

**MINUTES OF REGULAR MEETING OF BROOKS PUBLIC LIBRARY BOARD**  
**January 28, 2010**  
**HELD IN BROOKS PUBLIC LIBRARY**

PRESENT: Dino Champlone (Chair), Kimberley Sharkey, Sheila Tiegs, Elsie Strach, Norm Gerestein, Gloria Evans (secretary), Shannon Vossepoel (Head Librarian), Mark Huff (Acting Head Librarian), Joyce Aasen, Karen Nelson

REGRETS: Tilly Gamble-Altwasser, Cathleen Patterson

**VISION STATEMENT**

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

**MISSION STATEMENT**

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

1. Call to Order: Dino called the meeting to order at 6:30 pm.
2. Welcome to Sandra Stanway. Sandra was unable to attend the meeting. Dino then welcomed Mark Huff to his first BPL Board meeting. Mark told a bit about himself.
3. Approval of Agenda: Two items were added to New Business: number i) Security System and number j) Custodians. Sheila/Norm moved approval of agenda with the two additions. Carried.
4. Consent Agenda: Norm/Joyce moved the Consent Agenda consisting of November 2009 Board Meeting Minutes, Finance Committee Meeting Minutes, November 2009 Receipts and Expenditures, December 2009 Receipts and Expenditures and Librarian's Report. Carried.
5. Reappointment for third three-year term: Gloria/Kimberley moved the reappointment of Dino Champlone for a third three-year term. Carried.
6. Reappointment for third three-year term: Joyce/Elsie moved the reappointment of Tilly Gamble-Altwasser for a third three-year term. Carried.
7. Correspondence
  - a. Shortgrass Library System – September 2009 Board Meeting Minutes: circulated
  - b. Shortgrass Library System – Shortgrass Clippings: circulated
  - c. Shortgrass Library System – November 2009 RISE Review: distributed copies
  - d. Shortgrass Library System – December 2009 RISE Review: distributed copies
  - e. Minister of Culture and Community Spirit – Arts Days 2009 Congratulatory letter circulated regarding BPL's events held in support of Arts Days
  - f. Thank you card – from Penny Allen thanking BPL for the interview she had
  - g. Card – Three Gems

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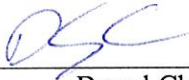
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8. Business Arising from November 2009 Board meeting minutes
  - a. Expiry Stickers Update: Iwaasa Industries will be printing the expiry date stickers to be attached to each patron's library card.
  - b. Wireless Access Update: Wireless is not yet available for the public. Shortgrass Library System will set the necessary protocol with the hope that wireless will be available by the end of February.
  - c. Brooks Bulletin Digitization Project: Microfilmed copies of the Brooks Bulletin have not been sent to University of Lethbridge yet. Waiting on information from Jamie Nesbitt, owner of The Brooks Bulletin, and information on the reels themselves.
  - d. E-Books and E-Audio (Overdrive Project): This project for E-books and E-audio is being pursued by Shortgrass Library System. Our cost for initial start up is \$7000.00. Patrons are interested in this newest electronic technology.
  - e. Brooks Public Library Roof Grant Application: Dino/Karen moved by e-mail December 24, 2009 to apply for a grant for the library roof. Carried by e-mail.
  
9. New Business
  - a. Patron Fines: This item regarding patron fines and deleting the patrons from the system if the fines are under a certain amount was tabled until further dollar amounts are available.
  - b. Library Chequing Account – Transfer of Funds: Joyce/Sheila moved to transfer \$50,000 out of the library's main chequing account into a GIC for a Refurbishing and Equipment Fund. Carried.
  - c. Annual General Meeting: An annual general meeting is not required so we will not have one this year.
  - d. E-Mail Notification for Patrons: Patrons with e-mail addresses listed at BPL now receive e-mail notification for books that will be overdue in two days. The e-mail includes a link for renewal of the books.
  - e. Conferences:
    - i. Shortgrass Library System Professional Day will not be held in 2010. The Professional Day for system staff will now be held every second year.
    - ii. Southern Alberta Library Conference will be held on February 25 to 28. Library will likely not send any delegates.
    - iii. Alberta Library Conference will be held April 29 to May 2, 2010 in Jasper. Two rooms are reserved. The Board must make a decision as to who will attend at the February Board meeting.
    - iv. AALT Conference May 27 to 30 in Calgary. Cathryn Krochak and Bessie Jacowishen will attend.
    - v. Netspeed is being held in October. Mark is interested in attending.
    - vi. Canadian Library Conference is in June in Edmonton. Shannon may attend while on leave with her own funds.
  - f. Shortgrass Joint Meeting: 2:30 pm, June 16 at Shortgrass office in Medicine Hat. Dino and Mark will attend.
  - g. CAP Grant – The grant was received and used to upgrade the SuperNet components to ensure public Internet access is maintained. An additional \$300.00 leftover from the grant will be used to purchase ink cartridge for public use computer printer.
  - h. 2010 Trade Show: April 23 to 25. Volunteers will be needed to help with the Shortgrass booth.

- i. Security System: BPL has not yet been reimbursed for the system by the City. Shannon or Mark will follow up.
  - j. Custodians: The City has hired new custodians to begin the first of February.
10. 2010 Annual Budget: Norm/Karen moved to accept the 2010 Budget presented by Shannon. Carried. Kimberley/Sheila moved that the RISE Grants (2009) in the amount of \$14,443.55 and 2009 Surplus funds in the amount of \$40,000.00 from the 2009 budget be transferred into the 2010 budget. Carried.
11. Plan of Service: The first half of the Plan of Service will be reviewed at the February meeting and the remainder at the March meeting.
12. Adjournment: Norm moved adjournment at 7:45 pm.
13. Next Board Meeting: February 25, 2010.



Board Chair

Date: Mar 5, 2010



Head Librarian

MARCH 3/2010

**Brooks Library Board  
Finance Standing Committee Meeting  
9:00am, December 17, 2009**

Present: Dino Champlone, Elsie Strach, and Shannon Vossepoel

- 1) Meeting was called to order at 9:03am.
- 2) Receipts and Expenditures for the month of November 2009 were discussed in detail and reviewed by the Committee. Items of Note:

**Receipts for November:**

- City of Brooks Annual Funding: Third and fourth quarter installments of City of Brooks funding received.
- Donations: Donations from Lenore Anderson and Clara Jean Franklin to be used as library sees fit.

**Expenditures for November:**

- Books and Materials: Reimbursed by Shortgrass for materials purchased at annual Book Buy.
  - Furnishings and Equipment: Flat Screen TV for Wii and Movie programming – purchased with McHappy Day funding.
  - Library Supplies: USB drive for staff computer, dividers, planner, payroll book.
  - Administration and Travel: water for office cooler, lunch and snack break costs for Board Development Day.
  - Program Expenses: exhibition fees for December 2009 and January 2010 Gallery exhibits; program supplies (scrapbooks, napkins, plates, etc.)
  - Staff Training: Registration costs for Shortgrass Mini-Conference (covering 5 staff members, Tamara and Shannon were not charged as they were both speakers).
  - Copier and Computer Costs: Norton Antivirus for all library computers.
  - Freight and Postage: Shipping costs for Flat Screen TV.
  - Publicity and Advertising: advertising for Acting Head Librarian position, letterhead envelopes.
  - Miscellaneous: Interlibrary loan expense. Paid by patron at till.
- 3) Shannon noted that the Community Spirit Grant has changed since last year and, as such, the library may not receive as much money as was anticipated when the 2010 draft budget was created. Shannon will be completing the grant ahead of the December 31<sup>st</sup> deadline and will revise the 2010 budget accordingly to reflect any changes.
  - 4) Shannon also noted that the 2009 Audit is up to date – the only items needed to complete the audit are items that have not yet been received such as the T4s.
  - 5) Meeting was adjourned at 9:23am.

## **Finance Meeting Notes: November 2009**

### **Receipts for November:**

- City of Brooks Annual Funding: Third and fourth quarter installments of City of Brooks funding received.
- Donations: Donations from Lenore Anderson and Clara Jean Franklin to be used as library sees fit.

### **Expenditures for November:**

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- Publicity and Advertising: advertising for Acting Head Librarian position, letterhead envelopes.
- Miscellaneous: Interlibrary loan expense. Paid by patron at till.

### **Discussion Points:**

- Audit Update
- Get Dino and Elsie to sign cheques

**Brooks Library Board**  
**November 2009**

<b>Receipts</b>	<b>Annual Budget</b>	<b>Current Month</b>	<b>Total to Date</b>
City of Brooks Annual Funding	184,105.00	92,052.50	184,105.00
City of Brooks Miscellaneous	8,500.00		7,017.00
HRDC – Summer Student	2,000.00		2,156.00
Province of Alberta	73,337.00		73,337.00
RISE Grants	25,103.00		39,546.55
Additional Grant Funding	5,500.00		5,508.00
County of Newell Library Board	29,235.00		34,953.19
Resident Cardholder Fees	20,625.00	1,315.00	20,379.68
Interest Income	0.00		
Miscellaneous	200.00		
Fines, books and services	19,000.00	933.63	16,184.00
Non-resident Cardholder Fees	600.00	60.00	830.00
Donations	3,000.00	100.00	6,965.24
Fundraisers	500.00		
Adopt-a-magazine	2,200.00		1,600.00
GST Recovery	1,000.00		1,152.16
<b>Total Revenue</b>	<b>\$374,905.00</b>	<b>94,461.13</b>	<b>393,733.82</b>
<b>Expenditures</b>			
SLS Expense (Materials Allot.)	56,090.00		56,090.00
Shortgrass – Non-resident Fees	300.00		
Dynix and Telecom (SLS)	3,400.00		2,507.33
Books & Materials (Donations)	0.00	-2,941.89	26.41
Furnishings and Equipment	8,200.00	1,800.00	8,198.92
Payroll Expense	900.00	55.00	575.00
Library Supplies	7,500.00	168.35	5,929.05
Administration & Travel	6,375.00	169.97	1,894.10
Program Expense	4,000.00	229.77	2,161.87
Repair & Maintenance	4,200.00		1,965.89
Rebinding, Microfilming, and Laminating	2,000.00		718.75
Staff Training	5,000.00	125.00	2,649.38
Telephone & Fax Expense	3,500.00	247.13	2,661.73
Copier & Computer Costs	2,000.00	356.00	1,971.08
Security Monitoring	600.00		603.00
Computer Main. Contracts	1,540.00		233.00
GST Expense	0.00		11.25
Freight & Postage	2,000.00	125.00	858.29
Professional Memberships	600.00		350.00
Publicity and Advertising	3,500.00	430.00	1,331.50

Audit and Insurance	8,500.00		6,747.00
Bank Charges	200.00	5.00	137.00
Miscellaneous	200.00	12.00	22.00
Wages (includes temp. staff and VAC pay)	220,000.00	16,422.07	185,513.50
EI Expense	5,500.00	310.55	4,706.56
CPP Expense	9,400.00	682.95	7,704.24
WCB Expense	900.00		587.55
AUMA Expense	4,000.00	220.15	2,544.08
LAPP Expense	14,500.00	1,126.47	11,174.17
<b>Total Expenses</b>	<b>\$374,905.00</b>	<b>19,543.52</b>	<b>309,872.65</b>



# Brooks Public Library

## Balance Sheet As at 11/30/2009

### ASSET

#### CURRENT ASSETS

GIC Account	0.00
GST Recoverable	1,152.16
Building Fund	874.64
Furn. & Shelving Reserve	0.00
Cash On Hand/Float	50.00
Cash In Bank	134,766.10
GIC 0001	30,000.00
GIC 0002	7,000.00
Accounts Receivable	0.00
Interest Receivable	133.00

**TOTAL CURRENT ASSETS** 173,975.90

**TOTAL ASSET** 173,975.90

### LIABILITY

#### CURRENT LIABILITIES

Accounts Payable	0.00
MNP Accrual	4,830.00
GST Charged on Sales	0.00
GST Paid on Purchases	-1,717.65
GST Paid on Books	0.00
New Account	0.00
Accounts Payable	0.00
Vacation Payable	0.00
EI Payable	0.00
CPP Payable	0.00
Income Tax Payable	0.00
L.A.P.P.	63.74
AUMA Extended Health	-62.91
AB Health Payable	-94.36
W.C.B. Payable	0.00
Miscellaneous	0.00

**TOTAL CURRENT LIABILITIES** 3,018.82

**TOTAL LIABILITY** 3,018.82

### EQUITY

#### EARNINGS

Building Fund Reserves	38,314.20
Externally restricted	200.00
Retained Earnings	48,581.71
Current Earnings	83,861.17

**CURRENT EARNINGS** 170,957.08

**TOTAL EQUITY** 170,957.08

**LIABILITIES AND EQUITY** 173,975.90

# Brooks Public Library

## Income Statement 11/01/2009 to 11/30/2009

### REVENUE

REVENUE	
Town of Brooks	92,052.50
City of Brooks Misc	0.00
HRDC - Summer Student	0.00
Province of Alberta	0.00
Industry Canada - CAP 3	0.00
Industry Canada - CAP YI	0.00
PLDI Grant	0.00
County of Newell Library Board	0.00
RISE Grant Funding	0.00
Grant Funding	0.00
Resident Cardholder Fees	1,315.00
Interest Income	0.00
Miscellaneous	0.00
Fines, Book Sales and Services	933.63
Non-resident Cardholder Fees	60.00
Charitable Receipt Donations	100.00
Fundraisers	0.00
Adopt-a-magazine	0.00
Medieval Faire	0.00
GST Recovery	0.00
<b>TOTAL REVENUE</b>	<u>94,461.13</u>

**TOTAL REVENUE** 94,461.13

### EXPENSE

EXPENSES	
SLS Expense (Materials)	0.00
SLS - Non-resident fees	0.00
SLS - Dynix and Telecom	0.00
Books and Materials	-2,941.89
New Library Furnishings	0.00
Library Equipment	1,800.00
Payroll Expense	55.00
Library Supplies	168.35
Administration & Travel	169.97
Recruitment Expense	0.00
Program Expense	229.77
Medieval Faire	0.00
Repair & Maintenance	0.00
Rebinding, Microfilming, Laminati...	0.00
Staff Training	125.00
Telephone and Fax Expense	247.13
Copier & Computer Costs	356.00
Security Monitoring	0.00
Computer Main. Contracts	0.00
GST Expense	0.00
Freight and Postage	125.00
Professional Memberships	0.00
Publicity and Advertising	430.00
Audit and Insurance	0.00
Bank Charges	5.00
Miscellaneous	12.00
Wages	16,422.07
Wage Reimbursement	0.00
EI Expense	310.55
CPP Expense	682.95
WCB Expense	0.00
AUMA Extended Health	220.15
L.A.P.P. Expense	1,126.47
AB Health Expense	0.00

**Brooks Public Library**  
**Income Statement 11/01/2009 to 11/30/2009**

TOTAL EXPENSES	<u>19,543.52</u>
TOTAL EXPENSE	<u>19,543.52</u>
NET INCOME	<u><u>74,917.61</u></u>

# Brooks Public Library

## Income Statement 01/01/2009 to 11/30/2009

### REVENUE

REVENUE	
Town of Brooks	184,105.00
City of Brooks Misc	7,017.00
HRDC - Summer Student	2,156.00
Province of Alberta	73,337.00
Industry Canada - CAP 3	0.00
Industry Canada - CAP YI	0.00
PLDI Grant	0.00
County of Newell Library Board	34,953.19
RISE Grant Funding	39,546.55
Grant Funding	5,508.00
Resident Cardholder Fees	20,379.68
Interest Income	0.00
Miscellaneous	0.00
Fines, Book Sales and Services	16,184.00
Non-resident Cardholder Fees	830.00
Charitable Receipt Donations	6,965.24
Fundraisers	0.00
Adopt-a-magazine	1,600.00
Medieval Faire	0.00
GST Recovery	1,152.16
<b>TOTAL REVENUE</b>	<b>393,733.82</b>

