Chronicle.

Receipts for March:

- Resident Cardholder Fees: Substantial increase this month – staff are attributing rise in memberships to Tell Me More subscriptions. New Canadians love this database.
- Donations: Received \$150.00 donation from Robert Scammell for purchase of books in the Scammell collection.

Finance Meeting Notes: February 2009

Receipts for February:

- Donations: Received \$500.00 donation from The Brooks Bulletin to help offset microfilming expenses. Received \$50.00 from Clara Jean Franklin to use as library sees fit. Received \$50.00 donation from Grasslands School Division as an honorarium for Shannon Vossepoel speaking at the Grasslands Professional Development Day.

Expenditures for February:

- Books and Materials: Purchase of Brooks Bulletin by library was subsequently reimbursed by Shortgrass from our materials allotment.
- Furnishings and Equipment: Overcharged by Shortgrass for equipment purchased at the end of 2008 due to problems with supplier – overcharged amount refunded.
- Library Supplies: labels.
- Administration and Travel: water for office water cooler.
- Program Expense: Exhibition Fees for March 2009 exhibit; cupcake mix for Super Saturday Program.
- Staff Training: Registration fees for Maxine Meldrum and Jill Clarke to attend the 2009 AALT Conference.
- Professional Memberships: renewal of Alberta Library Technicians Association (AALT) membership.
- Publicity and Advertising: Summer Program Coordinator advertising for two weeks in Brooks Bulletin and Brooks and County Chronicle.

Discussion Points:

- Error in February 13th bill payments → paid in Simply Accounting with January 30th date. Affects reports.
- Interim budget for 2009 → Additional funding from City of Brooks, potential budget adjustments.
- 2009 Audit
- Brooks Friends of the Library
- Get Dino and Elsie to sign cheques
- Talk to Dino about May 4th Shortgrass presentation at City. Would like a dinner meeting that evening.

Brooks Library Board
February 2009

Receipts	Annual Budget	Current Month	Total to Date
City of Brooks Annual Funding	159,105.00		
City of Brooks Miscellaneous	3,500.00		
HRDC – Summer Student	2,000.00		
Province of Alberta	49,781.00		
RISE Grants	25,103.00		25,103.03
Additional Grant Funding	5,500.00		
County of Newell Library Board	26,360.00		
Resident Cardholder Fees	20,625.00	1,519.00	3,367.00
Interest Income	0.00		
Miscellaneous	200.00		
Fines, books and services	19,000.00	1,268.93	2,753.95
Non-resident Cardholder Fees	600.00		60.00
Donations	3,000.00	600.00	1,727.50
Fundraisers	500.00		
Adopt-a-magazine	2,200.00		
GST Recovery	1,000.00		
Total Revenue	\$318,474.00	3,387.93	33,011.48
Expenditures			
SLS Expense (Materials Allot.)	56,090.00		
Shortgrass – Non-resident Fees	300.00		
Dynix and Telecom (SLS)	3,000.00		
Books & Materials (Donations)	0.00	-1.95	-1.95
Furnishings and Equipment	1,000.00	-51.96	-51.96
Payroll Expense	900.00		110.00
Library Supplies	4,000.00	25.92	1,456.04
Administration & Travel	3,000.00	11.00	92.00
Program Expense	1,000.00	66.58	673.81
Repair & Maintenance	1,900.00		
Rebinding, Microfilming, and Laminating	1000.00		
Staff Training	2,800.00	750.00	750.00
Telephone & Fax Expense	3,500.00	236.01	469.42
Copier & Computer Costs	2,000.00		
Security Monitoring	500.00	25.00	50.00
Computer Main. Contracts	684.00		
GST Expense	0.00	1.25	2.50
Freight & Postage	800.00		54.00
Professional Memberships	500.00	55.00	150.00
Publicity and Advertising	1,000.00	189.00	189.00

Audit and Insurance	8,500.00		2,147.00
Bank Charges	200.00	5.00	10.00
Miscellaneous	200.00		
Wages (includes temp. staff and VAC pay)	195,000.00	14,366.85	29,507.00
EI Expense	4,700.00	347.95	714.66
CPP Expense	8,500.00	581.23	1,200.74
WCB Expense	900.00	295.05	295.05
AUMA Expense	3,600.00	169.37	508.11
LAPP Expense	12,900.00	701.06	1,439.68
Total Expenses	\$318,474.00	17,772.36	39,765.10

Brooks Public Library
Balance Sheet As at 02/28/2009

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	45,737.20
Accounts Receivable	0.00

