

MINUTES OF REGULAR MEETING OF BROOKS PUBLIC LIBRARY BOARD
October 27, 2011
HELD IN BROOKS PUBLIC LIBRARY

PRESENT: Karen Bonora, Chairman, Dino Champlone, Shannon Vossepoel (Head Librarian) Tilly Gamble-Altwasser, (Vice Chair) Cathleen Patterson, Karen Nelson, Joyce Aasen, Lisa Crosby

REGRETS: Kimberley Sharkey

VISION STATEMENT

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

MISSION STATEMENT

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

1. Call to Order: Karen B. called the meeting to order at 6:33 P.M.
2. Welcome Lisa Crosby, newly appointed trustee, and Jim Dunbar, RISE Consultant, Shortgrass Library System.
3. Approval of Agenda **Karen N./Tilly moved the approval of the Agenda. Carried.**
4. Consent Agenda: **Moved by Dino/Cathleen the following items in the Consent Agenda. Carried.**
 - a) September 2010 Board Meeting Minutes
 - b) October Librarian's Report
5. Jim Dunbar Presentation: Tabled until later in the meeting.
6. Correspondence:
 - a) Alberta Municipal Affairs – Invitation to Apply for the Minister's Award in Excellence and Innovation..
 - b) City of Brooks - Proclamation of Library Month
 - c) City of Brooks – Reappointment of Cathleen Patterson to the Brooks Library Board
 - d) City of Brooks – Appointment of Lisa Crosby to the Brooks Library Board
 - e) Shortgrass Library System – June 15th Board Meeting Minutes.
 - f) Shortgrass Library System – Budget Requests for 2012, 2013, 2014
 - g) Shortgrass Library System - July, August, September 2011 Shortgrass Clippings
 - h) City of Brooks – Appointment of Kimberley Sharkey to the Library Board effective to October 2010.

7. Business arising from the September Board meeting minutes:
 - a) Library Snapshot Day: Very successful day with congratulations from Chinook Arch System.
 - b) RISE Videoconferences – funding: Tabled until later in the meeting.
 - c) Temporary Membership Update: This request will go to the next City Council meeting for approval.
 - d) Debit Machine/Till Information: This item tabled to the November meeting.
5. Jim Dunbar Presentation: “Dandelion Marketing” i.e. using social media to spread the message.
7. Business arising from the September Board meeting minutes: (continued)
 - b) RISE Videoconferences – Funding: **Moved by Karen N/Joyce that we leave videoconferencing free. Carried.**

Moved by Cathleen/Dino that \$10,000.00 from the Reserve Fund be set aside for the replacement of RISE equipment. Carried.
8. New Business:
 - a) Board Committees: Board Committees were reorganized.
 - b) Committee Meetings: Shannon will notify members of upcoming Committee Meetings.
 - c) Plan of Service 2013-2017: Shannon reminded all the Plan of Service is due the end of 2012.
 - d) Request for Library Closure: Shannon requested that the Library be closed to the public on Friday December 2nd for renovation purposes. Granted.
 - e) Collection Update: Shannon explained that there has been extensive weeding done to the collection this year.
9. Adjournment: **Moved by Karen N. the meeting adjourn at 8:13 p.m.**
10. Next Board Meeting : 6:30 p.m. November 24, 2011



Board Chair



Librarian

Date: Nov. 24, 2011.

MINUTES OF REGULAR MEETING OF BROOKS PUBLIC LIBRARY BOARD
November 24, 2011
HELD IN BROOKS PUBLIC LIBRARY

PRESENT: Karen Bonora, Chairman, Tilly Gamble-Altwasser (Vice Chair), Shannon Vossepoel (Head Librarian), Cathleen Patterson, Joyce Aasen, Kimberley Sharkey, Lisa Crosby, Nigel Seymour

REGRETS: Dino Champlone, Karen Nelson

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: Karen Bonora called the meeting to order at 6:31 P.M.
2. Welcome Nigel Seymour, newly appointed County of Newell Library Board representative..
3. Approval of Agenda **Tilly/Kimberley moved the approval of the Agenda. Carried.**
4. Consent Agenda: **Moved by Joyce/Cathleen the following items in the Consent Agenda. Carried.**
 - a) October 2011 Board Meeting Minutes.
 - b) November Librarian's Report.
5. Finance Information: **Moved by Tilly/Lisa the November 2011 Finance Meeting Minutes and the September and October 2011 Receipts and Expenditures be approved as submitted. Carried**
6. Correspondence:
 - a) City of Brooks – Change to Bylaws approving temporary memberships..
 - b) Government of Alberta Culture and Community Spirit - CIP Grant
 - c) Patron Correspondence : Christmas cards have been received by two members from Mr. Chugg.
 - d) Patron Suggestion: Patron suggested that the noise level at times, was somewhat annoying. Shannon has taken appropriate action in providing quiet spaces.

7. Business arising from the October 2011 Board meeting minutes.

- a) Temporary Membership Update: By-Law has been approved by the City, and Shortgrass has made program adjustments.
- b) Debit Machine/Till Information: A Till has been purchased and will be available for use in January.

8. New Business

- a) Shannon Vossepoel Contract renewal: **Moved by Cathleen/Lisa the amended contract be approved. Carried.**
- b) Programming Fees – Toddler Time and Story Time: **Moved by Tilly/Kimberley fees for Toddler Time be set at \$6.00 per member and \$18.00 for non-members. Carried.**
- c) City of Brooks Gala – December 9th
- d) Shortgrass Library System Holiday Party – December 14th
- e) Staff and Board Party: It was decided the Staff/Board Party would be held in the spring in the form of a BBQ.
- f) Staff Holiday Gift: Shannon will purchase a food tray for the staff.
- g) 2012 Proposed Board Meeting Dates: Approved.
- h) 2012 Proposed Library Closure Dates: **Moved by Kimberly/Tilly that December 23, 2012 be removed from the Proposed Closure Dates. and on December 31 the library remain open until 3:00pm. Carried.**


9. 2012 -2014 Budget::**Moved by Lisa/Cathleen the amended budged is approved.
Carried.**

10. Adjournment: **Moved by Nigel the meeting adjourn at 8:45 pm.**

11. Next Board Meeting : 6:30 pm. January 26, 2012



Board Chair



Librarian

Date: January 26, 2012.

Brooks Library Board
Finance Standing Committee Meeting
4:00pm, November 23, 2011

Present: Karen Bonora, Cathleen Patterson, Shannon Vossepoel
Regrets: Dino Champlone

- 1) Meeting was called to order at 4:00pm.
- 2) Receipts and Expenditures for the months of September and October 2011 were discussed in detail and reviewed by the Committee. Items of Note:

Receipts for September:

- City of Brooks: Received the final installment of 2011 operational funding.
- Donations: Received \$1000.00 from The Levenger Foundation Inc.
- Adopt-a-Magazine: There were fourteen magazine adoptions in September.

Expenditures for September:

- SLS Expense: Second half of the materials allotment paid out to Shortgrass.
- Books and Materials: Children's and Non-fiction DVDs purchased to replace VHS copies.
- Furnishings and Equipment: Received reimbursement for overhead projector damaged by patron. New wire rack for pamphlet display.
- Library Supplies: DVD cleaning supplies, DVD and audiobook cases, tattletape, book repair supplies, batteries, paper.
- Administration and Travel: Water for office cooler.
- Program Expense: food and drink supplies for various programs, Wii games for Wii Gaming program, Great Barrier Reef videoconference fee, Criterion Pictures movie license.
- Repair and Maintenance: Service contract for microfilm machine.
- Copier and Computer Costs: ink for office printers; copying fees for May 30 – August 31, 2011.
- Freight and Postage: freight charges for supply orders.
- Publicity and Advertising: Library Assistant ad and Library 'Garage Sale' ad.

Receipts for October:

- Adopt-a-Magazine: There were two magazine adoptions in September.

Expenditures for October:

- Books and Materials: Children's and Non-fiction DVDs purchased to replace VHS copies.
- Furnishings and Equipment: Easel for program advertising.
- Library Supplies: DVD cleaning supplies, book labels.
- Administration and Travel: Travel expenses for Shortgrass Professional Development Day (all staff) and the Netspeed Conference (Shannon Vossepoel), water for office cooler.
- Program Expense: Donna MacNaughton writing workshop fee, cupcakes for Snapshot Day, prizes and supplies for Snapshot Day, prize for staff Database of the Month training contest, cupcakes for Super Saturday Halloween.
- Staff Training: Registration fees for nine staff to attend Shortgrass Professional Development Day.

- Copier and Computer Costs: ink for office printers; copying fees for May 30 – August 31, 2011 plus late fee (initial payment was lost in mail).
- Security Monitoring: Annual fee to be reimbursed by City of Brooks.
- Freight and Postage: freight charges for supply orders.
- Professional Memberships: CLA membership renewal for Shannon Vossepoel.

Discussion Points:

- **2012-2014 Budget:** HR committee forwarded suggested amendments to the 2012-2014 Budget for Finance Committee review. Finance committee approved suggested amendments and forwarded the amended 2012-2012 Budget to the City of Brooks Library Board for approval.

3) Meeting was adjourned at 5:10pm.

Board Chair

Head Librarian

Date

Date

Finance Meeting Notes: September 2011

Receipts for September:

- City of Brooks: Received the final installment of 2011 operational funding.
- Donations: Received \$1000.00 from The Levenson Foundation Inc.
- Adopt-a-Magazine: There were fourteen magazine adoptions in September.

Expenditures for September:

- SLS Expense: Second half of the materials allotment paid out to Shortgrass.
- Books and Materials: Children's and Non-fiction DVDs purchased to replace VHS copies.
- Furnishings and Equipment: Received reimbursement for overhead projector damaged by patron. New wire rack for pamphlet display.
- Library Supplies: DVD cleaning supplies, DVD and audiobook cases, tattletape, book repair supplies, batteries, paper.
- Administration and Travel: Water for office cooler.
- Program Expense: food and drink supplies for various programs, Wii games for Wii Gaming program, Great Barrier Reef videoconference fee, Criterion Pictures movie license.
- Repair and Maintenance: Service contract for microfilm machine.
- Copier and Computer Costs: ink for office printers; copying fees for May 30 – August 31, 2011.
- Freight and Postage: freight charges for supply orders.
- Publicity and Advertising: Library Assistant ad and Library 'Garage Sale' ad.

Discussion Points:

- 2012-2014 Budget

Brooks Library Board
September 2011 Receipts and Expenditures

Receipts	Annual Budget	Current Month	Total to Date
City of Brooks Annual Funding	184,105.00	46,026.25	184,105.00
City of Brooks Miscellaneous	9,100.00		6,941.15
HRDC – Summer Student	2,000.00		
Province of Alberta	74,836.00		73,337.00
RISE Grants (2011)	13,788.00		13,788.28
Additional Grant Funding	2,562.00		2,306.03
County of Newell Library Board	35,185.00		
2010 Allocated Funds	20,000.00		
Resident Cardholder Fees	20,625.00	1,785.00	15,027.20
Interest Income	0.00		
Miscellaneous	200.00		151.30
Fines, books and services	17,000.00	2,096.83	15,024.54
Non-resident Cardholder Fees	700.00		120.00
Donations	3,000.00	1,000.00	4,227.50
Fundraisers (Friends of the Library)	500.00		
Adopt-a-magazine	2,000.00	1,400.00	1,700.00
GST Recovery	1,000.00		1,103.16
Total Revenue	\$386,601.00	52,308.08	317,831.16
Expenditures			
SLS Expense (Materials Allot.)	56,904.00	28,452.00	56,904.00
Shortgrass – Non-resident Fees	350.00		
Dynix and Telecom (SLS)	3,000.00		462.32
Books & Materials (Additional)	0.00	5,901.98	9,381.56
Furnishings and Equipment	6,877.00	-141.53	3,902.73
Payroll Expense	900.00	110.00	530.00
Library Supplies	8,500.00	3,164.78	5,260.54
Administration & Travel	4,500.00	11.00	2,932.41
Program Expense	4,000.00	519.25	3,513.40
Repair & Maintenance	3,000.00	2,478.00	2,478.00
Rebinding, Microfilming, and Laminating	1,000.00		560.25
Staff Training	4,500.00		1,381.08
Telephone & Fax Expense	3,500.00	262.26	2,276.74
Copier & Computer Costs	4,000.00	549.59	2,061.87
Security Monitoring	600.00		
GST Expense	0.00		
Freight & Postage	1,000.00	71.59	475.24
Professional Memberships	600.00		345.00

Publicity and Advertising	1,770.00	35.00	902.59
Audit and Insurance	8,500.00		6,603.00
Bank Charges	200.00	7.80	118.86
Miscellaneous	200.00		
Wages (includes temp. staff and VAC pay)	235,000.00	17,418.06	167,484.49
EI Expense	5,700.00	434.06	4,173.81
CPP Expense	9,900.00	734.44	7,010.30
WCB Expense	900.00		663.71
AUMA Expense	4,000.00	238.49	2,147.50
LAPP Expense	17,200.00	1,646.51	13,877.59
Total Expenses	\$386,601.00	61,893.28	295,446.99

Brooks Public Library

Balance Sheet As at 09/30/2011

ASSET

CURRENT ASSETS

GIC Account	-502.77
GST Recoverable	1,152.16
Building Fund	0.00
Furn. & Shelving Reserve	0.00
Cash On Hand/Float	50.00
Cash In Bank	94,133.81
Reserve Fund	65,000.00
GIC 0001	30,000.00
GIC 0002	7,000.00
Accounts Receivable	60.00
Interest Receivable	133.00

TOTAL CURRENT ASSETS	<u>197,026.20</u>
-----------------------------	-------------------

TOTAL ASSET	<u><u>197,026.20</u></u>
--------------------	--------------------------

LIABILITY

CURRENT LIABILITIES

Accounts Payable	0.00
MNP Accrual	4,830.00
GST Charged on Sales	0.00
GST Paid on Purchases	-5,728.60
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	-68.30
AB Health Payable	-94.36
W.C.B. Payable	0.00
Miscellaneous	0.00

TOTAL CURRENT LIABILITIES	<u>-997.52</u>
----------------------------------	----------------

TOTAL LIABILITY	<u>-997.52</u>
------------------------	----------------

EQUITY

EARNINGS

Building Fund Reserves	38,314.20
Externally restricted	200.00
Retained Earnings	137,125.35
Current Earnings	22,384.17

CURRENT EARNINGS	<u>198,023.72</u>
-------------------------	-------------------

TOTAL EQUITY	<u>198,023.72</u>
---------------------	-------------------

LIABILITIES AND EQUITY	<u><u>197,026.20</u></u>
-------------------------------	--------------------------

Brooks Public Library

Income Statement 01/01/2011 to 09/30/2011

REVENUE

REVENUE

Town of Brooks	184,105.00
City of Brooks Misc	6,941.15
HRDC - Summer Student	0.00
Province of Alberta	73,337.00
Industry Canada - CAP 3	0.00
Industry Canada - CAP YI	0.00
PLDI Grant	0.00
County of Newell Library Board	0.00
RISE Grant Funding	13,788.28
Grant Funding	2,306.03
Resident Cardholder Fees	15,027.20
Interest Income	0.00
Miscellaneous	151.30
Fines, Book Sales and Services	15,024.54
Non-resident Cardholder Fees	120.00
Charitable Receipt Donations	4,227.50
Fundraisers	0.00
Adopt-a-magazine	1,700.00
Medieval Faire	0.00
GST Recovery	1,103.16