**TOTAL REVENUE** 393,733.82

### EXPENSE

EXPENSES	
SLS Expense (Materials)	56,090.00
SLS - Non-resident fees	0.00
SLS - Dynix and Telecom	2,507.33
Books and Materials	26.41
New Library Furnishings	-51.96
Library Equipment	8,250.88
Payroll Expense	575.00
Library Supplies	5,929.05
Administration & Travel	1,894.10
Recruitment Expense	0.00
Program Expense	2,161.87
Medieval Faire	0.00
Repair & Maintenance	1,965.89
Rebinding, Microfilming, Laminati...	718.75
Staff Training	2,649.38
Telephone and Fax Expense	2,661.73
Copier & Computer Costs	1,971.08
Security Monitoring	603.00
Computer Main. Contracts	233.00
GST Expense	11.25
Freight and Postage	858.29
Professional Memberships	350.00
Publicity and Advertising	1,331.50
Audit and Insurance	6,747.00
Bank Charges	137.00
Miscellaneous	22.00
Wages	185,513.50
Wage Reimbursement	0.00
EI Expense	4,706.56
CPP Expense	7,704.24
WCB Expense	587.55
AUMA Extended Health	2,544.08
L.A.P.P. Expense	11,174.17
AB Health Expense	0.00

Printed On: 12/09/2009

**Brooks Public Library**  
**Income Statement 01/01/2009 to 11/30/2009**

TOTAL EXPENSES	<u>309,872.65</u>
TOTAL EXPENSE	<u>309,872.65</u>
NET INCOME	<u><u>83,861.17</u></u>

# Brooks Public Library

## Reconciliation Transactions Detail Report 11/01/2009 to 11/30/2009

Account: 1080 Cash In Bank

Deposit No.: \*\*\* all \*\*\*

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

Date	JE#	Comment	Source	Deposits	Withdrawals	Deposit No.	C
11/06/2009	J424	Fines	Deposit	248.02	-		Y
11/06/2009	J425	Resident Cardholder	Deposit	430.00	-		Y
11/06/2009	J426	Donation	Deposit	100.00	-		Y
11/13/2009	J427	Fines	Deposit	226.90	-		Y
11/13/2009	J428	Resident Cardholder	Deposit	260.00	-		Y
11/20/2009	J438	November 2009, Telus Communi...	3760	-	259.41		N
11/20/2009	J439	November 2009, Memory Lane C...	3761	-	373.80		Y
11/20/2009	J440	November 2009, Esplanade Arts ...	3762	-	120.00		N
11/20/2009	J441	November 2009, Shortgrass Libr...	3763	-	180.00		Y
11/20/2009	J442	November 2009, Brodart	3764	-	2,021.25		Y
11/20/2009	J443	November 2009, Brooks Bulletin	3765	-	399.00		Y
11/20/2009	J444	November 2009, Brooks Comput...	3766	-	57.75		N
11/20/2009	J445	November 2009, Water Pure & S...	3767	-	5.50		N
11/20/2009	J446	November 2009, Brooks Stationers	3768	-	62.32		Y
11/20/2009	J447	November 2009, Universite De M...	3769	-	12.00		N
11/20/2009	J448	November 2009, RBC Royal Ban...	3771	-	356.46		Y
11/20/2009	J449	November 2009, Shannon Vosse...	3772	-	25.72		Y
11/30/2009	J450	November 2009, Jillian Clarke	3774	-	1,385.16		Y
11/30/2009	J451	November 2009, Bessie Jacowis...	3775	-	1,881.59		Y
11/30/2009	J452	November 2009, Cathryn Krochak	3776	-	1,381.98		Y
11/30/2009	J453	November 2009, Maxine Meldrum	3777	-	1,680.31		N
11/30/2009	J454	November 2009, Bruce Schmidt	3778	-	651.83		N
11/30/2009	J455	November 2009, Tamara Van Ho...	3779	-	1,622.76		Y
11/30/2009	J456	November 09, Shannon Vossepoel	3780	-	2,986.06		Y
11/30/2009	J457	November 2009, Senna Wryha	3781	-	514.94		N
11/30/2009	J458	November 2009, Shawna-Rae R...	3782	-	496.59		N
11/30/2009	J459	November 2009, Canada Custod...	3783	-	3,724.81		N
11/30/2009	J460	November 2009, Local Authoritie...	3784	-	2,121.65		N
11/30/2009	J461	November 2009, AMSC Insuranc...	3785	-	314.51		N
11/30/2009	J462	November 09, Shortgrass Library...	3786	-	49.93		N
11/30/2009	J463	November 09, Water Pure & Sim...	3787	-	11.00		N
11/20/2009	J464	Fines	Deposit	222.51	-		Y
11/20/2009	J465	Resident Cardholder	Deposit	335.00	-		Y
11/20/2009	J466	Non-Resident Cardholder	Deposit	60.00	-		Y
11/27/2009	J467	Fines	Deposit	236.20	-		Y
11/27/2009	J468	Resident Cardholder	Deposit	290.00	-		Y
11/27/2009	J469	City of Brooks	Deposit	92,052.50	-		Y
11/27/2009	J470	Shortgrass Library System	Deposit	2,991.82	-		Y
11/30/2009	J474	Destination Fee	Debit	-	5.00		Y
				97,452.95	22,701.33		



**Brooks Public Library**  
**All Journal Entries 11/01/2009 to 11/30/2009**

		Account Number	Account Description	Debits	Credits
11/06/2009	J424	Deposit, Fines			
		4120	Fines, Book Sales and Services	-	248.02
		1080	Cash In Bank	248.02	-
11/06/2009	J425	Deposit, Resident Cardholder			
		4090	Resident Cardholder Fees	-	430.00
		1080	Cash In Bank	430.00	-
11/06/2009	J426	Deposit, Donation			
		4170	Charitable Receipt Donations	-	100.00
		1080	Cash In Bank	100.00	-
11/13/2009	J427	Deposit, Fines			
		4120	Fines, Book Sales and Services	-	226.90
		1080	Cash In Bank	226.90	-
11/13/2009	J428	Deposit, Resident Cardholder			
		4090	Resident Cardholder Fees	-	260.00
		1080	Cash In Bank	260.00	-
11/20/2009	J438	3760, November 2009,	Telus Communications		
		2100	GST Paid on Purchases	12.28	-
		5140	Telephone and Fax Expense	247.13	-
		1080	Cash In Bank	-	259.41
11/20/2009	J439	3761, November 2009,	Memory Lane Computers		
		2100	GST Paid on Purchases	17.80	-
		5160	Copier & Computer Costs	356.00	-
		1080	Cash In Bank	-	373.80
11/20/2009	J440	3762, November 2009,	Esplanade Arts and Heritage Centre		
		5090	Program Expense	120.00	-
		1080	Cash In Bank	-	120.00
11/20/2009	J441	3763, November 2009,	Shortgrass Library System		
		5090	Program Expense	55.00	-
		5130	Staff Training	125.00	-
		1080	Cash In Bank	-	180.00
11/20/2009	J442	3764, November 2009,	Brodart		
		2100	GST Paid on Purchases	96.25	-
		5055	Library Equipment	1,800.00	-
		5200	Freight and Postage	125.00	-
		1080	Cash In Bank	-	2,021.25
11/20/2009	J443	3765, November 2009,	Brooks Bulletin		
		2100	GST Paid on Purchases	19.00	-
		5220	Publicity and Advertising	380.00	-
		1080	Cash In Bank	-	399.00
11/20/2009	J444	3766, November 2009,	Brooks Computer Services Ltd.		
		2100	GST Paid on Purchases	2.75	-
		5060	Payroll Expense	55.00	-
		1080	Cash In Bank	-	57.75
11/20/2009	J445	3767, November 2009,	Water Pure & Simple		
		5080	Administration & Travel	5.50	-
		1080	Cash In Bank	-	5.50
11/20/2009	J446	3768, November 2009,	Brooks Stationers		
		2100	GST Paid on Purchases	2.97	-
		5070	Library Supplies	59.35	-
		1080	Cash In Bank	-	62.32
11/20/2009	J447	3769, November 2009,	Universite De Montreal, PEB		



**Brooks Public Library**  
**All Journal Entries 11/01/2009 to 11/30/2009**

		Account Number	Account Description	Debits	Credits
		5260	Miscellaneous	12.00	-
		1080	Cash In Bank	-	12.00
11/20/2009	J448	3771, November 2009,	RBC Royal Bank VISA		
		2100	GST Paid on Purchases	13.72	-
		5070	Library Supplies	109.00	-
		5080	Administration & Travel	128.97	-
		5090	Program Expense	54.77	-
		5220	Publicity and Advertising	50.00	-
		1080	Cash In Bank	-	356.46
11/20/2009	J449	3772, November 2009,	Shannon Vossepoel		
		2100	GST Paid on Purchases	1.22	-
		5080	Administration & Travel	24.50	-
		1080	Cash In Bank	-	25.72
11/30/2009	J450	3774, November 2009,	Jillian Clarke		
		5300	Wages	1,559.95	-
		1080	Cash In Bank	-	1,385.16
		2310	EI Payable	-	26.99
		2320	CPP Payable	-	62.78
		2330	Income Tax Payable	-	85.02
11/30/2009	J451	3775, November 2009,	Bessie Jacowishen		
		5300	Wages	2,616.60	-
		1080	Cash In Bank	-	1,881.59
		2310	EI Payable	-	45.27
		2320	CPP Payable	-	115.08
		2330	Income Tax Payable	-	331.53
		2400	L.A.P.P.	-	195.23
		2420	AUMA Extended Health	-	47.90
11/30/2009	J452	3776, November 2009,	Cathryn Krochak		
		5300	Wages	1,774.50	-
		1080	Cash In Bank	-	1,381.98
		2310	EI Payable	-	30.70
		2320	CPP Payable	-	73.40
		2330	Income Tax Payable	-	135.07
		2400	L.A.P.P.	-	132.41
		2420	AUMA Extended Health	-	20.94
11/30/2009	J453	3777, November 2009,	Maxine Meldrum		
		5300	Wages	2,225.00	-
		1080	Cash In Bank	-	1,680.31
		2310	EI Payable	-	38.49
		2320	CPP Payable	-	95.70
		2330	Income Tax Payable	-	240.17
		2400	L.A.P.P.	-	165.98
		2420	AUMA Extended Health	-	4.35
11/30/2009	J454	3778, November 2009,	Bruce Schmidt		
		5300	Wages	683.02	-
		1080	Cash In Bank	-	651.83
		2310	EI Payable	-	11.82
		2320	CPP Payable	-	19.37
11/30/2009	J455	3779, November 2009,	Tamara Van Horne		
		5300	Wages	2,160.00	-
		1080	Cash In Bank	-	1,622.76
		2310	EI Payable	-	37.37
		2320	CPP Payable	-	92.48
		2330	Income Tax Payable	-	225.01
		2400	L.A.P.P.	-	161.21
		2420	AUMA Extended Health	-	21.17

**Brooks Public Library**  
**All Journal Entries 11/01/2009 to 11/30/2009**

		Account Number	Account Description	Debits	Credits
11/30/2009	J456	3780, November 09,	Shannon Vossepoul		
		5300	Wages	4,350.00	-
		1080	Cash In Bank	-	2,986.06
		2310	EI Payable	-	12.95
		2320	CPP Payable	-	200.89
		2330	Income Tax Payable	-	809.75
		2400	L.A.P.P.	-	340.35
11/30/2009	J457	3781, November 2009,	Senna Wyrha		
		5300	Wages	536.33	-
		1080	Cash In Bank	-	514.94
		2310	EI Payable	-	9.28
		2320	CPP Payable	-	12.11
11/30/2009	J458	3782, November 2009,	Shawna-Rae Reiss		
		5300	Wages	516.67	-
		1080	Cash In Bank	-	496.59
		2310	EI Payable	-	8.94
		2320	CPP Payable	-	11.14
11/30/2009	J459	3783, November 2009,	Canada Customs and Revenue Agency		
		2310	EI Payable	221.81	-
		2320	CPP Payable	682.95	-
		2330	Income Tax Payable	1,826.55	-
		5310	EI Expense	310.55	-
		5320	CPP Expense	682.95	-
		1080	Cash In Bank	-	3,724.81
11/30/2009	J460	3784, November 2009,	Local Authorities Pension Plan		
		2400	L.A.P.P.	995.18	-
		5350	L.A.P.P. Expense	1,126.47	-
		1080	Cash In Bank	-	2,121.65
11/30/2009	J461	3785, November 2009,	AMSC Insurance Services Limited		
		2420	AUMA Extended Health	94.36	-
		5340	AUMA Extended Health	220.15	-
		1080	Cash In Bank	-	314.51
11/30/2009	J462	3786, November 09,	Shortgrass Library System		
		5030	Books and Materials	49.93	-
		1080	Cash In Bank	-	49.93
11/30/2009	J463	3787, November 09,	Water Pure & Simple		
		5080	Administration & Travel	11.00	-
		1080	Cash In Bank	-	11.00
11/20/2009	J464	Deposit, Fines			
		4120	Fines, Book Sales and Services	-	222.51
		1080	Cash In Bank	222.51	-
11/20/2009	J465	Deposit, Resident Cardholder			
		4090	Resident Cardholder Fees	-	335.00
		1080	Cash In Bank	335.00	-
11/20/2009	J466	Deposit, Non-Resident Cardholder			
		4140	Non-resident Cardholder Fees	-	60.00
		1080	Cash In Bank	60.00	-
11/27/2009	J467	Deposit, Fines			
		4120	Fines, Book Sales and Services	-	236.20
		1080	Cash In Bank	236.20	-
11/27/2009	J468	Deposit, Resident Cardholder			
		4090	Resident Cardholder Fees	-	290.00
		1080	Cash In Bank	290.00	-

**Brooks Public Library**  
**All Journal Entries 11/01/2009 to 11/30/2009**

	<u>Account Number</u>	<u>Account Description</u>	<u>Debits</u>	<u>Credits</u>
11/27/2009	J469	Deposit, City of Brooks		
	4020	Town of Brooks	-	92,052.50
	1080	Cash In Bank	92,052.50	-
11/27/2009	J470	Deposit, Shortgrass Library System		
	5030	Books and Materials	-	2,991.82
	1080	Cash In Bank	2,991.82	-
11/30/2009	J474	Debit, Destination Fee		
	5250	Bank Charges	5.00	-
	1080	Cash In Bank	-	5.00
			<u>123,975.13</u>	<u>123,975.13</u>

**Brooks Library Board  
Finance Standing Committee Meeting  
9:10am, January 8, 2010**

Present: Dino Champlone, Elsie Strach, Shannon Vossepoel, and Mark Huff

- 1) Meeting was called to order at 9:10am.
- 2) Dino moved that Mark Huff become a signing authority for the Brooks Public Library. Elsie seconded the motion. The motion carried.
- 3) Meeting was adjourned at 9:15am.

