MINUTES OF REGULAR MEETING OF BROOKS PUBLIC LIBRARY BOARD
January 26, 2012
HELD IN BROOKS PUBLIC LIBRARY

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

REGRETS: Nigel Seymour

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 6:32 p.m.

2. Approval of Agenda **Cathleen/Tilly moved the approval of the Agenda. Carried.**

3. Consent Agenda: **Moved by Karen N/Kimberley the following items in the Consent Agenda. Carried.**

a) November 2011 Board Meeting Minutes.
b) January Librarian's Report.
c) 2012 Finance Meeting Minutes
d) November and December 2011 Receipts and Expenditures.

4.. Correspondence:

a) County of Newell – Brooks Public Library Funding Request
Copy of a letter confirming funding for 2012 would be based on the 2011 funding.

b) Alberta Library Trustees Association – Call for Nominations

c) Shortgrass Library System – September 2011 Board Meeting Minutes (electronic available).

d) Shortgrass Library System – Shortgrass Clippings (electronic available).

e) Government of Alberta Culture and Community Spirit – CIP Grant

f) Patron Suggestions

5. Business arising from the November 2011 Board meeting minutes.

a) 2012-2014 Budget

Moved by Karen N./Tilly we approve the Budget as presented. Carried.

Moved by Cathleen/Lisa renovations to the computer lab in the amount of $5,500.00 be taken out of the Reserve Fund. Carried.

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6.. New Business

a) Shannon Vossepoel resignation.

i) Signing authorities: Shannon will arrange for the changes.

ii) Security clearance: Shannon will turn the responsibility over to Maxine as first responder..

iii) Grant applications: Shannon has agreed to return to compete both the HRDC grant and the Alberta Library Grant applications.

iv) Succession planning: Shannon has agreed to return to help with training of the new Librarian.

Moved by Dino/Lisa we prepare a contract, project specific, for grant writing and succession planning for a maximum of 30 hours @ $30.00 per hour plus mileage for two return trips Brooks/Calgary @ $.50 per km. Carried.

v) Vacation pay: Shannon will be paid the mandatory 6% vacation pay.

b) Staff Recognition – Cathryn Krochak and Jill Clark

Lisa volunteered to look after the purchase of gifts honoring the 5 years of service for the above.

c) 2012 Audit: The Audit is prepared and ready to go to the Auditor awaiting only T4's and Bank statements.

d) St. Joseph's Collegiate – request for collaboration

It was agreed that the library would provide information pamphlets for new Canadians, but would not provide free memberships.

e) Plan of Service

Shannon reminded the board that the Plan of Service is due this year. She handed out copies for the Boards convenience. Tamara will run an online survey.

8. Adjournment: **Moved by Karen B. the meeting adjourn at 7:58 pm.**

9. Next Board Meeting : 6:30 pm. February 27, 2012

_____ _____

Board Chair Librarian

Date: _____

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

Brooks Library Board
2012 Budget – Reduced PT Staff, Close Wednesday Night

Receipts	Annual Budget	Current Month	Total to Date
City of Brooks Annual Funding	184,105.00		
City of Brooks Miscellaneous	9,100.00		
HRDC – Summer Student	2,100.00		
Province of Alberta	73,337.00		
Additional Grant Funding	3,000.00		
County of Newell Library Board	35,185.00		
Resident Cardholder Fees	20,625.00		
Interest Income	0.00		
Miscellaneous	200.00		
Fines, books and services	17,000.00		
Donations	3,000.00		
Fundraisers (Friends of the Library)	500.00		
Adopt-a-magazine	2,000.00		
GST Recovery	1,000.00		
Total Revenue	**$351,152.00**		
Expenditures			
SLS Expense (Materials Allot.)	57,991.00		
Dynix and Telecom (SLS)	3,400.00		
Books & Materials (Additional)	0.00		
Furnishings and Equipment	3,461.00		
Payroll Expense	750.00		
Library Supplies	8,500.00		
Administration & Travel	4,500.00		
Program Expense	4,000.00		
Repair & Maintenance	2,000.00		
Rebinding, Microfilming, and Laminating	800.00		
Staff Training	4,000.00		
Telephone & Fax Expense	3,200.00		
Copier & Computer Costs	3,600.00		
Security Monitoring	600.00		
GST Expense	0.00		
Freight & Postage	1,000.00		
Professional Memberships	550.00		
Publicity and Advertising	1,700.00		
Audit and Insurance	8,500.00		
Bank Charges	200.00		
Miscellaneous	200.00		

Wages (includes temp. staff and VAC pay)	204,000.00		
EI Expense	5,200.00		
CPP Expense	8,900.00		
WCB Expense	900.00		
AUMA Expense	5,000.00		
LAPP Expense	18,200.00		
Total Expenses	**$351,152.00**		

- Balanced budget with $9,661.00 left over. Increases made to Library Furnishings, Library Supplies, Administration and Travel, Program Expense, Staff Training, and Publicity and Advertising.
- Cuts: Budget assumes that LA4 staff have been reorganized to cover weekend and evening shifts and that LA2 staff have been reduced. Budget also assumes that library is closed Wednesday nights.

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 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.

MINUTES OF REGULAR MEETING OF BROOKS PUBLIC LIBRARY BOARD
February 27, 2012
HELD IN BROOKS PUBLIC LIBRARY

PRESENT: Tilly Gamble-Altwasser (Vice Chair), Karen Nelson, Cathleen Patterson, Joyce Aasen, Kimberley Sharkey, Lisa Crosby. Nigel Seymour, Sarah McCormack

REGRETS: 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: Tilley Gamble-Altwasser called the meeting to order at 6:35 p.m.

2. Approval of Agenda: **Karen moved the approval of the Agenda. Carried.**

3. Consent Agenda: **Moved by Kimberly the following item in the Consent Agenda. Carried.**
a) January 26, 2012 Board Meeting Minutes.

4. January 2012 Receipts and Expenditures: **Lisa moved the January 2012 Receipts and Expenditures be approved. Carried**

5.. Business arising from the January 26, 2012 Board meeting minutes.

a) Audit: Sarah will be taking the records to Medicine Hat for Auditing.

b) Public Library Survey & 2011 Annual Report of Public Libraries:
Joyce moved the approval of the Public Library Survey & Annual Report be approved with further research. Carried

d) Plan of Service: Tabled to next meeting.

6. New Business

a) Appointment of Sarah McCormack as Head Librarian:
Karen moved the appointment of Sarah McCormack as Head Librarian. Carried.

b) Resignation of Karen Bonora
Kimberley moved to accept with regrets the resignation of Karen Bonora. Carried

c) **Cathleen moved to appoint Dino Champlone as Chair. Carried.**

d) Sarah will check into the status of the cell phone purchased for Shannon and see if she wants to take over the plan. She will advise the board.

e) **Karen moved that we purchase $10.00 gift cards for each of the Staff in recognition of their extra efforts while awaiting the new Head Librarian. Carried.** Lisa will take care of purchasing and presenting them.