TOTAL REVENUE 317,831.16

TOTAL REVENUE 317,831.16

EXPENSE

EXPENSES

SLS Expense (Materials)	56,904.00
SLS - Non-resident fees	0.00
SLS - Dynix and Telecom	462.32
Books and Materials	9,381.56
New Library Furnishings	0.00
Library Equipment	3,902.73
Payroll Expense	530.00
Library Supplies	5,260.54
Administration & Travel	2,932.41
Recruitment Expense	0.00
Program Expense	3,513.40
Medieval Faire	0.00
Repair & Maintenance	2,478.00
Rebinding, Microfilming, Laminati...	560.25
Staff Training	1,381.08
Telephone and Fax Expense	2,276.74
Copier & Computer Costs	2,061.87
Security Monitoring	0.00
Computer Main. Contracts	0.00
GST Expense	0.00
Freight and Postage	475.24
Professional Memberships	345.00
Publicity and Advertising	902.59
Audit and Insurance	6,603.00
Bank Charges	118.86
Miscellaneous	0.00
Wages	167,484.49
Wage Reimbursement	0.00
EI Expense	4,173.81
CPP Expense	7,010.30
WCB Expense	663.71
AUMA Extended Health	2,147.50
L.A.P.P. Expense	13,877.59
AB Health Expense	0.00

TOTAL EXPENSES 295,446.99

Brooks Public Library
Income Statement 01/01/2011 to 09/30/2011

TOTAL EXPENSE	<u>295,446.99</u>
NET INCOME	<u><u>22,384.17</u></u>

Brooks Public Library

Income Statement 09/01/2011 to 09/30/2011

REVENUE

REVENUE	
Town of Brooks	46,026.25
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	1,785.00
Interest Income	0.00
Miscellaneous	0.00
Fines, Book Sales and Services	2,096.83
Non-resident Cardholder Fees	0.00
Charitable Receipt Donations	1,000.00
Fundraisers	0.00
Adopt-a-magazine	1,400.00
Medieval Faire	0.00
GST Recovery	0.00
TOTAL REVENUE	<u>52,308.08</u>
TOTAL REVENUE	<u>52,308.08</u>

EXPENSE

EXPENSES	
SLS Expense (Materials)	28,452.00
SLS - Non-resident fees	0.00
SLS - Dynix and Telecom	0.00
Books and Materials	5,901.98
New Library Furnishings	0.00
Library Equipment	-141.53
Payroll Expense	110.00
Library Supplies	3,164.78
Administration & Travel	11.00
Recruitment Expense	0.00
Program Expense	519.25
Medieval Faire	0.00
Repair & Maintenance	2,478.00
Rebinding, Microfilming, Laminati...	0.00
Staff Training	0.00
Telephone and Fax Expense	262.26
Copier & Computer Costs	549.59
Security Monitoring	0.00
Computer Main. Contracts	0.00
GST Expense	0.00
Freight and Postage	71.59
Professional Memberships	0.00
Publicity and Advertising	35.00
Audit and Insurance	0.00
Bank Charges	7.80
Miscellaneous	0.00
Wages	17,418.06
Wage Reimbursement	0.00
EI Expense	434.06
CPP Expense	734.44
WCB Expense	0.00
AUMA Extended Health	238.49
L.A.P.P. Expense	1,646.51
AB Health Expense	0.00
TOTAL EXPENSES	<u>61,893.28</u>

Brooks Public Library
Income Statement 09/01/2011 to 09/30/2011

TOTAL EXPENSE	<u>61,893.28</u>
NET INCOME	<u><u>-9,585.20</u></u>

Brooks Public Library

Reconciliation Transactions Detail Report 09/01/2011 to 09/30/2011

Account: 1080 Cash In Bank

Date	JE#	Comment	Source	Deposits	Withdrawals	Dep...	Cleared	Status
09/02/2011	J320	Fines	Deposit	372.87	-		Y	Cleared
09/02/2011	J321	Resident Cardholder	Deposit	385.00	-		Y	Cleared
09/02/2011	J322	Adopt-a-Magazine	Deposit	600.00	-		Y	Cleared
09/09/2011	J323	Fines	Deposit	500.29	-		Y	Cleared
09/09/2011	J324	Resident Cardholder	Deposit	375.00	-		Y	Cleared
09/09/2011	J325	Adopt-a-Magazine	Deposit	200.00	-		Y	Cleared
09/22/2011	J327	September 2011, Shortgrass...	4383	-	34,567.66		Y	Cleared
09/22/2011	J328	September 2011, Brodart	4384	-	2,715.17		Y	Cleared
09/22/2011	J329	September 2011, Critical Co...	4385	-	2,601.90		Y	Cleared
09/22/2011	J330	September 2011, Xerox Can...	4386	-	254.72		N	Outstanding
09/22/2011	J331	September 2011, Telus Com...	4387	-	275.01		Y	Cleared
09/22/2011	J332	September 2011, Brooks Bul...	4388	-	36.75		Y	Cleared
09/22/2011	J333	September 2011, Water Pur...	4389	-	11.00		Y	Cleared
09/22/2011	J334	September 2011, Jillian Clarke	4390	-	8.39		Y	Cleared
09/22/2011	J335	September 2011, Computing...	4391	-	161.18		Y	Cleared
09/22/2011	J336	September 2011, Brooks Co...	4392	-	57.75		Y	Cleared
09/22/2011	J337	September 2011, Brooks Ho...	4393	-	31.48		Y	Cleared
09/22/2011	J338	September 2011, Cathryn Kr...	4394	-	24.00		N	Outstanding
09/22/2011	J339	September 2011, Maxine Me...	4395	-	10.11		Y	Cleared
09/30/2011	J340	September 2011, Shannon V...	4396	-	2,764.03		Y	Cleared
09/30/2011	J341	September 2011, Marisa Ba...	4397	-	831.58		Y	Cleared
09/30/2011	J342	Sept 2011, Jillian Clarke	4398	-	1,329.25		Y	Cleared
09/30/2011	J343	September 2011, Bessie Jac...	4399	-	1,915.56		Y	Cleared
09/30/2011	J344	Sept 2011, Cathryn Krochak	4400	-	1,622.25		N	Outstanding
09/30/2011	J345	Sept 2011, Maxine Meldrum	4401	-	1,839.21		N	Outstanding
09/30/2011	J346	September 2011, Bruce Sch...	4402	-	549.49		N	Outstanding
09/30/2011	J347	September 2011, Tamara Va...	4403	-	1,531.91		Y	Cleared
09/30/2011	J348	September 2011, Cajsa Joh...	4404	-	370.62		Y	Cleared
09/30/2011	J349	September 2011, Canada C...	4405	-	4,255.45		N	Outstanding
09/30/2011	J350	September 2011, Local Auth...	4406	-	3,121.55		N	Outstanding
09/30/2011	J351	September 2011, AMSC Ins...	4407	-	340.66		N	Outstanding
09/30/2011	J352	September 2011, RBC Royal...	4408	-	1,235.53		N	Outstanding
09/30/2011	J353	Sept 2011, Brooks Computer...	4409	-	57.75		N	Outstanding
09/30/2011	J354	Sept 2011, Computing Exce...	4410	-	161.18		N	Outstanding
09/16/2011	J355	Fines	Deposit	577.97	-		Y	Cleared
09/16/2011	J356	Resident Cardholder	Deposit	480.00	-		Y	Cleared
09/16/2011	J357	Adopt-a-Magazine	Deposit	300.00	-		Y	Cleared
09/16/2011	J358	Donation	Deposit	1,000.00	-		Y	Cleared
09/23/2011	J359	Fines	Deposit	378.55	-		Y	Cleared
09/23/2011	J360	Resident Cardholder	Deposit	325.00	-		Y	Cleared
09/23/2011	J361	Arc Line- Replacement of Ov...	Deposit	434.76	-		Y	Cleared
09/23/2011	J362	City of Brooks	Deposit	46,026.25	-		Y	Cleared
09/23/2011	J363	Adopt-a-Magazine	Deposit	200.00	-		Y	Cleared
09/30/2011	J364	Fines	Deposit	299.15	-		Y	Cleared
09/30/2011	J365	Resident Cardholder	Deposit	235.00	-		Y	Cleared
09/30/2011	J366	Adopt-a-Magazine	Deposit	100.00	-		Y	Cleared
09/26/2011	J370	Bank Conversion on Leveng...	Deposit	6.20	-		Y	Cleared
09/26/2011	J371	NSF Cheque Returned	Debit	-	15.00		Y	Cleared
09/26/2011	J372	Bank Charges for NSF Cheq...	Debit	-	7.00		Y	Cleared
09/27/2011	J373	Bank Charges for NSF Cheq...	Debit	-	32.00		Y	Cleared
09/27/2011	J374	Bank Charges for NSF Cheq...	Debit	-	7.00		Y	Cleared
				52,796.04	62,742.14			

Brooks Public Library

All Journal Entries 09/01/2011 to 09/30/2011

		Account Number	Account Description	Debits	Credits
09/02/2011	J320	Deposit, Fines 4120 1080	Fines, Book Sales and Services Cash In Bank	- 372.87	372.87 -
09/02/2011	J321	Deposit, Resident Cardholder 4090 1080	Resident Cardholder Fees Cash In Bank	- 385.00	385.00 -
09/02/2011	J322	Deposit, Adopt-a-Magazine 4185 1080	Adopt-a-magazine Cash In Bank	- 600.00	600.00 -
09/09/2011	J323	Deposit, Fines 4120 1080	Fines, Book Sales and Services Cash In Bank	- 500.29	500.29 -
09/09/2011	J324	Deposit, Resident Cardholder 4090 1080	Resident Cardholder Fees Cash In Bank	- 375.00	375.00 -
09/09/2011	J325	Deposit, Adopt-a-Magazine 4185 1080	Adopt-a-magazine Cash In Bank	- 200.00	200.00 -
09/22/2011	J327	4383, September 2011, 5020 5030 5090 1080	Shortgrass Library System SLS Expense (Materials) Books and Materials Program Expense Cash In Bank	28,452.00 5,837.12 278.54 -	- - - 34,567.66
09/22/2011	J328	4384, September 2011, 2100 5070 5200 1080	Brodart GST Paid on Purchases Library Supplies Freight and Postage Cash In Bank	129.31 2,523.90 61.96 -	- - - 2,715.17
09/22/2011	J329	4385, September 2011, 2100 5100 1080	Critical Control Solutions Inc. GST Paid on Purchases Repair & Maintenance Cash In Bank	123.90 2,478.00 -	- - 2,601.90
09/22/2011	J330	4386, September 2011, 2100 5160 1080	Xerox Canada Ltd. GST Paid on Purchases Copier & Computer Costs Cash In Bank	12.13 242.59 -	- - 254.72
09/22/2011	J331	4387, September 2011, 2100 5140 1080	Telus Communications GST Paid on Purchases Telephone and Fax Expense Cash In Bank	12.75 262.26 -	- - 275.01
09/22/2011	J332	4388, September 2011, 2100 5220 1080	Brooks Bulletin GST Paid on Purchases Publicity and Advertising Cash In Bank	1.75 35.00 -	- - 36.75
09/22/2011	J333	4389, September 2011, 5080 1080	Water Pure & Simple Administration & Travel Cash In Bank	11.00 -	- 11.00
09/22/2011	J334	4390, September 2011, 2100 5090 1080	Jillian Clarke GST Paid on Purchases Program Expense Cash In Bank	0.05 8.34 -	- - 8.39
09/22/2011	J335	4391, September 2011,	Computing Excellence		

Brooks Public Library
All Journal Entries 09/01/2011 to 09/30/2011

		Account Number	Account Description	Debits	Credits
		2100	GST Paid on Purchases	7.68	-
		5160	Copier & Computer Costs	153.50	-
		1080	Cash In Bank	-	161.18
09/22/2011	J336	4392, September 2011,	Brooks Computer Services Ltd.		
		2100	GST Paid on Purchases	2.75	-
		5060	Payroll Expense	55.00	-
		1080	Cash In Bank	-	57.75
09/22/2011	J337	4393, September 2011,	Brooks Home Hardware		
		2100	GST Paid on Purchases	1.50	-
		5070	Library Supplies	29.98	-
		1080	Cash In Bank	-	31.48
09/22/2011	J338	4394, September 2011,	Cathryn Krochak		
		5090	Program Expense	24.00	-
		1080	Cash In Bank	-	24.00
09/22/2011	J339	4395, September 2011,	Maxine Meldrum		
		2100	GST Paid on Purchases	0.48	-
		5200	Freight and Postage	9.63	-
		1080	Cash In Bank	-	10.11
09/30/2011	J340	4396, September 2011,	Shannon Vossepoel		
		5300	Wages	4,614.50	-
		1080	Cash In Bank	-	2,764.03
		2310	EI Payable	-	82.14
		2320	CPP Payable	-	213.98
		2330	Income Tax Payable	-	885.34
		2400	L.A.P.P.	-	669.01
09/30/2011	J341	4397, September 2011,	Marisa Bader		
		5300	Wages	876.10	-
		1080	Cash In Bank	-	831.58
		2310	EI Payable	-	15.59
		2320	CPP Payable	-	28.93
09/30/2011	J342	4398, Sept 2011,	Jillian Clarke		
		5300	Wages	1,478.41	-
		1080	Cash In Bank	-	1,329.25
		2310	EI Payable	-	26.32
		2320	CPP Payable	-	58.74
		2330	Income Tax Payable	-	64.10
09/30/2011	J343	4399, September 2011,	Bessie Jacowishen		
		5300	Wages	2,722.50	-
		1080	Cash In Bank	-	1,915.56
		2310	EI Payable	-	48.46
		2320	CPP Payable	-	120.92
		2330	Income Tax Payable	-	354.91
		2400	L.A.P.P.	-	231.18
		2420	AUMA Extended Health	-	51.47
09/30/2011	J344	4400, Sept 2011,	Cathryn Krochak		
		5300	Wages	2,197.05	-
		1080	Cash In Bank	-	1,622.25
		2310	EI Payable	-	39.11
		2320	CPP Payable	-	94.79
		2330	Income Tax Payable	-	231.79
		2400	L.A.P.P.	-	186.52
		2420	AUMA Extended Health	-	22.59
09/30/2011	J345	4401, Sept 2011,	Maxine Meldrum		
		5300	Wages	2,522.85	-
		1080	Cash In Bank	-	1,839.21
		2310	EI Payable	-	44.91

Brooks Public Library
All Journal Entries 09/01/2011 to 09/30/2011

		Account Number	Account Description	Debits	Credits
		2320	CPP Payable	-	111.04
		2330	Income Tax Payable	-	308.35
		2400	L.A.P.P.	-	214.20
		2420	AUMA Extended Health	-	5.14
09/30/2011	J346	4402, September 2011,	Bruce Schmidt		
		5300	Wages	573.66	-
		1080	Cash In Bank	-	549.49
		2310	EI Payable	-	10.21
		2320	CPP Payable	-	13.96
09/30/2011	J347	4403, September 2011,	Tamara Van Horne		
		5300	Wages	2,051.10	-
		1080	Cash In Bank	-	1,531.91
		2310	EI Payable	-	36.51
		2320	CPP Payable	-	87.61
		2330	Income Tax Payable	-	197.97
		2400	L.A.P.P.	-	174.13
		2420	AUMA Extended Health	-	22.97
09/30/2011	J348	4404, September 2011,	Cajsa Johnsson		
		5300	Wages	381.89	-
		1080	Cash In Bank	-	370.62
		2310	EI Payable	-	6.80
		2320	CPP Payable	-	4.47
09/30/2011	J349	4405, September 2011,	Canada Customs and Revenue Agency		
		2310	EI Payable	310.05	-
		2320	CPP Payable	734.44	-
		2330	Income Tax Payable	2,042.46	-
		5310	EI Expense	434.06	-
		5320	CPP Expense	734.44	-
		1080	Cash In Bank	-	4,255.45
09/30/2011	J350	4406, September 2011,	Local Authorities Pension Plan		
		2400	L.A.P.P.	1,475.04	-
		5350	L.A.P.P. Expense	1,646.51	-
		1080	Cash In Bank	-	3,121.55
09/30/2011	J351	4407, September 2011,	AMSC Insurance Services Limited		
		2420	AUMA Extended Health	102.17	-
		5340	AUMA Extended Health	238.49	-
		1080	Cash In Bank	-	340.66
09/30/2011	J352	4408, September 2011,	RBC Royal Bank VISA		
		2100	GST Paid on Purchases	58.17	-
		5030	Books and Materials	64.86	-
		5055	Library Equipment	293.23	-
		5070	Library Supplies	610.90	-
		5090	Program Expense	208.37	-
		1080	Cash In Bank	-	1,235.53
09/30/2011	J353	4409, Sept 2011,	Brooks Computer Services Ltd.		
		2100	GST Paid on Purchases	2.75	-
		5060	Payroll Expense	55.00	-
		1080	Cash In Bank	-	57.75
09/30/2011	J354	4410, Sept 2011,	Computing Excellence		
		2100	GST Paid on Purchases	7.68	-
		5160	Copier & Computer Costs	153.50	-
		1080	Cash In Bank	-	161.18
09/16/2011	J355	Deposit, Fines			
		4120	Fines, Book Sales and Services	-	577.97
		1080	Cash In Bank	577.97	-