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

  
\_\_\_\_\_  
Head Librarian

Jan 8, 2010  
Date

Jan 8 2010  
Date

**Brooks Library Board  
Finance Standing Committee Meeting  
9:00am, January 25, 2010**

Present: Elsie Strach, Mark Huff, and Shannon Vossepoel

Regrets: Dino Champlone

- 1) Meeting was called to order at 9:07am.
- 2) Receipts and Expenditures for the month of December 2009 were discussed in detail and reviewed by the Committee. Items of Note:

**Receipts for December:**

- Donations: Donations from Jim Dunbar, Jacqueline Hajash, Joseph Hajash, Mary Bessey, Douglas Bell, and Brent Altwasser and Tilly Altwasser Gamble to be used as the library sees fit. Donation in the amount of \$300.00 from the Ladies Auxilliary to the Royal Canadian Legion to be used for the purchase of large print books.

**Expenditures for December:**

- Shortgrass – Non-Resident Fees: Half of all fees collected from non-resident patrons, paid to Shortgrass as required by our agreement. More non-resident patrons got memberships than expected in 2009.
  - Furnishings and Equipment: Bookcase for program room, new tripod screen.
  - Library Supplies: Restocking supplies for 2010.
  - Administration and Travel: water for office cooler, staff toaster and microwave – holiday gift from the Library Board.
  - Program Expenses: Restocking supplies for 2010.
  - Staff Training: Food costs for Staff Professional Development Day on December 7, 2009.
  - Copier and Computer Costs: Access Copyright expense for 2010, repairs to staff computers and printer.
  - Bank Charges: VISA annual interest.
  - EI Expense: Reimbursement from Revenue Canada – charges for January 2009 interest due to late payment were waived and refunded.
- 3) Shannon noted that the 2009 audit is up to date. There were some problems with the LAPP annual report, but those have been fixed. The only items needed to complete the audit are the T4s and the January bank statement.
  - 4) 2010 Budget: 2010 Budget was approved with amendments to be forwarded to the City of Brooks Library Board for approval at the January 2010 Board meeting.
  - 5) Finance Committee noted that there was a large surplus of funds in the Library's bank account. The Finance Committee agreed to forward the suggestion to the Board that some of these funds be transferred to the Building Fund.
  - 6) Meeting was adjourned at 9:23am.

## Finance Meeting Notes: December 2009

### Receipts for December:

- Donations: Donations from Jim Dunbar, Jacqueline Hajash, Joseph Hajash, Mary Bessey, Douglas Bell, and Brent Altwasser and Tilly Altwasser Gamble to be used as the library sees fit. Donation in the amount of \$300.00 from the Ladies Auxilliary to the Royal Canadian Legion to be used for the purchase of large print books.

### Expenditures for December:

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### Discussion Points:

- Audit Update
- 2010 Budget
- Signing Authorities
- Get Dino and Elsie to sign cheques
- *City coverage of security system.*

**Brooks Library Board**  
**December 2009**

<b>Receipts</b>	<b>Annual Budget</b>	<b>Current Month</b>	<b>Total to Date</b>
City of Brooks Annual Funding	184,105.00		184,105.00
City of Brooks Miscellaneous	8,500.00		7,017.00
HRDC – Summer Student	2,000.00		2,156.00
Province of Alberta	73,337.00		73,337.00
RISE Grants	25,103.00		39,546.55
Additional Grant Funding	5,500.00		5,508.00
County of Newell Library Board	29,235.00		34,953.19
Resident Cardholder Fees	20,625.00	1,113.00	21,492.68
Interest Income	0.00		
Miscellaneous	200.00		
Fines, books and services	19,000.00	1,248.79	17,432.79
Non-resident Cardholder Fees	600.00	140.00	970.00
Donations	3,000.00	1,150.00	8,115.24
Fundraisers	500.00		
Adopt-a-magazine	2,200.00		1,600.00
GST Recovery	1,000.00		1,152.16
<b>Total Revenue</b>	<b>\$374,905.00</b>	<b>3,651.79</b>	<b>397,385.61</b>
<b>Expenditures</b>			
SLS Expense (Materials Allot.)	56,090.00		56,090.00
Shortgrass – Non-resident Fees	300.00	485.00	485.00
Dynix and Telecom (SLS)	3,400.00	336.62	2,843.95
Books & Materials (Donations)	0.00		26.41
Furnishings and Equipment	8,200.00	237.23	8,436.15
Payroll Expense	900.00	110.00	685.00
Library Supplies	7,500.00	3,707.68	9,636.73
Administration & Travel	6,375.00	165.48	2,059.58
Program Expense	4,000.00	1,293.78	3,455.65
Repair & Maintenance	4,200.00		1,965.89
Rebinding, Microfilming, and Laminating	2,000.00		718.75
Staff Training	5,000.00	74.99	2,724.37
Telephone & Fax Expense	3,500.00	249.47	2,911.20
Copier & Computer Costs	2,000.00	498.91	2,469.99
Security Monitoring	600.00		603.00
Computer Main. Contracts	1,540.00		233.00
GST Expense	0.00		11.25
Freight & Postage	2,000.00		858.29
Professional Memberships	600.00	125.00	475.00
Publicity and Advertising	3,500.00		1,331.50

Audit and Insurance	8,500.00		6,747.00
Bank Charges	200.00	56.38	193.38
Miscellaneous	200.00		22.00
Wages (includes temp. staff and VAC pay)	220,000.00	16,563.45	202,076.95
EI Expense	5,500.00	-4.89	4,701.67
CPP Expense	9,400.00	521.84	8,226.08
WCB Expense	900.00		587.55
AUMA Expense	4,000.00	227.78	2,771.86
LAPP Expense	14,500.00	1,224.11	12,398.28
<b>Total Expenses</b>	<b>\$374,905.00</b>	<b>25,872.83</b>	<b>335,745.48</b>



**Brooks Public Library**  
**Balance Sheet As at 12/31/2009**

**ASSET**

**CURRENT ASSETS**

GIC Account	0.00
GST Recoverable	1,152.16
Building Fund	874.64
Furn. & Shelving Reserve	0.00
Cash On Hand/Float	50.00
Cash In Bank	112,232.40
GIC 0001	30,000.00
GIC 0002	7,000.00
Accounts Receivable	0.00
Interest Receivable	133.00

**TOTAL CURRENT ASSETS** 151,442.20

**TOTAL ASSET** 151,442.20

**LIABILITY**

**CURRENT LIABILITIES**

Accounts Payable	0.00
MNP Accrual	4,830.00
GST Charged on Sales	0.00
GST Paid on Purchases	-2,027.06
GST Paid on Books	0.00
New Account	0.00
Accounts Payable	0.00
Vacation Payable	0.00
EI Payable	0.00
CPP Payable	0.00
Income Tax Payable	0.00
L.A.P.P.	63.74
AUMA Extended Health	-66.16
AB Health Payable	-94.36
W.C.B. Payable	0.00
Miscellaneous	0.00

**TOTAL CURRENT LIABILITIES** 2,706.16

**TOTAL LIABILITY** 2,706.16

**EQUITY**

**EARNINGS**

Building Fund Reserves	38,314.20
Externally restricted	200.00
Retained Earnings	48,581.71
Current Earnings	61,640.13

**CURRENT EARNINGS** 148,736.04

**TOTAL EQUITY** 148,736.04

**LIABILITIES AND EQUITY** 151,442.20

# Brooks Public Library

## Income Statement 12/01/2009 to 12/31/2009

### REVENUE

#### REVENUE

Town of Brooks	0.00
City of Brooks Misc	0.00
HRDC - Summer Student	0.00
Province of Alberta	0.00
Industry Canada - CAP 3	0.00
Industry Canada - CAP YI	0.00
PLDI Grant	0.00
County of Newell Library Board	0.00
RISE Grant Funding	0.00
Grant Funding	0.00
Resident Cardholder Fees	1,113.00
Interest Income	0.00
Miscellaneous	0.00
Fines, Book Sales and Services	1,248.79
Non-resident Cardholder Fees	140.00
Charitable Receipt Donations	1,150.00
Fundraisers	0.00
Adopt-a-magazine	0.00
Medieval Faire	0.00
GST Recovery	0.00

<b>TOTAL REVENUE</b>	<b>3,651.79</b>
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<b>TOTAL REVENUE</b>	<b>3,651.79</b>
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### EXPENSE

#### EXPENSES

SLS Expense (Materials)	0.00
SLS - Non-resident fees	485.00
SLS - Dynix and Telecom	336.62
Books and Materials	0.00
New Library Furnishings	47.23
Library Equipment	190.00
Payroll Expense	110.00
Library Supplies	3,707.68
Administration & Travel	165.48
Recruitment Expense	0.00
Program Expense	1,293.78
Medieval Faire	0.00
Repair & Maintenance	0.00
Rebinding, Microfilming, Laminati...	0.00
Staff Training	74.99
Telephone and Fax Expense	249.47
Copier & Computer Costs	498.91
Security Monitoring	0.00
Computer Main. Contracts	0.00
GST Expense	0.00
Freight and Postage	0.00
Professional Memberships	125.00
Publicity and Advertising	0.00
Audit and Insurance	0.00
Bank Charges	56.38
Miscellaneous	0.00
Wages	16,563.45
Wage Reimbursement	0.00
EI Expense	-4.89
CPP Expense	521.84
WCB Expense	0.00
AUMA Extended Health	227.78
L.A.P.P. Expense	1,224.11
AB Health Expense	0.00

<b>TOTAL EXPENSES</b>	<b>25,872.83</b>
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**Brooks Public Library**  
**Income Statement 12/01/2009 to 12/31/2009**

TOTAL EXPENSE	<u>25,872.83</u>
NET INCOME	<u><u>-22,221.04</u></u>

# Brooks Public Library

## Income Statement 01/01/2009 to 12/31/2009

### REVENUE

REVENUE	
Town of Brooks	184,105.00
City of Brooks Misc	7,017.00
HRDC - Summer Student	2,156.00
Province of Alberta	73,337.00
Industry Canada - CAP 3	0.00
Industry Canada - CAP YI	0.00
PLDI Grant	0.00
County of Newell Library Board	34,953.19
RISE Grant Funding	39,546.55
Grant Funding	5,508.00
Resident Cardholder Fees	21,492.68
Interest Income	0.00
Miscellaneous	0.00
Fines, Book Sales and Services	17,432.79
Non-resident Cardholder Fees	970.00
Charitable Receipt Donations	8,115.24
Fundraisers	0.00
Adopt-a-magazine	1,600.00
Medieval Faire	0.00
GST Recovery	1,152.16
<b>TOTAL REVENUE</b>	<b>397,385.61</b>

<b>TOTAL REVENUE</b>	<b>397,385.61</b>
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### EXPENSE

EXPENSES	
SLS Expense (Materials)	56,090.00
SLS - Non-resident fees	485.00
SLS - Dynix and Telecom	2,843.95
Books and Materials	26.41
New Library Furnishings	-4.73
Library Equipment	8,440.88
Payroll Expense	685.00
Library Supplies	9,636.73
Administration & Travel	2,059.58
Recruitment Expense	0.00
Program Expense	3,455.65
Medieval Faire	0.00
Repair & Maintenance	1,965.89
Rebinding, Microfilming, Laminati...	718.75
Staff Training	2,724.37
Telephone and Fax Expense	2,911.20
Copier & Computer Costs	2,469.99
Security Monitoring	603.00
Computer Main. Contracts	233.00
GST Expense	11.25
Freight and Postage	858.29
Professional Memberships	475.00
Publicity and Advertising	1,331.50
Audit and Insurance	6,747.00
Bank Charges	193.38
Miscellaneous	22.00
Wages	202,076.95
Wage Reimbursement	0.00
EI Expense	4,701.67
CPP Expense	8,226.08
WCB Expense	587.55
AUMA Extended Health	2,771.86
L.A.P.P. Expense	12,398.28
AB Health Expense	0.00
<b>TOTAL EXPENSES</b>	<b>335,745.48</b>

**Brooks Public Library**  
**Income Statement 01/01/2009 to 12/31/2009**

TOTAL EXPENSE	<u>335,745.48</u>
NET INCOME	<u><u>61,640.13</u></u>

# Brooks Public Library

## Reconciliation Transactions Detail Report 12/01/2009 to 12/31/2009

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
12/04/2009	J471	Fines	Deposit	267.00	-		Y
12/04/2009	J472	Resident Cardholder	Deposit	195.00	-		Y
12/04/2009	J473	Donation	Deposit	100.00	-		Y
12/23/2009	J475	December 2009, Telus Communi...	3788	-	261.86		Y
12/23/2009	J476	December 2009, RBC Royal Ban...	3789	-	1,880.30		N
12/23/2009	J477	December 2009, Shortgrass Libr...	3790	-	394.22		Y
12/23/2009	J478	December 2009, CNL Computer ...	3791	-	145.54		Y
12/23/2009	J479	December 2009, Xerox Canada L...	3792	-	170.09		Y
12/23/2009	J480	December 2009, Brooks Comput...	3793	-	52.50		Y
12/23/2009	J481	December 2009, Access Copyright	3794	-	84.00		N
12/23/2009	J482	December 2009, Cathryn Krochak	3795	-	173.76		N
12/23/2009	J483	December 2009, Brodart	3796	-	2,003.22		N
12/23/2009	J484	December 2009, Shannon Vosse...	3797	-	150.14		Y
12/23/2009	J485	December 2009, Jillian Clarke	3798	-	18.15		Y
12/23/2009	J486	December 2009, Brooks Stationers	3799	-	28.61		Y
12/23/2009	J487	December 2009, Water Pure & S...	3800	-	5.50		Y
12/23/2009	J488	December 2009, Alberta Library ...	3801	-	125.00		N
12/31/2009	J489	Dec 2009, Shannon Vossepoe	3802	-	3,194.57		Y
12/31/2009	J490	Dec 2009, Jillian Clarke	3803	-	1,118.47		Y
12/31/2009	J491	December 2009, Bessie Jacowis...	3804	-	1,969.03		Y
12/31/2009	J492	Dec 2009, Cathryn Krochak	3805	-	1,588.84		N
12/31/2009	J493	December 2009, Maxine Meldrum	3806	-	2,023.70		N
12/31/2009	J494	December 2009, Bruce Schmidt	3807	-	571.03		N
12/31/2009	J495	December 2009, Tamara Van Ho...	3808	-	1,583.30		Y
12/31/2009	J496	December 2009, Senna Wryha	3809	-	165.57		N
12/31/2009	J497	December 2009, Shawna-Rae R...	3810	-	297.44		Y
12/31/2009	J498	December 2009, Canada Custo...	3811	-	3,392.81		N
12/31/2009	J499	December 2009, Local Authoritie...	3812	-	2,305.39		N
12/31/2009	J500	December 2009, AMSC Insuranc...	3813	-	325.39		N
12/31/2009	J501	Dec 2009, Brooks Computer Ser...	3814	-	63.00		N
12/31/2009	J502	Dec 2009, Brodart	3815	-	199.50		N
12/11/2009	J503	Fines	Deposit	207.08	-		Y
12/11/2009	J504	Resident Cardholder	Deposit	153.00	-		Y
12/18/2009	J505	Fines	Deposit	251.89	-		Y
12/18/2009	J506	Resident Cardholder	Deposit	455.00	-		Y
12/18/2009	J507	Donation	Deposit	550.00	-		Y
12/24/2009	J508	Fines	Deposit	353.77	-		Y
12/24/2009	J509	Resident Cardholder	Deposit	155.00	-		Y
12/24/2009	J510	Donation	Deposit	400.00	-		Y
12/31/2009	J511	Fines	Deposit	169.05	-		Y
12/31/2009	J512	Resident	Deposit	155.00	-		Y
12/31/2009	J513	Non-Resident	Deposit	140.00	-		Y
12/31/2009	J514	Donation	Deposit	100.00	-		Y
12/31/2009	J515	DestinationFee	Debit	-	5.00		Y
12/31/2009	J516	Dec 2009, Shortgrass Library Sy...	3816	-	485.00		N
12/31/2009	J517	December 09, Brodart	3817	-	342.30		N
12/31/2009	J518	Dec 2009, RBC Royal Bank VISA	3818	-	1,062.26		N
				3,651.79	26,185.49		