8. Adjournment: **Moved by Tilly the meeting adjourn at 7:41 pm.**

9. Next Board Meeting : 6:30 pm. March 22, 2012

Board Chair

Librarian

Date: February 29, 2012

Brooks Public Library
Balance Sheet As at 01/31/2012

AS

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	15,102.82
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	117,995.21
TOTAL ASSET	117,995.21
LIABILITY	
CURRENT LIABILITIES	
Accounts Payable	0.00
MNP Accrual	4,830.00
GST Charged on Sales	0.00
GST Paid on Purchases	-7,301.76
GST Paid on Books	0.00
New Account	0.00
Accounts Payable	0.00
Vacation Payable	0.00
EI Payable	0.00
P Payable	0.00
ome 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	-2,570.68
TOTAL LIABILITY	-2,570.68
EQUITY	
EARNINGS	
Building Fund Reserves	38,314.20
Externally restricted	200.00
Retained Earnings	111,491.82
Current Earnings	-29,440.13
CURRENT EARNINGS	120,565.89
TOTAL EQUITY	120,565.89
LIABILITIES AND EQUITY	117,995.21

Brooks Public Library
Income Statement 01/01/2012 to 01/31/2012

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	1,550.00
Interest Income	0.00
Miscellaneous	0.00
Fines, Book Sales and Services	1,062.82
Non-resident Cardholder Fees	0.00
Charitable Receipt Donations	1,127.50
Fundraisers	0.00
Adopt-a-magazine	0.00
Medieval Faire	0.00
GST Recovery	0.00
TOTAL REVENUE	3,740.32
TOTAL REVENUE	3,740.32

EXPENSE

EXPENSES	
S Expense (Materials)	0.00
S - Non-resident fees	0.00
SLS - Dynix and Telecom	3,391.12
Books and Materials	0.00
New Library Furnishings	0.00
Library Equipment	0.00
Payroll Expense	0.00
Library Supplies	37.50
Administration & Travel	24.00
Recruitment Expense	0.00
Program Expense	407.76
Medieval Faire	0.00
Repair & Maintenance	0.00
Renovations	6,345.00
Rebinding, Microfilming, Laminati...	0.00
Staff Training	66.00
Telephone and Fax Expense	257.92
Copier & Computer Costs	0.00
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	50.00
Audit and Insurance	1,912.00
Bank Charges	0.00
Miscellaneous	0.00
Wages	17,321.35
Wage Reimbursement	0.00
EI Expense	443.78
CPP Expense	744.76
CB Expense	0.00
AUMA Extended Health	385.31
L.A.P.P. Expense	1,793.95
AB Health Expense	0.00

Brooks Public Library
Income Statement 01/01/2012 to 01/31/2012

TOTAL EXPENSES	33,180.45
TOTAL EXPENSE	33,180.45
NET INCOME	-29,440.13

Brooks Public Library
Reconciliation Transactions Detail Report 01/01/2012 to 01/31/2012

Account: 1080 Cash In Bank

Dat	JE#	Comment	Source	Deposits	Withdrawals	Dep...	Cleared	Status
01/27/2012	J1	January 2012, Shortgrass Li...	4497	-	3,748.02		N	Outstanding
01/27/2012	J2	January 2012, Telus Commu...	4498	-	270.72		N	Outstanding
01/27/2012	J3	January 2012, Brooks Electric	4499	-	4,195.00		Y	Cleared
01/31/2012	J4	January 2012, Jillian Clarke	4500	-	1,278.88		Y	Cleared
01/31/2012	J5	January 2012, Bessie Jacow...	4501	-	1,898.92		Y	Cleared
01/31/2012	J6	January 2012, Cathryn Kroc...	4502	-	1,561.40		N	Outstanding
01/31/2012	J7	January 2012, Maxine Meldr...	4503	-	1,897.46		N	Outstanding
01/31/2012	J8	January 2012, Bruce Schmidt	4504	-	518.72		N	Outstanding
01/31/2012	J9	January 2012, Tamara Van ...	4505	-	1,741.66		Y	Cleared
01/31/2012	J10	January 2012, Shannon Vos...	4506	-	2,897.02		Y	Cleared
01/31/2012	J11	January 2012, Morgan Ware	4507	-	468.45		Y	Cleared
01/31/2012	J12	January 2012, Canada Cust...	4508	-	4,457.29		N	Outstanding
01/31/2012	J13	January 2012, Local Authorit...	4509	-	3,408.19		N	Outstanding
01/31/2012	J14	January 2012, AMSC Insura...	4510	-	550.44		N	Outstanding
01/31/2012	J15	January 2012, RBC Royal B...	4511	-	50.00		N	Outstanding
01/31/2012	J16	January 2012, Water Pure & ...	4512	-	24.00		N	Outstanding
01/31/2012	J17	Jan 2012, Maxine Meldrum	4513	-	31.41		N	Outstanding
01/31/2012	J18	Jan 2012, Cathryn Krochak	4514	-	66.00		N	Outstanding
01/31/2012	J19	Jan 2012, Jillian Clarke	4515	-	19.89		Y	Cleared
01/31/2012	J20	January 2012, Computing E...	4516	-	39.38		N	Outstanding
01/31/2012	J21	January 2012, Jewalls Contr...	4517	-	2,257.50		N	Outstanding
01/31/2012	J22	Jan 2012, AMSC Insurance ...	4518	-	1,912.00		N	Outstanding
01/09/2012	J23	Fines	Deposit	321.42	-		Y	Cleared
01/09/2012	J24	Resident Cardholder	Deposit	485.00	-		Y	Cleared
01/16/2012	J25	Fines	Deposit	319.38	-		Y	Cleared
01/16/2012	J26	Resident Cardholder	Deposit	455.00	-		Y	Cleared
01/23/2012	J27	Fines	Deposit	160.80	-		Y	Cleared
01/23/2012	J28	Resident Cardholder	Deposit	315.00	-		Y	Cleared
01/30/2012	J29	Fines	Deposit	261.22	-		Y	Cleared
01/30/2012	J30	Resident Cardholder	Deposit	295.00	-		Y	Cleared
01/30/2012	J31	Donation	Deposit	1,127.50	-		Y	Cleared
				3,740.32	33,292.35			