Brooks Public Library
All Journal Entries 09/01/2011 to 09/30/2011

		Account Number	Account Description	Debits	Credits
09/16/2011	J356	Deposit, Resident Cardholder			
		4090	Resident Cardholder Fees	-	480.00
		1080	Cash In Bank	480.00	-
09/16/2011	J357	Deposit, Adopt-a-Magazine			
		4185	Adopt-a-magazine	-	300.00
		1080	Cash In Bank	300.00	-
09/16/2011	J358	Deposit, Donation			
		4170	Charitable Receipt Donations	-	1,000.00
		1080	Cash In Bank	1,000.00	-
09/23/2011	J359	Deposit, Fines			
		4120	Fines, Book Sales and Services	-	378.55
		1080	Cash In Bank	378.55	-
09/23/2011	J360	Deposit, Resident Cardholder			
		4090	Resident Cardholder Fees	-	325.00
		1080	Cash In Bank	325.00	-
09/23/2011	J361	Deposit, Arc Line- Replacement of Overhead Projector			
		5055	Library Equipment	-	434.76
		1080	Cash In Bank	434.76	-
09/23/2011	J362	Deposit, City of Brooks			
		4020	Town of Brooks	-	46,026.25
		1080	Cash In Bank	46,026.25	-
09/23/2011	J363	Deposit, Adopt-a-Magazine			
		4185	Adopt-a-magazine	-	200.00
		1080	Cash In Bank	200.00	-
09/30/2011	J364	Deposit, Fines			
		4120	Fines, Book Sales and Services	-	299.15
		1080	Cash In Bank	299.15	-
09/30/2011	J365	Deposit, Resident Cardholder			
		4090	Resident Cardholder Fees	-	235.00
		1080	Cash In Bank	235.00	-
09/30/2011	J366	Deposit, Adopt-a-Magazine			
		4185	Adopt-a-magazine	-	100.00
		1080	Cash In Bank	100.00	-
09/26/2011	J370	Deposit, Bank Conversion on Levenger Foundation Cheque Inc. (USD)			
		5250	Bank Charges	-	6.20
		1080	Cash In Bank	6.20	-
09/26/2011	J371	Debit, NSF Cheque Returned			
		4090	Resident Cardholder Fees	15.00	-
		1080	Cash In Bank	-	15.00
09/26/2011	J372	Debit, Bank Charges for NSF Cheque			
		5250	Bank Charges	7.00	-
		1080	Cash In Bank	-	7.00
09/27/2011	J373	Debit,			
		4120	Fines, Book Sales and Services	32.00	-
		1080	Cash In Bank	-	32.00
09/27/2011	J374	Debit, Bank Charges for NSF Cheque			
		5250	Bank Charges	7.00	-
		1080	Cash In Bank	-	7.00
				120,202.34	120,202.34

MINUTES OF REGULAR MEETING OF BROOKS PUBLIC LIBRARY BOARD
November 24, 2011
HELD IN BROOKS PUBLIC LIBRARY

PRESENT: Karen Bonora, Chairman, Tilly Gamble-Altwasser (Vice Chair), Shannon Vossepel (Head Librarian), Cathleen Patterson, Joyce Aasen, Kimberley Sharkey, Lisa Crosby, Nigel Seymour

REGRETS: Dino Champlone, Karen Nelson

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: Karen Bonora called the meeting to order at 6:31 P.M.
2. Welcome Nigel Seymour, newly appointed County of Newell Library Board representative..
3. Approval of Agenda **Tilly/Kimberley moved the approval of the Agenda. Carried.**
4. Consent Agenda: **Moved by Joyce/Cathleen the following items in the Consent Agenda. Carried.**
 - a) October 2011 Board Meeting Minutes.
 - b) November Librarian's Report.
5. Finance Information: **Moved by Tilly/Lisa the November 2011 Finance Meeting Minutes and the September and October 2011 Receipts and Expenditures be approved as submitted. Carried**
 6. Correspondence:
 - a) City of Brooks – Change to Bylaws approving temporary memberships..
 - b) Government of Alberta Culture and Community Spirit - CIP Grant
 - c) Patron Correspondence : Christmas cards have been received by two members from Mr. Chugg.
 - d) Patron Suggestion: Patron suggested that the noise level at times, was somewhat annoying. Shannon has taken appropriate action in providing quiet spaces.

7. Business arising from the October 2011 Board meeting minutes.

a) Temporary Membership Update: By-Law has been approved by the City, and Shortgrass has made program adjustments.

b) Debit Machine/Till Information: A Till has been purchased and will be available for use in January.

8. New Business

a) Shannon Vossepoel Contract renewal: **Moved by Cathleen/Lisa the amended contract be approved. Carried.**

b) Programming Fees – Toddler Time and Story Time: **Moved by Tilly/Kimberley fees for Toddler Time be set at \$6.00 per member and \$18.00 for non-members. Carried.**

c) City of Brooks Gala – December 9th

d) Shortgrass Library System Holiday Party – December 14th

e) Staff and Board Party: It was decided the Staff/Board Party would be held in the spring in the form of a BBQ.

f) Staff Holiday Gift: Shannon will purchase a food tray for the staff.

g) 2012 Proposed Board Meeting Dates: Approved.

h) 2012 Proposed Library Closure Dates: **Moved by Kimberly/Tilly that December 23, 2012 be removed from the Proposed Closure Dates. and on December 31 the library remain open until 3:00pm. Carried.**

9. 2012 -2014 Budget::**Moved by Lisa/Cathleen the amended budged is approved.
Carried.**

10. Adjournment: **Moved by Nigel the meeting adjourn at 8:45 pm.**

11. Next Board Meeting : 6:30 pm. January 26, 2012

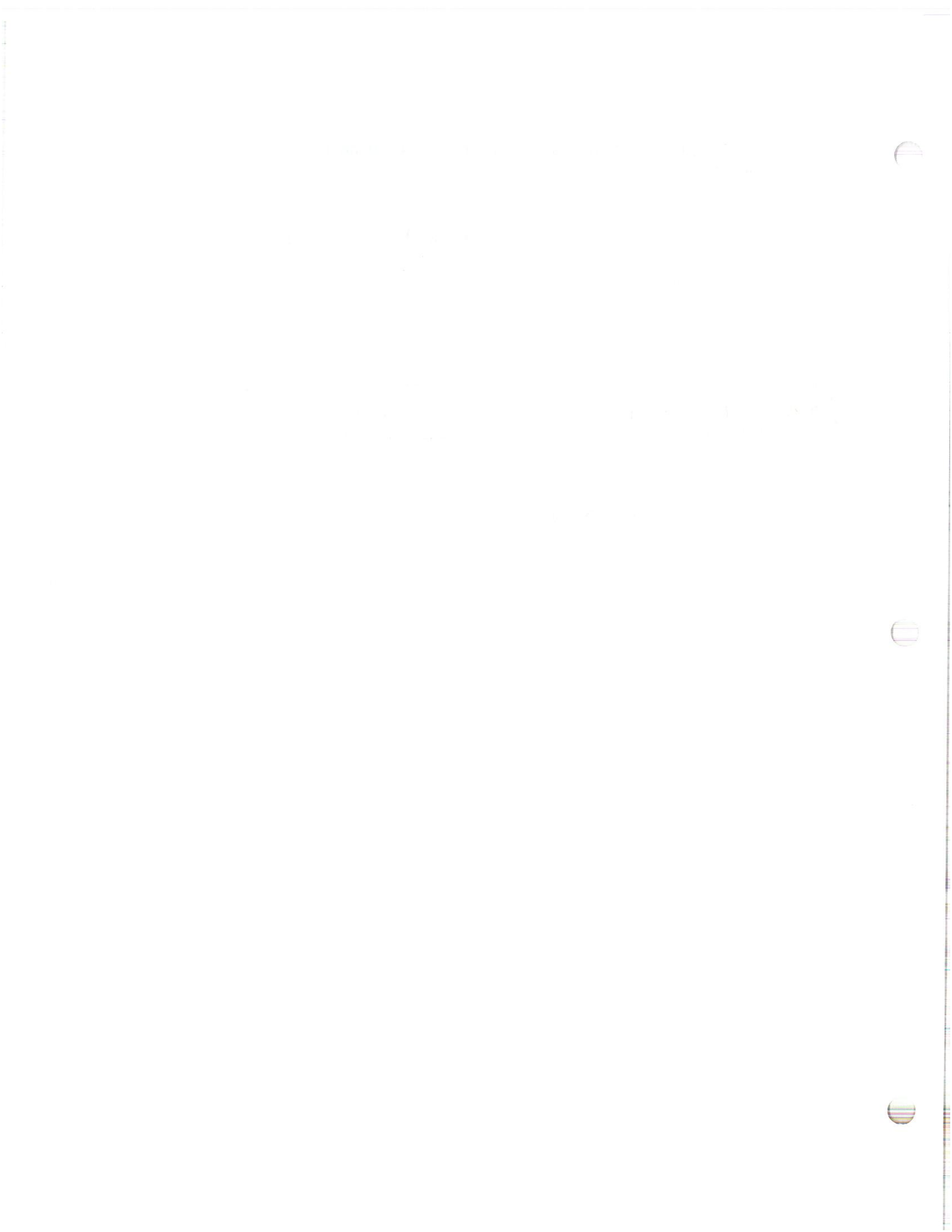
Karen Bonora

Board Chair

Shafiq Majeed

Librarian

Date: *January 26, 2012.*





**Brooks Public Library
Librarian's Report
Submitted by Shannon Vossepoel
November 24, 2011**

Staffing

- 1) **Staff Changes:** Morgan Ware was hired mid-November as our new Library Assistant II. Morgan is in the process of obtaining her Library Technician diploma. Stefanie Connor has resigned her position – her last day will be November 30th.

Collection Management

- 1) **Weeding:** Weeding of Children's and non-fiction movies is now complete – the library's movie collection is now solely DVD. Foremost Public Library has added most of Brooks Public Library's children's VHS to their collection. Weeding of Adult Fiction is expected to be completed by the end of November. Library Staff plan to complete weeding of Young Adult Fiction before the end of the year as well.

Library Renovations

- 1) **Electrical Work:** Shannon has contacted Mario's Electric, the City of Brooks' preferred contractor, for a quote on making the electrical changes necessary to move the computer lab. Unfortunately, they are very busy right now and have not been able to schedule an appointment as yet.
- 2) **Shelving:** Brooks Public Library will close on December 2nd so Library Staff can move the collection around and make room for the computers in the centre of the library.

Programming and Events

- 1) **Brooks Reads:** Congratulations to Jill Clarke who chose this year's Brooks Reads winner: *Sarah's Key* by Tatiana de Rosnay.
- 2) **Holiday Movies:** Celebrate the holidays with great holiday movies: every Sunday in December, BPL will show a classic holiday movie at 2:00pm. Also, every day from December 19-23, BPL will show Holiday Movies for Kids at 2:00pm. November's *Grease: Sing-Along* movie day had 6 people.
- 3) **Toddler Time and Story Time:** Toddler Time and Story Time are running through until December 14th. Registration is down slightly for the holidays with 11 registered for Toddler Time and 4 for Story Time.
- 4) **Wii Game Days:** Wii game days on Thursday afternoons are a favorite ongoing program. Wii gaming will go on hiatus for the holidays following the December 15th game day. It returns on January 12th.
- 5) **RISE Videoconferences:** There are no sessions currently scheduled for December. Sessions in November included topics on law, genealogy, and information for non-profit groups. The genealogy sessions and non-profit sessions have been proving popular with 3-4 people per session.
- 6) **NFB Film Club:** The NFB Film Club has the children's films *Noel Noel* (short) and *Lights for Gita* on December 10th at 2:00pm. Last year's kids films were very popular. There was one attendee for the film club in November.
- 7) **The Gallery:** Upcoming for December is a local exhibit, *Sagebrush Arts*. Currently showing is *Stitched Together: Reflections of Our Past*, a mixed exhibit featuring the Home Children Quilt on loan

to us and a selection of the library's own historical photos. In conjunction with *Stitched Together*, we have also been showing *Nobody's Child: Canada's Home Children*, a documentary that relates to the featured quilt. This exhibit has been very popular and has gotten a lot of publicity.

- 8) **ESL Book Club:** Despite three registrants, there were no attendees for the book club. It was cancelled after three sessions with no participants. ESL Book Club will run again after the holidays, but will likely switch to a different day.
- 9) **Computer Bytes Series:** There were three attendees for the Hobbies and Crafts database session and one for Bibliocommons. We also held a special session on choosing an e-reader on November 17th for the holidays.
- 10) **Twilight Extravaganza:** Twilight Extravaganza attracted 5 teens – a great number for one of our few teen programs. We are hoping to build on this and offer more teen programming in future.
- 11) **Kids Craft Day:** Kids Craft Day: Book Bags filled quickly with all 15 slots taken. Due to expense, however, it has been decided that this program should have a participation fee if run again.

Head Librarian Action Items

- 1) **Change in Signing Authority:** Change in signing authorities is now complete.
- 2) **Debit and Till Changes:** Shannon has purchased a new till for the library in the event that debit services are instated. Shannon is currently obtaining price quotes on debit services for Board consideration.
- 3) **Library Board Appointments:** Nigel Seymour has been appointed by the County of Newell as our new County of Newell Library Board representative.
- 4) **Committees:** Shannon continues to attend various meetings on behalf of the library including the Medieval Faire Society, Family Fun Festival, and various Shortgrass Committees: E-Resources, Database of the Month, Summer Reading Program, and RISE Usage.

**Brooks Library Board
Finance Standing Committee Meeting
4:00pm, November 23, 2011**

Present: Karen Bonora, Cathleen Patterson, Shannon Vossepoel
Regrets: Dino Champlone

- 1) Meeting was called to order at 4:00pm.
- 2) Receipts and Expenditures for the months of September and October 2011 were discussed in detail and reviewed by the Committee. Items of Note:

Receipts for September:

- City of Brooks: Received the final installment of 2011 operational funding.
- Donations: Received \$1000.00 from The Levenger Foundation Inc.
- Adopt-a-Magazine: There were fourteen magazine adoptions in September.

Expenditures for September:

- SLS Expense: Second half of the materials allotment paid out to Shortgrass.
- Books and Materials: Children's and Non-fiction DVDs purchased to replace VHS copies.
- Furnishings and Equipment: Received reimbursement for overhead projector damaged by patron. New wire rack for pamphlet display.
- Library Supplies: DVD cleaning supplies, DVD and audiobook cases, tattletape, book repair supplies, batteries, paper.
- Administration and Travel: Water for office cooler.
- Program Expense: food and drink supplies for various programs, Wii games for Wii Gaming program, Great Barrier Reef videoconference fee, Criterion Pictures movie license.
- Repair and Maintenance: Service contract for microfilm machine.
- Copier and Computer Costs: ink for office printers; copying fees for May 30 – August 31, 2011.
- Freight and Postage: freight charges for supply orders.
- Publicity and Advertising: Library Assistant ad and Library 'Garage Sale' ad.

Receipts for October:

- Adopt-a-Magazine: There were two magazine adoptions in September.