# Brooks Public Library Reconciliation Transactions Detail Report 12/01/2009 to 12/31/2009

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

- Cleared
- Cleared
- Cleared
- Cleared
- Outstanding
- Cleared
- Cleared
- Cleared
- Cleared
- Outstanding
- Outstanding
- Outstanding
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**Brooks Public Library**  
**All Journal Entries 12/01/2009 to 12/31/2009**

		Account Number	Account Description	Debits	Credits
12/04/2009	J471	Deposit, Fines			
		4120	Fines, Book Sales and Services	-	267.00
		1080	Cash In Bank	267.00	-
12/04/2009	J472	Deposit, Resident Cardholder			
		4090	Resident Cardholder Fees	-	195.00
		1080	Cash In Bank	195.00	-
12/04/2009	J473	Deposit, Donation			
		4170	Charitable Receipt Donations	-	100.00
		1080	Cash In Bank	100.00	-
12/23/2009	J475	3788, December 2009, Telus Communications			
		2100	GST Paid on Purchases	12.39	-
		5140	Telephone and Fax Expense	249.47	-
		1080	Cash In Bank	-	261.86
12/23/2009	J476	3789, December 2009, RBC Royal Bank VISA			
		2100	GST Paid on Purchases	86.68	-
		5070	Library Supplies	1,243.33	-
		5090	Program Expense	490.29	-
		5130	Staff Training	60.00	-
		1080	Cash In Bank	-	1,880.30
12/23/2009	J477	3790, December 2009, Shortgrass Library System			
		5022	SLS - Dynix and Telecom	336.62	-
		5070	Library Supplies	57.60	-
		1080	Cash In Bank	-	394.22
12/23/2009	J478	3791, December 2009, CNL Computer Sales and Service			
		2100	GST Paid on Purchases	6.88	-
		5160	Copier & Computer Costs	138.66	-
		1080	Cash In Bank	-	145.54
12/23/2009	J479	3792, December 2009, Xerox Canada Ltd.			
		2100	GST Paid on Purchases	8.10	-
		5160	Copier & Computer Costs	161.99	-
		1080	Cash In Bank	-	170.09
12/23/2009	J480	3793, December 2009, Brooks Computer Services Ltd.			
		2100	GST Paid on Purchases	2.50	-
		5060	Payroll Expense	50.00	-
		1080	Cash In Bank	-	52.50
12/23/2009	J481	3794, December 2009, Access Copyright			
		2100	GST Paid on Purchases	4.00	-
		5160	Copier & Computer Costs	80.00	-
		1080	Cash In Bank	-	84.00
12/23/2009	J482	3795, December 2009, Cathryn Krochak			
		2100	GST Paid on Purchases	8.27	-
		5050	New Library Furnishings	47.23	-
		5160	Copier & Computer Costs	118.26	-
		1080	Cash In Bank	-	173.76
12/23/2009	J483	3796, December 2009, Brodart			
		2100	GST Paid on Purchases	95.39	-
		5070	Library Supplies	1,907.83	-
		1080	Cash In Bank	-	2,003.22
12/23/2009	J484	3797, December 2009, Shannon Vossepoel			
		2100	GST Paid on Purchases	7.15	-
		5090	Program Expense	128.00	-
		5130	Staff Training	14.99	-
		1080	Cash In Bank	-	150.14



**Brooks Public Library**  
**All Journal Entries 12/01/2009 to 12/31/2009**

		Account Number	Account Description	Debits	Credits
12/23/2009	J485	3798, December 2009,	Jillian Clarke		
		2100	GST Paid on Purchases	0.51	-
		5090	Program Expense	17.64	-
		1080	Cash In Bank	-	18.15
12/23/2009	J486	3799, December 2009,	Brooks Stationers		
		2100	GST Paid on Purchases	1.36	-
		5090	Program Expense	27.25	-
		1080	Cash In Bank	-	28.61
12/23/2009	J487	3800, December 2009,	Water Pure & Simple		
		5080	Administration & Travel	5.50	-
		1080	Cash In Bank	-	5.50
12/23/2009	J488	3801, December 2009,	Alberta Library Trustees Association		
		5210	Professional Memberships	125.00	-
		1080	Cash In Bank	-	125.00
12/31/2009	J489	3802, Dec 2009, Shannon	Vossepoel		
		5300	Wages	4,350.00	-
		1080	Cash In Bank	-	3,194.57
		2320	CPP Payable	-	5.33
		2330	Income Tax Payable	-	809.75
		2400	L.A.P.P.	-	340.35
12/31/2009	J490	3803, Dec 2009, Jillian	Clarke		
		5300	Wages	1,214.62	-
		1080	Cash In Bank	-	1,118.47
		2310	EI Payable	-	21.01
		2320	CPP Payable	-	45.69
		2330	Income Tax Payable	-	29.45
12/31/2009	J491	3804, December 2009,	Bessie Jacowishen		
		5300	Wages	2,812.40	-
		1080	Cash In Bank	-	1,969.03
		2310	EI Payable	-	48.65
		2320	CPP Payable	-	130.81
		2330	Income Tax Payable	-	406.16
		2400	L.A.P.P.	-	209.85
		2420	AUMA Extended Health	-	47.90
12/31/2009	J492	3805, Dec 2009, Cathryn	Krochak		
		5300	Wages	2,143.05	-
		1080	Cash In Bank	-	1,588.84
		2310	EI Payable	-	37.07
		2320	CPP Payable	-	95.72
		2330	Income Tax Payable	-	240.61
		2400	L.A.P.P.	-	159.87
		2420	AUMA Extended Health	-	20.94
12/31/2009	J493	3806, December 2009,	Maxine Meldrum		
		5300	Wages	2,830.20	-
		1080	Cash In Bank	-	2,023.70
		2310	EI Payable	-	48.96
		2320	CPP Payable	-	131.69
		2330	Income Tax Payable	-	410.31
		2400	L.A.P.P.	-	211.19
		2420	AUMA Extended Health	-	4.35
12/31/2009	J494	3807, December 2009,	Bruce Schmidt		
		5300	Wages	596.44	-
		1080	Cash In Bank	-	571.03
		2310	EI Payable	-	10.32
		2320	CPP Payable	-	15.09
12/31/2009	J495	3808, December 2009,	Tamara Van Horne		

**Brooks Public Library**  
**All Journal Entries 12/01/2009 to 12/31/2009**

		Account Number	Account Description	Debits	Credits
		5300	Wages	2,145.00	-
		1080	Cash In Bank	-	1,583.30
		2310	EI Payable	-	37.11
		2320	CPP Payable	-	96.94
		2330	Income Tax Payable	-	246.46
		2400	L.A.P.P.	-	160.02
		2420	AUMA Extended Health	-	21.17
12/31/2009	J496	3809, December 2009,	Senna Wyrhya		
		5300	Wages	168.48	-
		1080	Cash In Bank	-	165.57
		2310	EI Payable	-	2.91
12/31/2009	J497	3810, December 2009,	Shawna-Rae Reiss		
		5300	Wages	303.26	-
		1080	Cash In Bank	-	297.44
		2310	EI Payable	-	5.25
		2320	CPP Payable	-	0.57
12/31/2009	J498	3811, December 2009,	Canada Customs and Revenue Agency		
		2310	EI Payable	211.28	-
		2320	CPP Payable	521.84	-
		2330	Income Tax Payable	2,142.74	-
		1080	Cash In Bank	-	3,392.81
		5310	EI Expense	-	4.89
		5320	CPP Expense	521.84	-
12/31/2009	J499	3812, December 2009,	Local Authorities Pension Plan		
		2400	L.A.P.P.	1,081.28	-
		5350	L.A.P.P. Expense	1,224.11	-
		1080	Cash In Bank	-	2,305.39
12/31/2009	J500	3813, December 2009,	AMSC Insurance Services Limited		
		2420	AUMA Extended Health	97.61	-
		5340	AUMA Extended Health	227.78	-
		1080	Cash In Bank	-	325.39
12/31/2009	J501	3814, Dec 2009,	Brooks Computer Services Ltd.		
		2100	GST Paid on Purchases	3.00	-
		5060	Payroll Expense	60.00	-
		1080	Cash In Bank	-	63.00
12/31/2009	J502	3815, Dec 2009,	Brodart		
		2100	GST Paid on Purchases	9.50	-
		5055	Library Equipment	190.00	-
		1080	Cash In Bank	-	199.50
12/11/2009	J503	Deposit, Fines			
		4120	Fines, Book Sales and Services	-	207.08
		1080	Cash In Bank	207.08	-
12/11/2009	J504	Deposit, Resident Cardholder			
		4090	Resident Cardholder Fees	-	153.00
		1080	Cash In Bank	153.00	-
12/18/2009	J505	Deposit, Fines			
		4120	Fines, Book Sales and Services	-	251.89
		1080	Cash In Bank	251.89	-
12/18/2009	J506	Deposit, Resident Cardholder			
		4090	Resident Cardholder Fees	-	455.00
		1080	Cash In Bank	455.00	-
12/18/2009	J507	Deposit, Donation			
		4170	Charitable Receipt Donations	-	550.00
		1080	Cash In Bank	550.00	-

**Brooks Public Library**  
**All Journal Entries 12/01/2009 to 12/31/2009**

	Account Number	Account Description	Debits	Credits
12/24/2009	J508	Deposit, Fines		
	4120	Fines, Book Sales and Services	-	353.77
	1080	Cash In Bank	353.77	-
12/24/2009	J509	Deposit, Resident Cardholder		
	4090	Resident Cardholder Fees	-	155.00
	1080	Cash In Bank	155.00	-
12/24/2009	J510	Deposit, Donation		
	4170	Charitable Receipt Donations	-	400.00
	1080	Cash In Bank	400.00	-
12/31/2009	J511	Deposit, Fines		
	4120	Fines, Book Sales and Services	-	169.05
	1080	Cash In Bank	169.05	-
12/31/2009	J512	Deposit, Resident		
	4090	Resident Cardholder Fees	-	155.00
	1080	Cash In Bank	155.00	-
12/31/2009	J513	Deposit, Non-Resident		
	4140	Non-resident Cardholder Fees	-	140.00
	1080	Cash In Bank	140.00	-
12/31/2009	J514	Deposit, Donation		
	4170	Charitable Receipt Donations	-	100.00
	1080	Cash In Bank	100.00	-
12/31/2009	J515	Debit, DestinationFee		
	5250	Bank Charges	5.00	-
	1080	Cash In Bank	-	5.00
12/31/2009	J516	3816, Dec 2009, Shortgrass Library System		
	5021	SLS - Non-resident fees	485.00	-
	1080	Cash In Bank	-	485.00
12/31/2009	J517	3817, December 09, Brodart		
	2100	GST Paid on Purchases	16.30	-
	5070	Library Supplies	326.00	-
	1080	Cash In Bank	-	342.30
12/31/2009	J518	3818, Dec 2009, RBC Royal Bank VISA		
	2100	GST Paid on Purchases	47.38	-
	5070	Library Supplies	172.92	-
	5080	Administration & Travel	159.98	-
	5090	Program Expense	630.60	-
	5250	Bank Charges	51.38	-
	1080	Cash In Bank	-	1,062.26
			33,893.67	33,893.67

**Brooks Library Board**  
**2010 Budget**

<b>Receipts</b>	<b>Annual Budget</b>	<b>Current Month</b>	<b>Total to Date</b>
City of Brooks Annual Funding	184,105.00		
City of Brooks Miscellaneous	9,100.00		
HRDC – Summer Student	2,000.00		
Province of Alberta	73,337.00		
RISE Grants	14,443.52		
RISE Grants (2009)	14,443.55		
Additional Grant Funding	6,708.00		
County of Newell Library Board	34,953.00		
2009 Surplus Funds	40,000.00		
Resident Cardholder Fees	20,625.00		
Interest Income	0.00		
Miscellaneous	200.00		
Fines, books and services	19,000.00		
Non-resident Cardholder Fees	700.00		
Donations	3,000.00		
Fundraisers (Friends of the Library)	500.00		
Adopt-a-magazine	2,000.00		
GST Recovery	1,000.00		
<b>Total Revenue</b>	<b>426,115.07</b>		
<b>Expenditures</b>			
SLS Expense (Materials Allot.)	56,371.00		
SLS Expense (E-Book Funding)	7,000.00		
Shortgrass – Non-resident Fees	350.00		
Dynix and Telecom (SLS)	3,400.00		
Books & Materials (Donations)	0.00		
Furnishings and Equipment	8,500.00		
Payroll Expense	900.00		
Library Supplies	9,500.00		
Administration & Travel	8,375.00		
Program Expense	5,000.00		
Repair & Maintenance	4,200.00		
Rebinding, Microfilming, and Laminating	2,000.00		
Staff Training	5,000.00		
Telephone & Fax Expense	3,500.00		
Copier & Computer Costs	2,500.07		
Security Monitoring	600.00		
Computer Main. Contracts	1,534.00		

GST Expense	0.00		
Freight & Postage	2,000.00		
Professional Memberships	600.00		
Publicity and Advertising	3,500.00		
Audit and Insurance	8,500.00		
Bank Charges	200.00		
Miscellaneous	200.00		
Wages (includes temp. staff and VAC pay)	258,285.00		
EI Expense	5,700.00		
CPP Expense	9,900.00		
WCB Expense	900.00		
AUMA Expense	5,600.00		
LAPP Expense	12,000.00		
<b>Total Expenses</b>	<b>\$426,115.07</b>		

\*Budget assumes increase to grant funding based on \$13,417.57 in eligible donations (including \$10,000 legacy) being received in 2008.

\*Budget assumes no cost of living increase for employees who have reached cap on wage grid.

\*Budget assumes no increase for Summer Student as next year's employee will be new not returning.

\*Budget assumes hiring of Head Librarian temporary replacement as of January 4, 2010 with benefits, but not pension.

\*Budget assumes no payment of pension to current Head Librarian while on leave (current Head Librarian can pay in both employee/employer amounts for duration of leave so as not to lose pension).

\*Budget has inflated wage area since this budget line is anticipated to roll over to 2011 to accommodate the 2011 wage increases or any shortfall in the 2011 budget.