Brooks Public Library
All Journal Entries 01/01/2012 to 01/31/2012

		Account Number	Account Description	Debits	Credits
01/2 12	J1	4497, January 2012, Shortgrass Library System			
		5022	SLS - Dynix and Telecom	3,391.12	-
		5090	Program Expense	356.90	-
		1080	Cash In Bank	-	3,748.02
01/27/2012	J2	4498, January 2012, Telus Communications			
		2100	GST Paid on Purchases	12.80	-
		5140	Telephone and Fax Expense	257.92	-
		1080	Cash In Bank	-	270.72
01/27/2012	J3	4499, January 2012, Brooks Electric			
		5110	Renovations	4,195.00	-
		1080	Cash In Bank	-	4,195.00
01/31/2012	J4	4500, January 2012, Jillian Clarke			
		5300	Wages	1,410.50	-
		1080	Cash In Bank	-	1,278.88
		2310	EI Payable	-	25.81
		2320	CPP Payable	-	55.38
		2330	Income Tax Payable	-	50.43
01/31/2012	J5	4501, January 2012, Bessie Jacowishen			
		5300	Wages	2,713.43	-
		1080	Cash In Bank	-	1,898.92
		2310	EI Payable	-	49.66
		2320	CPP Payable	-	120.31
		2330	Income Tax Payable	-	345.08
		2400	L.A.P.P.	-	241.73
		2420	AUMA Extended Health	-	57.73
01/3 012	J6	4502, January 2012, Cathryn Krochak			
		5300	Wages	2,107.50	-
		1080	Cash In Bank	-	1,561.40
		2310	EI Payable	-	38.57
		2320	CPP Payable	-	90.34
		2330	Income Tax Payable	-	203.95
		2400	L.A.P.P.	-	187.73
		2420	AUMA Extended Health	-	25.51
01/31/2012	J7	4503, January 2012, Maxine Meldrum			
		5300	Wages	2,622.68	-
		1080	Cash In Bank	-	1,897.46
		2310	EI Payable	-	48.00
		2320	CPP Payable	-	115.82
		2330	Income Tax Payable	-	323.93
		2400	L.A.P.P.	-	233.71
		2420	AUMA Extended Health	-	3.76
01/31/2012	J8	4504, January 2012, Bruce Schmidt			
		5300	Wages	540.96	-
		1080	Cash In Bank	-	518.72
		2310	EI Payable	-	9.90
		2320	CPP Payable	-	12.34
01/31/2012	J9	4505, January 2012, Tamara Van Horne			
		5300	Wages	2,404.25	-
		1080	Cash In Bank	-	1,741.66
		2310	EI Payable	-	44.00
		2320	CPP Payable	-	105.07
		2330	Income Tax Payable	-	273.32
		2400	L.A.P.P.	-	214.29
		2420	AUMA Extended Health	-	25.91
01/31/2012	J10	4506, January 2012, Shannon Vossepoel			
		5300	Wages	5,035.00	-
		1080	Cash In Bank	-	2,897.02

Brooks Public Library
All Journal Entries 01/01/2012 to 01/31/2012

		Account Number	Account Description	Debits	Credits
		2310	EI Payable	-	92.14
		2320	CPP Payable	-	235.83
		2330	Income Tax Payable	-	1,010.29
		2400	L.A.P.P.	-	736.78
		2420	AUMA Extended Health	-	62.94
01/31/2012	J11	4507, January 2012, Morgan Ware			
		5300	Wages	487.03	-
		1080	Cash In Bank	-	468.45
		2310	EI Payable	-	8.91
		2320	CPP Payable	-	9.67
01/31/2012	J12	4508, January 2012, Canada Customs and Revenue Agency			
		2310	EI Payable	316.99	-
		2320	CPP Payable	744.76	-
		2330	Income Tax Payable	2,207.00	-
		5310	EI Expense	443.78	-
		5320	CPP Expense	744.76	-
		1080	Cash In Bank	-	4,457.29
01/31/2012	J13	4509, January 2012, Local Authorities Pension Plan			
		2400	L.A.P.P.	1,614.24	-
		5350	L.A.P.P. Expense	1,793.95	-
		1080	Cash In Bank	-	3,408.19
01/31/2012	J14	4510, January 2012, AMSC Insurance Services Limited			
		2420	AUMA Extended Health	165.13	-
		5340	AUMA Extended Health	385.31	-
		1080	Cash In Bank	-	550.44
01/3[illegible]012	J15	4511, January 2012, RBC Royal Bank VISA			
		5220	Publicity and Advertising	50.00	-
		1080	Cash In Bank	-	50.00
01/31/2012	J16	4512, January 2012, Water Pure & Simple			
		5080	Administration & Travel	24.00	-
		1080	Cash In Bank	-	24.00
01/31/2012	J17	4513, Jan 2012, Maxine Meldrum			
		5090	Program Expense	31.41	-
		1080	Cash In Bank	-	31.41
01/31/2012	J18	4514, Jan 2012, Cathryn Krochak			
		5130	Staff Training	66.00	-
		1080	Cash In Bank	-	66.00
01/31/2012	J19	4515, Jan 2012, Jillian Clarke			
		2100	GST Paid on Purchases	0.44	-
		5090	Program Expense	19.45	-
		1080	Cash In Bank	-	19.89
01/31/2012	J20	4516, January 2012, Computing Excellence			
		2100	GST Paid on Purchases	1.88	-
		5070	Library Supplies	37.50	-
		1080	Cash In Bank	-	39.38
01/31/2012	J21	4517, January 2012, Jewalls Contracting Ltd.			
		2100	GST Paid on Purchases	107.50	-
		5110	Renovations	2,150.00	-
		1080	Cash In Bank	-	2,257.50
01/[illegible]012	J22	4518, Jan 2012, AMSC Insurance Services Limited			
		5240	Audit and Insurance	1,912.00	-
		1080	Cash In Bank	-	1,912.00
01/09/2012	J23	Deposit, Fines			

Brooks Public Library
All Journal Entries 01/01/2012 to 01/31/2012

		Account Number	Account Description	Debits	Credits
		4120	Fines, Book Sales and Services	-	321.42
		1080	Cash In Bank	321.42	-
01/09/2012	J24	Deposit, Resident Cardholder			
		4090	Resident Cardholder Fees	-	485.00
		1080	Cash In Bank	485.00	-
01/16/2012	J25	Deposit, Fines			
		4120	Fines, Book Sales and Services	-	319.38
		1080	Cash In Bank	319.38	-
01/16/2012	J26	Deposit, Resident Cardholder			
		4090	Resident Cardholder Fees	-	455.00
		1080	Cash In Bank	455.00	-
01/23/2012	J27	Deposit, Fines			
		4120	Fines, Book Sales and Services	-	160.80
		1080	Cash In Bank	160.80	-
01/23/2012	J28	Deposit, Resident Cardholder			
		4090	Resident Cardholder Fees	-	315.00
		1080	Cash In Bank	315.00	-
01/30/2012	J29	Deposit, Fines			
		4120	Fines, Book Sales and Services	-	261.22
		1080	Cash In Bank	261.22	-
01/30/2012	J30	Deposit, Resident Cardholder			
		4090	Resident Cardholder Fees	-	295.00
		1080	Cash In Bank	295.00	-
01/ 012	J31	Deposit, Donation			
		4170	Charitable Receipt Donations	-	1,127.50
		1080	Cash In Bank	1,127.50	-
				42,091.51	42,091.51

MINUTES OF REGULAR MEETING OF BROOKS PUBLIC LIBRARY BOARD
March 23, 2012
HELD IN BROOKS PUBLIC LIBRARY

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

REGRETS: Dino Champlone (Chair)

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 6:39 p.m.