TOTAL CURRENT ASSETS	<u>84,714.48</u>
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TOTAL ASSET	<u><u>84,714.48</u></u>
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LIABILITY**CURRENT LIABILITIES**

Accounts Payable	0.00
MNP Accrual	4,830.00
GST Charged on Sales	0.00
GST Paid on Purchases	-2,457.02
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.	134.11
AUMA Extended Health	-114.47
AB Health Payable	154.00
W.C.B. Payable	0.00
Miscellaneous	0.00

TOTAL CURRENT LIABILITIES	<u>2,534.23</u>
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TOTAL LIABILITY	<u>2,534.23</u>
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EQUITY**EARNINGS**

Building Fund Reserves	38,314.20
Externally restricted	200.00
Retained Earnings	50,419.67
Current Earnings	-6,753.62

CURRENT EARNINGS	<u>82,180.25</u>
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TOTAL EQUITY	<u>82,180.25</u>
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LIABILITIES AND EQUITY	<u><u>84,714.48</u></u>
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Brooks Public Library
Income Statement 02/01/2009 to 02/28/2009

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
Resident Cardholder Fees	1,519.00
Interest Income	0.00
Miscellaneous	0.00
Fines, Book Sales and Services	1,268.93
Non-resident Cardholder Fees	0.00
Charitable Receipt Donations	600.00
Fundraisers	0.00
Adopt-a-magazine	0.00
Medieval Faire	0.00
GST Recovery	0.00

TOTAL REVENUE 3,387.93

TOTAL REVENUE 3,387.93

EXPENSE

EXPENSES

SLS Expense (Materials)	0.00
SLS - Non-resident fees	0.00
SLS - Dynix and Telecom	0.00
Books and Materials	-40.99
New Library Furnishings	-51.96
Library Equipment	0.00
Payroll Expense	0.00
Library Supplies	25.92
Administration & Travel	0.00
Recruitment Expense	0.00
Program Expense	0.00
Medieval Faire	0.00
Repair & Maintenance	0.00
Rebinding, Microfilming, Laminati...	0.00
Staff Training	750.00
Telephone and Fax Expense	0.00
Copier & Computer Costs	0.00
Security Monitoring	25.00
Computer Main. Contracts	0.00
GST Expense	1.25
Freight and Postage	0.00
Professional Memberships	55.00
Publicity and Advertising	120.00
Audit and Insurance	0.00
Bank Charges	5.00
Miscellaneous	0.00
Wages	14,366.85
Wage Reimbursement	0.00
EI Expense	347.95
CPP Expense	581.23
WCB Expense	295.05
AUMA Extended Health	169.37
L.A.P.P. Expense	701.06
AB Health Expense	0.00

TOTAL EXPENSES 17,350.73

TOTAL EXPENSE 17,350.73

Printed On: 03/12/2009

Brooks Public Library
Income Statement 02/01/2009 to 02/28/2009

NET INCOME	<u><u>-13,962.80</u></u>
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Brooks Public Library

Income Statement 01/30/2009 to 01/30/2009

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
Resident Cardholder Fees	510.00
Interest Income	0.00
Miscellaneous	0.00
Fines, Book Sales and Services	375.68
Non-resident Cardholder Fees	60.00
Charitable Receipt Donations	0.00
Fundraisers	0.00
Adopt-a-magazine	0.00
Medieval Faire	0.00
GST Recovery	0.00
TOTAL REVENUE	945.68

TOTAL REVENUE 945.68

EXPENSE

EXPENSES

SLS Expense (Materials)	0.00
SLS - Non-resident fees	0.00
SLS - Dynix and Telecom	0.00
Books and Materials	39.04
New Library Furnishings	0.00
Library Equipment	0.00
Payroll Expense	110.00
Library Supplies	28.80
Administration & Travel	11.00
Recruitment Expense	0.00
Program Expense	66.58
Medieval Faire	0.00
Repair & Maintenance	0.00
Rebinding, Microfilming, Laminati...	0.00
Staff Training	0.00
Telephone and Fax Expense	236.01
Copier & Computer Costs	0.00
Security Monitoring	25.00
Computer Main. Contracts	0.00
GST Expense	1.25
Freight and Postage	54.00
Professional Memberships	0.00
Publicity and Advertising	69.00
Audit and Insurance	2,147.00
Bank Charges	5.00
Miscellaneous	0.00
Wages	15,140.15
Wage Reimbursement	0.00
EI Expense	366.71
CPP Expense	619.51
WCB Expense	0.00
AUMA Extended Health	338.74
L.A.P.P. Expense	738.62
AB Health Expense	0.00
TOTAL EXPENSES	19,996.41