Expenditures for October:

- Books and Materials: Children's and Non-fiction DVDs purchased to replace VHS copies.
- Furnishings and Equipment: Easel for program advertising.
- Library Supplies: DVD cleaning supplies, book labels.
- Administration and Travel: Travel expenses for Shortgrass Professional Development Day (all staff) and the Netspeed Conference (Shannon Vossepoel), water for office cooler.
- Program Expense: Donna MacNaughton writing workshop fee, cupcakes for Snapshot Day, prizes and supplies for Snapshot Day, prize for staff Database of the Month training contest, cupcakes for Super Saturday Halloween.
- Staff Training: Registration fees for nine staff to attend Shortgrass Professional Development Day.

- Copier and Computer Costs: ink for office printers; copying fees for May 30 – August 31, 2011 plus late fee (initial payment was lost in mail).
- Security Monitoring: Annual fee to be reimbursed by City of Brooks.
- Freight and Postage: freight charges for supply orders.
- Professional Memberships: CLA membership renewal for Shannon Vossepoel.

Discussion Points:

- **2012-2014 Budget:** HR committee forwarded suggested amendments to the 2012-2014 Budget for Finance Committee review. Finance committee approved suggested amendments and forwarded the amended 2012-2012 Budget to the City of Brooks Library Board for approval.

3) Meeting was adjourned at 5:10pm.

Board Chair

Head Librarian

Date

Date

Finance Meeting Notes: October 2011

Receipts for October:

- Adopt-a-Magazine: There were two magazine adoptions in September.

Expenditures for October:

- Books and Materials: Children's and Non-fiction DVDs purchased to replace VHS copies.
- Furnishings and Equipment: Easel for program advertising.
- Library Supplies: DVD cleaning supplies, book labels.
- Administration and Travel: Travel expenses for Shortgrass Professional Development Day (all staff) and the Netspeed Conference (Shannon Vossepoel), water for office cooler.
- Program Expense: Donna MacNaughton writing workshop fee, cupcakes for Snapshot Day, prizes and supplies for Snapshot Day, prize for staff Database of the Month training contest, cupcakes for Super Saturday Halloween.
- Staff Training: Registration fees for nine staff to attend Shortgrass Professional Development Day.
- Copier and Computer Costs: ink for office printers; copying fees for May 30 – August 31, 2011 plus late fee (initial payment was lost in mail).
- Security Monitoring: Annual fee to be reimbursed by City of Brooks.
- Freight and Postage: freight charges for supply orders.
- Professional Memberships: CLA membership renewal for Shannon Vossepoel.

Discussion Points:

- 2012-2014 Budget

Brooks Library Board
October 2011 Receipts and Expenditures

Receipts	Annual Budget	Current Month	Total to Date
City of Brooks Annual Funding	184,105.00		184,105.00
City of Brooks Miscellaneous	9,100.00		6,941.15
HRDC – Summer Student	2,000.00		
Province of Alberta	74,836.00		73,337.00
RISE Grants (2011)	13,788.00		13,788.28
Additional Grant Funding	2,562.00		2,306.03
County of Newell Library Board	35,185.00		
2010 Allocated Funds	20,000.00		
Resident Cardholder Fees	20,625.00	1,599.00	16,626.20
Interest Income	0.00		
Miscellaneous	200.00		151.30
Fines, books and services	17,000.00	1,048.68	16,073.22
Non-resident Cardholder Fees	700.00		120.00
Donations	3,000.00		4,227.50
Fundraisers (Friends of the Library)	500.00		
Adopt-a-magazine	2,000.00	200.00	1,900.00
GST Recovery	1,000.00		1,103.16
Total Revenue	\$386,601.00	2,847.68	320,678.84
Expenditures			
SLS Expense (Materials Allot.)	56,904.00		56,904.00
Shortgrass – Non-resident Fees	350.00		
Dynix and Telecom (SLS)	3,000.00		462.32
Books & Materials (Additional)	0.00	501.76	9,883.32
Furnishings and Equipment	6,877.00	37.00	3,939.73
Payroll Expense	900.00		530.00
Library Supplies	8,500.00	799.95	6,060.49
Administration & Travel	4,500.00	316.80	3,249.21
Program Expense	4,000.00	478.64	3,992.04
Repair & Maintenance	3,000.00		2,478.00
Rebinding, Microfilming, and Laminating	1,000.00		560.25
Staff Training	4,500.00	450.00	1,831.08
Telephone & Fax Expense	3,500.00	257.37	2,534.11
Copier & Computer Costs	4,000.00	1,090.07	2,909.35
Security Monitoring	600.00	300.00	300.00
GST Expense	0.00		
Freight & Postage	1,000.00	321.40	796.64
Professional Memberships	600.00	200.00	545.00

Publicity and Advertising	1,770.00		902.59
Audit and Insurance	8,500.00		6,603.00
Bank Charges	200.00	15.00	133.86
Miscellaneous	200.00		
Wages (includes temp. staff and VAC pay)	235,000.00	18,409.31	185,893.80
EI Expense	5,700.00	410.25	4,584.06
CPP Expense	9,900.00	785.48	7,795.78
WCB Expense	900.00		663.71
AUMA Expense	4,000.00	494.45	2,641.95
LAPP Expense	17,200.00	1,665.68	15,543.27
Total Expenses	\$386,601.00	26,533.16	321,737.56

Brooks Public Library

Balance Sheet As at 10/31/2011

ASSET

CURRENT ASSETS

GIC Account	-502.77
GST Recoverable	1,152.16
Building Fund	0.00
Furn. & Shelving Reserve	0.00
Cash On Hand/Float	50.00
Cash In Bank	70,536.59
Reserve Fund	65,000.00
GIC 0001	30,000.00
GIC 0002	7,000.00
Accounts Receivable	60.00
Interest Receivable	133.00

TOTAL CURRENT ASSETS 173,428.98

TOTAL ASSET 173,428.98

LIABILITY

CURRENT LIABILITIES

Accounts Payable	0.00
MNP Accrual	4,830.00
GST Charged on Sales	0.00
GST Paid on Purchases	-5,882.93
GST Paid on Books	0.00
New Account	0.00
Accounts Payable	0.00
Vacation Payable	0.00
EI Payable	0.00
CPP Payable	0.00
Income Tax Payable	0.00
L.A.P.P.	63.74
AUMA Extended Health	-68.30
AB Health Payable	-94.36
W.C.B. Payable	0.00
Miscellaneous	0.00

TOTAL CURRENT LIABILITIES -1,151.85

TOTAL LIABILITY -1,151.85

EQUITY

EARNINGS

Building Fund Reserves	38,314.20
Externally restricted	200.00
Retained Earnings	137,125.35
Current Earnings	-1,058.72

CURRENT EARNINGS 174,580.83

TOTAL EQUITY 174,580.83

LIABILITIES AND EQUITY 173,428.98

Brooks Public Library

Income Statement 10/01/2011 to 10/31/2011

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	1,599.00
Interest Income	0.00
Miscellaneous	0.00
Fines, Book Sales and Services	1,048.68
Non-resident Cardholder Fees	0.00
Charitable Receipt Donations	0.00
Fundraisers	0.00
Adopt-a-magazine	200.00
Medieval Faire	0.00
GST Recovery	0.00
TOTAL REVENUE	2,847.68

TOTAL REVENUE 2,847.68

EXPENSE

EXPENSES	
SLS Expense (Materials)	0.00
SLS - Non-resident fees	0.00
SLS - Dynix and Telecom	0.00
Books and Materials	501.76
New Library Furnishings	0.00
Library Equipment	37.00
Payroll Expense	0.00
Library Supplies	799.95
Administration & Travel	316.80
Recruitment Expense	0.00
Program Expense	478.64
Medieval Faire	0.00
Repair & Maintenance	0.00
Rebinding, Microfilming, Laminati...	0.00
Staff Training	450.00
Telephone and Fax Expense	257.37
Copier & Computer Costs	1,090.07
Security Monitoring	300.00
Computer Main. Contracts	0.00
GST Expense	0.00
Freight and Postage	321.40
Professional Memberships	200.00
Publicity and Advertising	0.00
Audit and Insurance	0.00
Bank Charges	15.00
Miscellaneous	0.00
Wages	18,409.31
Wage Reimbursement	0.00
EI Expense	410.25
CPP Expense	785.48
WCB Expense	0.00
AUMA Extended Health	494.45
L.A.P.P. Expense	1,665.68
AB Health Expense	0.00
TOTAL EXPENSES	26,533.16

Brooks Public Library
Income Statement 10/01/2011 to 10/31/2011

TOTAL EXPENSE	<u>26,533.16</u>
NET INCOME	<u><u>-23,685.48</u></u>

Brooks Public Library

Income Statement 01/01/2011 to 10/31/2011

REVENUE

REVENUE	
Town of Brooks	184,105.00
City of Brooks Misc	6,941.15
HRDC - Summer Student	0.00
Province of Alberta	73,337.00
Industry Canada - CAP 3	0.00
Industry Canada - CAP YI	0.00
PLDI Grant	0.00
County of Newell Library Board	0.00
RISE Grant Funding	13,788.28
Grant Funding	2,306.03
Resident Cardholder Fees	16,626.20
Interest Income	0.00
Miscellaneous	151.30
Fines, Book Sales and Services	16,073.22
Non-resident Cardholder Fees	120.00
Charitable Receipt Donations	4,227.50
Fundraisers	0.00
Adopt-a-magazine	1,900.00
Medieval Faire	0.00
GST Recovery	1,103.16
TOTAL REVENUE	<u>320,678.84</u>

TOTAL REVENUE 320,678.84

EXPENSE

EXPENSES	
SLS Expense (Materials)	56,904.00
SLS - Non-resident fees	0.00
SLS - Dynix and Telecom	462.32
Books and Materials	9,883.32
New Library Furnishings	0.00
Library Equipment	3,939.73
Payroll Expense	530.00
Library Supplies	6,060.49
Administration & Travel	3,249.21
Recruitment Expense	0.00
Program Expense	3,992.04
Medieval Faire	0.00
Repair & Maintenance	2,478.00
Rebinding, Microfilming, Laminati...	560.25
Staff Training	1,831.08
Telephone and Fax Expense	2,534.11
Copier & Computer Costs	2,909.35
Security Monitoring	300.00
Computer Main. Contracts	0.00
GST Expense	0.00
Freight and Postage	796.64
Professional Memberships	545.00
Publicity and Advertising	902.59
Audit and Insurance	6,603.00
Bank Charges	133.86
Miscellaneous	0.00
Wages	185,893.80
Wage Reimbursement	0.00
EI Expense	4,584.06
CPP Expense	7,795.78
WCB Expense	663.71
AUMA Extended Health	2,641.95
L.A.P.P. Expense	15,543.27
AB Health Expense	0.00
TOTAL EXPENSES	<u>321,737.56</u>

Brooks Public Library
Income Statement 01/01/2011 to 10/31/2011

TOTAL EXPENSE	<u>321,737.56</u>
NET INCOME	<u><u>-1,058.72</u></u>

Brooks Public Library

Reconciliation Transactions Detail Report 10/01/2011 to 10/31/2011

Account: 1080 Cash In Bank

Date	JE#	Comment	Source	Deposits	Withdrawals	Dep...	Cleared	Status
10/07/2011	J367	Fines	Deposit	339.01	-		Y	Cleared
10/07/2011	J368	Resident Cardholder	Deposit	545.00	-		Y	Cleared
10/07/2011	J369	Adopt-a-Magazine	Deposit	200.00	-		Y	Cleared
10/18/2011	J375	October 2011, Brodart	4411	-	697.10		Y	Cleared
10/18/2011	J376	October 2011, Shortgrass Li...	4412	-	798.60		Y	Cleared
10/18/2011	J377	October 2011, Carr McLean	4413	-	271.38		Y	Cleared
10/18/2011	J378	October 2011, Cathryn Kroc...	4414	-	71.00		Y	Cleared
10/18/2011	J379	October 2011, Bessie Jacow...	4415	-	66.00		Y	Cleared
10/18/2011	J380	October 2011, Diem Enterpri...	4416	-	50.00		Y	Cleared
10/18/2011	J381	October 2011, Annie Neusta...	4417	-	112.50		N	Outstanding
10/18/2011	J382	October 2011, Securtek - A ...	4418	-	315.00		Y	Cleared
10/18/2011	J383	October 2011, Canadian Libr...	4419	-	200.00		Y	Cleared
10/18/2011	J384	October 2011, Water Pure & ...	4420	-	11.00		Y	Cleared
10/18/2011	J385	October 2011, Jillian Clarke	4421	-	46.70		Y	Cleared
10/26/2011	J387	October 2011, Xerox Canad...	4422	-	259.37		N	Outstanding
10/27/2011	J388	October 2011, Shannon Vos...	4423	-	168.80		Y	Cleared
10/27/2011	J389	October 2011, Telus Commu...	4424	-	270.15		N	Outstanding
10/27/2011	J390	October 2011, RBC Royal B...	4425	-	870.83		N	Outstanding
10/27/2011	J391	October 2011, Memory Lane...	4426	-	809.54		N	Outstanding
10/31/2011	J392	Oct 2011, Shannon Vossepoel	4427	-	2,674.25		Y	Cleared
10/31/2011	J393	October 2011, Marisa Bader	4428	-	1,003.12		Y	Cleared
10/31/2011	J394	Oct 2011, Jillian Clarke	4429	-	1,219.06		Y	Cleared
10/31/2011	J395	Oct 2011, Bessie Jacowishen	4430	-	1,871.05		Y	Cleared
10/31/2011	J396	Oct 2011, Cathryn Krochak	4431	-	1,568.66		Y	Cleared
10/31/2011	J397	October 2011, Maxine Meldr...	4432	-	1,828.05		N	Outstanding
10/31/2011	J398	October 2011, Bruce Schmid	4433	-	711.92		N	Outstanding
10/31/2011	J399	October 2011, Tamara Van ...	4434	-	1,766.42		Y	Cleared
10/31/2011	J400	October 2011, Stefanie Con...	4435	-	894.43		N	Outstanding
10/31/2011	J401	October 2011, Canada Cust...	4436	-	4,364.00		N	Outstanding
10/31/2011	J402	October 2011, Local Authorit...	4437	-	3,157.87		N	Outstanding
10/31/2011	J403	October 2011, AMSC Insura...	4438	-	706.34		N	Outstanding
10/31/2011	J404	Oct 31 2011, Jillian Clarke	4439	-	13.98		Y	Cleared
10/14/2011	J405	Fines	Deposit	188.71	-		Y	Cleared
10/14/2011	J406	Resident Cardholder	Deposit	210.00	-		Y	Cleared
10/21/2011	J407	Fines	Deposit	396.20	-		Y	Cleared
10/21/2011	J408	Resident Cardholder	Deposit	350.00	-		Y	Cleared
10/28/2011	J409	Fines	Deposit	237.26	-		Y	Cleared
10/28/2011	J410	Resident Cardholder	Deposit	494.00	-		Y	Cleared
10/26/2011	J419	Bank Charges-Stop Paymen...	Debit	-	15.00		Y	Cleared
				2,960.18	26,812.12			

Brooks Public Library
All Journal Entries 10/01/2011 to 10/31/2011

		Account Number	Account Description	Debits	Credits
10/07/2011	J367	Deposit, Fines			
		4120	Fines, Book Sales and Services	-	339.01
		1080	Cash In Bank	339.01	-
10/07/2011	J368	Deposit, Resident Cardholder			
		4090	Resident Cardholder Fees	-	545.00
		1080	Cash In Bank	545.00	-
10/07/2011	J369	Deposit, Adopt-a-Magazine			
		4185	Adopt-a-magazine	-	200.00
		1080	Cash In Bank	200.00	-
10/18/2011	J375	4411, October 2011, Brodart			
		2100	GST Paid on Purchases	33.20	-
		5055	Library Equipment	37.00	-
		5070	Library Supplies	574.00	-
		5200	Freight and Postage	52.90	-
		1080	Cash In Bank	-	697.10
10/18/2011	J376	4412, October 2011, Shortgrass Library System			
		5030	Books and Materials	501.76	-
		5130	Staff Training	225.00	-
		5160	Copier & Computer Costs	71.84	-
		1080	Cash In Bank	-	798.60
10/18/2011	J377	4413, October 2011, Carr McLean			
		2100	GST Paid on Purchases	12.93	-
		5070	Library Supplies	225.95	-
		5200	Freight and Postage	32.50	-
		1080	Cash In Bank	-	271.38
10/18/2011	J378	4414, October 2011, Cathryn Krochak			
		5080	Administration & Travel	71.00	-
		1080	Cash In Bank	-	71.00
10/18/2011	J379	4415, October 2011, Bessie Jacowishen			
		5080	Administration & Travel	66.00	-
		1080	Cash In Bank	-	66.00
10/18/2011	J380	4416, October 2011, Diem Enterprises Ltd.			
		5090	Program Expense	50.00	-
		1080	Cash In Bank	-	50.00
10/18/2011	J381	4417, October 2011, Annie Neustaeter			
		4120	Fines, Book Sales and Services	112.50	-
		1080	Cash In Bank	-	112.50
10/18/2011	J382	4418, October 2011, Securtek - A SaskTel Company			
		2100	GST Paid on Purchases	15.00	-
		5170	Security Monitoring	300.00	-
		1080	Cash In Bank	-	315.00
10/18/2011	J383	4419, October 2011, Canadian Library Association			
		5210	Professional Memberships	200.00	-
		1080	Cash In Bank	-	200.00
10/18/2011	J384	4420, October 2011, Water Pure & Simple			
		5080	Administration & Travel	11.00	-
		1080	Cash In Bank	-	11.00
10/18/2011	J385	4421, October 2011, Jillian Clarke			
		2100	GST Paid on Purchases	0.40	-
		5090	Program Expense	46.30	-
		1080	Cash In Bank	-	46.70
10/26/2011	J387	4422, October 2011, Xerox Canada Ltd.			