2. Approval of Agenda: **Karen moved the approval of the Agenda as amended. Carried.**

3. Consent Agenda: **Moved by Kimberly the following item in the Consent Agenda. Carried.**
a) February 27, 2012 Board Meeting Minutes.

4. February 2012 Receipts and Expenditures: **Cathleen moved the January 2012 Receipts and Expenditures be approved. Carried**

5.. Business arising from the February 27, 2012 Board meeting minutes.

a) Plan of Service: Tabled to the next meeting.

b) Cell Phone (Librarian): Tabled. Sarah will bring her bill to the next meeting.

6. New Business

a) Board Recruitment – 1 members: Sarah will make recommendations.

b) Board Committees

i) Structure: **Lisa moved to change the structure of the Board Committees to (1) Policy and Board Development and (2) Human Resources and Finance. Carried**

ii) Policy and bylaw review: Sarah will forward the updated structures with committee members to all.

iii) Meetings and schedule: Policy and Development to meet April 17 @ 3:30 p.m. HR & Finance to be decided.

c) Children's Storytime fees: **Karen moved that we remove all fees from the Children's programing. Carried.**

d) Sarah presented the Librarian Report.

e) Trade Show: The Library will have a booth at the Trade Show April 21, 22, and 23. There is a sign-up sheet for volunteers.

f) Lease agreement: Sarah will arrange to have the new 5 year Lease Agreement in place.

g) Sarah presented a draft of a letter to the City seeking permission to make changes to the building including moving the Children Story Castle, carpet, and some new furnishing.

h) CPR House Parking: It was agreed that we did not want to relinquish the EID portion of the parking lot.

I) Crooks Nook. It was decided that this area be cleaned up and made more attractive. Perhaps approaching Communities in Bloom for ideas.

8. Adjournment: **Moved by Cathleen the meeting adjourn at 8:14 pm.**

9. Next Board Meeting : April 19, at 6:30 pm.

Board Chair

Librarian

Date: _____

DSC

Board Chair

Librarian

Date: Apr 17, 2012

þMINUTES OF REGULAR MEETING OF BROOKS PUBLIC LIBRARY BOARD
May 31, 2012
HELD IN BROOKS PUBLIC LIBRARY

PRESENT: Dino Champlone, (Chair), Tilly Gamble-Altwasser (Vice Chair), Karen Nelson, Cathleen Patterson, Joyce Aasen, (Secretary), Kimberley Sharkey, (Councilor), Lisa Crosby. Nigel Seymour, (County Representative) Sarah McCormack, (Librarian)

REGRETS:

VISION STATEMENT

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

MISSION STATEMENT

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

1. Call to Order: Dino called the meeting to order at 6:40 p.m

2. Welcome Terry-Lynne Mactavish - Terry-Lynne presented the Audit.

3. Consent Agenda: **Moved by Kimberly the following item in the Consent Agenda. Carried.**

a) March, 2012 Board Meeting Minutes.
b) February, March, and April 2012 Receipts and Expenditures
c) April/May Librarian's Report

4. Correspondence

a) Canada Summer Jobs – Grant approval
b) Edmonton Public Library – 2011 Annual Report

5. Business arising from the March 23, 2012 Board meeting minutes.

a) Cell phone - **Moved by Nigel that the Library pay $60.00 per month of the Librarian's cell phone bill. Carried.**

b) **Tilly moved acceptance of Gwen Suchy to fill the Board vacancy. Carried.**

6. New Business:

a) CPR House and Parking. It was decided that an agreement would be drafted to allow some overflow parking from the CPR house in the Library parking lot.

b) Carpet and Ceiling Painting update: The City has agreed to pay for the cost of replacing the carpet and painting the ceiling.

c) CFEP Grant – due June 15:**Cathleen moved that we pursue the CFEP Grant to a maximum of $30,000.00. Carried.**

d) Plan of Service: Sarah will contact Ken Fester with dates for the Plan of Service workshop. Suggested dates are all day June 24th or video conferencing the evenings of June 19th and June 21st.

e) Friends of the Library: Death by Chocolate was very successful raising approximately $1,400.00.

f) Staff and Board Barbeque. It was suggested we move the Barbeque? To September after the renovations, but that we recognize the staff members, Catherine and Jill, at the next Board meeting.

g) Cowboy Poetry Event – June 6. Volunteers needed.

h) Summer Reading Program - Theme is "Imagination".

i) Canada Donates. Sarah explained the site where donations may be made to the Library.

j) Canada Day Closure : **Joyce moved that the Library close both Sunday, July 1 and Monday, July 2. Carried.**

7. . Adjournment: **Moved by Cathleen the meeting adjourn at 8:14 pm.**

9. Next Board Meeting :Wednesday, June 27, at 6:00 pm.

Board Chair

Librarian

Date: _____

Brooks Library Board – Meeting Agenda
6:30pm – Thursday, May 31, 2012

1. Call to Order

2. Approval of the Consent Agenda

3. Welcome Terry-Lynne Mactavish – Brooks Library Audit.

4. Consent Agenda
   a) March 2011 Board Meeting Minutes
   b) February, March, and April 2012 Receipts and Expenditures
   c) April/May Librarian's Report (verbal)

5. Correspondence
   a) Canada Summer Jobs – Grant approval
   b) Edmonton Public Library – 2011 Annual Report

6. Business Arising from the March 2012 Board meeting minutes
   a) Cell phone - Sarah
   b) Board opening – Gwen Suchy

7. New Business
   a) CPR House and Parking
   b) Carpet and Ceiling Painting update – children`s space renovations
   c) CFEP Grant – due June 15
   d) Plan of Service Development with Ken Feser - Sunday June 24. June 19,21
      i. Trade show results
   e) Friends of the Library – Death by Chocolate 6pm June 6-9
   f) Staff and Board Barbeque (with staff and board recognition awards) – 2012
   g) Cowboy Poetry Event – June 6 – bbq and set-up volunteers hot dogs beef
   h) Summer Reading Program – theme and information
   i) Canada Donates
   j) Canada Day Closure – July 2, 2012
   k) Other