TOTAL EXPENSE 19,996.41

Printed On: 03/16/2009

highlighted expenses
were actually purchased
Feb. 13th but went through
Simply on the wrong date
due to human error.

$$= 421.63$$

$$+ 17,350.73 = 17,772.36.$$

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

NET INCOME	<u><u>-19,050.73</u></u>
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Brooks Public Library

Income Statement 01/01/2009 to 02/28/2009

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	25,103.03
Resident Cardholder Fees	3,367.00
Interest Income	0.00
Miscellaneous	0.00
Fines, Book Sales and Services	2,753.95
Non-resident Cardholder Fees	60.00
Charitable Receipt Donations	1,727.50
Fundraisers	0.00
Adopt-a-magazine	0.00
Medieval Faire	0.00
GST Recovery	0.00
TOTAL REVENUE	33,011.48

TOTAL REVENUE 33,011.48

EXPENSE

EXPENSES

SLS Expense (Materials)	0.00
SLS - Non-resident fees	0.00
SLS - Dynix and Telecom	0.00
Books and Materials	-1.95
New Library Furnishings	-51.96
Library Equipment	0.00
Payroll Expense	110.00
Library Supplies	1,456.04
Administration & Travel	92.00
Recruitment Expense	0.00
Program Expense	673.81
Medieval Faire	0.00
Repair & Maintenance	0.00
Rebinding, Microfilming, Laminati...	0.00
Staff Training	750.00
Telephone and Fax Expense	469.42
Copier & Computer Costs	0.00
Security Monitoring	50.00
Computer Main. Contracts	0.00
GST Expense	2.50
Freight and Postage	54.00
Professional Memberships	150.00
Publicity and Advertising	189.00
Audit and Insurance	2,147.00
Bank Charges	10.00
Miscellaneous	0.00
Wages	29,507.00
Wage Reimbursement	0.00
EI Expense	714.66
CPP Expense	1,200.74
WCB Expense	295.05
AUMA Extended Health	508.11
L.A.P.P. Expense	1,439.68
AB Health Expense	0.00
TOTAL EXPENSES	39,765.10

TOTAL EXPENSE 39,765.10

Printed On: 03/12/2009

Brooks Public Library
Income Statement 01/01/2009 to 02/28/2009

NET INCOME	<u><u>-6,753.62</u></u>
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Brooks Public Library

Reconciliation Transactions Detail Report 02/01/2009 to 02/28/2009

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
02/06/2009	J38	Fines	Deposit	380.39	-		Y
02/06/2009	J39	Resident Cardholder	Deposit	504.00	-		Y
02/13/2009	J40	Fines	Deposit	213.55	-		Y
02/13/2009	J41	Resident Cardholder	Deposit	225.00	-		Y
02/18/2009	J50	February 2009, AALT	3525	-	750.00		N
02/18/2009	J51	Feb 2009, AALT	3526	-	55.00		N
02/18/2009	J52	February 2009, RBC Royal Bank ...	3527	-	27.22		Y
02/27/2009	J53	February 2009, Ronnie Adams	3528	-	586.51		N
02/27/2009	J54	Feb 2009, Jillian Clarke	3529	-	799.54		Y
02/27/2009	J55	February 2009, Stefanie Connor	3530	-	603.90		N
02/27/2009	J56	February 2009, Bessie Jacowishen	3531	-	1,624.23		Y
02/27/2009	J57	February 2009, Cathryn Krochak	3532	-	1,540.04		N
02/27/2009	J58	February 2009, Maxine Meldrum	3533	-	1,667.78		Y
02/27/2009	J59	February 2009, Bruce Schmidt	3534	-	448.20		N
02/27/2009	J60	February 2009, Tamara Van Horne	3535	-	1,491.84		Y
02/27/2009	J61	February 2009, Shannon Vossep...	3536	-	2,659.56		Y
02/27/2009	J62	February 2009, Local Authorities ...	3537	-	1,319.27		N
02/27/2009	J63	February 2009, AMSC Insurance...	3538	-	241.96		N
02/27/2009	J64	February 2009, Workers' Compe...	3539	-	295.05		N
02/27/2009	J65	Feb 2009, Brooks and County Ch...	3540	-	72.45		N
02/27/2009	J66	Feb 2009, Brooks Bulletin	3541	-	53.56		N
02/27/2009	J67	February 2009, Canada Customs...	3542	-	3,183.63		N
02/20/2009	J68	Fines	Deposit	322.26	-		Y
02/20/2009	J69	Resident Cardholder	Deposit	460.00	-		Y
02/20/2009	J70	Shortgrass Library System	Deposit	40.99	-		Y
02/20/2009	J71	Donations	Deposit	600.00	-		Y
02/27/2009	J72	Fines	Deposit	352.73	-		Y
02/27/2009	J73	Resident Cardholder	Deposit	330.00	-		Y
02/27/2009	J74	Shortgrass Library System	Deposit	51.96	-		Y
02/28/2009	J78	Securtek	Debit	-	26.25		Y
02/28/2009	J79	Destination Fee	Debit	-	5.00		Y
				3,480.88	17,450.99		