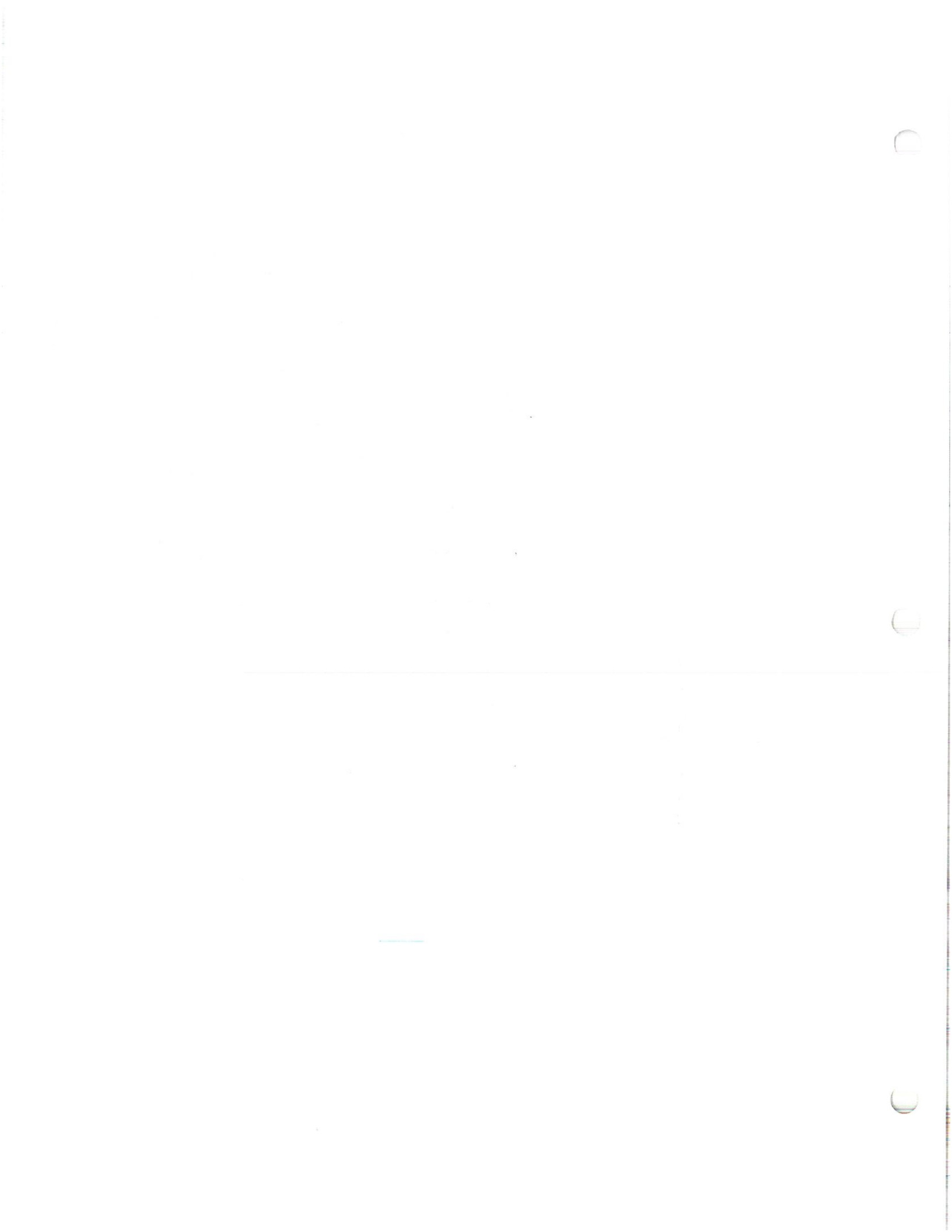
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**Brooks Public Library Projected Payroll for 2010**

Empl. #	Name	Position	Hours per year	Current Wage	Projected Wage	Hours x Wage	MERCs	Total
59	Bruce Schmidt	LA 1	680	\$9.25	\$9.55	\$6,494.00	\$779.28	\$7,273.28
52	Adams, Ronnie	LA 2	940	\$14.00	\$14.00	\$13,160.00	\$2,368.80	\$15,528.80
96	Clarke, Jillian	LA 2	940	\$11.45	\$11.80	\$11,092.00	\$1,331.04	\$12,423.04
107	Hansen, Tierney	LA 2	940	\$10.80	\$10.80	\$10,152.00	\$1,218.24	\$11,370.24
	Summer Program Coordinator	LA 3	490	\$11.40	\$11.40	\$5,586.00	\$670.32	\$6,256.32
89	Krochak, Cathryn	LA 4	1820	\$13.65	\$14.10	\$25,662.00	\$2,052.96	\$27,714.96
57	Jacowishen, Bessie	LA 4	1820	\$17.80	\$17.80	\$32,396.00	\$2,591.68	\$34,987.68
55	Meldrum, Maxine	LA 4	1820	\$17.80	\$17.80	\$32,396.00	\$2,591.68	\$34,987.68
88	Van Horne, Tamara	LA4	1820	\$15.00	\$15.45	\$28,119.00	\$2,249.52	\$30,368.52
73	Vossepoel, Shannon	Head Lib.	Full time	\$52,200 per year	\$54,288 per year X 2 months	\$9,048.00	\$723.84	\$9,771.84
108	Huff, Mark	Acting Head Lib.	Full Time	\$48,200 per year	\$48,200 per year	\$48,200.00	\$3,856.00	\$52,056.00
<b>TOTAL</b>						\$222,305.00	\$20,433.36	<b>242,738.36</b>





**Outline of Benefits – Full Time Staff – projected for 2010**

Empl. #	LAPP (Employee)	LAPP (Employer) Expense for year	AUMA (Employee)	AUMA (Employer) Expense per month	AB Health (Employee)	AB Health (Employer) per month	TOTAL Benefits Employer
89	8.06% - \$2,068.36	9.06% - \$2,324.98	\$25.00	\$60.00	AB Health care premiums to be eliminated January 1, 2009		\$3,044.98
55	8.06% - \$2,611.12	9.06% - \$2,935.08	\$8.00	\$16.00			\$3,127.08
57	8.06% - \$2,611.12	9.06% - \$2,935.08	\$55.00	\$130.00			\$4,495.08
88	8.06% - \$2,266.39	9.06% - \$2,547.58	\$52.00	\$120.00			\$3,987.58
73	8.06%, 11.53% - \$729.26	9.06%, 12.53% - \$819.74					\$819.74
H.L. Temp.	--	--	\$60.00	\$140.00			\$1,680.00
				X 12 months		X 12 months	
<b>TOTAL</b>		\$11,562.46		\$5,592.00			\$17,154.46
<b>Grand Total</b>							\$260,261.30

Notes of explanation:

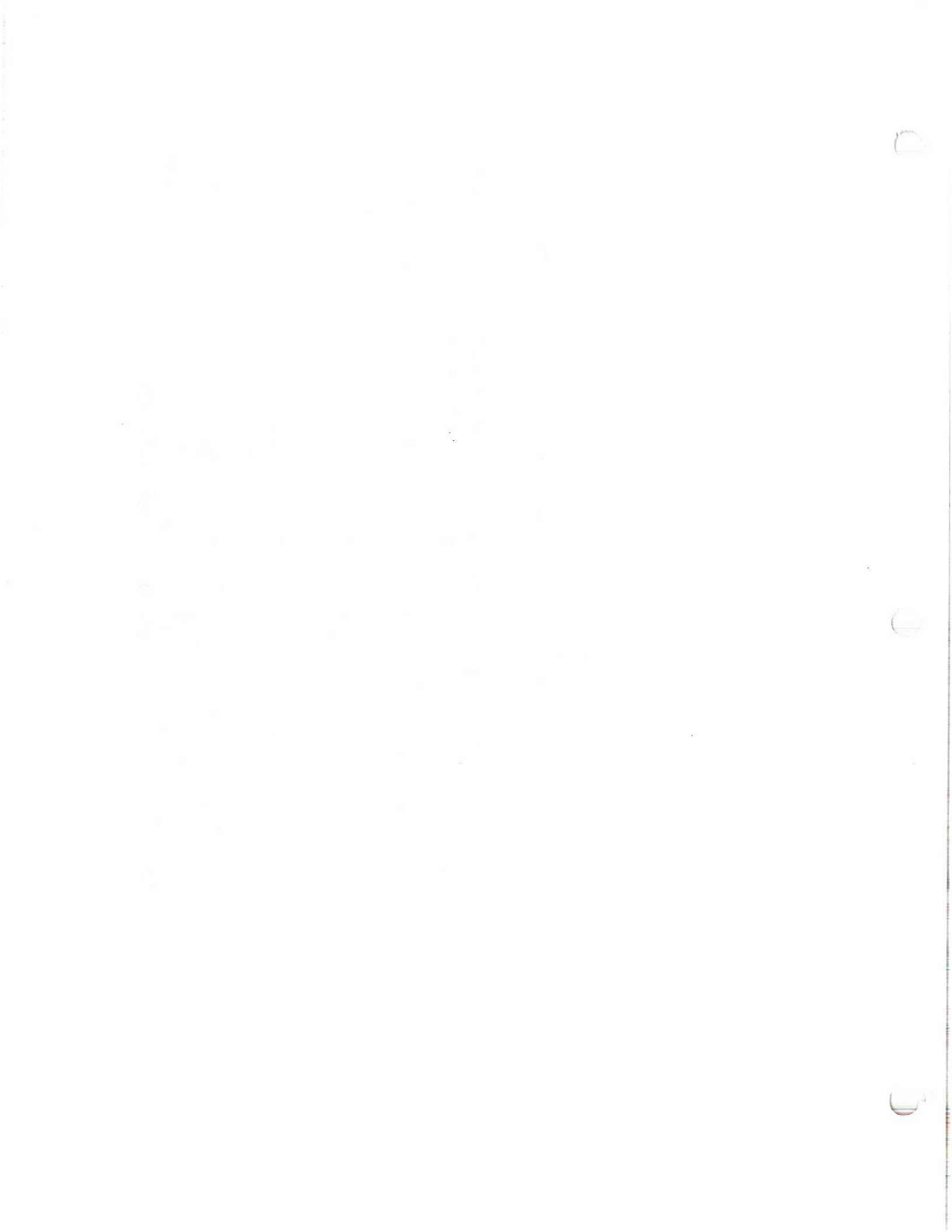
1. Projected wages taken from wage grid
2. Part time staff – Employees are at 12% MERC because they are paid at 4% VAC – first four years of employment are at 4%, fifth and subsequent years are at 6% - check Alberta Employment Standards site for more information - <http://www.hre.gov.ab.ca/cps/rde/xchg/hre/hs.xsl/1224.html>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



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

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

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



**MINUTES OF REGULAR MEETING OF BROOKS PUBLIC LIBRARY BOARD**  
**February 25, 2010**  
**HELD IN BROOKS PUBLIC LIBRARY**

PRESENT: Mark Huff (Acting Head Librarian), Joyce Aasen, Dino Champlone (Chair), Cathleen Patterson, Karen Nelson, Elsie Strach, Gloria Evans, Norm Gerestein, Tilly Gamble-Altwasser

REGRETS: Kimberley Sharkey, Sheila Tiegs

**VISION STATEMENT**

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

**MISSION STATEMENT**

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

1. Call to Order: Dino called the meeting to order at 6:32 pm.
2. Welcome to Sandra Stanway: Dino welcomed Sandra who attended as a reporter from the Brooks Bulletin to take a photo of the Board.
3. Approval of Agenda: Karen/Norm moved approval of agenda as printed. Carried.
4. Consent Agenda: Joyce/Elsie moved approval of January 2010 Board Meeting Minutes, February (for January) 2010 Finance Committee Meeting Minutes, January 2010 Receipts and Expenditures, and January 2010 Librarian's Report. Carried.
5. Correspondence
  - a. Shortgrass Library System: January 2010 RISE Review
  - b. Resignation of Library staff person Ronnie Adams letter dated February 11, 2010 to take effect following her leave of absence. She may return in the future if a position is available.
  - c. Reappointment letter from the City for Dino Champlone for a three-year term from February 17, 2010 to February 16, 2013.
  - d. Reappointment letter from the City for Tilly Gamble-Altwasser for a three-year term from February 17, 2010 to February 16, 2013.
  - e. BPL survey of patrons: comments circulated. Patrons rated the library collection and services very high. Some commented on a need for additional computers and for computer room renovation.
6. Business Arising from January 2010 Board meeting minutes:
  - a. Reappointment letters for Dino Champlone and Tilly Gamble-Altwasser mailed to City of Brooks. Replies have been received as noted in Correspondence.
  - b. Wireless Access Update: BPL is waiting for the project to advance on Shortgrass's end.
  - c. Brooks Bulletin Digitization Project: Mark has been in contact with University of Lethbridge. We have submitted an appraisal of our BB collection to the U of L, who will use it to determine the cost of digitization, and consequently, what size grants to apply for. Additional years of the Brooks Bulletin have been located in Edmonton.
  - d. E-Books and E-Audio (Overdrive Project): Mark is working on this project. He expects that by summer there will be major progress. Expiry Stickers Update: Expiry stickers are now being attached to patron's library cards.

THE HISTORY OF THE  
CITY OF BOSTON  
FROM THE FIRST SETTLEMENT TO THE PRESENT TIME

The first settlement of the city of Boston was made in the year 1630, by a company of Puritan emigrants, who sailed from England in the ship the *Arcturion*, and landed at the point now called the North End. They were accompanied by their wives and children, and by a number of Indian converts to the Christian religion. The first day of their settlement was the 1st of September, 1630. They were met by the Indians, who had been converted to the Christian religion, and who had been taught by the missionaries of the Massachusetts Bay Company. The Indians were very friendly to the settlers, and they were very kind to the Indians. The first day of their settlement was the 1st of September, 1630. They were met by the Indians, who had been converted to the Christian religion, and who had been taught by the missionaries of the Massachusetts Bay Company. The Indians were very friendly to the settlers, and they were very kind to the Indians.

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The first day of their settlement was the 1st of September, 1630. They were met by the Indians, who had been converted to the Christian religion, and who had been taught by the missionaries of the Massachusetts Bay Company. The Indians were very friendly to the settlers, and they were very kind to the Indians. The first day of their settlement was the 1st of September, 1630. They were met by the Indians, who had been converted to the Christian religion, and who had been taught by the missionaries of the Massachusetts Bay Company. The Indians were very friendly to the settlers, and they were very kind to the Indians.

- e. Patron Fines: Eight patrons have fines in excess of \$50.00. Wanda Mortenson, CAO of City of Brooks, will send a letter to those patrons. Patrons who are delinquent in paying fines will have their names noted on the computer system so they cannot take out further library materials.
- f. Alberta Library Conference: April 29 to May 2, 2010 in Jasper—Mark will attend. He will send an email reminder to Board members noting cancellation date for the second room that we have reserved. One Board member is able to attend along with Mark.
- g. CAP Grant: A \$300.00 print cartridge was ordered for the public use computer but the cartridge is not in yet.
- h. Security System Reimbursement from City: The Board is awaiting a reply from the City regarding the reimbursement.

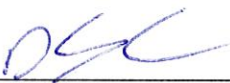
7. New Business


- a. BPL employee Ronnie Adams retirement. The staff will host a party for Ronnie in the spring. The Board asked Mark to follow up on any staff recognition for 5, 10, 15 years of employment in Ronnie's case. The Policy committee should look further into our policies regarding staff recognition for employment.
- b. Approve Brooks Public Library's 2010 Public Library survey and 2009 Annual Report of Public Libraries in Alberta: The Board approved this item which is ready to send to Public Library Services Branch.
- c. RCMP arrest of patron Friday, February 12, 2010. Mark explained the situation. Since there are BPL By-laws and policies implications, the Board and Policy committee will have to look further into the matter. In this particular case, the patron is not allowed in the library now. Norm suggested a follow up letter to any patron whose conduct does not follow BPL's policies.
- d. Updates for Shannon Vossepoel: Mark and Shannon agreed Shannon will not receive copies of Library Board Meeting Agendas, Minutes and Financial Information during her maternity leave.

8. Plan of Service Annual Review: Tabled. Homework for March meeting is to be prepared to discuss the first 10 pages of the Plan of Service.

9. Adjournment: Elsie moved adjournment at 7:45 pm.

10. Next Board Meeting: March 25, 2010

  
 \_\_\_\_\_  
 Board Chair  
 Date: March 5, 2010

  
 \_\_\_\_\_  
 Acting Head Librarian  
 MARCH 3/2010

**Brooks Library Board  
Finance Standing Committee Meeting  
9:00am, February 18, 2010**

Present: Dino Champlone, Elsie Strach, Mark Huff

- 1) Meeting was called to order at 9:02am.
- 2) Receipts and Expenditures for the month of January 2010 were discussed in detail and reviewed by the Committee. Items of Note: none.