8. Adjournment

9. Next Board Meeting: 6:30pm, ~~Tuesday~~ Wed., June ~~26~~ 7, 2012

Lisa. 10
Cathleen
Dino
Tilly

Brooks Public Library
All Journal Entries 02/01/2012 to 02/29/2012

		Account Number	Account Description	Debits	Credits
02/06/2012	J32	Deposit, Fines			
		4120	Fines, Book Sales and Services	-	243.15
		1080	Cash In Bank	243.15	-
02/06/2012	J33	Deposit, Resident Cardholder			
		4090	Resident Cardholder Fees	-	470.00
		1080	Cash In Bank	470.00	-
02/13/2012	J34	Donation, Fines			
		4120	Fines, Book Sales and Services	-	238.65
		1080	Cash In Bank	238.65	-
02/13/2012	J35	Deposit, Resident Cardholder			
		4090	Resident Cardholder Fees	-	395.00
		1080	Cash In Bank	395.00	-
02/16/2012	J36	4521, February2012, Local Authorities Pension Plan			
		2400	L.A.P.P.	1,306.44	-
		5350	L.A.P.P. Expense	1,457.79	-
		1080	Cash In Bank	-	2,764.23
02/16/2012	J37	4522, February 2012, Telus Communications			
		2100	GST Paid on Purchases	12.91	-
		5140	Telephone and Fax Expense	260.19	-
		1080	Cash In Bank	-	273.10
02/16/2012	J38	4523, February 2012, Brooks Computer Services Ltd.			
		2100	GST Paid on Purchases	5.50	-
		5060	Payroll Expense	110.00	-
		1080	Cash In Bank	-	115.50
02/22/2012	J39	4524, February 2012, AUMA			
		2100	GST Paid on Purchases	2.25	-
		5240	Audit and Insurance	45.00	-
		1080	Cash In Bank	-	47.25
02/22/2012	J40	4525, February 2012, Brodart			
		2100	GST Paid on Purchases	416.90	-
		5110	Renovations	7,021.60	-
		5200	Freight and Postage	1,316.37	-
		1080	Cash In Bank	-	8,754.87
02/29/2012	J41	4526, February 2012, Jillian Clarke			
		5300	Wages	1,235.00	-
		1080	Cash In Bank	-	1,139.81
		2310	EI Payable	-	22.60
		2320	CPP Payable	-	46.70
		2330	Income Tax Payable	-	25.89
02/29/2012	J42	4527, February 2012, Bessie Jacowishen			
		5300	Wages	2,341.35	-
		1080	Cash In Bank	-	1,674.60
		2310	EI Payable	-	42.85
		2320	CPP Payable	-	101.97
		2330	Income Tax Payable	-	258.75
		2400	L.A.P.P.	-	208.58
		2420	AUMA Extended Health	-	54.60
02/29/2012	J43	4528, February 2012, Cathryn Krochak			
		5300	Wages	2,085.00	-
		1080	Cash In Bank	-	1,549.04
		2310	EI Payable	-	38.16
		2320	CPP Payable	-	89.23
		2330	Income Tax Payable	-	198.75
		2400	L.A.P.P.	-	185.77
		2420	AUMA Extended Health	-	24.05

Brooks Public Library
All Journal Entries 02/01/2012 to 02/29/2012

		Account Number	Account Description	Debits	Credits
02/29/2012	J44	4529, February 2012, Maxine Meldrum			
		5300	Wages	2,432.10	-
		1080	Cash In Bank	-	1,779.99
		2310	EI Payable	-	44.51
		2320	CPP Payable	-	106.47
		2330	Income Tax Payable	-	279.90
		2400	L.A.P.P.	-	216.78
		2420	AUMA Extended Health	-	4.45
02/29/2012	J45	4530, February 2012, Bruce Schmidt			
		5300	Wages	451.67	-
		1080	Cash In Bank	-	435.48
		2310	EI Payable	-	8.27
		2320	CPP Payable	-	7.92
02/29/2012	J46	4531, February 2012, Tamara Van Horne			
		5300	Wages	2,282.00	-
		1080	Cash In Bank	-	1,668.48
		2310	EI Payable	-	41.76
		2320	CPP Payable	-	99.03
		2330	Income Tax Payable	-	244.88
		2400	L.A.P.P.	-	203.41
		2420	AUMA Extended Health	-	24.44
02/29/2012	J47	4532, February 2012, Morgan Ware			
		5300	Wages	678.37	-
		1080	Cash In Bank	-	646.82
		2310	EI Payable	-	12.41
		2320	CPP Payable	-	19.14
02/29/2012	J48	4533, February 2012, Canada Customs and Revenue Agency			
		2310	EI Payable	210.56	-
		2320	CPP Payable	470.46	-
		2330	Income Tax Payable	1,008.17	-
		5310	EI Expense	294.77	-
		5320	CPP Expense	470.46	-
		1080	Cash In Bank	-	2,454.42
02/29/2012	J49	4534, February 2012, Local Authorities Pension Plan			
		2400	L.A.P.P.	814.54	-
		5350	L.A.P.P. Expense	905.96	-
		1080	Cash In Bank	-	1,720.50
02/29/2012	J50	4535, February 2012, AMSC Insurance Services Limited			
		2420	AUMA Extended Health	107.54	-
		5340	AUMA Extended Health	250.92	-
		1080	Cash In Bank	-	358.46
02/29/2012	J51	4536, Feb 2012, Maxine Meldrum			
		2100	GST Paid on Purchases	0.59	-
		5070	Library Supplies	10.00	-
		5200	Freight and Postage	1.80	-
		1080	Cash In Bank	-	12.39
02/29/2012	J52	4537, Feb 2012, Jillian Clarke			
		5090	Program Expense	4.45	-
		1080	Cash In Bank	-	4.45
02/29/2012	J53	4538, February 2012, Workers' Compensation Board Alberta			
		5330	WCB Expense	248.22	-
		1080	Cash In Bank	-	248.22
02/29/2012	J54	4539, February 2012, RBC Royal Bank VISA			
		2100	GST Paid on Purchases	18.30	-
		5070	Library Supplies	121.94	-

Brooks Public Library
All Journal Entries 02/01/2012 to 02/29/2012

		Account Number	Account Description	Debits	Credits
		5200	Freight and Postage	244.00	-
		1080	Cash In Bank	-	384.24
02/21/2012	J64	Deposit, Fines			
		4120	Fines, Book Sales and Services	-	297.80
		1080	Cash In Bank	297.80	-
02/21/2012	J65	Deposit, Resident Cardholder			
		4090	Resident Cardholder Fees	-	230.00
		1080	Cash In Bank	230.00	-
02/21/2012	J66	Deposit, City of Brooks			
		2420	AUMA Extended Health	-	1,912.00
		1080	Cash In Bank	1,912.00	-
02/27/2012	J67	Deposit, Fines			
		4120	Fines, Book Sales and Services	-	295.24
		1080	Cash In Bank	295.24	-
02/27/2012	J68	Deposit, Resident Cardholder			
		4090	Resident Cardholder Fees	-	555.00
		1080	Cash In Bank	555.00	-
				33,279.96	33,279.96