Brooks Public Library

Reconciliation Transactions Detail Report 02/01/2009 to 02/28/2009

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

- Cleared
- Cleared
- Cleared
- Cleared
- Outstanding
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- Cleared

Brooks Public Library

All Journal Entries 02/01/2009 to 02/28/2009

		Account Number	Account Description	Debits	Credits
02/06/2009	J38	Deposit, Fines			
		4120	Fines, Book Sales and Services	-	380.39
		1080	Cash In Bank	380.39	-
02/06/2009	J39	Deposit, Resident Cardholder			
		4090	Resident Cardholder Fees	-	504.00
		1080	Cash In Bank	504.00	-
02/13/2009	J40	Deposit, Fines			
		4120	Fines, Book Sales and Services	-	213.55
		1080	Cash In Bank	213.55	-
02/13/2009	J41	Deposit, Resident Cardholder			
		4090	Resident Cardholder Fees	-	225.00
		1080	Cash In Bank	225.00	-
02/18/2009	J50	3525, February 2009, AALT			
		5130	Staff Training	750.00	-
		1080	Cash In Bank	-	750.00
02/18/2009	J51	3526, Feb 2009, AALT			
		5210	Professional Memberships	55.00	-
		1080	Cash In Bank	-	55.00
02/18/2009	J52	3527, February 2009, RBC Royal Bank VISA			
		2100	GST Paid on Purchases	1.30	-
		5070	Library Supplies	25.92	-
		1080	Cash In Bank	-	27.22
02/27/2009	J53	3528, February 2009, Ronnie Adams			
		5300	Wages	613.03	-
		1080	Cash In Bank	-	586.51
		2310	EI Payable	-	10.61
		2320	CPP Payable	-	15.91
02/27/2009	J54	3529, Feb 2009, Jillian Clarke			
		5300	Wages	841.30	-
		1080	Cash In Bank	-	799.54
		2310	EI Payable	-	14.55
		2320	CPP Payable	-	27.21
02/27/2009	J55	3530, February 2009, Stefanie Connor			
		5300	Wages	631.66	-
		1080	Cash In Bank	-	603.90
		2310	EI Payable	-	10.93
		2320	CPP Payable	-	16.83
02/27/2009	J56	3531, February 2009, Bessie Jacowishen			
		5300	Wages	2,210.10	-
		1080	Cash In Bank	-	1,624.23
		2310	EI Payable	-	38.23
		2320	CPP Payable	-	94.96
		2330	Income Tax Payable	-	240.14
		2400	L.A.P.P.	-	164.94
		2420	AUMA Extended Health	-	47.60
02/27/2009	J57	3532, February 2009, Cathryn Krochak			
		5300	Wages	1,786.15	-
		1080	Cash In Bank	-	1,540.04
		2310	EI Payable	-	30.90
		2320	CPP Payable	-	73.98
		2330	Income Tax Payable	-	141.23
02/27/2009	J58	3533, February 2009, Maxine Meldrum			
		5300	Wages	2,210.10	-
		1080	Cash In Bank	-	1,667.78