**Receipts for December:**

- Donations: EID Carl J. Anderson Endowment Fund: \$1,127.50 (for purchase books & educational materials). Three Gems Ltd: \$250.00. Cathleen Patterson & Larry Wasylyshen: \$1,000.000 (4 staff USB wands, balance as we see fit).
- RISE: Received 2<sup>nd</sup> 2009 RISE payment. Note \$0.03 difference.

**Expenditures for December:**

- Library Supplies: Balance of "Restocking supplies for 2010".
  - Administration and Travel: water for office cooler, Mark Huff RCMP Police Background Check.
  - Program Expenses: Display cases from old Shoppers Drug Mart (cost to refurbish).
  - Microfilming: Brooks Bulletin. This is the annual cost.
  - Telephone & Fax Expense: Monthly Telus Phone Bill.
  - Copier and Computer Costs: Simply Accounting 2010 Software, printer ink.
  - Publicity & Advertising: Adverts for p/t Library Assistant position.
  - Bank Charges: Branch Destination Fee (we pay this each month)
- 3) Mark noted that the 2009 audit box is up to date, and has been delivered (Feb 17) to Mactavish and Company, CGA's, Medicine Hat.
  - 4) Meeting was adjourned at 9:29am.

DSC  
Board Chair

March 5, 2010  
Date

AM  
Acting Head Librarian

MARCH 3/2010  
Date



**Brooks Library Board**  
**January 2010**

<b>Receipts</b>	<b>Annual Budget</b>	<b>Current Month</b>	<b>Total to Date</b>
City of Brooks Annual Funding	184,105.00		
City of Brooks Miscellaneous	9,100.00		
HRDC – Summer Student	2,000.00		
Province of Alberta	73,337.00		
RISE Grants	14,443.52		
RISE Grants (2009)	14,443.55	14,443.52	14,443.52
Additional Grant Funding	6,708.00		
County of Newell Library Board	34,953.00		
2009 Surplus Funds	40,000.00		
Resident Cardholder Fees	20,625.00	1,670.00	1,670.00
Interest Income	0.00		
Miscellaneous	200.00		
Fines, books and services	19,000.00	1,272.48	1,272.48
Non-resident Cardholder Fees	700.00		
Donations	3,000.00	2,377.50	2,377.50
Fundraisers (Friends of the Library)	500.00		
Adopt-a-magazine	2,000.00		
GST Recovery	1,000.00		
<b>Total Revenue</b>	<b>426,115.07</b>	<b>19,763.50</b>	<b>19,763.50</b>
<b>Expenditures</b>			
SLS Expense (Materials Allot.)	56,371.00		
SLS Expense (eBook Binding)	7,000.00		
Shortgrass – Non-resident Fees	350.00		
Dynix and Telecom (SLS)	3,400.00		
Books & Materials (Donations)	0.00		
Furnishings and Equipment	8,500.00		
Payroll Expense	900.00		
Library Supplies	9,500.00	151.23	151.23
Administration & Travel	8,375.00	61.00	61.00
Program Expense	5,000.00	104.43	104.43
Repair & Maintenance	4,200.00		
Rebinding, Microfilming, and Laminating	2,000.00	589.00	589.00
Staff Training	5,000.00		
Telephone & Fax Expense	3,500.00	248.30	248.30
Copier & Computer Costs	2,500.07	251.79	251.79
Security Monitoring	600.00		
Computer Main. Contracts	1,534.00		

GST Expense	0.00		
Freight & Postage	2,000.00		
Professional Memberships	600.00		
Publicity and Advertising	3,500.00	34.00	34.00
Audit and Insurance	8,500.00		
Bank Charges	200.00	5.00	5.00
Miscellaneous	200.00		
Wages (includes temp. staff and VAC pay)	258,285.00	21,076.33	21,076.33
EI Expense	5,700.00	510.47	510.47
CPP Expense	9,900.00	900.78	900.78
WCB Expense	900.00		
AUMA Expense	5,600.00	227.78	227.78
LAPP Expense	12,000.00	1287.21	1287.21
<b>Total Expenses</b>	<b>\$426,115.07</b>	<b>25,447.32</b>	<b>25,447.32</b>

**Brooks Public Library**  
**Balance Sheet As at 01/31/2010**

**ASSET**

**CURRENT ASSETS**

GIC Account	0.00
GST Recoverable	1,152.16
Building Fund	874.64
Furn. & Shelving Reserve	0.00
Cash On Hand/Float	50.00
Cash In Bank	106,477.23
GIC 0001	30,000.00
GIC 0002	7,000.00
Accounts Receivable	0.00
Interest Receivable	133.00

**TOTAL CURRENT ASSETS** 145,687.03

**TOTAL ASSET** 145,687.03

**LIABILITY**

**CURRENT LIABILITIES**

Accounts Payable	0.00
MNP Accrual	4,830.00
GST Charged on Sales	0.00
GST Paid on Purchases	-2,098.41
GST Paid on Books	0.00
New Account	0.00
Accounts Payable	0.00
Vacation Payable	0.00
EI Payable	0.00
CPP Payable	0.00
Income Tax Payable	0.00
L.A.P.P.	63.74
AUMA Extended Health	-66.16
AB Health Payable	-94.36
W.C.B. Payable	0.00
Miscellaneous	0.00

**TOTAL CURRENT LIABILITIES** 2,634.81

**TOTAL LIABILITY** 2,634.81

**EQUITY**

**EARNINGS**

Building Fund Reserves	38,314.20
Externally restricted	200.00
Retained Earnings	110,221.84
Current Earnings	-5,683.82

**CURRENT EARNINGS** 143,052.22

**TOTAL EQUITY** 143,052.22

**LIABILITIES AND EQUITY** 145,687.03

# Brooks Public Library

## Balance Sheet As at 01/01/2010

### ASSET

#### CURRENT ASSETS

GIC Account	0.00
GST Recoverable	1,152.16
Building Fund	874.64
Furn. & Shelving Reserve	0.00
Cash On Hand/Float	50.00
Cash In Bank	112,232.40
GIC 0001	30,000.00
GIC 0002	7,000.00
Accounts Receivable	0.00
Interest Receivable	133.00
<b>TOTAL CURRENT ASSETS</b>	<u>151,442.20</u>

<b>TOTAL ASSET</b>	<u><u>151,442.20</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	-2,027.06
GST Paid on Books	0.00
New Account	0.00
Accounts Payable	0.00
Vacation Payable	0.00
EI Payable	0.00
CPP Payable	0.00
Income Tax Payable	0.00
L.A.P.P.	63.74
AUMA Extended Health	-66.16
AB Health Payable	-94.36
W.C.B. Payable	0.00
Miscellaneous	0.00
<b>TOTAL CURRENT LIABILITIES</b>	<u>2,706.16</u>

<b>TOTAL LIABILITY</b>	<u>2,706.16</u>
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### EQUITY

#### EARNINGS

Building Fund Reserves	38,314.20
Externally restricted	200.00
Retained Earnings	110,221.84
Current Earnings	0.00
<b>CURRENT EARNINGS</b>	<u>148,736.04</u>

<b>TOTAL EQUITY</b>	<u>148,736.04</u>
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<b>LIABILITIES AND EQUITY</b>	<u><u>151,442.20</u></u>
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# Brooks Public Library

## Income Statement 01/01/2010 to 01/31/2010

### REVENUE

#### REVENUE

Town of Brooks	0.00
City of Brooks Misc	0.00
HRDC - Summer Student	0.00
Province of Alberta	0.00
Industry Canada - CAP 3	0.00
Industry Canada - CAP YI	0.00
PLDI Grant	0.00
County of Newell Library Board	0.00
RISE Grant Funding	14,443.52
Grant Funding	0.00
Resident Cardholder Fees	1,670.00
Interest Income	0.00
Miscellaneous	0.00
Fines, Book Sales and Services	1,272.48
Non-resident Cardholder Fees	0.00
Charitable Receipt Donations	2,377.50
Fundraisers	0.00
Adopt-a-magazine	0.00
Medieval Faire	0.00
GST Recovery	0.00

<b>TOTAL REVENUE</b>	<b>19,763.50</b>
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<b>TOTAL REVENUE</b>	<b>19,763.50</b>
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### EXPENSE

#### EXPENSES

SLS Expense (Materials)	0.00
SLS - Non-resident fees	0.00
SLS - Dynix and Telecom	0.00
Books and Materials	0.00
New Library Furnishings	0.00
Library Equipment	0.00
Payroll Expense	0.00
Library Supplies	151.23
Administration & Travel	61.00
Recruitment Expense	0.00
Program Expense	104.43
Medieval Faire	0.00
Repair & Maintenance	0.00
Rebinding, Microfilming, Laminati...	589.00
Staff Training	0.00
Telephone and Fax Expense	248.30
Copier & Computer Costs	251.79
Security Monitoring	0.00
Computer Main. Contracts	0.00
GST Expense	0.00
Freight and Postage	0.00
Professional Memberships	0.00
Publicity and Advertising	34.00
Audit and Insurance	0.00
Bank Charges	5.00
Miscellaneous	0.00
Wages	21,076.33
Wage Reimbursement	0.00
EI Expense	510.47
CPP Expense	900.78
WCB Expense	0.00
AUMA Extended Health	227.78
L.A.P.P. Expense	1,287.21
AB Health Expense	0.00

<b>TOTAL EXPENSES</b>	<b>25,447.32</b>
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**Brooks Public Library**  
**Income Statement 01/01/2010 to 01/31/2010**

TOTAL EXPENSE	<u>25,447.32</u>
NET INCOME	<u><u>-5,683.82</u></u>

# Brooks Public Library

## Income Statement 01/01/2010 to 01/31/2010

### REVENUE

#### REVENUE

Town of Brooks	0.00
City of Brooks Misc	0.00
HRDC - Summer Student	0.00
Province of Alberta	0.00
Industry Canada - CAP 3	0.00
Industry Canada - CAP YI	0.00
PLDI Grant	0.00
County of Newell Library Board	0.00
RISE Grant Funding	14,443.52
Grant Funding	0.00
Resident Cardholder Fees	1,670.00
Interest Income	0.00
Miscellaneous	0.00
Fines, Book Sales and Services	1,272.48
Non-resident Cardholder Fees	0.00
Charitable Receipt Donations	2,377.50
Fundraisers	0.00
Adopt-a-magazine	0.00
Medieval Faire	0.00
GST Recovery	0.00

<b>TOTAL REVENUE</b>	<b>19,763.50</b>
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<b>TOTAL REVENUE</b>	<b>19,763.50</b>
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### EXPENSE

#### EXPENSES

SLS Expense (Materials)	0.00
SLS - Non-resident fees	0.00
SLS - Dynix and Telecom	0.00
Books and Materials	0.00
New Library Furnishings	0.00
Library Equipment	0.00
Payroll Expense	0.00
Library Supplies	151.23
Administration & Travel	61.00
Recruitment Expense	0.00
Program Expense	104.43
Medieval Faire	0.00
Repair & Maintenance	0.00
Rebinding, Microfilming, Laminati...	589.00
Staff Training	0.00
Telephone and Fax Expense	248.30
Copier & Computer Costs	251.79
Security Monitoring	0.00
Computer Main. Contracts	0.00
GST Expense	0.00
Freight and Postage	0.00
Professional Memberships	0.00
Publicity and Advertising	34.00
Audit and Insurance	0.00
Bank Charges	5.00
Miscellaneous	0.00
Wages	21,076.33
Wage Reimbursement	0.00
EI Expense	510.47
CPP Expense	900.78
WCB Expense	0.00
AUMA Extended Health	227.78
L.A.P.P. Expense	1,287.21
AB Health Expense	0.00

<b>TOTAL EXPENSES</b>	<b>25,447.32</b>
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**Brooks Public Library**  
**Income Statement 01/01/2010 to 01/31/2010**

TOTAL EXPENSE	<u>25,447.32</u>
NET INCOME	<u><u>-5,683.82</u></u>



# Brooks Public Library

## Reconciliation Transactions Detail Report 01/01/2010 to 01/31/2010

Account: 1080 Cash In Bank

Date	JE#	Comment	Source	Deposits	Withdrawals	Dep...	Cleared	Status
01/20/2010	J1	2010 JAN, Water Pure & Si...	3819	-	11.00		Y	Reversed
01/20/2010	J2	2010 JAN, Brooks Bulletin	3820	-	35.70		Y	Cleared
01/20/2010	J3	2010 JAN, Cathryn Krochak	3821	-	109.65		Y	Reversed
01/20/2010	J4	2010 JAN, Memory Lane Co...	3822	-	178.49		Y	Cleared
01/20/2010	J5	2010 Jan, Mark Huff	3823	-	52.50		Y	Cleared
01/20/2010	J6	2010 JAN, Telus Communic...	3824	-	260.63		Y	Cleared
01/20/2010	J7	Reversing J1. Correction is J8.	ADJ3819	11.00	-		Y	Adjustment
01/20/2010	J8	2010 JAN, Water Pure & Si...	3819	-	11.00		Y	Cleared
01/20/2010	J9	Reversing J3. Correction is J...	ADJ3821	109.65	-		Y	Adjustment
01/20/2010	J10	2010 JAN, Cathryn Krochak	3821	-	109.65		Y	Cleared
01/29/2010	J11	January 2010, Jillian Clarke	3825	-	1,152.96		Y	Cleared
01/29/2010	J12	January 2010, Tierney Hansen	3826	-	496.59		Y	Cleared
01/29/2010	J13	January 2010, Mark Huff	3827	-	3,060.21		Y	Cleared
01/29/2010	J14	January 2010, Bessie Jacow...	3828	-	1,773.56		Y	Cleared
01/29/2010	J15	January 2010, Cathryn Kroc...	3829	-	1,588.45		Y	Cleared
01/29/2010	J16	January 2010, Maxine Meldr...	3830	-	1,884.98		Y	Cleared
01/29/2010	J17	January 2010, Bruce Schmidt	3831	-	635.43		Y	Cleared
01/29/2010	J18	January 2010, Tamara Van ...	3832	-	1,676.05		Y	Cleared
01/29/2010	J19	January 2010, Shannon Vos...	3833	-	2,986.06		Y	Cleared
01/29/2010	J20	January 2010, Barbara Mais...	3834	-	611.89		Y	Cleared
01/29/2010	J21	January 2010, Canada Cust...	3835	-	5,376.39		Y	Cleared
01/29/2010	J22	January 2010, Local Authorit...	3836	-	2,434.61		Y	Cleared
01/29/2010	J23	January 2010, AMSC Insura...	3837	-	325.39		Y	Cleared
01/29/2010	J24	Jan 2010, Cathryn Krochak	3838	-	85.89		Y	Cleared
01/29/2010	J25	Jan 2010, Critical Control So...	3839	-	618.45		Y	Cleared
01/29/2010	J26	Jan 2010, Brodart	3840	-	158.79		Y	Cleared
01/08/2010	J35	Fines	Deposit	301.70	-		Y	Cleared
01/08/2010	J36	Resident Cardholder	Deposit	375.00	-		Y	Cleared
01/08/2010	J37	RISE Grant Funding	Deposit	14,443.52	-		Y	Cleared
01/15/2010	J38	Fines	Deposit	343.92	-		Y	Cleared
01/15/2010	J39	Resident Cardholder	Deposit	380.00	-		Y	Cleared
01/15/2010	J40	Donation	Deposit	250.00	-		Y	Cleared
01/22/2010	J41	Fines	Deposit	433.35	-		Y	Cleared
01/22/2010	J42	Resident Cardholder	Deposit	385.00	-		Y	Cleared
01/22/2010	J43	Donation	Deposit	1,000.00	-		Y	Cleared
01/29/2010	J44	Fines	Deposit	193.51	-		Y	Cleared
01/29/2010	J45	Resident Cardholder	Deposit	530.00	-		Y	Cleared
01/29/2010	J46	Donation	Deposit	1,127.50	-		Y	Cleared
01/31/2010	J47	Destination Fee	Debit	-	5.00		Y	Cleared
				19,884.15	25,639.32			