Brooks Public Library
Balance Sheet As at 03/30/2012

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	145,930.96
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	238,823.35
TOTAL ASSET	238,823.35
LIABILITY	
CURRENT LIABILITIES	
Accounts Payable	0.00
MNP Accrual	4,830.00
GST Charged on Sales	0.00
GST Paid on Purchases	-7,942.32
GST Paid on Books	0.00
New Account	0.00
Accounts Payable	0.00
Vacation Payable	0.00
EI Payable	0.00
CPP Payable	0.00
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	-2,605.68
TOTAL LIABILITY	-2,605.68
EQUITY	
EARNINGS	
Building Fund Reserves	38,314.20
Externally restricted	200.00
Retained Earnings	111,491.82
Current Earnings	91,423.01
CURRENT EARNINGS	241,429.03
TOTAL EQUITY	241,429.03
LIABILITIES AND EQUITY	238,823.35

Printed On: 05/30/2012

Brooks Public Library
Income Statement 02/29/2012 to 03/30/2012

REVENUE

REVENUE	
Town of Brooks	184,105.04
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	1,630.00
Interest Income	0.00
Miscellaneous	0.00
Fines, Book Sales and Services	1,116.71
Non-resident Cardholder Fees	0.00
Charitable Receipt Donations	0.00
Fundraisers	0.00
Adopt-a-magazine	0.00
Medieval Faire	0.00
GST Recovery	0.00
TOTAL REVENUE	186,851.75
TOTAL REVENUE	186,851.75

EXPENSE

EXPENSES	
SLS Expense (Materials)	0.00
SLS - Non-resident fees	0.00
SLS - Dynix and Telecom	0.00
Books and Materials	97.15
New Library Furnishings	100.00
Library Equipment	0.00
Payroll Expense	425.00
Library Supplies	207.87
Administration & Travel	1,550.48
Recruitment Expense	198.00
Program Expense	78.49
Medieval Faire	0.00
Repair & Maintenance	107.75
Renovations	0.00
Rebinding, Microfilming, Laminati...	0.00
Staff Training	938.00
Telephone and Fax Expense	523.76
Copier & Computer Costs	483.34
Security Monitoring	0.00
Computer Main. Contracts	0.00
GST Expense	0.00
Freight and Postage	313.46
Professional Memberships	305.00
Publicity and Advertising	139.72
Audit and Insurance	0.00
Bank Charges	10.43
Miscellaneous	0.00
Wages	46,109.63
Wage Reimbursement	0.00
EI Expense	1,181.33
CPP Expense	1,970.82
WCB Expense	248.22
AUMA Extended Health	752.76
L.A.P.P. Expense	2,761.29
AB Health Expense	0.00

Brooks Public Library
Income Statement 02/29/2012 to 03/30/2012

TOTAL EXPENSES	58,502.50
TOTAL EXPENSE	58,502.50
NET INCOME	128,349.25

Brooks Public Library
Income Statement 01/01/2012 to 03/30/2012

REVENUE

REVENUE	
Town of Brooks	184,105.04
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	4,830.00
Interest Income	0.00
Miscellaneous	0.00
Fines, Book Sales and Services	3,254.37
Non-resident Cardholder Fees	0.00
Charitable Receipt Donations	1,127.50
Fundraisers	0.00
Adopt-a-magazine	0.00
Medieval Faire	0.00
GST Recovery	0.00
TOTAL REVENUE	193,316.91
TOTAL REVENUE	193,316.91

EXPENSE

EXPENSES	
SLS Expense (Materials)	0.00
SLS - Non-resident fees	0.00
SLS - Dynix and Telecom	3,391.12
Books and Materials	97.15
New Library Furnishings	100.00
Library Equipment	0.00
Payroll Expense	535.00
Library Supplies	245.37
Administration & Travel	1,574.48
Recruitment Expense	198.00
Program Expense	486.25
Medieval Faire	0.00
Repair & Maintenance	107.75
Renovations	13,366.60
Rebinding, Microfilming, Laminati...	0.00
Staff Training	1,004.00
Telephone and Fax Expense	1,041.87
Copier & Computer Costs	483.34
Security Monitoring	0.00
Computer Main. Contracts	0.00
GST Expense	0.00
Freight and Postage	1,629.83
Professional Memberships	305.00
Publicity and Advertising	189.72
Audit and Insurance	1,957.00
Bank Charges	10.43
Miscellaneous	0.00
Wages	63,430.98
Wage Reimbursement	0.00
EI Expense	1,625.11
CPP Expense	2,715.58
WCB Expense	248.22
AUMA Extended Health	1,138.07
L.A.P.P. Expense	6,013.03
AB Health Expense	0.00

Brooks Public Library
Income Statement 01/01/2012 to 03/30/2012

TOTAL EXPENSES	101,893.90
TOTAL EXPENSE	101,893.90
NET INCOME	91,423.01

Brooks Public Library
All Journal Entries 02/29/2012 to 03/30/2012

		Account Number	Account Description	Debits	Credits
02/29/2012	J41	4526, February 2012, Jillian Clarke			
		5300	Wages	1,235.00	-
		1080	Cash In Bank	-	1,139.81
		2310	EI Payable	-	22.60
		2320	CPP Payable	-	46.70
		2330	Income Tax Payable	-	25.89
02/29/2012	J42	4527, February 2012, Bessie Jacowishen			
		5300	Wages	2,341.35	-
		1080	Cash In Bank	-	1,674.60
		2310	EI Payable	-	42.85
		2320	CPP Payable	-	101.97
		2330	Income Tax Payable	-	258.75
		2400	L.A.P.P.	-	208.58
		2420	AUMA Extended Health	-	54.60
02/29/2012	J43	4528, February 2012, Cathryn Krochak			
		5300	Wages	2,085.00	-
		1080	Cash In Bank	-	1,549.04
		2310	EI Payable	-	38.16
		2320	CPP Payable	-	89.23
		2330	Income Tax Payable	-	198.75
		2400	L.A.P.P.	-	185.77
		2420	AUMA Extended Health	-	24.05
02/29/2012	J44	4529, February 2012, Maxine Meldrum			
		5300	Wages	2,432.10	-
		1080	Cash In Bank	-	1,779.99
		2310	EI Payable	-	44.51
		2320	CPP Payable	-	106.47
		2330	Income Tax Payable	-	279.90
		2400	L.A.P.P.	-	216.78
		2420	AUMA Extended Health	-	4.45
02/29/2012	J45	4530, February 2012, Bruce Schmidt			
		5300	Wages	451.67	-
		1080	Cash In Bank	-	435.48
		2310	EI Payable	-	8.27
		2320	CPP Payable	-	7.92
02/29/2012	J46	4531, February 2012, Tamara Van Horne			
		5300	Wages	2,282.00	-
		1080	Cash In Bank	-	1,668.48
		2310	EI Payable	-	41.76
		2320	CPP Payable	-	99.03
		2330	Income Tax Payable	-	244.88
		2400	L.A.P.P.	-	203.41
		2420	AUMA Extended Health	-	24.44
02/29/2012	J47	4532, February 2012, Morgan Ware			
		5300	Wages	678.37	-
		1080	Cash In Bank	-	646.82
		2310	EI Payable	-	12.41
		2320	CPP Payable	-	19.14
02/29/2012	J48	4533, February 2012, Canada Customs and Revenue Agency			
		2310	EI Payable	210.56	-
		2320	CPP Payable	470.46	-
		2330	Income Tax Payable	1,008.17	-
		5310	EI Expense	294.77	-
		5320	CPP Expense	470.46	-
		1080	Cash In Bank	-	2,454.42
02/29/2012	J49	4534, February 2012, Local Authorities Pension Plan			
		2400	L.A.P.P.	814.54	-
		5350	L.A.P.P. Expense	905.96	-

