

**Brooks Public Library**  
**All Journal Entries 07/31/2012 to 08/31/2012**

		Account Number	Account Description	Debits	Credits
07/31/2012	J184	4621, July 31, 2012, Maxine Meldrum			
		5300	Wages	2,468.40	-
		1080	Cash In Bank	-	1,802.17
		2310	EI Payable	-	45.17
		2320	CPP Payable	-	108.26
		2330	Income Tax Payable	-	288.36
		2400	L.A.P.P.	-	219.99
		2420	AUMA Extended Health	-	4.45
07/31/2012	J185	4622, July 31 2012, Bessie Jacowishen			
		5300	Wages	2,468.40	-
		1080	Cash In Bank	-	1,752.02
		2310	EI Payable	-	45.17
		2320	CPP Payable	-	108.26
		2330	Income Tax Payable	-	288.36
		2400	L.A.P.P.	-	219.99
		2420	AUMA Extended Health	-	54.60
07/31/2012	J186	4623, July 31 2012, Bruce Schmidt			
		5300	Wages	483.18	-
		1080	Cash In Bank	-	464.86
		2310	EI Payable	-	8.84
		2320	CPP Payable	-	9.48
07/31/2012	J187	4624, July 31 2012, Tamara Van Horne			
		5300	Wages	2,265.70	-
		1080	Cash In Bank	-	1,658.69
		2310	EI Payable	-	41.46
		2320	CPP Payable	-	98.22
		2330	Income Tax Payable	-	241.08
		2400	L.A.P.P.	-	201.81
		2420	AUMA Extended Health	-	24.44
07/31/2012	J188	4625, July 31 2012, Cathryn Krochak			
		5300	Wages	2,070.00	-
		1080	Cash In Bank	-	1,539.79
		2310	EI Payable	-	37.88
		2320	CPP Payable	-	88.49
		2330	Income Tax Payable	-	195.26
		2400	L.A.P.P.	-	184.53
		2420	AUMA Extended Health	-	24.05
07/31/2012	J189	4626, July 31 2012, Jillian Clarke			
		5300	Wages	1,404.50	-
		1080	Cash In Bank	-	1,274.12
		2310	EI Payable	-	25.70
		2320	CPP Payable	-	55.09
		2330	Income Tax Payable	-	49.59
07/31/2012	J190	4627, July 31 2012, Jeanette Zahn			
		5300	Wages	796.07	-
		1080	Cash In Bank	-	756.53
		2310	EI Payable	-	14.57
		2320	CPP Payable	-	24.97
07/31/2012	J191	4628, July 31 2012, Kayley Skriver			
		5300	Wages	1,769.04	-
		1080	Cash In Bank	-	1,663.54
		2310	EI Payable	-	32.37
		2320	CPP Payable	-	73.13
07/31/2012	J192	4597, July 31 2012, Sarah McCormack			
		5300	Wages	5,250.00	-
		1080	Cash In Bank	-	3,836.10
		2310	EI Payable	-	96.08
		2320	CPP Payable	-	245.44

**Brooks Public Library**  
**All Journal Entries 07/31/2012 to 08/31/2012**

		Account Number	Account Description	Debits	Credits
		2330	Income Tax Payable	-	1,072.38
07/31/2012	J193	4629, August 7, 2012, Bessie Jacowishen			
		2100	GST Paid on Purchases	0.52	-
		5200	Freight and Postage	10.35	-
		1080	Cash In Bank	-	10.87
07/31/2012	J194	4630, August 7, 2012, Kayley Skriver			
		2100	GST Paid on Purchases	7.23	-
		5090	Program Expense	173.41	-
		1080	Cash In Bank	-	180.64
08/07/2012	J210	Deposit, Fines			
		4120	Fines, Book Sales and Services	-	257.14
		1080	Cash In Bank	257.14	-
08/07/2012	J211	Deposit, Resident Cardholder			
		4090	Resident Cardholder Fees	-	280.00
		1080	Cash In Bank	280.00	-
08/07/2012	J212	Deposit, Donation-Bob Scammell			
		4170	Charitable Receipt Donations	-	250.00
		1080	Cash In Bank	250.00	-
08/07/2012	J213	Deposit, Fundraising - Calendar			
		4180	Fundraisers	-	800.00
		1080	Cash In Bank	800.00	-
08/14/2012	J219	4631, August 2012, Dolphin Printing and Graphics Ltd.			
		2100	GST Paid on Purchases	21.26	-
		5070	Library Supplies	425.25	-
		1080	Cash In Bank	-	446.51
08/14/2012	J220	4632, August 2012, Brooks Computer Services Ltd.			
		2100	GST Paid on Purchases	5.00	-
		5060	Payroll Expense	100.00	-
		1080	Cash In Bank	-	105.00
08/14/2012	J221	4633, August 2012, Memory Lane Computers			
		2100	GST Paid on Purchases	18.75	-
		5070	Library Supplies	374.99	-
		1080	Cash In Bank	-	393.74
08/14/2012	J222	4634, August 2012, Purolator			
		2100	GST Paid on Purchases	4.60	-
		5200	Freight and Postage	91.99	-
		1080	Cash In Bank	-	96.59
08/14/2012	J223	4635, August 2012, Total Office Plus			
		2100	GST Paid on Purchases	12.49	-
		5050	New Library Furnishings	119.99	-
		5070	Library Supplies	465.53	-
		1080	Cash In Bank	-	598.01
08/14/2012	J224	4636, August 2012, Shortgrass Library System			
		5022	SLS - Dynix and Telecom	3,252.88	-
		1080	Cash In Bank	-	3,252.88
08/14/2012	J225	4637, August 2012, Telus Communications			
		2100	GST Paid on Purchases	13.68	-
		5140	Telephone and Fax Expense	273.67	-
		1080	Cash In Bank	-	287.35
08/14/2012	J226	4638, August 2012, A Twist of Colour			
		5090	Program Expense	80.00	-
		1080	Cash In Bank	-	80.00

**Brooks Public Library**  
**All Journal Entries 07/31/2012 to 08/31/2012**

		Account Number	Account Description	Debits	Credits
08/14/2012	J227	4639, August 2012, Water Pure & Simple			
		5070	Library Supplies	60.00	-
		1080	Cash In Bank	-	60.00
08/14/2012	J228	4640, August 2012, Workers' Compensation Board Alberta			
		5330	WCB Expense	319.43	-
		1080	Cash In Bank	-	319.43
08/14/2012	J229	4641, August 2012, Xerox Canada Ltd			
		2100	GST Paid on Purchases	17.55	-
		5160	Copier & Computer Costs	351.00	-
		1080	Cash In Bank	-	368.55
08/14/2012	J230	4642, August 2012, RBC Royal Bank VISA			
		2100	GST Paid on Purchases	7.97	-
		5070	Library Supplies	159.39	-
		1080	Cash In Bank	-	167.36
07/31/2012	J231	4643, August 2012, Maxine Meldrum			
		5300	Wages	2,631.75	-
		1080	Cash In Bank	-	1,901.94
		2310	EI Payable	-	48.16
		2320	CPP Payable	-	116.35
		2330	Income Tax Payable	-	326.43
		2400	L.A.P.P.	-	234.42
		2420	AUMA Extended Health	-	4.45
07/31/2012	J232	4644, August 2012, Bessie Jacowishen			
		5300	Wages	2,468.40	-
		1080	Cash In Bank	-	1,752.02
		2310	EI Payable	-	45.17
		2320	CPP Payable	-	108.26
		2330	Income Tax Payable	-	288.36
		2400	L.A.P.P.	-	219.99
		2420	AUMA Extended Health	-	54.60
07/31/2012	J233	4645, August 2012, Bruce Schmidt			
		5300	Wages	493.69	-
		1080	Cash In Bank	-	474.66
		2310	EI Payable	-	9.03
		2320	CPP Payable	-	10.00
07/31/2012	J234	4646, August 2012, Tamara Van Horne			
		5300	Wages	2,445.00	-
		1080	Cash In Bank	-	1,768.01
		2310	EI Payable	-	44.74
		2320	CPP Payable	-	107.10
		2330	Income Tax Payable	-	282.86
		2400	L.A.P.P.	-	217.85
		2420	AUMA Extended Health	-	24.44
07/31/2012	J235	4647, August 2012, Cathryn Krochak			
		5300	Wages	2,347.50	-
		1080	Cash In Bank	-	1,709.21
		2310	EI Payable	-	42.96
		2320	CPP Payable	-	102.23
		2330	Income Tax Payable	-	259.93
		2400	L.A.P.P.	-	209.12
		2420	AUMA Extended Health	-	24.05
07/31/2012	J236	4648, August 2012, Jillian Clarke			
		5300	Wages	1,576.75	-
		1080	Cash In Bank	-	1,406.20
		2310	EI Payable	-	28.85
		2320	CPP Payable	-	63.61