Brooks Public Library
All Journal Entries 10/01/2011 to 10/31/2011

		Account Number	Account Description	Debits	Credits
		2100	GST Paid on Purchases	12.13	-
		5160	Copier & Computer Costs	247.24	-
		1080	Cash In Bank	-	259.37
10/27/2011	J388	4423, October 2011, Shannon Vossepoel			
		5080	Administration & Travel	168.80	-
		1080	Cash In Bank	-	168.80
10/27/2011	J389	4424, October 2011, Telus Communications			
		2100	GST Paid on Purchases	12.78	-
		5140	Telephone and Fax Expense	257.37	-
		1080	Cash In Bank	-	270.15
10/27/2011	J390	4425, October 2011, RBC Royal Bank VISA			
		2100	GST Paid on Purchases	41.47	-
		5090	Program Expense	368.36	-
		5130	Staff Training	225.00	-
		5200	Freight and Postage	236.00	-
		1080	Cash In Bank	-	870.83
10/27/2011	J391	4426, October 2011, Memory Lane Computers			
		2100	GST Paid on Purchases	38.55	-
		5160	Copier & Computer Costs	770.99	-
		1080	Cash In Bank	-	809.54
10/31/2011	J392	4427, Oct 2011, Shannon Vossepoel			
		5300	Wages	4,614.50	-
		1080	Cash In Bank	-	2,674.25
		2310	EI Payable	-	47.50
		2320	CPP Payable	-	215.95
		2330	Income Tax Payable	-	898.07
		2400	L.A.P.P.	-	669.01
		2420	AUMA Extended Health	-	109.72
10/31/2011	J393	4428, October 2011, Marisa Bader			
		5300	Wages	1,067.04	-
		1080	Cash In Bank	-	1,003.12
		2310	EI Payable	-	18.99
		2320	CPP Payable	-	38.38
		2330	Income Tax Payable	-	6.55
10/31/2011	J394	4429, Oct 2011, Jillian Clarke			
		5300	Wages	1,339.42	-
		1080	Cash In Bank	-	1,219.06
		2310	EI Payable	-	23.84
		2320	CPP Payable	-	51.86
		2330	Income Tax Payable	-	44.66
10/31/2011	J395	4430, Oct 2011, Bessie Jacowishen			
		5300	Wages	2,649.90	-
		1080	Cash In Bank	-	1,871.05
		2310	EI Payable	-	47.17
		2320	CPP Payable	-	117.33
		2330	Income Tax Payable	-	337.98
		2400	L.A.P.P.	-	224.90
		2420	AUMA Extended Health	-	51.47
10/31/2011	J396	4431, Oct 2011, Cathryn Krochak			
		5300	Wages	2,109.75	-
		1080	Cash In Bank	-	1,568.66
		2310	EI Payable	-	37.55
		2320	CPP Payable	-	90.47
		2330	Income Tax Payable	-	211.43
		2400	L.A.P.P.	-	179.05
		2420	AUMA Extended Health	-	22.59

Brooks Public Library
All Journal Entries 10/01/2011 to 10/31/2011

		Account Number	Account Description	Debits	Credits
10/31/2011	J397	4432, October 2011, Maxine Meldrum			
		5300	Wages	2,504.70	-
		1080	Cash In Bank	-	1,828.05
		2310	EI Payable	-	44.58
		2320	CPP Payable	-	110.14
		2330	Income Tax Payable	-	304.12
		2400	L.A.P.P.	-	212.67
		2420	AUMA Extended Health	-	5.14
10/31/2011	J398	4433, October 2011, Bruce Schmidt			
		5300	Wages	747.81	-
		1080	Cash In Bank	-	711.92
		2310	EI Payable	-	13.31
		2320	CPP Payable	-	22.58
10/31/2011	J399	4434, October 2011, Tamara Van Horne			
		5300	Wages	2,432.70	-
		1080	Cash In Bank	-	1,766.42
		2310	EI Payable	-	43.30
		2320	CPP Payable	-	106.50
		2330	Income Tax Payable	-	286.95
		2400	L.A.P.P.	-	206.56
		2420	AUMA Extended Health	-	22.97
10/31/2011	J400	4435, October 2011, Stefanie Connor			
		5300	Wages	943.49	-
		1080	Cash In Bank	-	894.43
		2310	EI Payable	-	16.79
		2320	CPP Payable	-	32.27
10/31/2011	J401	4436, October 2011, Canada Customs and Revenue Agency			
		2310	EI Payable	293.03	-
		2320	CPP Payable	785.48	-
		2330	Income Tax Payable	2,089.76	-
		5310	EI Expense	410.25	-
		5320	CPP Expense	785.48	-
		1080	Cash In Bank	-	4,364.00
10/31/2011	J402	4437, October 2011, Local Authorities Pension Plan			
		2400	L.A.P.P.	1,492.19	-
		5350	L.A.P.P. Expense	1,665.68	-
		1080	Cash In Bank	-	3,157.87
10/31/2011	J403	4438, October 2011, AMSC Insurance Services Limited			
		2420	AUMA Extended Health	211.89	-
		5340	AUMA Extended Health	494.45	-
		1080	Cash In Bank	-	706.34
10/31/2011	J404	4439, Oct 31 2011, Jillian Clarke			
		5090	Program Expense	13.98	-
		1080	Cash In Bank	-	13.98
10/14/2011	J405	Deposit, Fines			
		4120	Fines, Book Sales and Services	-	188.71
		1080	Cash In Bank	188.71	-
10/14/2011	J406	Deposit, Resident Cardholder			
		4090	Resident Cardholder Fees	-	210.00
		1080	Cash In Bank	210.00	-
10/21/2011	J407	Deposit, Fines			
		4120	Fines, Book Sales and Services	-	396.20
		1080	Cash In Bank	396.20	-
10/21/2011	J408	Deposit, Resident Cardholder			
		4090	Resident Cardholder Fees	-	350.00

Brooks Public Library
All Journal Entries 10/01/2011 to 10/31/2011

		Account Number	Account Description	Debits	Credits
		1080	Cash In Bank	350.00	-
10/28/2011	J409	Deposit, Fines			
		4120	Fines, Book Sales and Services	-	237.26
		1080	Cash In Bank	237.26	-
10/28/2011	J410	Deposit, Resident Cardholder			
		4090	Resident Cardholder Fees	-	494.00
		1080	Cash In Bank	494.00	-
10/26/2011	J419	Debit, Bank Charges-Stop Payment Fee			
		5250	Bank Charges	15.00	-
		1080	Cash In Bank	-	15.00
				<u>34,644.65</u>	<u>34,644.65</u>

MINUTES OF REGULAR MEETING OF BROOKS PUBLIC LIBRARY BOARD
January 27, 2011
HELD IN BROOKS PUBLIC LIBRARY

PRESENT: Tilly Gamble-Altwasser (Vice Chair), , Shannon Vossepoel (Head Librarian), Kimberley Sharkey, Karen Bonora, Gloria Evens, Cathleen Patterson, Karen Nelson, Joyce Aasen,

REGRETS: Dino Champlone, Elsie Strach

VISION STATEMENT

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

MISSION STATEMENT

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

1. Call to Order: Tilly called the meeting to order at 6:35 P.M.
2. Approval of Agenda **Gloria/Karen N. moved the approval of the Agenda. Carried.**
3. Consent Agenda: **Moved by Karen B. / Karen N. the following items in the Consent Agenda. Carried.**
 - a) November 2010 Board Meeting Minutes
 - b) January Finance Committee Meeting Minutes
 - c) November and December 2010 Receipts and Expenditures
 - d) January Librarian's Report
4. Correspondence:
 - a) Shortgrass Library System – September 15th Board Meeting Minutes.
 - b) Shortgrass Library System – ALC 2011 Charter Bus
 - c) Shortgrass Library System – December RISE Review
 - d) Shortgrass Library System – December 2010 Shortgrass Clippings
 - e) Marigold Library System – December 2010 Marigold Report
 - f) City of Brooks -cc on response to patron Warren Chugg
 - g) County of Newell No. 4 – re: 2011 Library Budget
 - h) Lethbridge Historical Society – book donation
 - i) Cantara Safe House – Thank you

5. Business arising from the November 2010 Board meeting minutes.

a) Staff and Board Holiday Party – February 2011

It was suggested that a BBQ be held on a Monday in May. Shannon will e-mail possible dates.

b) Staff Recognition – Tamara Van Horne and Shannon Vossepoel

This will be done in conjunction with the above function.

c) Bibliocommons – expected to go public Summer 2011

Shannon commented on this new technology which adds social networking to the library catalogue and will be coming in the Summer.

6. New Business:

a) 2011 Proposed Board Meeting dates.

The following proposed Board Meeting Dates were approved with the exception of the February 24th.

January 27, March 24, May 26, June 23, September 22, October 27 and November 24. **No meetings in April, July, August or December**

b) 2011 Proposed Library closure dates

This item was tabled until the Board could look at the usage figures from December 2010

c) Library Roof. Moisture is coming in from the melt of snow on the old roof previous to the new roof going on. The City is working on this problem, and it will eventually be solved with time.

d) Brooks Public Library 60th Anniversary Event.

Scheduled for March 10th and will be an all day affair with cake, balloons, and prizes including a Kobo e-reader and free membership. Invitations will be sent to City, County, past board members etc.

e) Employee sick leave request.

Cathleen/Gloria moved that we give Maxine Meldrum an unpaid leave of absence as requested by her doctor. Carried

f) Alberta Library Conference

Shannon advised that we had one room only for the Jasper Conference. Cathleen will advise Shannon as to whether she will attend.

g) Basement storage items

Shannon was advised that she should dispose of items in the basement as she saw fit.

h) Reserve fund

Moved by Kimberley/Cathleen that we move \$75,000.00 into an interest bearing account. This account to be referred to as a Reserve Fund Account. Carried.

Moved by Kimberley/Karen B. that funds may be transferred to/from the Reserve fund at the discretion of the Finance Committee. Carried.

i) HR committee meeting

Shannon will organize a meeting of the HR Committee to clarify some items of her contract.

j) Warren Chugg contact

Ongoing harassment by this gentlemen has resulted in his arrest today with certain stipulations as non contact with the Library, Board, City, etc.

k) Patron Survey


The Patron survey for the Annual Report will commence on January 31, 2011. Will look into using "Survey Monkey" for distributing surveys online next year.

7. 2011 Budget

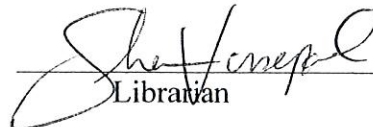
Moved by Karen N./Karen B. the budget be approved as presented. Carried.

8. **Moved by Gloria the meeting adjourn at 7:55 pm.**

9. Next Board Meeting to be advised.



Board Chair



Librarian

Date: February 17, 2011

**Brooks Library Board
Finance Standing Committee Meeting
4:00pm, January 24, 2012**

Present: Karen Bonora, Cathleen Patterson, Dino Champlone, Shannon Vossepoel

- 1) Meeting was called to order at 4:00pm.
- 2) Receipts and Expenditures for the months of November and December 2011 were discussed in detail and reviewed by the Committee. Items of Note:

Receipts for November:

- City of Brooks Miscellaneous: Reimbursement for library security monitoring fees.
- HRDC Summer Student: grant covering portion of summer student wages.
- County of Newell Library Board: 2011 annual funding.
- 2010 Allocated Funds: Funds from 2010 transferred to 2011 accounts as per Library Board.
- Adopt a Magazine – one magazine adopted in November.

Expenditures for November:

- Books and Materials: Cowboy poetry and local history purchased from local author.
- Library Supplies: DVD cases, labels, pens, payroll book, binders, toner for fax machine, new cash register.
- Administration and Travel: nametag for new staff member.
- Program Expense: supplies for Super Saturday programs, coffee for programs.
- Staff Training: Registration fees for nine staff to attend Shortgrass Professional Development Day.
- Copier and Computer Costs: ink for office printers; late payment charge for copying fees.
- Freight and Postage: freight charges for supply orders.
- Publicity and Advertising: classified ad for Library Assistant opening.

Receipts for December:

- Donations: \$150 from Joseph M. Hajash, \$50 from Jacqueline Hajash, \$50 from Mary Bessey, \$250 from anonymous donor.

Expenditures for December:

- Shortgrass Non-Resident Fees: Shortfall due to Duchess joining Shortgrass System in March – no non-resident fees after that date.
- Books and Materials: Children's and non-fiction DVDs.
- Furnishings and Equipment: Wii nunchuks, iPad, videocamera and accessories for YouTube marketing and programming, staff printer, desks and chairs for new computer lab, Kinect, laptops for mobile lab, barcode scanners, Simply Accounting 2012.
- Library Supplies: restocking craft supplies (poster board, crayons, markers, glue, tape, foam board, cups, plates, etc.), cleaning supplies, compact disc cases, DVD cases, labels, power bar, extension cord.
- Administration and Travel: water for office cooler, Christmas present (food trays) for staff from Library Board, pizza lunch for volunteers that helped with library reorganization, nametag for new staff member.
- Program Expense: Tote Bags for craft program, iTunes card for iPad, programming/craft supplies.

- Staff Training: Registration fees for three staff to attend Rhymes that Bind Facilitator Training.
- Copier and Computer Costs: ink for office printers; photocopying fees from August-November 2011, Access Copyright annual fee.
- Freight and Postage: freight charges for supply orders, shipping fees for exam proctoring.
- Professional Memberships: Library Association of Alberta fee, Alberta Library Trustees Association fee.
- Publicity and Advertising: classified ad for Library Book Sale.

Discussion Points:

- **2012-2014 Budget:** Finance committee forwarded finalized draft budget for approval to Library Board.
- **Shannon Vossepoel Signing Authority:** Finance committee began arrangements to remove Shannon Vossepoel as a signing authority.

3) Meeting was adjourned at 4:45pm.

Board Chair

Head Librarian

Date

Date

Finance Meeting Notes: November 2011

Receipts for November:

- City of Brooks Miscellaneous: Reimbursement for library security monitoring fees.
- HRDC Summer Student: grant covering portion of summer student wages.
- County of Newell Library Board: 2011 annual funding.
- 2010 Allocated Funds: Funds from 2010 transferred to 2011 accounts as per Library Board.
- Adopt a Magazine – one magazine adopted in November.