Brooks Public Library
All Journal Entries 02/29/2012 to 03/30/2012

		Account Number	Account Description	Debits	Credits
		1080	Cash In Bank	-	1,720.50
02/29/2012	J50	4535, February 2012, AMSC Insurance Services Limited			
		2420	AUMA Extended Health	107.54	-
		5340	AUMA Extended Health	250.92	-
		1080	Cash In Bank	-	358.46
02/29/2012	J51	4536, Feb 2012, Maxine Meldrum			
		2100	GST Paid on Purchases	0.59	-
		5070	Library Supplies	10.00	-
		5200	Freight and Postage	1.80	-
		1080	Cash In Bank	-	12.39
02/29/2012	J52	4537, Feb 2012, Jillian Clarke			
		5090	Program Expense	4.45	-
		1080	Cash In Bank	-	4.45
02/29/2012	J53	4538, February 2012, Workers' Compensation Board Alberta			
		5330	WCB Expense	248.22	-
		1080	Cash In Bank	-	248.22
02/29/2012	J54	4539, February 2012, RBC Royal Bank VISA			
		2100	GST Paid on Purchases	18.30	-
		5070	Library Supplies	121.94	-
		5200	Freight and Postage	244.00	-
		1080	Cash In Bank	-	384.24
03/12/2012	J55	4540, March 12 2012, Water Pure & Simple			
		5080	Administration & Travel	18.00	-
		1080	Cash In Bank	-	18.00
03/12/2012	J56	4541, March 12 2012, Brooks Bulletin			
		2100	GST Paid on Purchases	1.95	-
		5030	Books and Materials	39.05	-
		1080	Cash In Bank	-	41.00
03/12/2012	J57	4542, March 12 2012, Shortgrass Library System			
		5050	New Library Furnishings	100.00	-
		5080	Administration & Travel	250.00	-
		1080	Cash In Bank	-	350.00
03/12/2012	J58	4543, March 12 2012, Brooks and County Chronicle			
		2100	GST Paid on Purchases	9.90	-
		5085	Recruitment Expense	198.00	-
		1080	Cash In Bank	-	207.90
03/12/2012	J59	4544, March 12 2012, Tamara Van Horne			
		5090	Program Expense	25.00	-
		1080	Cash In Bank	-	25.00
03/12/2012	J60	4545, March 12 2012, Disc Go Technologies Inc.			
		2100	GST Paid on Purchases	1.12	-
		5100	Repair & Maintenance	107.75	-
		1080	Cash In Bank	-	108.87
03/12/2012	J61	4546, March 12 2012, M. Jennie Frost			
		2100	GST Paid on Purchases	1.90	-
		5030	Books and Materials	38.10	-
		1080	Cash In Bank	-	40.00
03/12/2012	J62	4547, March 12 2012, Brooks Computer Services Ltd.			
		2100	GST Paid on Purchases	2.75	-
		5060	Payroll Expense	55.00	-
		1080	Cash In Bank	-	57.75
03/12/2012	J63	4548, March 12 2012, Sarah McCormack			

Brooks Public Library
All Journal Entries 02/29/2012 to 03/30/2012

		Account Number	Account Description	Debits	Credits
		2100	GST Paid on Purchases	15.00	-
		5130	Staff Training	195.00	-
		5210	Professional Memberships	105.00	-
		1080	Cash In Bank	-	315.00
03/05/2012	J69	Deposit, Fines			
		4120	Fines, Book Sales and Services	-	287.35
		1080	Cash In Bank	287.35	-
03/05/2012	J70	Deposit, Resident Cardholder			
		4090	Resident Cardholder Fees	-	385.00
		1080	Cash In Bank	385.00	-
03/12/2012	J71	Deposit, Fines			
		4120	Fines, Book Sales and Services	-	305.73
		1080	Cash In Bank	305.73	-
03/12/2012	J72	Deposit, Resident Cardholder			
		4090	Resident Cardholder Fees	-	505.00
		1080	Cash In Bank	505.00	-
03/19/2012	J74	Deposit, Fines			
		4120	Fines, Book Sales and Services	-	240.48
		1080	Cash In Bank	240.48	-
03/19/2012	J75	Deposit, Resident Cardholders			
		4090	Resident Cardholder Fees	-	285.00
		1080	Cash In Bank	285.00	-
03/30/2012	J76	4549, March 30 2012, Sarah McCormack			
		5300	Wages	5,976.75	-
		1080	Cash In Bank	-	4,281.03
		2310	EI Payable	-	109.37
		2320	CPP Payable	-	281.41
		2330	Income Tax Payable	-	1,304.94
03/30/2012	J77	4550, March 30 2012, Maxine Meldrum			
		5300	Wages	2,395.80	-
		1080	Cash In Bank	-	1,758.01
		2310	EI Payable	-	43.84
		2320	CPP Payable	-	104.67
		2330	Income Tax Payable	-	271.44
		2400	L.A.P.P.	-	213.39
		2420	AUMA Extended Health	-	4.45
03/30/2012	J78	4551, March 30 2012, Bessie Jacowishen			
		5300	Wages	2,305.05	-
		1080	Cash In Bank	-	1,652.42
		2310	EI Payable	-	42.18
		2320	CPP Payable	-	100.18
		2330	Income Tax Payable	-	250.29
		2400	L.A.P.P.	-	205.38
		2420	AUMA Extended Health	-	54.60
03/30/2012	J79	4552, March 30 2012, Bruce Schmidt			
		5300	Wages	493.69	-
		1080	Cash In Bank	-	474.66
		2310	EI Payable	-	9.03
		2320	CPP Payable	-	10.00
03/30/2012	J80	4553, March 30 2012, Tamara Van Horne			
		5300	Wages	2,282.00	-
		1080	Cash In Bank	-	1,668.48
		2310	EI Payable	-	41.76
		2320	CPP Payable	-	99.03
		2330	Income Tax Payable	-	244.88