**Brooks Public Library**  
**All Journal Entries 07/31/2012 to 08/31/2012**

		Account Number	Account Description	Debits	Credits
		2330	Income Tax Payable	-	78.09
07/31/2012	J237	4661, August 2012, Sarah McCormack			
		5300	Wages	5,250.00	-
		1080	Cash In Bank	-	3,836.10
		2310	EI Payable	-	96.08
		2320	CPP Payable	-	245.44
		2330	Income Tax Payable	-	1,072.38
07/31/2012	J238	4650, August 2012, Jeanette Zahn			
		5300	Wages	884.52	-
		1080	Cash In Bank	-	838.98
		2310	EI Payable	-	16.19
		2320	CPP Payable	-	29.35
07/31/2012	J239	4651, August 2012, Kayley Skriver			
		5300	Wages	1,781.68	-
		1080	Cash In Bank	-	1,675.32
		2310	EI Payable	-	32.60
		2320	CPP Payable	-	73.76
07/31/2012	J240	4652, August 2012, Canada Customs and Revenue Agency			
		2310	EI Payable	363.78	-
		2320	CPP Payable	856.10	-
		2330	Income Tax Payable	2,308.05	-
		5310	EI Expense	509.29	-
		5320	CPP Expense	856.10	-
		1080	Cash In Bank	-	4,893.32
07/31/2012	J241	4653, August 2012, Local Authorities Pension Plan			
		2400	L.A.P.P.	881.38	-
		5350	L.A.P.P. Expense	980.30	-
		1080	Cash In Bank	-	1,861.68
07/31/2012	J242	4654, August 2012, AMSC Insurance Services Limited			
		2420	AUMA Extended Health	107.54	-
		5340	AUMA Extended Health	250.92	-
		1080	Cash In Bank	-	358.46
07/31/2012	J243	4655, August 2012, Critical Control Solutions Inc.			
		2100	GST Paid on Purchases	46.68	-
		5120	Rebinding, Microfilming, Laminati...	933.50	-
		1080	Cash In Bank	-	980.18
07/31/2012	J244	4656, Aug 2012, Xerox Canada Ltd			
		5160	Copier & Computer Costs	2.68	-
		1080	Cash In Bank	-	2.68
07/31/2012	J245	4657, August 29, 2012, Xerox Canada Ltd			
		2100	GST Paid on Purchases	8.07	-
		5160	Copier & Computer Costs	161.41	-
		1080	Cash In Bank	-	169.48
07/31/2012	J246	4658, Aug 2012, RBC Royal Bank VISA			
		5130	Staff Training	28.05	-
		1080	Cash In Bank	-	28.05
07/31/2012	J247	4659, Aug 2012, Telus Communications			
		2100	GST Paid on Purchases	12.97	-
		5140	Telephone and Fax Expense	266.71	-
		1080	Cash In Bank	-	279.68
07/31/2012	J248	4660, Aug 29 2012, Maxine Meldrum			
		2100	GST Paid on Purchases	1.58	-
		5070	Library Supplies	31.40	-
		1080	Cash In Bank	-	32.98

**Brooks Public Library**  
**All Journal Entries 07/31/2012 to 08/31/2012**

		Account Number	Account Description	Debits	Credits
07/31/2012	J249	4664, Aug 29 2012, Kayley Skriver			
		5090	Program Expense	29.99	-
		1080	Cash In Bank	-	29.99
07/31/2012	J250	4665, Aug 29 2012, Cathryn Krochak			
		2100	GST Paid on Purchases	11.28	-
		5070	Library Supplies	121.85	-
		5090	Program Expense	103.74	-
		1080	Cash In Bank	-	236.87
07/31/2012	J251	4666, Aug 29 2012, Bessie Jacowishen			
		5070	Library Supplies	20.94	-
		1080	Cash In Bank	-	20.94
07/31/2012	J252	4667, Aug 29 2012, Jillian Clarke			
		2100	GST Paid on Purchases	1.08	-
		5090	Program Expense	32.53	-
		1080	Cash In Bank	-	33.61
07/31/2012	J253	4662, August 29 2012, Sarah McCormack			
		2100	GST Paid on Purchases	30.34	-
		5070	Library Supplies	51.98	-
		5090	Program Expense	143.47	-
		5260	Miscellaneous	455.00	-
		1080	Cash In Bank	-	680.79
07/31/2012	J254	4668, Aug 29 2012, Shortgrass Library System			
		5090	Program Expense	83.78	-
		1080	Cash In Bank	-	83.78
07/31/2012	J255	4669, August 2012, Mactavish & Company			
		5240	Audit and Insurance	5,115.60	-
		1080	Cash In Bank	-	5,115.60
07/31/2012	J256	4620, July 2012, Local Authorities Pension Plan			
		2400	L.A.P.P.	826.32	-
		5350	L.A.P.P. Expense	919.06	-
		1080	Cash In Bank	-	1,745.38
07/31/2012	J257	4670, July 31 2012, AMSC Insurance Services Limited			
		2420	AUMA Extended Health	107.54	-
		5340	AUMA Extended Health	250.92	-
		1080	Cash In Bank	-	358.46
07/31/2012	J258	4671, July 31 2012, Canada Customs and Revenue Agency			
		2310	EI Payable	347.24	-
		2320	CPP Payable	811.34	-
		2330	Income Tax Payable	2,135.03	-
		5310	EI Expense	486.14	-
		5320	CPP Expense	811.34	-
		1080	Cash In Bank	-	4,591.09
08/13/2012	J261	Deposit, Fines			
		4120	Fines, Book Sales and Services	-	246.31
		1080	Cash In Bank	246.31	-
08/13/2012	J262	Deposit, Resident Cardholder			
		4090	Resident Cardholder Fees	-	530.00
		1080	Cash In Bank	530.00	-
08/13/2012	J263	Deposit, Fundraiser-Calendar			
		4180	Fundraisers	-	500.00
		1080	Cash In Bank	500.00	-
08/20/2012	J264	Deposit, Fines			

**Brooks Public Library**  
**All Journal Entries 07/31/2012 to 08/31/2012**

		Account Number	Account Description	Debits	Credits
		4120	Fines, Book Sales and Services	-	319.30
		1080	Cash In Bank	319.30	-
08/20/2012	J265		Deposit, Resident Cardholder		
		4090	Resident Cardholder Fees	-	410.00
		1080	Cash In Bank	410.00	-
08/20/2012	J266		Deposit, Fundraiser-Calendar		
		4180	Fundraisers	-	700.00
		1080	Cash In Bank	700.00	-
08/20/2012	J267		Deposit, Adopt-a-Magazine		
		4185	Adopt-a-magazine	-	100.00
		1080	Cash In Bank	100.00	-
08/27/2012	J268		Deposit, Fines		
		4120	Fines, Book Sales and Services	-	361.39
		1080	Cash In Bank	361.39	-
08/27/2012	J269		Deposit, Resident Cardholder		
		4090	Resident Cardholder Fees	-	545.00
		1080	Cash In Bank	545.00	-
08/27/2012	J270		Deposit, Fundraiser-Calendar		
		4180	Fundraisers	-	300.00
		1080	Cash In Bank	300.00	-
08/01/2012	J288		Debit, Bank Charges- Paper Statement Fee		
		5250	Bank Charges	2.00	-
		1080	Cash In Bank	-	2.00
				72,325.67	72,325.67

**Brooks Public Library**  
**Balance Sheet As at 08/31/2012**

**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	99,157.03
Reserve Fund	55,000.00
GIC 0001	30,000.00
GIC 0002	7,000.00
Accounts Receivable	60.00
Interest Receivable	133.00

**TOTAL CURRENT ASSETS** 192,049.42

**TOTAL ASSET** 192,049.42

**LIABILITY****CURRENT LIABILITIES**

Accounts Payable	0.00
MNP Accrual	4,830.00
GST Charged on Sales	0.00
GST Paid on Purchases	-8,224.25
GST Paid on Books	0.00
New Account	0.00
Accounts Payable	0.00
Vacation Payable	0.00
EI Payable	11.58
CPP Payable	-11.58
Income Tax Payable	0.00
L.A.P.P.	-1,242.70
AUMA Extended Health	1,843.70
AB Health Payable	-94.36
W.C.B. Payable	0.00
Miscellaneous	0.00

**TOTAL CURRENT LIABILITIES** -2,887.61

**TOTAL LIABILITY** -2,887.61

**EQUITY****EARNINGS**

Building Fund Reserves	38,314.20
Externally restricted	200.00
Retained Earnings	111,491.82
Current Earnings	44,931.01

**CURRENT EARNINGS** 194,937.03

**TOTAL EQUITY** 194,937.03

**LIABILITIES AND EQUITY** 192,049.42

# Brooks Public Library

## Income Statement 07/31/2012 to 08/31/2012

### 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	1,765.00
Interest Income	0.00
Miscellaneous	0.00
Fines, Book Sales and Services	1,184.14
Non-resident Cardholder Fees	0.00
Charitable Receipt Donations	250.00
Fundraisers	2,300.00
Adopt-a-magazine	100.00
Medieval Faire	0.00
GST Recovery	0.00
<b>TOTAL REVENUE</b>	<b>5,599.14</b>

**TOTAL REVENUE** 5,599.14

### EXPENSE

#### EXPENSES

SLS Expense (Materials)	0.00
SLS - Non-resident fees	0.00
SLS - Dynix and Telecom	3,252.88
Books and Materials	0.00
New Library Furnishings	119.99
Library Equipment	0.00
Payroll Expense	100.00
Library Supplies	1,711.33
Administration & Travel	0.00
Recruitment Expense	0.00
Program Expense	646.92
Medieval Faire	0.00
Repair & Maintenance	0.00
Renovations	0.00
Rebinding, Microfilming, Laminati...	933.50
Staff Training	28.05
Telephone and Fax Expense	540.38
Copier & Computer Costs	515.09
Security Monitoring	0.00
Computer Main. Contracts	0.00
GST Expense	0.00
Freight and Postage	102.34
Professional Memberships	0.00
Publicity and Advertising	0.00
Audit and Insurance	5,115.60
Bank Charges	2.00
Miscellaneous	455.00
Wages	38,854.58
Wage Reimbursement	0.00
EI Expense	995.43
CPP Expense	1,667.44
WCB Expense	319.43
AUMA Extended Health	501.84
L.A.P.P. Expense	1,899.36
AB Health Expense	0.00