Expenditures for November:

- Books and Materials: Cowboy poetry and local history purchased from local author.
- Library Supplies: DVD cases, labels, pens, payroll book, binders, toner for fax machine, new cash register.
- Administration and Travel: nametag for new staff member.
- Program Expense: supplies for Super Saturday programs, coffee for programs.
- Staff Training: Registration fees for nine staff to attend Shortgrass Professional Development Day.
- Copier and Computer Costs: ink for office printers; late payment charge for copying fees.
- Freight and Postage: freight charges for supply orders.
- Publicity and Advertising: classified ad for Library Assistant opening.

Discussion Points:

- None

Brooks Library Board
November 2011 Receipts and Expenditures

Receipts	Annual Budget	Current Month	Total to Date
City of Brooks Annual Funding	184,105.00		184,105.00
City of Brooks Miscellaneous	9,100.00	315.00	7,256.15
HRDC – Summer Student	2,000.00	2,108.00	2,108.00
Province of Alberta	74,836.00		73,337.00
RISE Grants (2011)	13,788.00		13,788.28
Additional Grant Funding	2,562.00		2,306.03
County of Newell Library Board	35,185.00	35,185.49	35,185.49
2010 Allocated Funds	20,000.00	20,000.00	20,000.00
Resident Cardholder Fees	20,625.00	1,350.00	17,976.20
Interest Income	0.00		
Miscellaneous	200.00		151.30
Fines, books and services	17,000.00	1,666.18	17,739.40
Non-resident Cardholder Fees	700.00		120.00
Donations	3,000.00		4,227.50
Fundraisers (Friends of the Library)	500.00		
Adopt-a-magazine	2,000.00	100.00	2,000.00
GST Recovery	1,000.00		1,103.16
Total Revenue	\$386,601.00	60,724.67	381,403.51
Expenditures			
SLS Expense (Materials Allot.)	56,904.00		56,904.00
Shortgrass – Non-resident Fees	350.00		
Dynix and Telecom (SLS)	3,000.00		462.32
Books & Materials (Additional)	0.00	94.13	9,977.45
Furnishings and Equipment	6,877.00		3,939.73
Payroll Expense	900.00	55.00	585.00
Library Supplies	8,500.00	836.89	6,897.38
Administration & Travel	4,500.00	7.50	3,256.71
Program Expense	4,000.00	62.35	4,054.39
Repair & Maintenance	3,000.00		2,478.00
Rebinding, Microfilming, and Laminating	1,000.00		560.25
Staff Training	4,500.00		1,831.08
Telephone & Fax Expense	3,500.00	257.43	2,791.54
Copier & Computer Costs	4,000.00	980.76	3,890.11
Security Monitoring	600.00		300.00
GST Expense	0.00		
Freight & Postage	1,000.00	43.12	839.76
Professional Memberships	600.00		545.00

Publicity and Advertising	1,770.00	27.00	929.59
Audit and Insurance	8,500.00		6,603.00
Bank Charges	200.00		133.86
Miscellaneous	200.00		
Wages (includes temp. staff and VAC pay)	235,000.00	17,990.97	203,884.77
EI Expense	5,700.00	333.35	4,917.41
CPP Expense	9,900.00	624.63	8,420.41
WCB Expense	900.00		663.71
AUMA Expense	4,000.00	366.47	3,008.42
LAPP Expense	17,200.00	1,686.75	17,230.02
Total Expenses	\$386,601.00	23,366.35	345,103.91

Brooks Public Library
Balance Sheet As at 11/30/2011

ASSET**CURRENT ASSETS**

GIC Account	-502.77
GST Recoverable	1,152.16
Building Fund	0.00
Furn. & Shelving Reserve	0.00
Cash On Hand/Float	50.00
Cash In Bank	87,779.74
Reserve Fund	65,000.00
GIC 0001	30,000.00
GIC 0002	7,000.00
Accounts Receivable	60.00
Interest Receivable	133.00

TOTAL CURRENT ASSETS	<u>190,672.13</u>
-----------------------------	-------------------

TOTAL ASSET	<u><u>190,672.13</u></u>
--------------------	--------------------------

LIABILITY**CURRENT LIABILITIES**

Accounts Payable	0.00
MNP Accrual	4,830.00
GST Charged on Sales	0.00
GST Paid on Purchases	-5,998.10
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	-68.30
AB Health Payable	-94.36
W.C.B. Payable	0.00
Miscellaneous	0.00

TOTAL CURRENT LIABILITIES	<u>-1,267.02</u>
----------------------------------	------------------

TOTAL LIABILITY	<u>-1,267.02</u>
------------------------	------------------

EQUITY**EARNINGS**

Building Fund Reserves	38,314.20
Externally restricted	200.00
Retained Earnings	137,125.35
Current Earnings	16,299.60

CURRENT EARNINGS	<u>191,939.15</u>
-------------------------	-------------------

TOTAL EQUITY	<u>191,939.15</u>
---------------------	-------------------

LIABILITIES AND EQUITY	<u><u>190,672.13</u></u>
-------------------------------	--------------------------

Brooks Public Library

Income Statement 11/01/2011 to 11/30/2011

REVENUE

REVENUE

Town of Brooks	0.00
City of Brooks Misc	315.00
HRDC - Summer Student	2,108.00
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	35,185.49
RISE Grant Funding	0.00
Grant Funding	0.00
Resident Cardholder Fees	1,350.00
Interest Income	0.00
Miscellaneous	0.00
Fines, Book Sales and Services	1,666.18
Non-resident Cardholder Fees	0.00
Charitable Receipt Donations	0.00
Fundraisers	0.00
Adopt-a-magazine	100.00
Medieval Faire	0.00
GST Recovery	0.00

TOTAL REVENUE	40,724.67
----------------------	------------------

TOTAL REVENUE	40,724.67
----------------------	------------------

EXPENSE

EXPENSES

SLS Expense (Materials)	0.00
SLS - Non-resident fees	0.00
SLS - Dynix and Telecom	0.00
Books and Materials	94.13
New Library Furnishings	0.00
Library Equipment	0.00
Payroll Expense	55.00
Library Supplies	836.89
Administration & Travel	7.50
Recruitment Expense	0.00
Program Expense	62.35
Medieval Faire	0.00
Repair & Maintenance	0.00
Rebinding, Microfilming, Laminati...	0.00
Staff Training	0.00
Telephone and Fax Expense	257.43
Copier & Computer Costs	980.76
Security Monitoring	0.00
Computer Main. Contracts	0.00
GST Expense	0.00
Freight and Postage	43.12
Professional Memberships	0.00
Publicity and Advertising	27.00
Audit and Insurance	0.00
Bank Charges	0.00
Miscellaneous	0.00
Wages	17,990.97
Wage Reimbursement	0.00
EI Expense	333.35
CPP Expense	624.63
WCB Expense	0.00
AUMA Extended Health	366.47
L.A.P.P. Expense	1,686.75
AB Health Expense	0.00

TOTAL EXPENSES	23,366.35
-----------------------	------------------

Brooks Public Library
Income Statement 11/01/2011 to 11/30/2011

TOTAL EXPENSE	<u>23,366.35</u>
NET INCOME	<u><u>17,358.32</u></u>

Brooks Public Library

Income Statement 01/01/2011 to 11/30/2011

REVENUE

REVENUE

Town of Brooks	184,105.00
City of Brooks Misc	7,256.15
HRDC - Summer Student	2,108.00
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	35,185.49
RISE Grant Funding	13,788.28
Grant Funding	2,306.03
Resident Cardholder Fees	17,976.20
Interest Income	0.00
Miscellaneous	151.30
Fines, Book Sales and Services	17,739.40
Non-resident Cardholder Fees	120.00
Charitable Receipt Donations	4,227.50
Fundraisers	0.00
Adopt-a-magazine	2,000.00
Medieval Faire	0.00
GST Recovery	1,103.16
TOTAL REVENUE	361,403.51

TOTAL REVENUE 361,403.51

EXPENSE

EXPENSES

SLS Expense (Materials)	56,904.00
SLS - Non-resident fees	0.00
SLS - Dynix and Telecom	462.32
Books and Materials	9,977.45
New Library Furnishings	0.00
Library Equipment	3,939.73
Payroll Expense	585.00
Library Supplies	6,897.38
Administration & Travel	3,256.71
Recruitment Expense	0.00
Program Expense	4,054.39
Medieval Faire	0.00
Repair & Maintenance	2,478.00
Rebinding, Microfilming, Laminati...	560.25
Staff Training	1,831.08
Telephone and Fax Expense	2,791.54
Copier & Computer Costs	3,890.11
Security Monitoring	300.00
Computer Main. Contracts	0.00
GST Expense	0.00
Freight and Postage	839.76
Professional Memberships	545.00
Publicity and Advertising	929.59
Audit and Insurance	6,603.00
Bank Charges	133.86
Miscellaneous	0.00
Wages	203,884.77
Wage Reimbursement	0.00
EI Expense	4,917.41
CPP Expense	8,420.41
WCB Expense	663.71
AUMA Extended Health	3,008.42
L.A.P.P. Expense	17,230.02
AB Health Expense	0.00
TOTAL EXPENSES	345,103.91

Brooks Public Library
Income Statement 01/01/2011 to 11/30/2011

TOTAL EXPENSE	<u>345,103.91</u>
NET INCOME	<u><u>16,299.60</u></u>

Brooks Public Library

Reconciliation Transactions Detail Report 11/01/2011 to 11/30/2011

Account: 1080 Cash In Bank

Date	JE#	Comment	Source	Deposits	Withdrawals	Dep...	Cleared	Status
11/04/2011	J411	Fines	Deposit	327.45	-		Y	Cleared
11/04/2011	J412	Resident Cardholder	Deposit	410.00	-		Y	Cleared
11/04/2011	J413	Adopt-a-Magazine	Deposit	100.00	-		Y	Cleared
11/04/2011	J414	City of Brooks	Deposit	315.00	-		Y	Cleared
11/04/2011	J415	Government of Alberta	Deposit	2,108.00	-		Y	Cleared
11/04/2011	J416	ICAN - Videoconference Ser...	Deposit	675.00	-		Y	Cleared
11/10/2011	J417	Fines	Deposit	220.30	-		Y	Cleared
11/10/2011	J418	Resident Cardholder	Deposit	215.00	-		Y	Cleared
11/16/2011	J420	November 2011, Joyce Palli...	4440	-	73.35		Y	Cleared
11/18/2011	J421	November 2011, Telus Com...	4441	-	270.21		Y	Cleared
11/18/2011	J422	November 2011, Computing ...	4442	-	241.77		Y	Cleared
11/18/2011	J423	November 2011, Brooks Bull...	4443	-	28.35		Y	Cleared
11/18/2011	J424	November 2011, Brooks Co...	4444	-	57.75		Y	Cleared
11/18/2011	J425	November 2011, Brodart	4445	-	360.28		Y	Cleared
11/18/2011	J426	November 2011, Xerox Can...	4446	-	3.96		Y	Cleared
11/30/2011	J427	November 2011, Shannon V...	4447	-	2,923.09		Y	Cleared
11/30/2011	J428	November 2011, Jillian Clarke	4448	-	1,259.12		Y	Cleared
11/30/2011	J429	November 2011, Bessie Jac...	4449	-	1,915.56		N	Outstanding
11/30/2011	J430	November 2011, Cathryn Kr...	4450	-	1,541.68		N	Outstanding
11/30/2011	J431	November 2011, Maxine Mel...	4451	-	1,906.21		N	Outstanding
11/30/2011	J432	November 2011, Bruce Sch...	4452	-	635.49		N	Outstanding
11/30/2011	J433	November 2011, Tamara Va...	4453	-	1,805.49		Y	Cleared
11/30/2011	J434	November 2011, Stefanie Co...	4454	-	674.43		Y	Cleared
11/30/2011	J435	November 2011, Morgan Ware	4455	-	663.95		N	Outstanding
11/30/2011	J436	November 2011, Canada Cu...	4456	-	3,955.86		N	Outstanding
11/30/2011	J437	November 2011, Local Auth...	4457	-	3,197.79		N	Outstanding
11/30/2011	J438	November 2011, AMSC Insu...	4458	-	523.50		N	Outstanding
11/30/2011	J439	Nov 2011, Jillian Clarke	4459	-	32.49		Y	Cleared
11/30/2011	J440	Nov 2011, Bessie Jacowishen	4460	-	31.41		N	Outstanding
11/30/2011	J441	November 2011, Brooks Stat...	4461	-	64.77		N	Outstanding
11/30/2011	J442	Nov 2011, Computing Excell...	4462	-	783.88		N	Outstanding
11/30/2011	J443	November 2011, Shortgrass ...	4463	-	24.28		N	Outstanding
11/30/2011	J444	November 2011, RBC Royal ...	4464	-	506.85		N	Outstanding
11/18/2011	J445	Fines	Deposit	200.32	-		Y	Cleared
11/18/2011	J446	Resident Cardholder	Deposit	435.00	-		Y	Cleared
11/18/2011	J447	County of Newell	Deposit	12,544.20	-		Y	Cleared
11/25/2011	J448	Fines	Deposit	243.11	-		Y	Cleared
11/25/2011	J449	Resident Cardholder	Deposit	290.00	-		Y	Cleared
11/25/2011	J450	County of Newell	Deposit	22,641.29	-		Y	Cleared
				40,724.67	23,481.52			

Brooks Public Library
All Journal Entries 11/01/2011 to 11/30/2011

		Account Number	Account Description	Debits	Credits
11/04/2011	J411	Deposit, Fines			
		4120	Fines, Book Sales and Services	-	327.45
		1080	Cash In Bank	327.45	-
11/04/2011	J412	Deposit, Resident Cardholder			
		4090	Resident Cardholder Fees	-	410.00
		1080	Cash In Bank	410.00	-
11/04/2011	J413	Deposit, Adopt-a-Magazine			
		4185	Adopt-a-magazine	-	100.00
		1080	Cash In Bank	100.00	-
11/04/2011	J414	Deposit, City of Brooks			
		4025	City of Brooks Misc	-	315.00
		1080	Cash In Bank	315.00	-
11/04/2011	J415	Deposit, Government of Alberta			
		4030	HRDC - Summer Student	-	2,108.00
		1080	Cash In Bank	2,108.00	-
11/04/2011	J416	Deposit, ICAN - Videoconference Services			
		4120	Fines, Book Sales and Services	-	675.00
		1080	Cash In Bank	675.00	-
11/10/2011	J417	Deposit, Fines			
		4120	Fines, Book Sales and Services	-	220.30
		1080	Cash In Bank	220.30	-
11/10/2011	J418	Deposit, Resident Cardholder			
		4090	Resident Cardholder Fees	-	215.00
		1080	Cash In Bank	215.00	-
11/16/2011	J420	4440, November 2011, Joyce Pallister-Bronsch			
		2100	GST Paid on Purchases	3.50	-
		5030	Books and Materials	69.85	-
		1080	Cash In Bank	-	73.35
11/18/2011	J421	4441, November 2011, Telus Communications			
		2100	GST Paid on Purchases	12.78	-
		5140	Telephone and Fax Expense	257.43	-
		1080	Cash In Bank	-	270.21
11/18/2011	J422	4442, November 2011, Computing Excellence			
		2100	GST Paid on Purchases	11.52	-
		5160	Copier & Computer Costs	230.25	-
		1080	Cash In Bank	-	241.77
11/18/2011	J423	4443, November 2011, Brooks Bulletin			
		2100	GST Paid on Purchases	1.35	-
		5220	Publicity and Advertising	27.00	-
		1080	Cash In Bank	-	28.35
11/18/2011	J424	4444, November 2011, Brooks Computer Services Ltd.			
		2100	GST Paid on Purchases	2.75	-
		5060	Payroll Expense	55.00	-
		1080	Cash In Bank	-	57.75
11/18/2011	J425	4445, November 2011, Brodart			
		2100	GST Paid on Purchases	17.16	-
		5070	Library Supplies	300.00	-
		5200	Freight and Postage	43.12	-
		1080	Cash In Bank	-	360.28
11/18/2011	J426	4446, November 2011, Xerox Canada Ltd.			
		5160	Copier & Computer Costs	3.96	-
		1080	Cash In Bank	-	3.96