**Brooks Public Library**  
**All Journal Entries 01/01/2010 to 01/31/2010**

		Account Number	Account Description	Debits	Credits
01/20/2010	J2	3820, 2010 JAN, Brooks Bulletin			
		2100	GST Paid on Purchases	1.70	-
		5220	Publicity and Advertising	34.00	-
		1080	Cash In Bank	-	35.70
01/20/2010	J4	3822, 2010 JAN, Memory Lane Computers			
		2100	GST Paid on Purchases	8.50	-
		5160	Copier & Computer Costs	169.99	-
		1080	Cash In Bank	-	178.49
01/20/2010	J5	3823, 2010 Jan, Mark Huff			
		2100	GST Paid on Purchases	2.50	-
		5080	Administration & Travel	50.00	-
		1080	Cash In Bank	-	52.50
01/20/2010	J6	3824, 2010 JAN, Telus Communications			
		2100	GST Paid on Purchases	12.33	-
		5140	Telephone and Fax Expense	248.30	-
		1080	Cash In Bank	-	260.63
01/20/2010	J8	3819, 2010 JAN, Water Pure & Simple			
		5080	Administration & Travel	11.00	-
		1080	Cash In Bank	-	11.00
01/20/2010	J10	3821, 2010 JAN, Cathryn Krochak			
		2100	GST Paid on Purchases	5.22	-
		5090	Program Expense	104.43	-
		1080	Cash In Bank	-	109.65
01/29/2010	J11	3825, January 2010, Jillian Clarke			
		5300	Wages	1,257.88	-
		1080	Cash In Bank	-	1,152.96
		2310	EI Payable	-	21.76
		2320	CPP Payable	-	47.83
		2330	Income Tax Payable	-	35.33
01/29/2010	J12	3826, January 2010, Tierney Hansen			
		5300	Wages	516.67	-
		1080	Cash In Bank	-	496.59
		2310	EI Payable	-	8.94
		2320	CPP Payable	-	11.14
01/29/2010	J13	3827, January 2010, Mark Huff			
		5300	Wages	4,016.67	-
		1080	Cash In Bank	-	3,060.21
		2310	EI Payable	-	69.49
		2320	CPP Payable	-	184.39
		2330	Income Tax Payable	-	702.58
01/29/2010	J14	3828, January 2010, Bessie Jacowishen			
		5300	Wages	2,474.20	-
		1080	Cash In Bank	-	1,773.56
		2310	EI Payable	-	42.80
		2320	CPP Payable	-	108.55
		2330	Income Tax Payable	-	300.17
		2400	L.A.P.P.	-	199.48
		2420	AUMA Extended Health	-	49.64
01/29/2010	J15	3829, January 2010, Cathryn Krochak			
		5300	Wages	2,129.10	-
		1080	Cash In Bank	-	1,588.45
		2310	EI Payable	-	36.83
		2320	CPP Payable	-	91.37
		2330	Income Tax Payable	-	219.19
		2400	L.A.P.P.	-	171.60
		2420	AUMA Extended Health	-	21.66

**Brooks Public Library**  
**All Journal Entries 01/01/2010 to 01/31/2010**

		Account Number	Account Description	Debits	Credits
01/29/2010	J16	3830, January 2010, Maxine Meldrum			
		5300	Wages	2,581.00	-
		1080	Cash In Bank	-	1,884.98
		2310	EI Payable	-	44.65
		2320	CPP Payable	-	113.83
		2330	Income Tax Payable	-	325.09
		2400	L.A.P.P.	-	208.03
		2420	AUMA Extended Health	-	4.42
01/29/2010	J17	3831, January 2010, Bruce Schmidt			
		5300	Wages	665.44	-
		1080	Cash In Bank	-	635.43
		2310	EI Payable	-	11.51
		2320	CPP Payable	-	18.50
01/29/2010	J18	3832, January 2010, Tamara Van Horne			
		5300	Wages	2,271.15	-
		1080	Cash In Bank	-	1,676.05
		2310	EI Payable	-	39.29
		2320	CPP Payable	-	98.42
		2330	Income Tax Payable	-	252.46
		2400	L.A.P.P.	-	183.04
		2420	AUMA Extended Health	-	21.89
01/29/2010	J19	3833, January 2010, Shannon Vossepoel			
		5300	Wages	4,524.00	-
		1080	Cash In Bank	-	2,986.06
		2310	EI Payable	-	78.27
		2320	CPP Payable	-	209.50
		2330	Income Tax Payable	-	864.92
		2400	L.A.P.P.	-	385.25
01/29/2010	J20	3834, January 2010, Barbara Maisonneuve			
		5300	Wages	640.22	-
		1080	Cash In Bank	-	611.89
		2310	EI Payable	-	11.08
		2320	CPP Payable	-	17.25
01/29/2010	J21	3835, January 2010, Canada Customs and Revenue Agency			
		2310	EI Payable	364.62	-
		2320	CPP Payable	900.78	-
		2330	Income Tax Payable	2,699.74	-
		5310	EI Expense	510.47	-
		5320	CPP Expense	900.78	-
		1080	Cash In Bank	-	5,376.39
01/29/2010	J22	3836, January 2010, Local Authorities Pension Plan			
		2400	L.A.P.P.	1,147.40	-
		5350	L.A.P.P. Expense	1,287.21	-
		1080	Cash In Bank	-	2,434.61
01/29/2010	J23	3837, January 2010, AMSC Insurance Services Limited			
		2420	AUMA Extended Health	97.61	-
		5340	AUMA Extended Health	227.78	-
		1080	Cash In Bank	-	325.39
01/29/2010	J24	3838, Jan 2010, Cathryn Krochak			
		2100	GST Paid on Purchases	4.09	-
		5160	Copier & Computer Costs	81.80	-
		1080	Cash In Bank	-	85.89
01/29/2010	J25	3839, Jan 2010, Critical Control Solutions Inc.			
		2100	GST Paid on Purchases	29.45	-
		5120	Rebinding, Microfilming, Laminati...	589.00	-
		1080	Cash In Bank	-	618.45

**Brooks Public Library**  
**All Journal Entries 01/01/2010 to 01/31/2010**

	Account Number	Account Description	Debits	Credits
01/29/2010	J26	3840, Jan 2010, Brodart		
	2100	GST Paid on Purchases	7.56	-
	5070	Library Supplies	151.23	-
	1080	Cash In Bank	-	158.79
01/08/2010	J35	Deposit, Fines		
	4120	Fines, Book Sales and Services	-	301.70
	1080	Cash In Bank	301.70	-
01/08/2010	J36	Deposit, Resident Cardholder		
	4090	Resident Cardholder Fees	-	375.00
	1080	Cash In Bank	375.00	-
01/08/2010	J37	Deposit, RISE Grant Funding		
	4065	RISE Grant Funding	-	14,443.52
	1080	Cash In Bank	14,443.52	-
01/15/2010	J38	Deposit, Fines		
	4120	Fines, Book Sales and Services	-	343.92
	1080	Cash In Bank	343.92	-
01/15/2010	J39	Deposit, Resident Cardholder		
	4090	Resident Cardholder Fees	-	380.00
	1080	Cash In Bank	380.00	-
01/15/2010	J40	Deposit, Donation		
	4170	Charitable Receipt Donations	-	250.00
	1080	Cash In Bank	250.00	-
01/22/2010	J41	Deposit, Fines		
	4120	Fines, Book Sales and Services	-	433.35
	1080	Cash In Bank	433.35	-
01/22/2010	J42	Deposit, Resident Cardholder		
	4090	Resident Cardholder Fees	-	385.00
	1080	Cash In Bank	385.00	-
01/22/2010	J43	Deposit, Donation		
	4170	Charitable Receipt Donations	-	1,000.00
	1080	Cash In Bank	1,000.00	-
01/29/2010	J44	Deposit, Fines		
	4120	Fines, Book Sales and Services	-	193.51
	1080	Cash In Bank	193.51	-
01/29/2010	J45	Deposit, Resident Cardholder		
	4090	Resident Cardholder Fees	-	530.00
	1080	Cash In Bank	530.00	-
01/29/2010	J46	Deposit, Donation		
	4170	Charitable Receipt Donations	-	1,127.50
	1080	Cash In Bank	1,127.50	-
01/31/2010	J47	Debit, Destination Fee		
	5250	Bank Charges	5.00	-
	1080	Cash In Bank	-	5.00
			50,492.32	50,492.32

## MINUTES OF REGULAR MEETING OF BROOKS PUBLIC LIBRARY BOARD

March 25, 2010

HELD IN BROOKS PUBLIC LIBRARY

PRESENT: Mark Huff(Acting Head Librarian), Joyce Aasen, Dino Champlone (Chair), Cathleen Patterson, Kimberley Sharkey, Sheila Tiegs.

REGRETS: Karen Nelson, Elsie Strach, Gloria Evans, Norm Gerestein, Tilley-Gamble-Altwasser.

### 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 call the meeting to order at 6:36 p.m.
2. Approval of Agenda: Sheila/Cathleen moved approval of agenda as printed. Carried.
3. Consent Agenda: Kimberly/Cathleen moved approval of February 2010 Board Meeting Minutes, February 2010 Receipts and expenditures, and February 2010 Librarian's Report. Carried.
4. Correspondence:
  - a. Shortgrass Library System: February 2010 RISE Review.
  - b. Shortgrass February Meeting Minutes.
  - c. Shortgrass Managers Meeting Minutes.
5. Business Arising from February 2010 Board meeting minutes:
  - a. Wireless Access Update: Mark has designed a back splash for the BPL page and will work on incorporating BPL brand "books" into it.

b. Patron Fines: A template letter from the City of Brooks was presented. Kimberly/Sheila moved that "When we issue a letter in regard to payment 30 day response period will be allowed, at which time it will be turned over to a collection agent". Carried.

c. Warren Chugg: A letter will be sent to Mr. Chugg explaining his being banned from the BPL. A letter from Mr. Chugg was read.

d. The Audit should be ready for the April Meeting.

Brooks Library Board Minutes March 25, 2010 Page 1 of 2

6. New Business:

a. ALTA Election Ballots are available for the Board.

b. SLS plan of Service was distributed. Mark asked for input regarding items c) and d).

c. Cowboy Poetry: June 9, 2010. Cathleen, Sheila, and Joyce volunteered to assist at this event.

d. Relay for Life: BPL will enter a team for this event. The board will look into paying the entrance fee for the team.

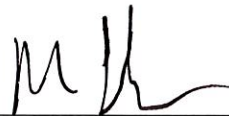
7. Plan of Service Review: The first 10 pages on the Plan of Service were reviewed, and it was felt we were right on target with the exception of a few items that were on hold awaiting repairs to the roof. Concern was expressed that these items may be forgotten, but the board was reassured they would not be.

8. Next Meeting: Cathleen/Joyce moved the next meeting be held on May 27, 2010. Carried.

9. Adjournment: Sheila moved adjournment at 745 p.m.



Board Chair



Acting Head Librarian

Date: Mar 30, 2010



11.5

10.5

10.5

**Brooks Library Board  
Finance Standing Committee Meeting  
9:00am, March 15, 2010**

Present: Dino Champlone, Elsie Strach, Mark Huff

- 1) Meeting was called to order at 9:00am.
- 2) Receipts and Expenditures for the month of February 2010 were discussed in detail and reviewed by the Committee. Items of Note: none.
- 3) GIC investment strategies were discussed. The committee decided to invest in a 1 year GIC, to park some funds which will be needed in the 2011 operating year.
- 4) Letters to be mailed out to patrons with severe arrears fines were discussed. Mark Huff will submit a letter to be approved at the general board meeting.

**Receipts for February:**


**Expenditures for February:**

- Books & Materials: Alberta Map.
- Library Supplies: Carr McLean order. Brodart Order. Expiry stickers (for library cards).
- Administration and Travel: water for office cooler, Tierney Hansen RCMP Police Background Check, MH business cards, MH mileage expense to deliver audit box in Med Hat.
- Program Expenses: Items for Super Saturday Valentines Day Party.
- Staff Training: *RSI Patrol* DVD from Vancouver PL.
- Telephone & Fax Expense: Monthly Telus Phone Bill.
- Copier and Computer Costs: Printer ink.
- Freight & Postage: Purolator, Carr McLean freight.
- Professional Memberships: SV LAA annual membership.
- Publicity & Advertising: Summer Reading Program position adverts.
- Audit & Insurance: Building Insurance, via AUMA. \*expense claim submitted to City of Brooks, since they cover this cost for us.
- Bank Charges: SV VISA overlimit fee (20.00), interest on overlimit (5.41), RBC Branch Destination Fee (5.00)

- 5) Meeting was adjourned at 9:25am.

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

Mar 25, 2010  
Date

  
\_\_\_\_\_  
Acting Head Librarian

MARCH 25, 2010  
Date



**Brooks Library Board**  
**Rec & Exp: 2010 February**

<b>Receipts</b>	<b>Annual Budget</b>	<b>Current Month</b>	<b>Total to Date</b>
City of Brooks Annual Funding	184,105.00		
City of Brooks Miscellaneous	9,100.00		
HRDC – Summer Student	2,000.00		
Province of Alberta	73,337.00		
RISE Grants	14,443.52		
RISE Grants (2009)	14,443.55		14,443.52
Additional Grant Funding	6,708.00		
County of Newell Library Board	34,953.00		
2009 Surplus Funds	40,000.00		
Resident Cardholder Fees	20,625.00	1,680.00	3,350.00
Interest Income	0.00		
Miscellaneous	200.00		
Fines, books and services	19,000.00	1,129.52	2,402.00
Non-resident Cardholder Fees	700.00	60.00	60.00
Donations	3,000.00		2,377.50
Fundraisers (Friends of the Library)	500.00		
Adopt-a-magazine	2,000.00		
GST Recovery	1,000.00		
<b>Total Revenue</b>	<b>426,115.07</b>	<b>2,869.52</b>	<b>22,633.02</b>
<b>Expenditures</b>			
SLS Expense (Materials Allot.)	56,371.00		
SLS Expense (eBook Binding)	7,000.00		
Shortgrass – Non-resident Fees	350.00		
Dynix and Telecom (SLS)	3,400.00		
Books & Materials (Donations)	0.00	9.95	9.95
Furnishings and Equipment	8,500.00		
Payroll Expense	900.00	110.00	110.00
Library Supplies	9,500.00	1309.94	1,461.17
Administration & Travel	8,375.00	211.48	272.48
Program Expense	5,000.00	24.28	128.71
Repair & Maintenance	4,200.00		
Rebinding, Microfilming, and Laminating	2,000.00		589.00
Staff Training	5,000.00	17.79	17.79
Telephone & Fax Expense	3,500.00	247.63	495.93
Copier & Computer Costs	2,500.07	39.42	291.21
Security Monitoring	600.00		
Computer Main. Contracts	1,534.00		