Printed On: 09/26/2012



**Brooks Public Library**  
**Income Statement 07/31/2012 to 08/31/2012**

TOTAL EXPENSES	<u>57,761.16</u>
TOTAL EXPENSE	<u>57,761.16</u>
NET INCOME	<u><u>-52,162.02</u></u>

**MINUTES OF REGULAR MEETING OF BROOKS PUBLIC LIBRARY BOARD  
OCTOBER 24, 2012  
HELD IN BROOKS CITY HALL**

PRESENT: Lisa Crosby (Chair), Tilly Gamble-Altwasser (Vice Chair), Joyce Aasen (Secretary), Karen Nelson, Nigel Seymour (County Representative), Sarah McCormack (Librarian)

REGRETS: Dino Champlone, Kimberly Sharkey (Councillor)

**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: Lisa called the meeting to order at 6:10 p .m.
2. Approval of Consent Agenda
3. Consent Agenda: **Moved by Karen the following items in the Consent Agenda. Carried.**
  - a) September 27, 2012 Board Meeting Minutes
  - b) October 2012 Receipts and Expenditures
4. Business arising from the September 27, 2012 Board Meeting minutes.
  - a) Board Secretary position:  
Karen volunteered to temporarily accept the position of Secretary.
  - b) New Board Member application - Ellard Kanewisecher  
**Joyce moved to approve the application of Ellared Kanewisecher. Carried.**
  - c) Plan of Service Focus meeting - November 21, 6:30 - 9 pm  
Sarah will e-mail Board Members requesting they submit questions to be asked at the Focus meeting.
  - d) Parking agreement  
Sarah will e-mail a copy of the proposed agreement for parking to the Board for their perusal.

e) Staff celebration - price quotes from board members  
Aces Lounge and Grille has quoted a price of \$20.00 per person.  
January 18, 2013 at 6:30 was chosen. Karen will book Aces for  
this occasion..

f) Youth card - tabled

5. Grant/donation news:

Sarah advised that:

a) Chinook Credit Union is donating \$750.00 toward the purchase of a  
table for the Teen area.

b) The Lions Club is donating \$2,000.00 toward the purchase of two  
computers for the Children's area.

c) C.F.S.E.A. is donating \$9,000.00 to be used in the Teen area.

6. New Business:

a) Board terms - annual

Lisa's motion to amend the policy on a one time basis was  
read back.

b) Calendar of committee meetings and committee appointments (based  
on executive positions)

Resource  
chairing this  
Lisa will arrange a date and time for the Finance and Human  
Committee meeting. Nigel accepted the position of  
committee. (Lisa, Nigel, Kimberly).

Development  
this committee.  
Lisa will arrange a date and time for the Policy and Board  
Committee. Tilly has accepted the position of chairing

(Lisa, Tilly, Karen).

c) Other: It was agreed that Board Meeting will be held the 4<sup>th</sup>  
Wednesday of each month starting at 6:00 p.m.

7 Adjournment: **Lisa moved to adjourn at 6:55 p.m.**

8. Next Board Meeting: November 29, 2012 at 6:00 p.m.

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

\_\_\_\_\_  
Librarian

Date: \_\_\_\_\_

# Brooks Public Library

## Income Statement 01/01/2012 to 09/28/2012

### REVENUE

#### REVENUE

Town of Brooks	138,380.21
City of Brooks Misc	0.00
HRDC - Summer Student	0.00
Province of Alberta	75,274.08
Industry Canada - CAP 3	824.58
Industry Canada - CAP YI	0.00
PLDI Grant	0.00
County of Newell Library Board	0.00
RISE Grant Funding	0.00
Grant Funding	600.00
Resident Cardholder Fees	14,495.00
Interest Income	0.00
Miscellaneous	0.00
Fines, Book Sales and Services	10,575.89
Non-resident Cardholder Fees	0.00
Charitable Receipt Donations	2,597.50
Fundraisers	2,750.00
Adopt-a-magazine	1,500.00
Medieval Faire	0.00
GST Recovery	1,375.86

<b>TOTAL REVENUE</b>	<b>248,373.12</b>
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<b>TOTAL REVENUE</b>	<b>248,373.12</b>
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### EXPENSE

#### EXPENSES

SLS Expense (Materials)	57,991.00
SLS - Non-resident fees	0.00
SLS - Dynix and Telecom	6,644.00
Books and Materials	128.80
New Library Furnishings	-7,861.99
Library Equipment	0.00
Payroll Expense	1,535.75
Library Supplies	2,789.17
Administration & Travel	2,044.48
Recruitment Expense	198.00
Program Expense	2,940.60
Medieval Faire	0.00
Repair & Maintenance	107.75
Renovations	13,366.60
Rebinding, Microfilming, Laminati...	933.50
Staff Training	2,905.89
Telephone and Fax Expense	2,365.94
Copier & Computer Costs	1,145.11
Security Monitoring	0.00
Computer Main. Contracts	383.94
GST Expense	0.00
Freight and Postage	1,732.17
Professional Memberships	305.00
Publicity and Advertising	319.72
Audit and Insurance	7,072.60
Bank Charges	25.51
Miscellaneous	455.00
Wages	156,185.85
Wage Reimbursement	0.00
EI Expense	4,001.48
CPP Expense	6,696.13
WCB Expense	567.65
AUMA Extended Health	2,392.67
L.A.P.P. Expense	10,749.43
AB Health Expense	0.00

**Brooks Public Library**  
**Income Statement 01/01/2012 to 09/28/2012**

TOTAL EXPENSES	<u>278,121.75</u>
TOTAL EXPENSE	<u>278,121.75</u>
NET INCOME	<u><u>-29,748.63</u></u>

## Brooks Public Library

## Reconciliation Transactions Detail Report 09/01/2012 to 09/28/2012

Account: 1080 Cash In Bank

Date	JE#	Comment	Source	Deposits	Withdrawals	Dep...	Cleared	Status
09/07/2012	J259	September 7 2012, BRK Equ...	4672	-	266.81		Y	Cleared
09/28/2012	J260	September 2012, Canadian ...	4673	-	1,695.00		N	Outstanding
09/04/2012	J271	Fines	Deposit	306.00	-		Y	Cleared
09/04/2012	J272	Fundraiser-Calendar	Deposit	50.00	-		Y	Cleared
09/04/2012	J273	Donation	Deposit	75.00	-		Y	Cleared
09/04/2012	J274	Resident Cardholder	Deposit	285.00	-		Y	Cleared
09/10/2012	J275	Fines	Deposit	265.80	-		Y	Cleared
09/10/2012	J276	Resident Cardholder	Deposit	465.00	-		Y	Cleared
09/10/2012	J277	Adopt-a-Magazine	Deposit	300.00	-		Y	Cleared
09/10/2012	J278	Donation-Brooks Bulletin for ...	Deposit	1,000.00	-		Y	Cleared
09/10/2012	J279	Fundraiser-Calendar	Deposit	200.00	-		Y	Cleared
09/10/2012	J280	Shortgrass Library System	Deposit	824.58	-		Y	Cleared
09/17/2012	J281	Fines	Deposit	267.85	-		Y	Cleared
09/17/2012	J282	Resident Cardholder	Deposit	305.00	-		Y	Cleared
09/17/2012	J283	Adopt-a-Magazine	Deposit	700.00	-		Y	Cleared
09/24/2012	J284	Fines	Deposit	213.10	-		Y	Cleared
09/24/2012	J285	Resident Cardholder	Deposit	320.00	-		Y	Cleared
09/24/2012	J286	Fundraiser-Calendar	Deposit	200.00	-		Y	Cleared
09/24/2012	J287	Adopt-a-Magazine	Deposit	400.00	-		Y	Cleared
09/28/2012	J289	September 2012, Maxine Me...	4674	-	1,658.23		N	Outstanding
09/28/2012	J290	September 2012, Bessie Jac...	4675	-	1,608.08		Y	Cleared
09/28/2012	J291	September 2012, Bruce Sch...	4676	-	489.34		Y	Reversed
09/28/2012	J292	September 2012, Tamara Va...	4677	-	1,648.72		Y	Cleared
09/28/2012	J293	September 2012, Cathryn Kr...	4678	-	1,590.17		N	Outstanding
09/28/2012	J294	September 2012, Jillian Clarke	4679	-	1,452.51		Y	Cleared
09/28/2012	J295	September 2012, Sarah Mc...	4680	-	3,836.10		N	Outstanding
09/28/2012	J296	September 2012, Jeannette ...	4681	-	603.40		N	Outstanding
09/28/2012	J297	September 2012, Xerox Can...	4682	-	2.94		N	Outstanding
09/28/2012	J298	September 2012, Telus Com...	4683	-	258.39		N	Outstanding
09/28/2012	J299	September 2012, RBC Royal...	4684	-	1,108.87		N	Outstanding
09/28/2012	J300	September 2012, Brooks Co...	4685	-	52.50		N	Outstanding
09/28/2012	J301	September 2012, Canada C...	4686	-	4,272.89		N	Outstanding
09/28/2012	J302	September 2012, Local Auth...	4687	-	1,668.96		N	Outstanding
09/28/2012	J303	September 2012, AMSC Ins...	4688	-	358.46		N	Outstanding
09/28/2012	J304	Sept 2012, Xerox Canada Ltd	4689	-	24.16		N	Outstanding
09/28/2012	J305	Reversing J291. Correction i...	ADJ4676	489.34	-		Y	Adjustment
09/28/2012	J306	September 2012, Bruce Sch...	4663	-	489.34		N	Outstanding
09/28/2012	J307	September 2012, Al's Audio	4690	-	262.50		N	Outstanding
09/28/2012	J308	Oct 2012, Shortgrass Library...	4691	-	120.73		N	Outstanding
09/28/2012	J309	October 2012, Shortgrass Li...	4692	-	57,991.00		N	Outstanding
09/28/2012	J310	October 2012, Wayne's Port...	4693	-	168.00		N	Outstanding
09/04/2012	J319	Bank Charges- Paper State...	Debit	-	2.00		Y	Cleared
				6,666.67	81,629.10			