Brooks Public Library
All Journal Entries 11/01/2011 to 11/30/2011

		Account Number	Account Description	Debits	Credits
11/30/2011	J427	4447, November 2011,	Shannon Vossepoel		
		5300	Wages	4,614.50	-
		1080	Cash In Bank	-	2,923.09
		2320	CPP Payable	-	75.83
		2330	Income Tax Payable	-	891.71
		2400	L.A.P.P.	-	669.01
		2420	AUMA Extended Health	-	54.86
11/30/2011	J428	4448, November 2011,	Jillian Clarke		
		5300	Wages	1,389.96	-
		1080	Cash In Bank	-	1,259.12
		2310	EI Payable	-	24.74
		2320	CPP Payable	-	54.37
		2330	Income Tax Payable	-	51.73
11/30/2011	J429	4449, November 2011,	Bessie Jacowishen		
		5300	Wages	2,722.50	-
		1080	Cash In Bank	-	1,915.56
		2310	EI Payable	-	48.46
		2320	CPP Payable	-	120.92
		2330	Income Tax Payable	-	354.91
		2400	L.A.P.P.	-	231.18
		2420	AUMA Extended Health	-	51.47
11/30/2011	J430	4450, November 2011,	Cathryn Krochak		
		5300	Wages	2,066.10	-
		1080	Cash In Bank	-	1,541.68
		2310	EI Payable	-	36.78
		2320	CPP Payable	-	88.30
		2330	Income Tax Payable	-	201.26
		2400	L.A.P.P.	-	175.49
		2420	AUMA Extended Health	-	22.59
11/30/2011	J431	4451, November 2011,	Maxine Meldrum		
		5300	Wages	2,631.75	-
		1080	Cash In Bank	-	1,906.21
		2310	EI Payable	-	46.85
		2320	CPP Payable	-	116.43
		2330	Income Tax Payable	-	333.75
		2400	L.A.P.P.	-	223.37
		2420	AUMA Extended Health	-	5.14
11/30/2011	J432	4452, November 2011,	Bruce Schmidt		
		5300	Wages	665.86	-
		1080	Cash In Bank	-	635.49
		2310	EI Payable	-	11.85
		2320	CPP Payable	-	18.52
11/30/2011	J433	4453, November 2011,	Tamara Van Horne		
		5300	Wages	2,496.30	-
		1080	Cash In Bank	-	1,805.49
		2310	EI Payable	-	44.43
		2320	CPP Payable	-	109.64
		2330	Income Tax Payable	-	301.78
		2400	L.A.P.P.	-	211.99
		2420	AUMA Extended Health	-	22.97
11/30/2011	J434	4454, November 2011,	Stefanie Connor		
		5300	Wages	707.62	-
		1080	Cash In Bank	-	674.43
		2310	EI Payable	-	12.60
		2320	CPP Payable	-	20.59
11/30/2011	J435	4455, November 2011,	Morgan Ware		
		5300	Wages	696.38	-

Brooks Public Library
All Journal Entries 11/01/2011 to 11/30/2011

		Account Number	Account Description	Debits	Credits
		1080	Cash In Bank	-	663.95
		2310	EI Payable	-	12.40
		2320	CPP Payable	-	20.03
11/30/2011	J436	4456, November 2011,	Canada Customs and Revenue Agency		
		2310	EI Payable	238.11	-
		2320	CPP Payable	624.63	-
		2330	Income Tax Payable	2,135.14	-
		5310	EI Expense	333.35	-
		5320	CPP Expense	624.63	-
		1080	Cash In Bank	-	3,955.86
11/30/2011	J437	4457, November 2011,	Local Authorities Pension Plan		
		2400	L.A.P.P.	1,511.04	-
		5350	L.A.P.P. Expense	1,686.75	-
		1080	Cash In Bank	-	3,197.79
11/30/2011	J438	4458, November 2011,	AMSC Insurance Services Limited		
		2420	AUMA Extended Health	157.03	-
		5340	AUMA Extended Health	366.47	-
		1080	Cash In Bank	-	523.50
11/30/2011	J439	4459, Nov 2011, Jillian Clarke			
		2100	GST Paid on Purchases	1.55	-
		5090	Program Expense	30.94	-
		1080	Cash In Bank	-	32.49
11/30/2011	J440	4460, Nov 2011, Bessie Jacowishen			
		5090	Program Expense	31.41	-
		1080	Cash In Bank	-	31.41
11/30/2011	J441	4461, November 2011, Brooks Stationers			
		2100	GST Paid on Purchases	3.09	-
		5070	Library Supplies	61.68	-
		1080	Cash In Bank	-	64.77
11/30/2011	J442	4462, Nov 2011, Computing Excellence			
		2100	GST Paid on Purchases	37.33	-
		5160	Copier & Computer Costs	746.55	-
		1080	Cash In Bank	-	783.88
11/30/2011	J443	4463, November 2011, Shortgrass Library System			
		5030	Books and Materials	24.28	-
		1080	Cash In Bank	-	24.28
11/30/2011	J444	4464, November 2011, RBC Royal Bank VISA			
		2100	GST Paid on Purchases	24.14	-
		5070	Library Supplies	475.21	-
		5080	Administration & Travel	7.50	-
		1080	Cash In Bank	-	506.85
11/18/2011	J445	Deposit, Fines			
		4120	Fines, Book Sales and Services	-	200.32
		1080	Cash In Bank	200.32	-
11/18/2011	J446	Deposit, Resident Cardholder			
		4090	Resident Cardholder Fees	-	435.00
		1080	Cash In Bank	435.00	-
11/18/2011	J447	Deposit, County of Newell			
		4060	County of Newell Library Board	-	12,544.20
		1080	Cash In Bank	12,544.20	-
11/25/2011	J448	Deposit, Fines			
		4120	Fines, Book Sales and Services	-	243.11
		1080	Cash In Bank	243.11	-

Brooks Public Library
All Journal Entries 11/01/2011 to 11/30/2011

		<u>Account Number</u>	<u>Account Description</u>	<u>Debits</u>	<u>Credits</u>
11/25/2011	J449		Deposit, Resident Cardholder		
		4090	Resident Cardholder Fees	-	290.00
		1080	Cash In Bank	290.00	-
11/25/2011	J450		Deposit, County of Newell		
		4060	County of Newell Library Board	-	22,641.29
		1080	Cash In Bank	22,641.29	-
				<u>68,872.14</u>	<u>68,872.14</u>

Finance Meeting Notes: December 2011

Receipts for December:

- Donations: \$150 from Joseph M. Hajash, \$50 from Jacqueline Hajash, \$50 from Mary Bessey, \$250 from anonymous donor.

Expenditures for December:

- Shortgrass Non-Resident Fees: Shortfall due to Duchess joining Shortgrass System in March – no non-resident fees after that date.
- Books and Materials: Children's and non-fiction DVDs.
- Furnishings and Equipment: Wii nunchuks, iPad, videocamera and accessories for YouTube marketing and programming, staff printer, desks and chairs for new computer lab, Kinect, laptops for mobile lab, barcode scanners, Simply Accounting 2012.
- Library Supplies: restocking craft supplies (poster board, crayons, markers, glue, tape, foam board, cups, plates, etc.), cleaning supplies, compact disc cases, DVD cases, labels, power bar, extension cord.
- Administration and Travel: water for office cooler, Christmas present (food trays) for staff from Library Board, pizza lunch for volunteers that helped with library reorganization, nametag for new staff member.
- Program Expense: Tote Bags for craft program, iTunes card for iPad, programming/craft supplies.
- Staff Training: Registration fees for three staff to attend Rhymes that Bind Facilitator Training.
- Copier and Computer Costs: ink for office printers; photocopying fees from August-November 2011, Access Copyright annual fee.
- Freight and Postage: freight charges for supply orders, shipping fees for exam proctoring.
- Professional Memberships: Library Association of Alberta fee, Alberta Library Trustees Association fee.
- Publicity and Advertising: classified ad for Library Book Sale.

Discussion Points:

- Signing authority change: Shannon Vossepoel to be removed.
- Changes to 2012-2014 budget?

Brooks Library Board
December 2011 Receipts and Expenditures

Receipts	Annual Budget	Current Month	Total to Date
City of Brooks Annual Funding	184,105.00		184,105.00
City of Brooks Miscellaneous	9,100.00		7,256.15
HRDC – Summer Student	2,000.00		2,108.00
Province of Alberta	74,836.00		73,337.00
RISE Grants (2011)	13,788.00		13,788.28
Additional Grant Funding	2,562.00		2,306.03
County of Newell Library Board	35,185.00		35,185.49
2010 Allocated Funds	20,000.00		20,000.00
Resident Cardholder Fees	20,625.00	1,550.00	19,526.20
Interest Income	0.00		
Miscellaneous	200.00		151.30
Fines, books and services	17,000.00	1,904.25	19,643.65
Non-resident Cardholder Fees	700.00		120.00
Donations	3,000.00	500.00	4,727.50
Fundraisers (Friends of the Library)	500.00		
Adopt-a-magazine	2,000.00		2,000.00
GST Recovery	1,000.00		1,103.16
Total Revenue	\$386,601.00	3,954.25	385,357.76
Expenditures			
SLS Expense (Materials Allot.)	56,904.00		56,904.00
Shortgrass – Non-resident Fees	350.00	60.00	60.00
Dynix and Telecom (SLS)	3,000.00		462.32
Books & Materials (Additional)	0.00	759.61	10,737.06*
Furnishings and Equipment	6,877.00	17,878.61	21,818.34
Payroll Expense	900.00	105.00	690.00
Library Supplies	8,500.00	3,484.71	10,382.09
Administration & Travel	4,500.00	205.61	3,462.32
Program Expense	4,000.00	260.17	4,314.56
Repair & Maintenance	3,000.00		2,478.00
Rebinding, Microfilming, and Laminating	1,000.00		560.25
Staff Training	4,500.00	300.00	2,131.08
Telephone & Fax Expense	3,500.00	256.63	3,048.17
Copier & Computer Costs	4,000.00	417.82	4,307.93
Security Monitoring	600.00		300.00
GST Expense	0.00		
Freight & Postage	1,000.00	1,131.53	1,971.29

Professional Memberships	600.00	345.00	890.00
Publicity and Advertising	1,770.00	13.50	943.09
Audit and Insurance	8,500.00		6,603.00
Bank Charges	200.00		133.86
Miscellaneous	200.00		
Wages (includes temp. staff and VAC pay)	235,000.00	17,689.17	221,573.94
EI Expense	5,700.00	325.83	5,243.24
CPP Expense	9,900.00	548.31	8,968.72
WCB Expense	900.00		663.71
AUMA Expense	4,000.00	391.41	3,399.83
LAPP Expense	17,200.00	1,714.47	18,944.49
Total Expenses	\$386,601.00	45,887.38	390,991.29

*City of Brooks Library Board agreed to use \$10,000 of reserve funding for purchase of new Books and Materials (children's and non-fiction DVDs) as per February 17, 2011 minutes.

Brooks Public Library

Balance Sheet As at 12/31/2011

ASSET

CURRENT ASSETS

GIC Account	-502.77
GST Recoverable	1,152.16
Building Fund	0.00
Furn. & Shelving Reserve	0.00
Cash On Hand/Float	50.00
Cash In Bank	44,654.85
Reserve Fund	65,000.00
GIC 0001	30,000.00
GIC 0002	7,000.00
Accounts Receivable	60.00
Interest Receivable	133.00
TOTAL CURRENT ASSETS	<u>147,547.24</u>

TOTAL ASSET	<u><u>147,547.24</u></u>
--------------------	--------------------------

LIABILITY

CURRENT LIABILITIES

Accounts Payable	0.00
MNP Accrual	4,830.00
GST Charged on Sales	0.00
GST Paid on Purchases	-7,179.14
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	-79.02
AB Health Payable	-94.36
W.C.B. Payable	0.00
Miscellaneous	0.00
TOTAL CURRENT LIABILITIES	<u>-2,458.78</u>

TOTAL LIABILITY	<u>-2,458.78</u>
------------------------	------------------

EQUITY

EARNINGS

Building Fund Reserves	38,314.20
Externally restricted	200.00
Retained Earnings	137,125.35
Current Earnings	-25,633.53
CURRENT EARNINGS	<u>150,006.02</u>

TOTAL EQUITY	<u>150,006.02</u>
---------------------	-------------------

LIABILITIES AND EQUITY	<u><u>147,547.24</u></u>
-------------------------------	--------------------------

Brooks Public Library
Income Statement 12/01/2011 to 12/31/2011

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	1,550.00
Interest Income	0.00
Miscellaneous	0.00
Fines, Book Sales and Services	1,904.25
Non-resident Cardholder Fees	0.00
Charitable Receipt Donations	500.00
Fundraisers	0.00
Adopt-a-magazine	0.00
Medieval Faire	0.00
GST Recovery	0.00

TOTAL REVENUE 3,954.25

TOTAL REVENUE 3,954.25

EXPENSE

EXPENSES

SLS Expense (Materials)	0.00
SLS - Non-resident fees	60.00
SLS - Dynix and Telecom	0.00
Books and Materials	759.61
New Library Furnishings	0.00
Library Equipment	17,878.61
Payroll Expense	105.00
Library Supplies	3,484.71
Administration & Travel	205.61
Recruitment Expense	0.00
Program Expense	260.17
Medieval Faire	0.00
Repair & Maintenance	0.00
Rebinding, Microfilming, Laminati...	0.00
Staff Training	300.00
Telephone and Fax Expense	256.63
Copier & Computer Costs	417.82
Security Monitoring	0.00
Computer Main. Contracts	0.00
GST Expense	0.00
Freight and Postage	1,131.53
Professional Memberships	345.00
Publicity and Advertising	13.50
Audit and Insurance	0.00
Bank Charges	0.00
Miscellaneous	0.00
Wages	17,689.17
Wage Reimbursement	0.00
EI Expense	325.83
CPP Expense	548.31
WCB Expense	0.00
AUMA Extended Health	391.41
L.A.P.P. Expense	1,714.47
AB Health Expense	0.00

TOTAL EXPENSES 45,887.38

Brooks Public Library
Income Statement 12/01/2011 to 12/31/2011

TOTAL EXPENSE	45,887.38
NET INCOME	<u>-41,933.13</u>

Brooks Public Library

Income Statement 01/01/2011 to 12/31/2011

REVENUE

REVENUE

Town of Brooks	184,105.00
City of Brooks Misc	7,256.15
HRDC - Summer Student	2,108.00
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	35,185.49
RISE Grant Funding	13,788.28
Grant Funding	2,306.03
Resident Cardholder Fees	19,526.20
Interest Income	0.00
Miscellaneous	151.30
Fines, Book Sales and Services	19,643.65
Non-resident Cardholder Fees	120.00
Charitable Receipt Donations	4,727.50
Fundraisers	0.00
Adopt-a-magazine	2,000.00
Medieval Faire	0.00
GST Recovery	1,103.16

TOTAL REVENUE	365,357.76
----------------------	-------------------

TOTAL REVENUE	365,357.76
----------------------	-------------------

EXPENSE

EXPENSES

SLS Expense (Materials)	56,904.00
SLS - Non-resident fees	60.00
SLS - Dynix and Telecom	462.32
Books and Materials	10,737.06
New Library Furnishings	0.00
Library Equipment	21,818.34
Payroll Expense	690.00
Library Supplies	10,382.09
Administration & Travel	3,462.32
Recruitment Expense	0.00
Program Expense	4,314.56
Medieval Faire	0.00
Repair & Maintenance	2,478.00
Rebinding, Microfilming, Laminati...	560.25
Staff Training	2,131.08
Telephone and Fax Expense	3,048.17
Copier & Computer Costs	4,307.93
Security Monitoring	300.00
Computer Main. Contracts	0.00
GST Expense	0.00
Freight and Postage	1,971.29
Professional Memberships	890.00
Publicity and Advertising	943.09
Audit and Insurance	6,603.00
Bank Charges	133.86
Miscellaneous	0.00
Wages	221,573.94
Wage Reimbursement	0.00
EI Expense	5,243.24
CPP Expense	8,968.72
WCB Expense	663.71
AUMA Extended Health	3,399.83
L.A.P.P. Expense	18,944.49
AB Health Expense	0.00