GST Expense	0.00		
Freight & Postage	2,000.00	183.07	183.07
Professional Memberships	600.00	95.00	95.00
Publicity and Advertising	3,500.00	64.50	98.50
Audit and Insurance	8,500.00	2,062.00	2,062.00
Bank Charges	200.00	30.41	35.41
Miscellaneous	200.00		
Wages (includes temp. staff and VAC pay)	258,285.00	17,309.01	38,385.34
EI Expense	5,700.00	419.20	929.67
CPP Expense	9,900.00	714.31	1,615.09
WCB Expense	900.00	403.25	403.25
AUMA Expense	5,600.00	227.78	455.56
LAPP Expense	12,000.00	803.25	2,090.46
<b>Total Expenses</b>	<b>\$426,115.07</b>	<b>24,282.27</b>	<b>49,729.59</b>

**Brooks Public Library**  
**Balance Sheet As at 02/28/2010**

**ASSET****CURRENT ASSETS**

GIC Account	0.00
GST Recoverable	1,152.16
Building Fund	874.64
Furn. & Shelving Reserve	0.00
Cash On Hand/Float	50.00
Cash In Bank	84,955.70
GIC 0001	30,000.00
GIC 0002	7,000.00
Accounts Receivable	0.00
Interest Receivable	133.00
<b>TOTAL CURRENT ASSETS</b>	<u>124,165.50</u>

**TOTAL ASSET**

<b>TOTAL ASSET</b>	<u><u>124,165.50</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	-2,207.19
GST Paid on Books	0.00
New Account	0.00
Accounts Payable	0.00
Vacation Payable	0.00
EI Payable	0.00
CPP Payable	0.00
Income Tax Payable	0.00
L.A.P.P.	63.74
AUMA Extended Health	-66.16
AB Health Payable	-94.36
W.C.B. Payable	0.00
Miscellaneous	0.00
<b>TOTAL CURRENT LIABILITIES</b>	<u>2,526.03</u>

**TOTAL LIABILITY**

<b>TOTAL LIABILITY</b>	<u>2,526.03</u>
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**EQUITY****EARNINGS**

Building Fund Reserves	38,314.20
Externally restricted	200.00
Retained Earnings	110,221.84
Current Earnings	-27,096.57
<b>CURRENT EARNINGS</b>	<u>121,639.47</u>

**TOTAL EQUITY**

<b>TOTAL EQUITY</b>	<u>121,639.47</u>
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**LIABILITIES AND EQUITY**

<b>LIABILITIES AND EQUITY</b>	<u><u>124,165.50</u></u>
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**Brooks Public Library**  
**Balance Sheet As at 02/01/2010**

**ASSET**

**CURRENT ASSETS**

GIC Account	0.00
GST Recoverable	1,152.16
Building Fund	874.64
Furn. & Shelving Reserve	0.00
Cash On Hand/Float	50.00
Cash In Bank	106,477.23
GIC 0001	30,000.00
GIC 0002	7,000.00
Accounts Receivable	0.00
Interest Receivable	133.00
<b>TOTAL CURRENT ASSETS</b>	<u>145,687.03</u>

**TOTAL ASSET** 145,687.03

**LIABILITY**

**CURRENT LIABILITIES**

Accounts Payable	0.00
MNP Accrual	4,830.00
GST Charged on Sales	0.00
GST Paid on Purchases	-2,098.41
GST Paid on Books	0.00
New Account	0.00
Accounts Payable	0.00
Vacation Payable	0.00
EI Payable	0.00
CPP Payable	0.00
Income Tax Payable	0.00
L.A.P.P.	63.74
AUMA Extended Health	-66.16
AB Health Payable	-94.36
W.C.B. Payable	0.00
Miscellaneous	0.00
<b>TOTAL CURRENT LIABILITIES</b>	<u>2,634.81</u>

**TOTAL LIABILITY** 2,634.81

**EQUITY**

**EARNINGS**

Building Fund Reserves	38,314.20
Externally restricted	200.00
Retained Earnings	110,221.84
Current Earnings	-5,683.82

**CURRENT EARNINGS** 143,052.22

**TOTAL EQUITY** 143,052.22

**LIABILITIES AND EQUITY** 145,687.03

# Brooks Public Library

## Income Statement 02/01/2010 to 02/28/2010

### REVENUE

#### REVENUE

Town of Brooks	0.00
City of Brooks Misc	0.00
HRDC - Summer Student	0.00
Province of Alberta	0.00
Industry Canada - CAP 3	0.00
Industry Canada - CAP YI	0.00
PLDI Grant	0.00
County of Newell Library Board	0.00
RISE Grant Funding	0.00
Grant Funding	0.00
Resident Cardholder Fees	1,680.00
Interest Income	0.00
Miscellaneous	0.00
Fines, Book Sales and Services	1,129.52
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

<b>TOTAL REVENUE</b>	<b>2,869.52</b>
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<b>TOTAL REVENUE</b>	<b>2,869.52</b>
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### EXPENSE

#### EXPENSES

SLS Expense (Materials)	0.00
SLS - Non-resident fees	0.00
SLS - Dynix and Telecom	0.00
Books and Materials	9.95
New Library Furnishings	0.00
Library Equipment	0.00
Payroll Expense	110.00
Library Supplies	1,309.94
Administration & Travel	211.48
Recruitment Expense	0.00
Program Expense	24.28
Medieval Faire	0.00
Repair & Maintenance	0.00
Rebinding, Microfilming, Laminati...	0.00
Staff Training	17.79
Telephone and Fax Expense	247.63
Copier & Computer Costs	39.42
Security Monitoring	0.00
Computer Main. Contracts	0.00
GST Expense	0.00
Freight and Postage	183.07
Professional Memberships	95.00
Publicity and Advertising	64.50
Audit and Insurance	2,062.00
Bank Charges	30.41
Miscellaneous	0.00
Wages	17,309.01
Wage Reimbursement	0.00
EI Expense	419.20
CPP Expense	714.31
WCB Expense	403.25
AUMA Extended Health	227.78
L.A.P.P. Expense	803.25
AB Health Expense	0.00

<b>TOTAL EXPENSES</b>	<b>24,282.27</b>
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**Brooks Public Library**  
**Income Statement 02/01/2010 to 02/28/2010**

TOTAL EXPENSE	<u>24,282.27</u>
NET INCOME	<u><u>-21,412.75</u></u>

# Brooks Public Library

## Income Statement 01/01/2010 to 02/28/2010

### REVENUE

#### REVENUE

Town of Brooks	0.00
City of Brooks Misc	0.00
HRDC - Summer Student	0.00
Province of Alberta	0.00
Industry Canada - CAP 3	0.00
Industry Canada - CAP YI	0.00
PLDI Grant	0.00
County of Newell Library Board	0.00
RISE Grant Funding	14,443.52
Grant Funding	0.00
Resident Cardholder Fees	3,350.00
Interest Income	0.00
Miscellaneous	0.00
Fines, Book Sales and Services	2,402.00
Non-resident Cardholder Fees	60.00
Charitable Receipt Donations	2,377.50
Fundraisers	0.00
Adopt-a-magazine	0.00
Medieval Faire	0.00
GST Recovery	0.00

<b>TOTAL REVENUE</b>	<b>22,633.02</b>
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<b>TOTAL REVENUE</b>	<b>22,633.02</b>
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### EXPENSE

#### EXPENSES

SLS Expense (Materials)	0.00
SLS - Non-resident fees	0.00
SLS - Dynix and Telecom	0.00
Books and Materials	9.95
New Library Furnishings	0.00
Library Equipment	0.00
Payroll Expense	110.00
Library Supplies	1,461.17
Administration & Travel	272.48
Recruitment Expense	0.00
Program Expense	128.71
Medieval Faire	0.00
Repair & Maintenance	0.00
Rebinding, Microfilming, Laminati...	589.00
Staff Training	17.79
Telephone and Fax Expense	495.93
Copier & Computer Costs	291.21
Security Monitoring	0.00
Computer Main. Contracts	0.00
GST Expense	0.00
Freight and Postage	183.07
Professional Memberships	95.00
Publicity and Advertising	98.50
Audit and Insurance	2,062.00
Bank Charges	35.41
Miscellaneous	0.00
Wages	38,385.34
Wage Reimbursement	0.00
EI Expense	929.67
CPP Expense	1,615.09
WCB Expense	403.25
AUMA Extended Health	455.56
L.A.P.P. Expense	2,090.46
AB Health Expense	0.00

<b>TOTAL EXPENSES</b>	<b>49,729.59</b>
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**Brooks Public Library**  
**Income Statement 01/01/2010 to 02/28/2010**

TOTAL EXPENSE	<u>49,729.59</u>
NET INCOME	<u><u>-27,096.57</u></u>



## Brooks Public Library

## Reconciliation Transactions Detail Report 02/01/2010 to 02/28/2010

Account: 1080 Cash In Bank

Date	JE#	Comment	Source	Deposits	Withdrawals	Dep...	Cleared	Status
02/10/2010	J27	feb-2010, Jillian Clarke	3841	-	25.19		Y	Cleared
02/10/2010	J28	feb-2010, Tierney Hansen	3842	-	52.50		Y	Cleared
02/10/2010	J29	feb-2010, Mark Huff	3843	-	10.45		Y	Cleared
02/10/2010	J30	feb-2010, Water Pure & Sim...	3844	-	5.50		Y	Cleared
02/10/2010	J31	feb-2010, Brooks Computer ...	3845	-	115.50		Y	Cleared
02/10/2010	J32	feb-2010, Iwassa Industries	3846	-	347.38		Y	Cleared
02/10/2010	J33	feb-2010, Brodart	3847	-	169.37		Y	Cleared
02/10/2010	J34	feb-2010, Purolator	3848	-	61.30		Y	Cleared
02/26/2010	J48	Feb 2010, Maxine Meldrum	3849	-	1,818.78		Y	Cleared
02/26/2010	J49	Feb 2010, Bessie Jacowishen	3850	-	1,773.56		Y	Cleared
02/26/2010	J50	Feb 2010, Bruce Schmidt	3852	-	496.40		Y	Cleared
02/26/2010	J51	Feb 2010, Shannon Vossepoel	3853	-	1,052.31		Y	Cleared
02/26/2010	J52	Feb 2010, Tamara Van Horne	3854	-	1,494.28		Y	Cleared
02/26/2010	J53	Feb 2010, Cathryn Krochak	3855	-	1,470.54		Y	Cleared
02/26/2010	J54	Feb 2010, Jillian Clarke	3856	-	1,313.58		Y	Cleared
02/26/2010	J55	Feb 2010, Tierney Hansen	3857	-	528.04		Y	Cleared
02/26/2010	J56	Feb 2010, Mark Huff	3858	-	3,060.21		Y	Cleared
02/26/2010	J57	Feb 2010, Barbara Maisonn...	3859	-	732.43		Y	Cleared
02/26/2010	J58	Feb 2010, Canada Customs ...	3860	-	3,890.19		Y	Cleared
02/26/2010	J59	Feb 2010, Local Authorities ...	3861	-	1,517.84		Y	Cleared
02/26/2010	J60	Feb 2010, AMSC Insurance ...	3862	-	325.39		Y	Cleared
02/26/2010	J61	Feb 2010, Brooks Bulletin	3863	-	79.28		Y	Cleared
02/26/2010	J62	Feb 2010, Water Pure & Sim...	3864	-	11.00		Y	Cleared
02/26/2010	J63	Feb 2010, The Brooks and C...	3865	-	40.95		Y	Cleared
02/26/2010	J64	Feb 2010, Telus Communica...	3866	-	259.93		Y	Cleared
02/26/2010	J65	February 2010, Mark Huff	3867	-	69.00		Y	Cleared
02/26/2010	J66	February 2010, AMSC Insur...	3868	-	2,062.00		Y	Cleared
02/26/2010	J67	Feb 2010, Vancouver Public ...	3869	-	18.68		Y	Cleared
02/26/2010	J68	February 2010, Cathryn Kroc...	3870	-	41.39		Y	Cleared
02/26/2010	J69	Feb 2010, Workers' Compen...	3871	-	403.25		Y	Cleared
02/26/2010	J70	Feb 2010, RBC Royal Bank ...	3872	-	1,139.83		Y	Cleared
02/05/2010	J78		Deposit	216.61	-		Y	Cleared
02/05/2010	J79	Resident Cardholder	Deposit	405.00	-		Y	Cleared
02/05/2010	J80	Non-Resident Cardholder	Deposit	60.00	-		Y	Cleared
02/12/2010	J81	Fines	Deposit	334.65	-		Y	Cleared
02/12/2010	J82	Resident Cardholder	Deposit	355.00	-		Y	Cleared
02/19/2010	J83	Fines	Deposit	222.03	-		Y	Cleared
02/19/2010	J84	Resident Cardholder	Deposit	485.00	-		Y	Cleared
02/26/2010	J85	Fines	Deposit	356.23	-		Y	Cleared
02/26/2010	J86	Resident Cardholder	Deposit	435.00	-		Y	Cleared
02/28/2010	J89	Destination Fee	Debit	-	5.00		Y	Cleared
				2,869.52	24,391.05			

**Brooks Public Library**  
**All Journal Entries 02/01/2010 to 02/28/2010**

		Account Number	Account Description	Debits	Credits
02/10/2010	J27	3841, feb-2010, Jillian Clarke			
		2100	GST Paid on Purchases	0.91	-
		5090	Program Expense	24.28	-
		1080	Cash In Bank	-	25.19
02/10/2010	J28	3842, feb-2010, Tierney Hansen			
		2100	GST Paid on Purchases	2.50	-
		5080	Administration & Travel	50.00	-
		1080	Cash In Bank	-	52.50
02/10/2010	J29	3843, feb-2010, Mark Huff			
		2100	GST Paid on Purchases	0.50	-
		5030	Books and Materials	9.95	-
		1080	Cash In Bank	-	10.45
02/10/2010	J30	3844, feb-2010, Water Pure & Simple			
		5080	Administration & Travel	5.50	-
		1080	Cash In Bank	-	5.50
02/10/2010	J31	3845, feb-2010, Brooks Computer Services Ltd.			
		2100	GST Paid on Purchases	5.50	-
		5060	Payroll Expense	110.00	-
		1080	Cash In Bank	-	115.50
02/10/2010	J32	3846, feb-2010, Iwassa Industries			
		2100	GST Paid on Purchases	16.54	-
		5070	Library Supplies	330.84	-
		1080	Cash In Bank	-	347.38
02/10/2010	J33	3847, feb-2010, Brodart			
		2100	GST Paid on Purchases	8.07	-
		5070	Library Supplies	161.30	-
		1080	Cash In Bank	-	169.37
02/10/2010	J34	3848, feb-2010, Purolator			
		2100	GST Paid on Purchases	1.14	-
		5200	Freight and Postage	60.16	-
		1080	Cash In Bank	-	61.30
02/26/2010	J48	3849, Feb 2010, Maxine Meldrum			
		5300	Wages	2,474.20	-
		1080	Cash In Bank	-	1,818.78
		2310	EI Payable	-	42.80
		2320	CPP Payable	-	108.55
		2330	Income Tax Payable	-	300.17
		2400	L.A.P.P.	-	199.48
		2420	AUMA Extended Health	-	4.42
02/26/2010	J49	3850, Feb 2010, Bessie Jacowishen			
		5300	Wages	2,474.20	-
		1080	Cash In Bank	-	1,773.56
		2310	EI Payable	-	42.80
		2320	CPP Payable	-	108.55
		2330	Income Tax Payable	-	300.17
		2400	L.A.P.P.	-	199.48
		2420	AUMA Extended Health	-	49.64
02/26/2010	J50	3852, Feb 2010, Bruce Schmidt			
		5300	Wages	516.46	-
		1080	Cash In Bank	-	496.40
		2310	EI Payable	-	8.93
		2320	CPP Payable	-	11.13
02/26/2010	J51	3853, Feb 2010, Shannon Vossepoel			
		5300	Wages	1,131.00	-
		1080	Cash In Bank	-	1,052.31