**Brooks Public Library**  
**All Journal Entries 09/01/2012 to 09/28/2012**

		Account Number	Account Description	Debits	Credits
09/07/2012	J259	4672, September 7 2012, BRK Equipment Rentals			
		2100	GST Paid on Purchases	12.71	-
		5090	Program Expense	254.10	-
		1080	Cash In Bank	-	266.81
09/28/2012	J260	4673, September 2012, Canadian Urban Libraries Council			
		2100	GST Paid on Purchases	195.00	-
		5130	Staff Training	1,500.00	-
		1080	Cash In Bank	-	1,695.00
09/04/2012	J271	Deposit, Fines			
		4120	Fines, Book Sales and Services	-	306.00
		1080	Cash In Bank	306.00	-
09/04/2012	J272	Deposit, Fundraiser-Calendar			
		4180	Fundraisers	-	50.00
		1080	Cash In Bank	50.00	-
09/04/2012	J273	Deposit, Donation			
		4170	Charitable Receipt Donations	-	75.00
		1080	Cash In Bank	75.00	-
09/04/2012	J274	Deposit, Resident Cardholder			
		4090	Resident Cardholder Fees	-	285.00
		1080	Cash In Bank	285.00	-
09/10/2012	J275	Deposit, Fines			
		4120	Fines, Book Sales and Services	-	265.80
		1080	Cash In Bank	265.80	-
09/10/2012	J276	Deposit, Resident Cardholder			
		4090	Resident Cardholder Fees	-	465.00
		1080	Cash In Bank	465.00	-
09/10/2012	J277	Deposit, Adopt-a-Magazine			
		4185	Adopt-a-magazine	-	300.00
		1080	Cash In Bank	300.00	-
09/10/2012	J278	Deposit, Donation-Brooks Bulletin for Microfilm Processing			
		4170	Charitable Receipt Donations	-	1,000.00
		1080	Cash In Bank	1,000.00	-
09/10/2012	J279	Deposit, Fundraiser-Calendar			
		4180	Fundraisers	-	200.00
		1080	Cash In Bank	200.00	-
09/10/2012	J280	Deposit, Shortgrass Library System			
		4045	Industry Canada - CAP 3	-	824.58
		1080	Cash In Bank	824.58	-
09/17/2012	J281	Deposit, Fines			
		4120	Fines, Book Sales and Services	-	267.85
		1080	Cash In Bank	267.85	-
09/17/2012	J282	Deposit, Resident Cardholder			
		4090	Resident Cardholder Fees	-	305.00
		1080	Cash In Bank	305.00	-
09/17/2012	J283	Deposit, Adopt-a-Magazine			
		4185	Adopt-a-magazine	-	700.00
		1080	Cash In Bank	700.00	-
09/24/2012	J284	Deposit, Fines			
		4120	Fines, Book Sales and Services	-	213.10
		1080	Cash In Bank	213.10	-

**Brooks Public Library**  
**All Journal Entries 09/01/2012 to 09/28/2012**

		Account Number	Account Description	Debits	Credits
09/24/2012	J285	Deposit, Resident Cardholder			
		4090	Resident Cardholder Fees	-	320.00
		1080	Cash In Bank	320.00	-
09/24/2012	J286	Deposit, Fundraiser-Calendar			
		4180	Fundraisers	-	200.00
		1080	Cash In Bank	200.00	-
09/24/2012	J287	Deposit, Adopt-a-Magazine			
		4185	Adopt-a-magazine	-	400.00
		1080	Cash In Bank	400.00	-
09/28/2012	J289	4674, September 2012, Maxine Meldrum			
		5300	Wages	2,232.45	-
		1080	Cash In Bank	-	1,658.23
		2310	EI Payable	-	40.85
		2320	CPP Payable	-	96.58
		2330	Income Tax Payable	-	233.38
		2400	L.A.P.P.	-	198.96
		2420	AUMA Extended Health	-	4.45
09/28/2012	J290	4675, September 2012, Bessie Jacowishen			
		5300	Wages	2,232.45	-
		1080	Cash In Bank	-	1,608.08
		2310	EI Payable	-	40.85
		2320	CPP Payable	-	96.58
		2330	Income Tax Payable	-	233.38
		2400	L.A.P.P.	-	198.96
		2420	AUMA Extended Health	-	54.60
09/28/2012	J292	4677, September 2012, Tamara Van Horne			
		5300	Wages	2,249.40	-
		1080	Cash In Bank	-	1,648.72
		2310	EI Payable	-	41.16
		2320	CPP Payable	-	97.41
		2330	Income Tax Payable	-	237.28
		2400	L.A.P.P.	-	200.39
		2420	AUMA Extended Health	-	24.44
09/28/2012	J293	4678, September 2012, Cathryn Krochak			
		5300	Wages	2,152.50	-
		1080	Cash In Bank	-	1,590.17
		2310	EI Payable	-	39.39
		2320	CPP Payable	-	92.57
		2330	Income Tax Payable	-	214.49
		2400	L.A.P.P.	-	191.83
		2420	AUMA Extended Health	-	24.05
09/28/2012	J294	4679, September 2012, Jillian Clarke			
		5300	Wages	1,643.00	-
		1080	Cash In Bank	-	1,452.51
		2310	EI Payable	-	66.89
		2320	CPP Payable	-	30.07
		2330	Income Tax Payable	-	93.53
09/28/2012	J295	4680, September 2012, Sarah McCormack			
		5300	Wages	5,250.00	-
		1080	Cash In Bank	-	3,836.10
		2310	EI Payable	-	96.08
		2320	CPP Payable	-	245.44
		2330	Income Tax Payable	-	1,072.38
09/28/2012	J296	4681, September 2012, Jeannette Zahn			
		5300	Wages	631.80	-
		1080	Cash In Bank	-	603.40
		2310	EI Payable	-	11.56



**Brooks Public Library**  
**All Journal Entries 09/01/2012 to 09/28/2012**

		Account Number	Account Description	Debits	Credits
		2320	CPP Payable	-	16.84
09/28/2012	J297	4682, September 2012,	Xerox Canada Ltd		
		5160	Copier & Computer Costs	2.94	-
		1080	Cash In Bank	-	2.94
09/28/2012	J298	4683, September 2012,	Telus Communications		
		5140	Telephone and Fax Expense	258.39	-
		1080	Cash In Bank	-	258.39
09/28/2012	J299	4684, September 2012,	RBC Royal Bank VISA		
		2100	GST Paid on Purchases	50.93	-
		5070	Library Supplies	503.26	-
		5090	Program Expense	178.76	-
		5130	Staff Training	373.84	-
		5250	Bank Charges	2.08	-
		1080	Cash In Bank	-	1,108.87
09/28/2012	J300	4685, September 2012,	Brooks Computer Services Ltd.		
		2100	GST Paid on Purchases	2.50	-
		5060	Payroll Expense	50.00	-
		1080	Cash In Bank	-	52.50
09/28/2012	J301	4686, September 2012,	Canada Customs and Revenue Agency		
		2310	EI Payable	309.28	-
		2320	CPP Payable	723.09	-
		2330	Income Tax Payable	2,084.44	-
		5310	EI Expense	432.99	-
		5320	CPP Expense	723.09	-
		1080	Cash In Bank	-	4,272.89
09/28/2012	J302	4687, September 2012,	Local Authorities Pension Plan		
		2400	L.A.P.P.	790.14	-
		5350	L.A.P.P. Expense	878.82	-
		1080	Cash In Bank	-	1,668.96
09/28/2012	J303	4688, September 2012,	AMSC Insurance Services Limited		
		2420	AUMA Extended Health	107.54	-
		5340	AUMA Extended Health	250.92	-
		1080	Cash In Bank	-	358.46
09/28/2012	J304	4689, Sept 2012, Xerox	Canada Ltd		
		2100	GST Paid on Purchases	1.15	-
		5160	Copier & Computer Costs	23.01	-
		1080	Cash In Bank	-	24.16
09/28/2012	J306	4663, September 2012,	Bruce Schmidt		
		5300	Wages	509.44	-
		1080	Cash In Bank	-	489.34
		2310	EI Payable	-	9.32
		2320	CPP Payable	-	10.78
09/28/2012	J307	4690, September 2012,	AI's Audio		
		2100	GST Paid on Purchases	12.50	-
		5090	Program Expense	250.00	-
		1080	Cash In Bank	-	262.50
09/28/2012	J308	4691, Oct 2012, Shortgrass	Library System		
		5160	Copier & Computer Costs	120.73	-
		1080	Cash In Bank	-	120.73
09/28/2012	J309	4692, October 2012,	Shortgrass Library System		
		5020	SLS Expense (Materials)	57,991.00	-
		1080	Cash In Bank	-	57,991.00
09/28/2012	J310	4693, October 2012,	Wayne's Porta-Potties Rentals		