TOTAL EXPENSES	390,991.29
-----------------------	-------------------

Brooks Public Library
Income Statement 01/01/2011 to 12/31/2011

TOTAL EXPENSE	390,991.29
NET INCOME	<u><u>-25,633.53</u></u>

Brooks Public Library

Reconciliation Transactions Detail Report 12/01/2011 to 12/31/2011

Account: 1080 Cash In Bank

Date	JE#	Comment	Source	Deposits	Withdrawals	Dep...	Cleared	Status
12/02/2011	J451	Fines	Deposit	220.70	-		Y	Cleared
12/02/2011	J452	Resident Cardholder	Deposit	255.00	-		Y	Cleared
12/09/2011	J453	Fines	Deposit	485.35	-		Y	Cleared
12/09/2011	J454	Resident Cardholder	Deposit	445.00	-		Y	Cleared
12/16/2011	J455	December 2011, Water Pure...	4465	-	22.00		Y	Cleared
12/16/2011	J456	December 2011, Computing ...	4466	-	119.60		Y	Cleared
12/16/2011	J457	December 2011, Shortgrass ...	4467	-	759.61		Y	Cleared
12/16/2011	J458	December 2011, RBC Royal ...	4468	-	3,641.59		Y	Cleared
12/16/2011	J459	December 2011, Celena Gerl	4469	-	300.00		N	Outstanding
12/16/2011	J460	December 2011, Library Ass...	4470	-	99.75		N	Outstanding
12/30/2011	J461	December 2011, Shannon V...	4471	-	2,998.92		Y	Cleared
12/30/2011	J462	December 2011, Jillian Clarke	4472	-	1,329.25		Y	Cleared
12/30/2011	J463	December 2011, Bessie Jac...	4473	-	1,949.06		Y	Cleared
12/30/2011	J464	December 2011, Cathryn Kr...	4474	-	1,747.43		Y	Cleared
12/30/2011	J465	December 2011, Maxine Mel...	4475	-	1,984.22		N	Outstanding
12/30/2011	J466	December 2011, Bruce Sch...	4476	-	731.03		N	Outstanding
12/30/2011	J467	December 2011, Tamara Va...	4477	-	1,668.77		Y	Cleared
12/30/2011	J468	December 2011, Morgan Ware	4478	-	590.62		N	Outstanding
12/30/2011	J469	December 2011, Canada Cu...	4479	-	3,871.14		N	Outstanding
12/30/2011	J470	December 2011, Local Auth...	4480	-	3,250.31		N	Outstanding
12/30/2011	J471	December 2011, AMSC Insu...	4481	-	559.16		N	Outstanding
12/30/2011	J472	December 2011, Telus Com...	4482	-	269.37		N	Outstanding
12/30/2011	J473	December 2011, Xerox Can...	4483	-	235.12		N	Outstanding
12/30/2011	J474	December 2011, Brooks Co...	4484	-	57.75		N	Outstanding
12/30/2011	J475	December 2011, Access Co...	4485	-	84.00		N	Outstanding
12/30/2011	J476	December 2011, Brooks Bull...	4486	-	14.18		N	Outstanding
12/30/2011	J477	Dec 2011, RBC Royal Bank ...	4487	-	1,154.72		N	Outstanding
12/30/2011	J478	December 2011, Alberta Libr...	4488	-	250.00		N	Outstanding
12/30/2011	J479	Dec 2011, Shortgrass Librar...	4489	-	117.60		N	Outstanding
12/30/2011	J480	December 2011, Purolator	4490	-	31.50		N	Outstanding
12/30/2011	J481	December 2011, Brodart	4491	-	1,347.01		N	Outstanding
12/30/2011	J482	Dec 2011, Cathryn Krochak	4492	-	53.85		N	Outstanding
12/30/2011	J483	Dec 2011, Brodart	4493	-	8,081.98		N	Outstanding
12/30/2011	J484	Decemb 2011, RBC Royal B...	4494	-	781.90		Y	Cleared
12/30/2011	J485	Dec 2011, Brooks Computer ...	4495	-	52.50		N	Outstanding
12/31/2011	J486	December 2011, Memory La...	4496	-	8,925.20		N	Outstanding
12/16/2011	J487	Fines	Deposit	478.81	-		Y	Cleared
12/16/2011	J488	Resident Cardholder	Deposit	200.00	-		Y	Cleared
12/16/2011	J489	Donations	Deposit	250.00	-		Y	Cleared
12/23/2011	J490	Fines	Deposit	447.64	-		Y	Cleared
12/23/2011	J491	Resident Cardholder	Deposit	365.00	-		Y	Cleared
12/30/2011	J492	Fines	Deposit	271.75	-		Y	Cleared
12/30/2011	J493	Resident Cardholder	Deposit	285.00	-		N	Outstanding
12/30/2011	J494	Donation	Deposit	250.00	-		N	Outstanding
				3,954.25	47,079.14			

Brooks Public Library
All Journal Entries 12/01/2011 to 12/31/2011

		Account Number	Account Description	Debits	Credits
12/02/2011	J451	Deposit, Fines			
		4120	Fines, Book Sales and Services	-	220.70
		1080	Cash In Bank	220.70	-
12/02/2011	J452	Deposit, Resident Cardholder			
		4090	Resident Cardholder Fees	-	255.00
		1080	Cash In Bank	255.00	-
12/09/2011	J453	Deposit, Fines			
		4120	Fines, Book Sales and Services	-	485.35
		1080	Cash In Bank	485.35	-
12/09/2011	J454	Deposit, Resident Cardholder			
		4090	Resident Cardholder Fees	-	445.00
		1080	Cash In Bank	445.00	-
12/16/2011	J455	4465, December 2011, Water Pure & Simple			
		5080	Administration & Travel	22.00	-
		1080	Cash In Bank	-	22.00
12/16/2011	J456	4466, December 2011, Computing Excellence Ltd.			
		2100	GST Paid on Purchases	5.70	-
		5160	Copier & Computer Costs	113.90	-
		1080	Cash In Bank	-	119.60
12/16/2011	J457	4467, December 2011, Shortgrass Library System			
		5030	Books and Materials	759.61	-
		1080	Cash In Bank	-	759.61
12/16/2011	J458	4468, December 2011, RBC Royal Bank VISA			
		2100	GST Paid on Purchases	169.46	-
		5055	Library Equipment	1,819.07	-
		5070	Library Supplies	1,475.49	-
		5080	Administration & Travel	75.25	-
		5090	Program Expense	102.32	-
		1080	Cash In Bank	-	3,641.59
12/16/2011	J459	4469, December 2011, Celena Gerl			
		5130	Staff Training	300.00	-
		1080	Cash In Bank	-	300.00
12/16/2011	J460	4470, December 2011, Library Association of Alberta			
		2100	GST Paid on Purchases	4.75	-
		5210	Professional Memberships	95.00	-
		1080	Cash In Bank	-	99.75
12/30/2011	J461	4471, December 2011, Shannon Vossepoel			
		5300	Wages	4,614.50	-
		1080	Cash In Bank	-	2,998.92
		2330	Income Tax Payable	-	891.71
		2400	L.A.P.P.	-	669.01
		2420	AUMA Extended Health	-	54.86
12/30/2011	J462	4472, December 2011, Jillian Clarke			
		5300	Wages	1,478.41	-
		1080	Cash In Bank	-	1,329.25
		2310	EI Payable	-	26.32
		2320	CPP Payable	-	58.74
		2330	Income Tax Payable	-	64.10
12/30/2011	J463	4473, December 2011, Bessie Jacowishen			
		5300	Wages	2,776.95	-
		1080	Cash In Bank	-	1,949.06
		2310	EI Payable	-	49.43
		2320	CPP Payable	-	123.62
		2330	Income Tax Payable	-	367.60

Brooks Public Library
All Journal Entries 12/01/2011 to 12/31/2011

		Account Number	Account Description	Debits	Credits
		2400	L.A.P.P.	-	235.77
		2420	AUMA Extended Health	-	51.47
12/30/2011	J464	4474, December 2011,	Cathryn Krochak		
		5300	Wages	2,400.75	-
		1080	Cash In Bank	-	1,747.43
		2310	EI Payable	-	42.73
		2320	CPP Payable	-	104.87
		2330	Income Tax Payable	-	279.29
		2400	L.A.P.P.	-	203.84
		2420	AUMA Extended Health	-	22.59
12/30/2011	J465	4475, December 2011,	Maxine Meldrum		
		5300	Wages	2,758.80	-
		1080	Cash In Bank	-	1,984.22
		2310	EI Payable	-	49.11
		2320	CPP Payable	-	122.72
		2330	Income Tax Payable	-	363.37
		2400	L.A.P.P.	-	234.24
		2420	AUMA Extended Health	-	5.14
12/30/2011	J466	4476, December 2011,	Bruce Schmidt		
		5300	Wages	768.30	-
		1080	Cash In Bank	-	731.03
		2310	EI Payable	-	13.68
		2320	CPP Payable	-	23.59
12/30/2011	J467	4477, December 2011,	Tamara Van Horne		
		5300	Wages	2,273.70	-
		1080	Cash In Bank	-	1,668.77
		2310	EI Payable	-	40.47
		2320	CPP Payable	-	98.63
		2330	Income Tax Payable	-	249.88
		2400	L.A.P.P.	-	192.98
		2420	AUMA Extended Health	-	22.97
12/30/2011	J468	4478, December 2011,	Morgan Ware		
		5300	Wages	617.76	-
		1080	Cash In Bank	-	590.62
		2310	EI Payable	-	11.00
		2320	CPP Payable	-	16.14
12/30/2011	J469	4479, December 2011,	Canada Customs and Revenue Agency		
		2310	EI Payable	232.74	-
		2320	CPP Payable	548.31	-
		2330	Income Tax Payable	2,215.95	-
		5310	EI Expense	325.83	-
		5320	CPP Expense	548.31	-
		1080	Cash In Bank	-	3,871.14
12/30/2011	J470	4480, December 2011,	Local Authorities Pension Plan		
		2400	L.A.P.P.	1,535.84	-
		5350	L.A.P.P. Expense	1,714.47	-
		1080	Cash In Bank	-	3,250.31
12/30/2011	J471	4481, December 2011,	AMSC Insurance Services Limited		
		2420	AUMA Extended Health	167.75	-
		5340	AUMA Extended Health	391.41	-
		1080	Cash In Bank	-	559.16
12/30/2011	J472	4482, December 2011,	Telus Communications		
		2100	GST Paid on Purchases	12.74	-
		5140	Telephone and Fax Expense	256.63	-
		1080	Cash In Bank	-	269.37
12/30/2011	J473	4483, December 2011,	Xerox Canada Ltd.		

Brooks Public Library
All Journal Entries 12/01/2011 to 12/31/2011

		Account Number	Account Description	Debits	Credits
		2100	GST Paid on Purchases	11.20	-
		5160	Copier & Computer Costs	223.92	-
		1080	Cash In Bank	-	235.12
12/30/2011	J474	4484, December 2011,	Brooks Computer Services Ltd.		
		2100	GST Paid on Purchases	2.75	-
		5060	Payroll Expense	55.00	-
		1080	Cash In Bank	-	57.75
12/30/2011	J475	4485, December 2011,	Access Copyright		
		2100	GST Paid on Purchases	4.00	-
		5160	Copier & Computer Costs	80.00	-
		1080	Cash In Bank	-	84.00
12/30/2011	J476	4486, December 2011,	Brooks Bulletin		
		2100	GST Paid on Purchases	0.68	-
		5220	Publicity and Advertising	13.50	-
		1080	Cash In Bank	-	14.18
12/30/2011	J477	4487, Dec 2011, RBC Royal Bank VISA			
		2100	GST Paid on Purchases	54.04	-
		5055	Library Equipment	403.09	-
		5070	Library Supplies	697.59	-
		1080	Cash In Bank	-	1,154.72
12/30/2011	J478	4488, December 2011,	Alberta Library Trustees Association		
		5210	Professional Memberships	250.00	-
		1080	Cash In Bank	-	250.00
12/30/2011	J479	4489, Dec 2011, Shortgrass Library System			
		5021	SLS - Non-resident fees	60.00	-
		5070	Library Supplies	57.60	-
		1080	Cash In Bank	-	117.60
12/30/2011	J480	4490, December 2011,	Purolator		
		2100	GST Paid on Purchases	1.50	-
		5200	Freight and Postage	30.00	-
		1080	Cash In Bank	-	31.50
12/30/2011	J481	4491, December 2011,	Brodart		
		2100	GST Paid on Purchases	64.15	-
		5070	Library Supplies	1,215.80	-
		5200	Freight and Postage	67.06	-
		1080	Cash In Bank	-	1,347.01
12/30/2011	J482	4492, Dec 2011, Cathryn Krochak			
		2100	GST Paid on Purchases	1.66	-
		5070	Library Supplies	33.24	-
		5200	Freight and Postage	18.95	-
		1080	Cash In Bank	-	53.85
12/30/2011	J483	4493, Dec 2011, Brodart			
		2100	GST Paid on Purchases	384.86	-
		5055	Library Equipment	6,681.60	-
		5200	Freight and Postage	1,015.52	-
		1080	Cash In Bank	-	8,081.98
12/30/2011	J484	4494, Decemb 2011, RBC Royal Bank VISA			
		2100	GST Paid on Purchases	36.04	-
		5055	Library Equipment	479.65	-
		5080	Administration & Travel	108.36	-
		5090	Program Expense	157.85	-
		1080	Cash In Bank	-	781.90
12/30/2011	J485	4495, Dec 2011, Brooks Computer Services Ltd.			
		2100	GST Paid on Purchases	2.50	-

Brooks Public Library
All Journal Entries 12/01/2011 to 12/31/2011

		Account Number	Account Description	Debits	Credits
		5060	Payroll Expense	50.00	-
		1080	Cash In Bank	-	52.50
12/31/2011	J486	4496, December 2011,	Memory Lane Computers		
		2100	GST Paid on Purchases	425.01	-
		5055	Library Equipment	8,495.20	-
		5070	Library Supplies	4.99	-
		1080	Cash In Bank	-	8,925.20
12/16/2011	J487	Deposit, Fines			
		4120	Fines, Book Sales and Services	-	478.81
		1080	Cash In Bank	478.81	-
12/16/2011	J488	Deposit, Resident Cardholder			
		4090	Resident Cardholder Fees	-	200.00
		1080	Cash In Bank	200.00	-
12/16/2011	J489	Deposit, Donations			
		4170	Charitable Receipt Donations	-	250.00
		1080	Cash In Bank	250.00	-
12/23/2011	J490	Deposit, Fines			
		4120	Fines, Book Sales and Services	-	447.64
		1080	Cash In Bank	447.64	-
12/23/2011	J491	Deposit, Resident Cardholder			
		4090	Resident Cardholder Fees	-	365.00
		1080	Cash In Bank	365.00	-
12/30/2011	J492	Deposit, Fines			
		4120	Fines, Book Sales and Services	-	271.75
		1080	Cash In Bank	271.75	-
12/30/2011	J493	Deposit, Resident Cardholder			
		4090	Resident Cardholder Fees	-	285.00
		1080	Cash In Bank	285.00	-
12/30/2011	J494	Deposit, Donation			
		4170	Charitable Receipt Donations	-	250.00
		1080	Cash In Bank	250.00	-
				55,723.26	55,723.26