Brooks Public Library

All Journal Entries 02/01/2009 to 02/28/2009

		Account Number	Account Description	Debits	Credits
		2310	EI Payable	-	38.23
		2320	CPP Payable	-	94.96
		2330	Income Tax Payable	-	240.14
		2400	L.A.P.P.	-	164.94
		2420	AUMA Extended Health	-	4.05
02/27/2009	J59	3534, February 2009, Bruce Schmidt			
		5300	Wages	464.81	-
		1080	Cash In Bank	-	448.20
		2310	EI Payable	-	8.04
		2320	CPP Payable	-	8.57
02/27/2009	J60	3535, February 2009, Tamara Van Horne			
		5300	Wages	1,747.20	-
		1080	Cash In Bank	-	1,491.84
		2310	EI Payable	-	30.23
		2320	CPP Payable	-	72.05
		2330	Income Tax Payable	-	132.14
		2400	L.A.P.P.	-	20.94
02/27/2009	J61	3536, February 2009, Shannon Vossepoe			
		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
02/27/2009	J62	3537, February 2009, Local Authorities Pension Plan			
		2400	L.A.P.P.	618.21	-
		5350	L.A.P.P. Expense	701.06	-
		1080	Cash In Bank	-	1,319.27
02/27/2009	J63	3538, February 2009, AMSC Insurance Services Limited			
		2420	AUMA Extended Health	72.59	-
		5340	AUMA Extended Health	169.37	-
		1080	Cash In Bank	-	241.96
02/27/2009	J64	3539, February 2009, Workers' Compensation Board Alberta			
		5330	WCB Expense	295.05	-
		1080	Cash In Bank	-	295.05
02/27/2009	J65	3540, Feb 2009, Brooks and County Chronicle			
		2100	GST Paid on Purchases	3.45	-
		5220	Publicity and Advertising	69.00	-
		1080	Cash In Bank	-	72.45
02/27/2009	J66	3541, Feb 2009, Brooks Bulletin			
		2100	GST Paid on Purchases	2.56	-
		5220	Publicity and Advertising	51.00	-
		1080	Cash In Bank	-	53.56
02/27/2009	J67	3542, February 2009, Canada Customs and Revenue Agency			
		2310	EI Payable	248.54	-
		2320	CPP Payable	581.23	-
		2330	Income Tax Payable	1,424.68	-
		5310	EI Expense	347.95	-
		5320	CPP Expense	581.23	-
		1080	Cash In Bank	-	3,183.63
02/20/2009	J68	Deposit, Fines			
		4120	Fines, Book Sales and Services	-	322.26
		1080	Cash In Bank	322.26	-
02/20/2009	J69	Deposit, Resident Cardholder			
		4090	Resident Cardholder Fees	-	460.00

Brooks Public Library

All Journal Entries 02/01/2009 to 02/28/2009

		Account Number	Account Description	Debits	Credits
		1080	Cash In Bank	460.00	-
02/20/2009	J70	Deposit, Shortgrass Library System			
		5030	Books and Materials	-	40.99
		1080	Cash In Bank	40.99	-
02/20/2009	J71	Deposit, Donations			
		4170	Charitable Receipt Donations	-	600.00
		1080	Cash In Bank	600.00	-
02/27/2009	J72	Deposit, Fines			
		4120	Fines, Book Sales and Services	-	352.73
		1080	Cash In Bank	352.73	-
02/27/2009	J73	Deposit, Resident Cardholder			
		4090	Resident Cardholder Fees	-	330.00
		1080	Cash In Bank	330.00	-
02/27/2009	J74	Deposit, Shortgrass Library System			
		5050	New Library Furnishings	-	51.96
		1080	Cash In Bank	51.96	-
02/28/2009	J78	Debit, Securtek			
		5170	Security Monitoring	25.00	-
		5180	GST Expense	1.25	-
		1080	Cash In Bank	-	26.25
02/28/2009	J79	Debit, Destination Fee			
		5250	Bank Charges	5.00	-
		1080	Cash In Bank	-	5.00
				23,877.12	23,877.12

Finance Meeting Notes: March 2009

Receipts for March:

- Resident Cardholder Fees: Substantial increase this month – staff are attributing rise in memberships to Tell Me More subscriptions. New Canadians love this database.
- Donations: Received \$150.00 donation from Robert Scammell for purchase of books in the Scammell collection.

Expenditures for March:

- Furnishings and Equipment: Rewiring conference room for videoconferencing.
- Payroll Expense: Brooks Computer Services cannot find the cheque for the January T4 preparation and payroll. The cheque was cancelled and another reissued, so there is a discrepancy in the reports (Receipts and Expenditures) between February and March. It balances out in the end.
- Library Supplies: Cleaning supplies, pens, tape, scissors, printer cartridge, batteries, envelopes and stationary with library's letterhead
- Administration and Travel: Water for office water cooler; lunch for Bessie, Maxine, and Shannon for Interlibrary Loan training session out of town (Shortgrass paid for mileage).
- Program Expense: Exhibition Fees for April 2009 and May 2009 art exhibits.
- Copier and Computer Costs: Copying charges from November 28/08 to March 3/09; Toner cartridge for networked printer (computer lab and circulation desk).
- Publicity and Advertising: Library Assistant advertising for one week in Brooks Bulletin and Brooks and County Chronicle.
- AUMA and LAPP: increase in monthly payment – Cathryn Krochak has passed her probation period and is now receiving these benefits.