**Brooks Public Library**  
**Balance Sheet As at 09/28/2012**

**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	24,194.60
Reserve Fund	55,000.00
GIC 0001	30,000.00
GIC 0002	7,000.00
Accounts Receivable	60.00
Interest Receivable	133.00

**TOTAL CURRENT ASSETS** 117,086.99

**TOTAL ASSET** 117,086.99

**LIABILITY**

**CURRENT LIABILITIES**

Accounts Payable	0.00
MNP Accrual	4,830.00
GST Charged on Sales	0.00
GST Paid on Purchases	-8,507.04
GST Paid on Books	0.00
New Account	0.00
Accounts Payable	0.00
Vacation Payable	0.00
EI Payable	48.40
CPP Payable	-48.40
Income Tax Payable	0.00
L.A.P.P.	-1,242.70
AUMA Extended Health	1,843.70
AB Health Payable	-94.36
W.C.B. Payable	0.00
Miscellaneous	0.00

**TOTAL CURRENT LIABILITIES** -3,170.40

**TOTAL LIABILITY** -3,170.40

**EQUITY**

**EARNINGS**

Building Fund Reserves	38,314.20
Externally restricted	200.00
Retained Earnings	111,491.82
Current Earnings	-29,748.63

**CURRENT EARNINGS** 120,257.39

**TOTAL EQUITY** 120,257.39

**LIABILITIES AND EQUITY** 117,086.99

**Brooks Public Library**  
**All Journal Entries 09/01/2012 to 09/28/2012**

		Account Number	Account Description	Debits	Credits
		2100	GST Paid on Purchases	8.00	-
		5090	Program Expense	160.00	-
		1080	Cash In Bank	-	168.00
09/04/2012	J319	Debit, Bank Charges-	Paper Statement		
		5250	Bank Charges	2.00	-
		1080	Cash In Bank	-	2.00
				<u>91,331.58</u>	<u>91,331.58</u>

# Brooks Public Library

## Income Statement 09/01/2012 to 09/28/2012

### 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	824.58
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	1,375.00
Interest Income	0.00
Miscellaneous	0.00
Fines, Book Sales and Services	1,052.75
Non-resident Cardholder Fees	0.00
Charitable Receipt Donations	1,075.00
Fundraisers	450.00
Adopt-a-magazine	1,400.00
Medieval Faire	0.00
GST Recovery	0.00
<b>TOTAL REVENUE</b>	<b>6,177.33</b>

**TOTAL REVENUE** 6,177.33

### EXPENSE

EXPENSES	
SLS Expense (Materials)	57,991.00
SLS - Non-resident fees	0.00
SLS - Dynix and Telecom	0.00
Books and Materials	0.00
New Library Furnishings	0.00
Library Equipment	0.00
Payroll Expense	50.00
Library Supplies	503.26
Administration & Travel	0.00
Recruitment Expense	0.00
Program Expense	842.86
Medieval Faire	0.00
Repair & Maintenance	0.00
Renovations	0.00
Rebinding, Microfilming, Laminati...	0.00
Staff Training	1,873.84
Telephone and Fax Expense	258.39
Copier & Computer Costs	146.68
Security Monitoring	0.00
Computer Main. Contracts	0.00
GST Expense	0.00
Freight and Postage	0.00
Professional Memberships	0.00
Publicity and Advertising	0.00
Audit and Insurance	0.00
Bank Charges	4.08
Miscellaneous	0.00
Wages	16,901.04
Wage Reimbursement	0.00
EI Expense	432.99
CPP Expense	723.09
WCB Expense	0.00
AUMA Extended Health	250.92
L.A.P.P. Expense	878.82
AB Health Expense	0.00

Printed On: 10/22/2012

**Brooks Public Library**  
**Income Statement 09/01/2012 to 09/28/2012**

TOTAL EXPENSES	<u>80,856.97</u>
TOTAL EXPENSE	<u>80,856.97</u>
NET INCOME	<u><u>-74,679.64</u></u>

# Brooks Public Library

## Income Statement 09/01/2012 to 09/28/2012

### 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	824.58
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	1,375.00
Interest Income	0.00
Miscellaneous	0.00
Fines, Book Sales and Services	1,052.75
Non-resident Cardholder Fees	0.00
Charitable Receipt Donations	1,075.00
Fundraisers	450.00
Adopt-a-magazine	1,400.00
Medieval Faire	0.00
GST Recovery	0.00
<b>TOTAL REVENUE</b>	<u>6,177.33</u>

**TOTAL REVENUE** 6,177.33

### EXPENSE

EXPENSES	
SLS Expense (Materials)	57,991.00
SLS - Non-resident fees	0.00
SLS - Dynix and Telecom	0.00
Books and Materials	0.00
New Library Furnishings	0.00
Library Equipment	0.00
Payroll Expense	50.00
Library Supplies	503.26
Administration & Travel	0.00
Recruitment Expense	0.00
Program Expense	842.86
Medieval Faire	0.00
Repair & Maintenance	0.00
Renovations	0.00
Rebinding, Microfilming, Laminati...	0.00
Staff Training	1,873.84
Telephone and Fax Expense	258.39
Copier & Computer Costs	146.68
Security Monitoring	0.00
Computer Main. Contracts	0.00
GST Expense	0.00
Freight and Postage	0.00
Professional Memberships	0.00
Publicity and Advertising	0.00
Audit and Insurance	0.00
Bank Charges	4.08
Miscellaneous	0.00
Wages	16,901.04
Wage Reimbursement	0.00
EI Expense	432.99
CPP Expense	723.09
WCB Expense	0.00
AUMA Extended Health	250.92
L.A.P.P. Expense	878.82
AB Health Expense	0.00

**Brooks Public Library**  
**Income Statement 09/01/2012 to 09/28/2012**

TOTAL EXPENSES	<u>80,856.97</u>
TOTAL EXPENSE	<u>80,856.97</u>
NET INCOME	<u><u>-74,679.64</u></u>

# MINUTES OF REGULAR MEETING OF BROOKS PUBLIC LIBRARY BOARD

NOVEMBER 29, 2012

## BROOKS PUBLIC LIBRARY

**Present:** Lisa Crosby (Chair), Tilly Gamble-Altwasser (vice-Chair), Karen Nelson (Secretary), Sarah McCormack (Librarian), Kimberly Sharkey (Counsellor).

**Regrets:** Nigel Seymour, Dino Champlone

### 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: Lisa called the meeting to order at 605 PM.
2. Approval of Consent Agenda

**Moved by Kimberly Sharkey with amendments as presented the following items in the consent agenda. CARRIED.**

- a) October 24, 2012 Board Meeting Minutes
- b) November 2012 Receipts and Expenditures
3. Business Arising from October 24, 2012 meeting
  - a) Parking Agreement – Sarah presented the parking agreement that her and Lisa worked on to address parking for Ms. Ramer for her heritage house tours. Sarah will report back once she has met with Ms. Ramer regarding the agreement.
  - b) Plan of Service – Sarah and Lisa met with Julie Friesen to discuss plans for our upcoming Focus Group. Details of this will be finalized at a meeting Sarah has with



Julie on December 13, 2012. The focus group day will be January 19, 2013 at BPL which will be open and will follow "World Cafe" style discussions and table group focus questions. Board members were encouraged to provide Lisa/Sarah with questions we might like to see discussed on that day to aid us in our Plan of Service preparation.

- c) Christmas Party – Karen reported that our Christmas party will be held on Friday, January 18, 2013 at ACES with a catered meal at 6PM. Sarah will make RSVP invitations so that we can obtain accurate numbers for the meal. It was decided the Board would cover the cost of staff and Board members and that spouses of same would pay the \$21. Further planning of the evening activities will be discussed at a meeting on January 8, 2013 at 330PM at the BPL.
- d) Youth Card – Sarah is still trying to meet with Bonnie Annicchiarico from St. Joes to discuss plans for a Youth Library card. Sarah will talk more about this at next meeting. Board has asked that Tamara talk about BPL gift certificates during her radio spots and in the Bulletin column so people are aware they exist.

#### 4. New Business

- a) SCiP – Serving Communities Internship Program – sarah described what this program is and reported that BPL had applied and been accepted to be an intern site and has posted for intern positions. This is an ongoing program and we will be updated.
- b) 2013 Budget – Sarah presented the 2013 budget. **Karen Nelson made a motion to pass the 2013 BPL Budget. CARRIED.**
- c) 2013 Closure Dates – **Tilly made a motion that BPL will be open until 2PM on December 24, 2013, closed on December 25 and 26, 2013 and closed at 2PM on December 31, 2013 and closed on January 1, 2014. CARRIED**
- d) Investment accounts maturing – Sarah reported that GICs matured this week and were deposited into our savings account. It was reported that this will be further discussed at the next Finance meeting.
- e) Amnesty Day – Sarah informed the Board of her plans to host "Noon hour preppers" for the week of December 17 – 22. These "preppers" will talk about how to prepare for the end of the world. On the last day, BPL will host and "End of the World" party.

can of food they donate for the Brooks Food Bank.

**Kimberly made a motion we support Amnesty Day on December 22, 2012 reflecting waiving fines for donating food. CARRIED.**

- f) Other – Kimberley reported that City of Brooks is looking to transplant the rose garden from the Hort Center. Board was asked if we would be interested in having space around the library used for transplanting the rose garden. Board was in favor of this idea.

Kimberley asked if the BPL could use some computers that the Credit Union replacing. Sarah said that we could use 3 at BPL.

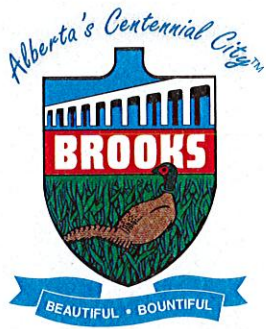
**Adjournment – Kimberley moved to adjourn at 735PM.**

Next meeting will be held on Wednesday, January 23, 2013 at 6PM.

  
Board Chair

\_\_\_\_\_  
Librarian

Date \_\_\_\_\_



# City of Brooks

201 - 1<sup>st</sup> Avenue West  
Bag 880  
Brooks, AB. T1R 0Z6  
Bus: 403-362-3333 • Fax: 403-362-4787  
website: [www.brooks.ca](http://www.brooks.ca)  
Confidential Fax: 403-501-0090

October 16, 2012

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

Attention: Sarah McCormack, Head Librarian

Dear Ms. McCormack:

**Re: Appointment – Brooks Public Library Board**

This is to advise that the following Council Member has been appointed to the Brooks Public Library Board commencing October 15<sup>th</sup>, 2012 to the date of the 2013 Organizational Meeting:

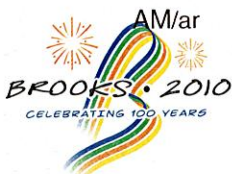
Kimberley Sharkey  
201 – 1<sup>st</sup> Avenue West  
Brooks, AB T1R 0Z6  
403-501-9010  
[ksharkey@brooks.ca](mailto:ksharkey@brooks.ca)

The motion was presented and approved at the October 15<sup>th</sup>, 2012 Organizational Meeting.

Sincerely,

CITY OF BROOKS

Alan Martens  
Chief Administrative Officer



November 14, 2012

Mr. Dino Champlone  
City of Brooks Library Board  
Box 1149 - 420 1 Avenue  
Brooks, AB T1R 1B9

Dear Mr. Champlone,

**Re: Plan of Service**

The Plan of Service for your library on file with the Ministry expires in 2012. Your library board is required to file a current plan of service in 2013 to receive provincial funding.

We recommend that your board follow the *Strategic Planning for Results* process when writing a Plan of Service. This process was developed for public libraries by the Public Library Association. It is straightforward and easy to follow with step-by-step instructions. It includes a simple but effective community needs assessment and is focused on picking library services that meet community needs. It will ensure that your plan of service fulfills legal requirements and is useful to you as a planning, budgeting and advocacy aid.

If you choose to use this process, we can provide you with assistance as you develop your plan. Public Library Services Branch consultants, library system consultants or others can train your board on the Planning for Results process. A book and toolkit are available to help guide you. Finally, consultants can lead you through the actual planning process.

If your board requires assistance in developing its plan, please contact me with any questions or requests for assistance. Please note that resources are limited and requests for assistance are filled on a first-come, first-served basis.

Sincerely,



Ken Feser, Library Consultant  
Public Library Services Branch  
Alberta Municipal Affairs  
Direct phone 780-415-0296  
[www.albertalibraries.ca](http://www.albertalibraries.ca)

cc: ~~Library Manager~~  
Library System

# Brooks Public Library

## Income Statement 09/28/2012 to 10/31/2012

### REVENUE

#### REVENUE

Town of Brooks	51,066.24
City of Brooks Misc	0.00
HRDC - Summer Student	2,143.00
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	1,342.00
Interest Income	0.00
Miscellaneous	0.00
Fines, Book Sales and Services	1,075.75
Non-resident Cardholder Fees	0.00
Charitable Receipt Donations	750.00
Fundraisers	0.00
Adopt-a-magazine	300.00
Medieval Faire	0.00
GST Recovery	0.00
<b>TOTAL REVENUE</b>	<b>91,862.48</b>

### TOTAL REVENUE

91,862.48

### EXPENSE

#### EXPENSES

SLS Expense (Materials)	57,991.00
SLS - Non-resident fees	0.00
SLS - Dynix and Telecom	0.00
Books and Materials	0.00
New Library Furnishings	0.00
Library Equipment	0.00
Payroll Expense	50.00
Library Supplies	863.97
Administration & Travel	676.40
Recruitment Expense	0.00
Program Expense	655.76
Medieval Faire	0.00
Repair & Maintenance	0.00
Renovations	0.00
Rebinding, Microfilming, Laminati...	0.00
Staff Training	1,873.84
Telephone and Fax Expense	530.96
Copier & Computer Costs	1,012.17
Security Monitoring	0.00
Computer Main. Contracts	0.00
GST Expense	0.00
Freight and Postage	0.00
Professional Memberships	0.00
Publicity and Advertising	0.00
Audit and Insurance	0.00
Bank Charges	4.08
Miscellaneous	0.00
Wages	35,536.65
Wage Reimbursement	0.00
EI Expense	432.99
CPP Expense	723.09
WCB Expense	0.00
AUMA Extended Health	250.92
L.A.P.P. Expense	878.82
AB Health Expense	0.00

**Brooks Public Library**  
**Income Statement 09/28/2012 to 10/31/2012**

TOTAL EXPENSES	<u>101,480.65</u>
TOTAL EXPENSE	<u>101,480.65</u>
NET INCOME	<u><u>-9,618.17</u></u>

## Brooks Public Library

## Reconciliation Transactions Detail Report 09/28/2012 to 10/31/2012

Account: 1080 Cash In Bank

Date	JE#	Comment	Source	Deposits	Withdrawals	Dep...	Cleared	Status
09/28/2012	J260	September 2012, Canadian ...	4673	-	1,695.00		Y	Cleared
09/28/2012	J289	September 2012, Maxine Me...	4674	-	1,658.23		Y	Cleared
09/28/2012	J290	September 2012, Bessie Jac...	4675	-	1,608.08		Y	Cleared
09/28/2012	J291	September 2012, Bruce Sch...	4676	-	489.34		Y	Reversed
09/28/2012	J292	September 2012, Tamara Va...	4677	-	1,648.72		Y	Cleared
09/28/2012	J293	September 2012, Cathryn Kr...	4678	-	1,590.17		Y	Cleared
09/28/2012	J294	September 2012, Jillian Clarke	4679	-	1,452.51		Y	Cleared
09/28/2012	J295	September 2012, Sarah Mc...	4680	-	3,836.10		Y	Cleared
09/28/2012	J296	September 2012, Jeannette ...	4681	-	603.40		Y	Cleared
09/28/2012	J297	September 2012, Xerox Can...	4682	-	2.94		Y	Cleared
09/28/2012	J298	September 2012, Telus Com...	4683	-	258.39		Y	Cleared
09/28/2012	J299	September 2012, RBC Royal...	4684	-	1,108.87		Y	Cleared
09/28/2012	J300	September 2012, Brooks Co...	4685	-	52.50		Y	Cleared
09/28/2012	J301	September 2012, Canada C...	4686	-	4,272.89		N	Outstanding
09/28/2012	J302	September 2012, Local Auth...	4687	-	1,668.96		N	Outstanding
09/28/2012	J303	September 2012, AMSC Ins...	4688	-	358.46		N	Outstanding
09/28/2012	J304	Sept 2012, Xerox Canada Ltd	4689	-	24.16		Y	Cleared
09/28/2012	J305	Reversing J291. Correction i...	ADJ4676	489.34	-		Y	Adjustment
09/28/2012	J306	September 2012, Bruce Sch...	4663	-	489.34		Y	Cleared
09/28/2012	J307	September 2012, AI's Audio	4690	-	262.50		Y	Cleared
09/28/2012	J308	Oct 2012, Shortgrass Library...	4691	-	120.73		Y	Cleared
09/28/2012	J309	October 2012, Shortgrass Li...	4692	-	57,991.00		Y	Cleared
09/28/2012	J310	October 2012, Wayne's Port...	4693	-	168.00		Y	Cleared
10/15/2012	J311	Fines	Deposit	453.85	-		Y	Cleared
10/15/2012	J312	Resident Cardholder	Deposit	552.00	-		Y	Cleared
10/15/2012	J313	City of Brooks	Deposit	51,066.24	-		Y	Cleared
10/15/2012	J314	Adopt-a-Magazine	Deposit	200.00	-		Y	Cleared
10/22/2012	J315	Fines	Deposit	390.25	-		Y	Cleared
10/22/2012	J316	Resident Cardholder	Deposit	395.00	-		Y	Cleared
10/22/2012	J317	County of Newell	Deposit	35,185.49	-		Y	Cleared
10/22/2012	J318	Adopt-a-Magazine	Deposit	100.00	-		Y	Cleared
09/28/2012	J320	Oct 24, 2012, Sarah McCor...	4694	-	952.10		Y	Cleared
09/28/2012	J321	October 24 / 12, Sarah McC...	4695	-	156.30		Y	Cleared
10/31/2012	J322	October 2012, Maxine Meldr...	4696	-	2,012.62		N	Outstanding
10/31/2012	J323	October 2012, Bessie Jacow...	4697	-	2,095.32		Y	Cleared
10/31/2012	J324	October 2012, Bruce Schmidt	4698	-	494.24		N	Outstanding
10/31/2012	J325	October 2012, Tamara Van ...	4699	-	1,857.56		Y	Cleared
10/31/2012	J326	October 2012, Cathryn Kroc...	4700	-	1,626.77		N	Outstanding
10/31/2012	J327	October 2012, Jillian Clarke	4701	-	1,424.72		Y	Cleared
10/31/2012	J328	October 31 2012, Sarah Mc...	4702	-	3,721.85		N	Outstanding
10/31/2012	J329	October 2012, Jeannette Zahn	4703	-	591.62		N	Outstanding
10/31/2012	J330	October 2012, Telus Commu...	4704	-	272.57		N	Outstanding
10/31/2012	J331	October 2012, Total Office Pl...	4705	-	756.53		N	Outstanding
10/31/2012	J332	Oct 2012, Total Office Plus	4706	-	114.41		N	Outstanding
10/29/2012	J353	Fines	Deposit	231.65	-		Y	Cleared
10/29/2012	J354	Resident Cardholder	Deposit	395.00	-		Y	Cleared
10/29/2012	J355	Donation	Deposit	750.00	-		Y	Cleared
10/29/2012	J356	Government of Canada	Deposit	2,143.00	-		Y	Cleared
10/01/2012	J362	Paper Statement Fee	Debit	-	2.00		Y	Cleared
				92,351.82	97,438.90			