Discussion Points:

- Interim budget for 2009 → Additional funding from Province of Alberta, potential budget adjustments.
- Speech from Ray Danyluk – can be viewed on wikirise. Show at Board meeting?
- 2009 Audit – meeting date set for May 7th at 4:00pm.
- Brooks Friends of the Library – meeting Wednesday, May 13th.
- Get Dino and Elsie to sign cheques
- Talk to Dino about May 4th Shortgrass presentation at City. Would like a dinner meeting that evening.

Expenditures for March:

- Furnishings and Equipment: Rewiring conference room for videoconferencing.
 - Payroll Expense: Brooks Computer Services cannot find the cheque for the January T4 preparation and payroll. The cheque was cancelled and another reissued, so there is a discrepancy in the reports (Receipts and Expenditures) between February and March. It balances out in the end.
 - Library Supplies: Cleaning supplies, pens, tape, scissors, printer cartridge, batteries, envelopes and stationary with library's letterhead
 - Administration and Travel: Water for office water cooler; lunch for Bessie, Maxine, and Shannon for Interlibrary Loan training session out of town (Shortgrass paid for mileage).
 - Program Expense: Exhibition Fees for April 2009 and May 2009 art exhibits.
 - Copier and Computer Costs: Copying charges from November 28/08 to March 3/09; Toner cartridge for networked printer (computer lab and circulation desk).
 - Publicity and Advertising: Library Assistant advertising for one week in Brooks Bulletin and Brooks and County Chronicle.
 - AUMA and LAPP: increase in monthly payment – Cathryn Krochak has passed her probation period and is now receiving these benefits.
- 3) Discussed problem with February 13, 2009 bill payments – date of January 30, 2009 was accidentally used to pay bills. This does not affect any of the bill payments, but does affect some of the Simply Accounting reports.
 - 4) Discussed Interim Budget. Shannon noted that funding has been increased from both the City of Brooks and the Province of Alberta. The wage grid and 2009 Budget were altered accordingly for approval by the City of Brooks Library Board.
 - 5) Discussed 2008 Audit. Shannon reported that the audit has been completed and the auditor meeting has been set for Thursday, May 7, 2009 at 4:00pm.
 - 6) Discussed Brooks Friends of the Library. Shannon noted that there will be one more meeting on May 13, 2009 at 7:00pm. At present, the Brooks Friends of the Library has had sporadic attendance and they have not had enough people attend to formally register as a non-profit with the province. If there are not enough members at the May 13th meeting, the Brooks Friends of the Library will be put on hold and will try for fresh membership in the Fall.
 - 7) Meeting was adjourned at 4:54pm.

Brooks Library Board
March 2009

Receipts	Annual Budget	Current Month	Total to Date
City of Brooks Annual Funding	159,105.00	37,734.50	37,734.50
City of Brooks Miscellaneous	3,500.00		
HRDC – Summer Student	2,000.00		
Province of Alberta	49,781.00		
RISE Grants	25,103.00		25,103.03
Additional Grant Funding	5,500.00		
County of Newell Library Board	26,360.00		
Resident Cardholder Fees	20,625.00	2,187.40	5,554.40
Interest Income	0.00		
Miscellaneous	200.00		
Fines, books and services	19,000.00	1,169.25	3,923.20
Non-resident Cardholder Fees	600.00	140.00	200.00
Donations	3,000.00	150.00	1,877.50
Fundraisers	500.00		
Adopt-a-magazine	2,200.00		
GST Recovery	1,000.00		
Total Revenue	\$318,474.00	41,381.15	74,392.63
Expenditures			
SLS Expense (Materials Allot.)	56,090.00		
Shortgrass – Non-resident Fees	300.00		
Dynix and Telecom (SLS)	3,000.00		
Books & Materials (Donations)	0.00	43.04	41.09
Furnishings and Equipment	1,000.00	637.00	585.04
Payroll Expense	900.00	210.00	210.00
Library Supplies	4,000.00	531.61	1,987.65
Administration & Travel	3,000.00	51.11	143.11
Program Expense	1,000.00	120.00	793.81
Repair & Maintenance	1,900.00		
Rebinding, Microfilming, and Laminating	1000.00		
Staff Training	2,800.00		750.00
Telephone & Fax Expense	3,500.00	239.03	708.45
Copier & Computer Costs	2,000.00	567.61	567.61
Security Monitoring	500.00	25.00	75.00
Computer Main. Contracts	684.00		
GST Expense	0.00	1.25	3.75
Freight & Postage	800.00		54.00
Professional Memberships	500.00		150.00
Publicity and Advertising	1,000.00	86.00	275.00