**Brooks Public Library**  
**All Journal Entries 09/28/2012 to 10/31/2012**

		Account Number	Account Description	Debits	Credits
09/28/2012	J260	4673, September 2012,	Canadian Urban Libraries Council		
		2100	GST Paid on Purchases	195.00	-
		5130	Staff Training	1,500.00	-
		1080	Cash In Bank	-	1,695.00
09/28/2012	J289	4674, September 2012,	Maxine Meldrum		
		5300	Wages	2,232.45	-
		1080	Cash In Bank	-	1,658.23
		2310	EI Payable	-	40.85
		2320	CPP Payable	-	96.58
		2330	Income Tax Payable	-	233.38
		2400	L.A.P.P.	-	198.96
		2420	AUMA Extended Health	-	4.45
09/28/2012	J290	4675, September 2012,	Bessie Jacowishen		
		5300	Wages	2,232.45	-
		1080	Cash In Bank	-	1,608.08
		2310	EI Payable	-	40.85
		2320	CPP Payable	-	96.58
		2330	Income Tax Payable	-	233.38
		2400	L.A.P.P.	-	198.96
		2420	AUMA Extended Health	-	54.60
09/28/2012	J292	4677, September 2012,	Tamara Van Horne		
		5300	Wages	2,249.40	-
		1080	Cash In Bank	-	1,648.72
		2310	EI Payable	-	41.16
		2320	CPP Payable	-	97.41
		2330	Income Tax Payable	-	237.28
		2400	L.A.P.P.	-	200.39
		2420	AUMA Extended Health	-	24.44
09/28/2012	J293	4678, September 2012,	Cathryn Krochak		
		5300	Wages	2,152.50	-
		1080	Cash In Bank	-	1,590.17
		2310	EI Payable	-	39.39
		2320	CPP Payable	-	92.57
		2330	Income Tax Payable	-	214.49
		2400	L.A.P.P.	-	191.83
		2420	AUMA Extended Health	-	24.05
09/28/2012	J294	4679, September 2012,	Jillian Clarke		
		5300	Wages	1,643.00	-
		1080	Cash In Bank	-	1,452.51
		2310	EI Payable	-	66.89
		2320	CPP Payable	-	30.07
		2330	Income Tax Payable	-	93.53
09/28/2012	J295	4680, September 2012,	Sarah McCormack		
		5300	Wages	5,250.00	-
		1080	Cash In Bank	-	3,836.10
		2310	EI Payable	-	96.08
		2320	CPP Payable	-	245.44
		2330	Income Tax Payable	-	1,072.38
09/28/2012	J296	4681, September 2012,	Jeannette Zahn		
		5300	Wages	631.80	-
		1080	Cash In Bank	-	603.40
		2310	EI Payable	-	11.56
		2320	CPP Payable	-	16.84
09/28/2012	J297	4682, September 2012,	Xerox Canada Ltd		
		5160	Copier & Computer Costs	2.94	-
		1080	Cash In Bank	-	2.94
09/28/2012	J298	4683, September 2012,	Telus Communications		

Printed On: 11/29/2012



**Brooks Public Library**  
**All Journal Entries 09/28/2012 to 10/31/2012**

		Account Number	Account Description	Debits	Credits
		5140	Telephone and Fax Expense	258.39	-
		1080	Cash In Bank	-	258.39
09/28/2012	J299	4684, September 2012,	RBC Royal Bank VISA		
		2100	GST Paid on Purchases	50.93	-
		5070	Library Supplies	503.26	-
		5090	Program Expense	178.76	-
		5130	Staff Training	373.84	-
		5250	Bank Charges	2.08	-
		1080	Cash In Bank	-	1,108.87
09/28/2012	J300	4685, September 2012,	Brooks Computer Services Ltd.		
		2100	GST Paid on Purchases	2.50	-
		5060	Payroll Expense	50.00	-
		1080	Cash In Bank	-	52.50
09/28/2012	J301	4686, September 2012,	Canada Customs and Revenue Agency		
		2310	EI Payable	309.28	-
		2320	CPP Payable	723.09	-
		2330	Income Tax Payable	2,084.44	-
		5310	EI Expense	432.99	-
		5320	CPP Expense	723.09	-
		1080	Cash In Bank	-	4,272.89
09/28/2012	J302	4687, September 2012,	Local Authorities Pension Plan		
		2400	L.A.P.P.	790.14	-
		5350	L.A.P.P. Expense	878.82	-
		1080	Cash In Bank	-	1,668.96
09/28/2012	J303	4688, September 2012,	AMSC Insurance Services Limited		
		2420	AUMA Extended Health	107.54	-
		5340	AUMA Extended Health	250.92	-
		1080	Cash In Bank	-	358.46
09/28/2012	J304	4689, Sept 2012, Xerox	Canada Ltd		
		2100	GST Paid on Purchases	1.15	-
		5160	Copier & Computer Costs	23.01	-
		1080	Cash In Bank	-	24.16
09/28/2012	J306	4663, September 2012,	Bruce Schmidt		
		5300	Wages	509.44	-
		1080	Cash In Bank	-	489.34
		2310	EI Payable	-	9.32
		2320	CPP Payable	-	10.78
09/28/2012	J307	4690, September 2012,	Al's Audio		
		2100	GST Paid on Purchases	12.50	-
		5090	Program Expense	250.00	-
		1080	Cash In Bank	-	262.50
09/28/2012	J308	4691, Oct 2012, Shortgrass	Library System		
		5160	Copier & Computer Costs	120.73	-
		1080	Cash In Bank	-	120.73
09/28/2012	J309	4692, October 2012,	Shortgrass Library System		
		5020	SLS Expense (Materials)	57,991.00	-
		1080	Cash In Bank	-	57,991.00
09/28/2012	J310	4693, October 2012,	Wayne's Porta-Potties Rentals		
		2100	GST Paid on Purchases	8.00	-
		5090	Program Expense	160.00	-
		1080	Cash In Bank	-	168.00
10/15/2012	J311	Deposit, Fines			
		4120	Fines, Book Sales and Services	-	453.85
		1080	Cash In Bank	453.85	-

**Brooks Public Library**  
**All Journal Entries 09/28/2012 to 10/31/2012**

	Account Number	Account Description	Debits	Credits
10/15/2012	J312	Deposit, Resident Cardholder		
	4090	Resident Cardholder Fees	-	552.00
	1080	Cash In Bank	552.00	-
10/15/2012	J313	Deposit, City of Brooks		
	4020	Town of Brooks	-	51,066.24
	1080	Cash In Bank	51,066.24	-
10/15/2012	J314	Deposit, Adopt-a-Magazine		
	4185	Adopt-a-magazine	-	200.00
	1080	Cash In Bank	200.00	-
10/22/2012	J315	Deposit, Fines		
	4120	Fines, Book Sales and Services	-	390.25
	1080	Cash In Bank	390.25	-
10/22/2012	J316	Deposit, Resident Cardholder		
	4090	Resident Cardholder Fees	-	395.00
	1080	Cash In Bank	395.00	-
10/22/2012	J317	Deposit, County of Newell		
	4060	County of Newell Library Board	-	35,185.49
	1080	Cash In Bank	35,185.49	-
10/22/2012	J318	Deposit, Adopt-a-Magazine		
	4185	Adopt-a-magazine	-	100.00
	1080	Cash In Bank	100.00	-
09/28/2012	J320	4694, Oct 24, 2012, Sarah McCormack		
	2100	GST Paid on Purchases	4.29	-
	5070	Library Supplies	360.71	-
	5080	Administration & Travel	520.10	-
	5090	Program Expense	67.00	-
	1080	Cash In Bank	-	952.10
09/28/2012	J321	4695, October 24 / 12, Sarah McCormack		
	5080	Administration & Travel	156.30	-
	1080	Cash In Bank	-	156.30
10/31/2012	J322	4696, October 2012, Maxine Meldrum		
	5300	Wages	2,813.25	-
	1080	Cash In Bank	-	2,012.62
	2310	EI Payable	-	51.48
	2320	CPP Payable	-	125.33
	2330	Income Tax Payable	-	368.73
	2400	L.A.P.P.	-	250.64
	2420	AUMA Extended Health	-	4.45
10/31/2012	J323	4697, October 2012, Bessie Jacowishen		
	5300	Wages	3,031.05	-
	1080	Cash In Bank	-	2,095.32
	2310	EI Payable	-	55.47
	2320	CPP Payable	-	136.11
	2330	Income Tax Payable	-	419.49
	2400	L.A.P.P.	-	270.06
	2420	AUMA Extended Health	-	54.60
10/31/2012	J324	4698, October 2012, Bruce Schmidt		
	5300	Wages	514.70	-
	1080	Cash In Bank	-	494.24
	2310	EI Payable	-	9.42
	2320	CPP Payable	-	11.04
10/31/2012	J325	4699, October 2012, Tamara Van Horne		
	5300	Wages	2,591.70	-