Audit and Insurance	8,500.00		2,147.00
Bank Charges	200.00	15.00	25.00
Miscellaneous	200.00		
Wages (includes temp. staff and VAC pay)	195,000.00	15,070.79	44,577.79
EI Expense	4,700.00	365.00	1,079.66
CPP Expense	8,500.00	616.07	1,816.81
WCB Expense	900.00		295.05
AUMA Expense	3,600.00	274.77	782.88
LAPP Expense	12,900.00	888.45	2,328.13
Total Expenses	\$318,474.00	19,741.73	59,396.83

Brooks Public Library
Balance Sheet As at 03/31/2009

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	67,374.61
Accounts Receivable	0.00

TOTAL CURRENT ASSETS 106,351.89

TOTAL ASSET 106,351.89

LIABILITY

CURRENT LIABILITIES

Accounts Payable	0.00
MNP Accrual	4,830.00
GST Charged on Sales	0.00
GST Paid on Purchases	-2,569.03
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	-136.33
AB Health Payable	154.00
W.C.B. Payable	0.00
Miscellaneous	0.00

TOTAL CURRENT LIABILITIES 2,422.22

TOTAL LIABILITY 2,422.22

EQUITY

EARNINGS

Building Fund Reserves	38,314.20
Externally restricted	200.00
Retained Earnings	50,419.67
Current Earnings	14,995.80

CURRENT EARNINGS 103,929.67

TOTAL EQUITY 103,929.67

LIABILITIES AND EQUITY 106,351.89

Brooks Public Library

Income Statement 03/01/2009 to 03/31/2009

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	0.00
Resident Cardholder Fees	2,187.40
Interest Income	0.00
Miscellaneous	0.00
Fines, Book Sales and Services	1,169.25
Non-resident Cardholder Fees	140.00
Charitable Receipt Donations	150.00
Fundraisers	0.00
Adopt-a-magazine	0.00
Medieval Faire	0.00
GST Recovery	0.00
TOTAL REVENUE	41,381.15

TOTAL REVENUE 41,381.15

EXPENSE

EXPENSES

SLS Expense (Materials)	0.00
SLS - Non-resident fees	0.00
SLS - Dynix and Telecom	0.00
Books and Materials	43.04
New Library Furnishings	0.00
Library Equipment	637.00
Payroll Expense	210.00
Library Supplies	531.61
Administration & Travel	51.11
Recruitment Expense	0.00
Program Expense	120.00
Medieval Faire	0.00
Repair & Maintenance	0.00
Rebinding, Microfilming, Laminati...	0.00
Staff Training	0.00
Telephone and Fax Expense	239.03
Copier & Computer Costs	567.61
Security Monitoring	25.00
Computer Main. Contracts	0.00
GST Expense	1.25
Freight and Postage	0.00
Professional Memberships	0.00
Publicity and Advertising	86.00
Audit and Insurance	0.00
Bank Charges	15.00
Miscellaneous	0.00
Wages	15,070.79
Wage Reimbursement	0.00
EI Expense	365.00
CPP Expense	616.07
WCB Expense	0.00
AUMA Extended Health	274.77
L.A.P.P. Expense	888.45
AB Health Expense	0.00
TOTAL EXPENSES	19,741.73

TOTAL EXPENSE 19,741.73

Printed On: 04/14/2009

Brooks Public Library
Income Statement 03/01/2009 to 03/31/2009

NET INCOME	<u>21,639.42</u>
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Brooks Public Library

Income Statement 01/01/2009 to 03/31/2009

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 Y1	0.00
PLDI Grant	0.00
County of Newell Library Board	0.00
RISE Grant Funding	25,103.03
Resident Cardholder Fees	5,554.40
Interest Income	0.00
Miscellaneous	0.00
Fines, Book Sales and Services	3,923.20
Non-resident Cardholder Fees	200.00
Charitable Receipt Donations	1,877.50
Fundraisers	0.00
Adopt-a-magazine	0.00
Medieval Faire	0.00
GST Recovery	0.00
TOTAL REVENUE	74,392.63

TOTAL REVENUE 74,392.63

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	210.00
Library Supplies	1,987.65
Administration & Travel	143.11
Recruitment Expense	0.00
Program Expense	793.81
Medieval Faire	0.00
Repair & Maintenance	0.00
Rebinding, Microfilming, Laminati...	0.00
Staff Training	750.00
Telephone and Fax Expense	708.45
Copier & Computer Costs	567.61
Security Monitoring	75.00
Computer Main. Contracts	0.00
GST Expense	3.75
Freight and Postage	54.00
Professional Memberships	150.00
Publicity and Advertising	275.00
Audit and Insurance	2,147.00
Bank Charges	25.00
Miscellaneous	0.00
Wages	44,577.79
Wage Reimbursement	0.00
EI Expense	1,079.66
CPP Expense	1,816.81
WCB Expense	295.05
AUMA Extended Health	782.88
L.A.P.P. Expense	2,328.13
AB Health Expense	0.00
TOTAL EXPENSES	59,396.83

TOTAL EXPENSE 59,396.83

Printed On: 04/14/2009

Brooks Public Library
Income Statement 01/01/2009 to 03/31/2009

NET INCOME	<u><u>14,995.80</u></u>
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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

Date	JE#	Comment	Source	Deposits	Withdrawals	Deposit No.	C
03/06/2009	J75	Fines	Deposit	272.31	-		Y
03/06/2009	J76	Resident Cardholder	Deposit	410.00	-		Y
03/06/2009	J77	City of Brooks	Deposit	37,734.50	-		Y
03/18/2009	J80	March 2009, Telus Communicati...	3543	-	250.89		Y
03/18/2009	J81	March 2009, Xerox Canada Ltd.	3544	-	176.00		Y
03/18/2009	J82	March 2009, Esplanade Arts and...	3545	-	60.00		Y
03/18/2009	J83	March 2009, Mario's Electric Ltd.	3546	-	668.85		Y
03/18/2009	J84	March 2009, RBC Royal Bank VI...	3547	-	306.29		Y
03/18/2009	J85	March 2009, Water Pure & Simple	3548	-	11.00		Y
03/18/2009	J86	March 2009, Brooks Computer S...	3549	-	52.50		Y
03/31/2009	J87	March 2009, Shannon Vossepoe	3550	-	2,659.56		Y
03/31/2009	J88	March 2009, Ronnie Adams	3551	-	540.49		N
03/31/2009	J89	March 2009, Jillian Clarke	3552	-	914.44		Y
03/31/2009	J90	March 2009, Stefanie Connor	3553	-	460.01		N
03/31/2009	J91	March 2009, Bessie Jacowishen	3554	-	1,752.33		Y
03/31/2009	J92	March 2009, Cathryn Krochak	3555	-	1,364.85		N
03/31/2009	J93	March 2009, Maxine Meldrum	3556	-	1,805.81		N
03/31/2009	J94	March 2009, Bruce Schmidt	3557	-	524.75		N
03/31/2009	J95	March 2009, Tamara Van Horne	3558	-	1,682.00		Y
03/31/2009	J96	March 2009, Canada Customs a...	3559	-	3,446.38		N
03/31/2009	J97	March 2009, Local Authorities Pe...	3560	-	1,671.90		N
03/31/2009	J98	March 2009, AMSC Insurance S...	3561	-	392.56		N
03/31/2009	J99	March 2009, Brooks Bulletin	3562	-	343.35		N
03/31/2009	J100	March 2009, Brooks and County ...	3563	-	72.45		N
03/31/2009	J101	March 2009, Memory Lane Com...	3564	-	419.99		N
03/31/2009	J102	March 2009, Brooks Home Hard...	3565	-	13.59		N
03/31/2009	J103	March 09, Brooks Computer Ser...	3566	-	52.50		N
03/31/2009	J105	Mar 2009, Brooks Computer Ser...	3567	-	115.50		N
03/31/2009	J106	March 09, Esplanade Arts and H...	3568	-	60.00		N
03/13/2009	J107	Fines	Deposit	210.35	-		Y
03/13/2009	J108	Resident Cardholder	Deposit	420.00	-		Y
03/13/2009	J109	Non-Resident Cardholder	Deposit	60.00	-		Y
03/20/2009	J110	Fines	Depspot	310.99	-		Y
03/20/2009	J111	Resident Cardholder	Deposit	672.40	-		Y
03/20/2009	J112	Non-Resident Cardholder	Deposit	80.00	-		Y
03/20/2009	J113	Donation	Deposit	150.00	-		Y
03/27/2009	J114	Fines	Deposit	375.60	-		Y
03/27/2009	J115	Resident Cardholder	Deposit	665.00	-		Y
03/31/2009	J121	Securtek	Debit	-	26.25		Y
03/31/2009	J122	Destination Fee	Debit	-	5.00		Y
03/31/2009	J123	Destination Fee (Stop Payment F...	Debit	-	10.00		Y
				41,361.15	19,859.24		