**Brooks Public Library**  
**All Journal Entries 09/28/2012 to 10/31/2012**

		Account Number	Account Description	Debits	Credits
		1080	Cash In Bank	-	1,857.56
		2310	EI Payable	-	47.43
		2320	CPP Payable	-	114.36
		2330	Income Tax Payable	-	317.05
		2400	L.A.P.P.	-	230.86
		2420	AUMA Extended Health	-	24.44
10/31/2012	J326	4700, October 2012, Cathryn Krochak			
		5300	Wages	2,212.50	-
		1080	Cash In Bank	-	1,626.77
		2310	EI Payable	-	40.49
		2320	CPP Payable	-	95.54
		2330	Income Tax Payable	-	228.47
		2400	L.A.P.P.	-	197.18
		2420	AUMA Extended Health	-	24.05
10/31/2012	J327	4701, October 2012, Jillian Clarke			
		5300	Wages	1,603.25	-
		1080	Cash In Bank	-	1,424.72
		2310	EI Payable	-	29.34
		2320	CPP Payable	-	64.92
		2330	Income Tax Payable	-	84.27
10/31/2012	J328	4702, October 31 2012, Sarah McCormack			
		5300	Wages	5,250.00	-
		1080	Cash In Bank	-	3,721.85
		2310	EI Payable	-	96.08
		2320	CPP Payable	-	248.79
		2330	Income Tax Payable	-	1,094.06
		2420	AUMA Extended Health	-	89.22
10/31/2012	J329	4703, October 2012, Jeannette Zahn			
		5300	Wages	619.16	-
		1080	Cash In Bank	-	591.62
		2310	EI Payable	-	11.33
		2320	CPP Payable	-	16.21
10/31/2012	J330	4704, October 2012, Telus Communications			
		5140	Telephone and Fax Expense	272.57	-
		1080	Cash In Bank	-	272.57
10/31/2012	J331	4705, October 2012, Total Office Plus			
		5160	Copier & Computer Costs	756.53	-
		1080	Cash In Bank	-	756.53
10/31/2012	J332	4706, Oct 2012, Total Office Plus			
		2100	GST Paid on Purchases	5.45	-
		5160	Copier & Computer Costs	108.96	-
		1080	Cash In Bank	-	114.41
10/29/2012	J353	Deposit, Fines			
		4120	Fines, Book Sales and Services	-	231.65
		1080	Cash In Bank	231.65	-
10/29/2012	J354	Deposit, Resident Cardholder			
		4090	Resident Cardholder Fees	-	395.00
		1080	Cash In Bank	395.00	-
10/29/2012	J355	Deposit, Donation			
		4170	Charitable Receipt Donations	-	750.00
		1080	Cash In Bank	750.00	-
10/29/2012	J356	Deposit, Government of Canada			
		4030	HRDC - Summer Student	-	2,143.00
		1080	Cash In Bank	2,143.00	-

**Brooks Public Library**  
**All Journal Entries 09/28/2012 to 10/31/2012**

		Account Number	Account Description	Debits	Credits
10/01/2012	J362		Debit, Paper Statement Fee		
		5250	Bank Charges	2.00	-
		1080	Cash In Bank	-	2.00
				<u>197,637.44</u>	<u>197,637.44</u>

**Brooks Public Library**  
**Balance Sheet As at 10/31/2012**

**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	99,978.47
Reserve Fund	55,000.00
GIC 0001	30,000.00
GIC 0002	7,000.00
Accounts Receivable	60.00
Interest Receivable	133.00

**TOTAL CURRENT ASSETS** 192,870.86

**TOTAL ASSET** 192,870.86

**LIABILITY**

**CURRENT LIABILITIES**

Accounts Payable	0.00
MNP Accrual	4,830.00
GST Charged on Sales	0.00
GST Paid on Purchases	-8,516.78
GST Paid on Books	0.00
New Account	0.00
Accounts Payable	0.00
Vacation Payable	0.00
EI Payable	389.44
CPP Payable	763.90
Income Tax Payable	2,512.07
L.A.P.P.	-293.96
AUMA Extended Health	2,040.46
AB Health Payable	-94.36
W.C.B. Payable	0.00
Miscellaneous	0.00

**TOTAL CURRENT LIABILITIES** 1,630.77

**TOTAL LIABILITY** 1,630.77

**EQUITY**

**EARNINGS**

Building Fund Reserves	38,314.20
Externally restricted	200.00
Retained Earnings	111,491.82
Current Earnings	41,234.07

**CURRENT EARNINGS** 191,240.09

**TOTAL EQUITY** 191,240.09

**LIABILITIES AND EQUITY** 192,870.86

# MINUTES OF REGULAR MEETING OF BROOKS PUBLIC LIBRARY BOARD

NOVEMBER 29, 2012

## BROOKS PUBLIC LIBRARY

**Present:** Lisa Crosby (Chair), Tilly Gamble-Altwasser (vice-Chair), Karen Nelson (Secretary), Sarah McCormack (Librarian), Kimberly Sharkey (Counsellor).

**Regrets:** Nigel Seymour, Dino Champlone

### 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: Lisa called the meeting to order at 605 PM.
2. Approval of Consent Agenda

**Moved by Kimberly Sharkey with amendments as presented the following items in the consent agenda. CARRIED.**

- a) October 24, 2012 Board Meeting Minutes
  - b) November 2012 Receipts and Expenditures
3. Business Arising from October 24, 2012 meeting
    - a) Parking Agreement – Sarah presented the parking agreement that her and Lisa worked on to address parking for Ms. Ramer for her heritage house tours. Sarah will report back once she has met with Ms. Ramer regarding the agreement.
    - b) Plan of Service – Sarah and Lisa met with Julie Friesen to discuss plans for our upcoming Focus Group. Details of this will be finalized at a meeting Sarah has with

Julie on December 13, 2012. The focus group day will be January 19, 2013 at BPL which will be open and will follow "World Cafe" style discussions and table group focus questions. Board members were encouraged to provide Lisa/Sarah with questions we might like to see discussed on that day to aid us in our Plan of Service preparation.

- c) Christmas Party – Karen reported that our Christmas party will be held on Friday, January 18, 2013 at ACES with a catered meal at 6PM. Sarah will make RSVP invitations so that we can obtain accurate numbers for the meal. It was decided the Board would cover the cost of staff and Board members and that spouses of same would pay the \$21. Further planning of the evening activities will be discussed at a meeting on January 8, 2013 at 330PM at the BPL.
- d) Youth Card – Sarah is still trying to meet with Bonnie Annicchiarico from St. Joes to discuss plans for a Youth Library card. Sarah will talk more about this at next meeting. Board has asked that Tamara talk about BPL gift certificates during her radio spots and in the Bulletin column so people are aware they exist.

#### 4. New Business

- a) SCiP – Serving Communities Internship Program – sarah described what this program is and reported that BPL had applied and been accepted to be an intern site and has posted for intern positions. This is an ongoing program and we will be updated.
- b) 2013 Budget – Sarah presented the 2013 budget. **Karen Nelson made a motion to pass the 2013 BPL Budget. CARRIED.**
- c) 2013 Closure Dates – **Tilly made a motion that BPL will be open until 2PM on December 24, 2013, closed on December 25 and 26, 2013 and closed at 2PM on December 31, 2013 and closed on January 1, 2014. CARRIED**
- d) Investment accounts maturing – Sarah reported that GICs matured this week and were deposited into our savings account. It was reported that this will be further discussed at the next Finance meeting.
- e) Amnesty Day – Sarah informed the Board of her plans to host "Noon hour preppers" for the week of December 17 – 22. These "preppers" will talk about how to prepare for the end of the world. On the last day, BPL will host and "End of the World" party.

Also on this day, December 22, 2012, BPL will take \$1 off of patron fines for every can of food they donate for the Brooks Food Bank.

**Kimberly made a motion we support Amnesty Day on December 22, 2012 reflecting waiving fines for donating food. CARRIED.**

- f) Other – Kimberley reported that City of Brooks is looking to transplant the rose garden from the Hort Center. Board was asked if we would be interested in having space around the library used for transplanting the rose garden. Board was in favor of this idea.

Kimberley asked if the BPL could use some computers that the Credit Union replacing. Sarah said that we could use 3 at BPL.

**Adjournment – Kimberley moved to adjourn at 735PM.**

Next meeting will be held on Wednesday, January 23, 2013 at 6PM.

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

\_\_\_\_\_  
Librarian

Date\_\_\_\_\_



**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

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Head Librarian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date