Brooks Public Library
All Journal Entries 02/29/2012 to 03/30/2012

		Account Number	Account Description	Debits	Credits
		2400	L.A.P.P.	-	203.41
		2420	AUMA Extended Health	-	24.44
03/30/2012	J81	4554, March 30 2012, Cathryn Krochak			
		5300	Wages	2,295.00	-
		1080	Cash In Bank	-	1,677.15
		2310	EI Payable	-	42.00
		2320	CPP Payable	-	99.63
		2330	Income Tax Payable	-	247.69
		2400	L.A.P.P.	-	204.48
		2420	AUMA Extended Health	-	24.05
03/30/2012	J82	4555, March 30 2012, Jillian Clarke			
		5300	Wages	1,690.00	-
		1080	Cash In Bank	-	1,485.37
		2310	EI Payable	-	30.93
		2320	CPP Payable	-	69.22
		2330	Income Tax Payable	-	104.48
03/30/2012	J83	4556, March 30 2012, Canada Customs and Revenue Agency			
		2310	EI Payable	319.11	-
		2320	CPP Payable	764.14	-
		2330	Income Tax Payable	2,423.72	-
		5310	EI Expense	446.75	-
		5320	CPP Expense	764.14	-
		1080	Cash In Bank	-	4,717.86
03/30/2012	J84	4557, March 30 2012, Local Authorities Pension Plan			
		2400	L.A.P.P.	826.66	-
		5350	L.A.P.P. Expense	919.44	-
		1080	Cash In Bank	-	1,746.10
03/30/2012	J85	4558, March 30 2012, AMSC Insurance Services Limited			
		2420	AUMA Extended Health	107.54	-
		5340	AUMA Extended Health	250.92	-
		1080	Cash In Bank	-	358.46
03/30/2012	J86	4559, April 30 2012, Maxine Meldrum			
		5300	Wages	2,295.98	-
		1080	Cash In Bank	-	1,697.12
		2310	EI Payable	-	42.02
		2320	CPP Payable	-	99.73
		2330	Income Tax Payable	-	248.18
		2400	L.A.P.P.	-	204.48
		2420	AUMA Extended Health	-	4.45
03/30/2012	J87	4560, April 30 2012, Bessie Jacowishen			
		5300	Wages	2,613.60	-
		1080	Cash In Bank	-	1,840.70
		2310	EI Payable	-	47.83
		2320	CPP Payable	-	115.45
		2330	Income Tax Payable	-	322.20
		2400	L.A.P.P.	-	232.82
		2420	AUMA Extended Health	-	54.60
03/30/2012	J88	4561, April 30 2012, Bruce Schmidt			
		5300	Wages	472.68	-
		1080	Cash In Bank	-	455.07
		2310	EI Payable	-	8.65
		2320	CPP Payable	-	8.96
03/30/2012	J89	4562, April 30 2012, Tamara Van Horne			
		5300	Wages	2,518.35	-
		1080	Cash In Bank	-	1,812.69
		2310	EI Payable	-	46.09
		2320	CPP Payable	-	110.73

Brooks Public Library
All Journal Entries 02/29/2012 to 03/30/2012

		Account Number	Account Description	Debits	Credits
		2330	Income Tax Payable	-	299.96
		2400	L.A.P.P.	-	224.44
		2420	AUMA Extended Health	-	24.44
03/30/2012	J90	4563, April 30 2012, Cathryn Krochak			
		5300	Wages	2,017.50	-
		1080	Cash In Bank	-	1,507.91
		2310	EI Payable	-	36.92
		2320	CPP Payable	-	85.89
		2330	Income Tax Payable	-	183.02
		2400	L.A.P.P.	-	179.71
		2420	AUMA Extended Health	-	24.05
03/30/2012	J91	4564, April 30 2012, Jillian Clarke			
		5300	Wages	1,662.88	-
		1080	Cash In Bank	-	1,466.41
		2310	EI Payable	-	30.43
		2320	CPP Payable	-	67.88
		2330	Income Tax Payable	-	98.16
03/30/2012	J92	4565, April 30 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
03/30/2012	J93	4566, April 30 2012, Jeanette Zahn			
		5300	Wages	334.86	-
		1080	Cash In Bank	-	326.59
		2310	EI Payable	-	6.13
		2320	CPP Payable	-	2.14
03/30/2012	J94	4567, April 30 2012, Canada Customs and Revenue Agency			
		2310	EI Payable	314.15	-
		2320	CPP Payable	736.22	-
		2330	Income Tax Payable	2,223.90	-
		5310	EI Expense	439.81	-
		5320	CPP Expense	736.22	-
		1080	Cash In Bank	-	4,450.30
03/30/2012	J95	4568, April 30 2012, Local Authorities Pension Plan			
		2400	L.A.P.P.	841.45	-
		5350	L.A.P.P. Expense	935.89	-
		1080	Cash In Bank	-	1,777.34
03/30/2012	J96	4569, April 30 2012, AMSC Insurance Services Limited			
		2420	AUMA Extended Health	107.54	-
		5340	AUMA Extended Health	250.92	-
		1080	Cash In Bank	-	358.46
03/30/2012	J97	4570, April 2012, Bessie Jacowishen			
		5070	Library Supplies	20.94	-
		1080	Cash In Bank	-	20.94
03/30/2012	J98	4571, April 30 2012, Lisa Mendenhall			
		5080	Administration & Travel	70.00	-
		1080	Cash In Bank	-	70.00
03/30/2012	J99	4572, April 2012, Jillian Clarke			
		2100	GST Paid on Purchases	0.31	-
		5090	Program Expense	14.00	-
		1080	Cash In Bank	-	14.31
03/30/2012	J100	4573, April 2012, Sarah McCormack			
		2100	GST Paid on Purchases	81.32	-

Brooks Public Library
All Journal Entries 02/29/2012 to 03/30/2012

		Account Number	Account Description	Debits	Credits
		5060	Payroll Expense	370.00	-
		5070	Library Supplies	31.96	-
		5080	Administration & Travel	1,212.48	-
		5090	Program Expense	35.04	-
		5130	Staff Training	139.00	-
		1080	Cash In Bank	-	1,869.80
03/30/2012	J101	4574, April 30 2012, Brooks Bulletin			
		5030	Books and Materials	20.00	-
		5220	Publicity and Advertising	139.72	-
		1080	Cash In Bank	-	159.72
03/30/2012	J102	4575, April 30 2012, Canadian Library Association			
		5210	Professional Memberships	200.00	-
		1080	Cash In Bank	-	200.00
03/30/2012	J103	4576, April 30 2012, Iwaasa Industries Inc.			
		2100	GST Paid on Purchases	1.15	-
		5070	Library Supplies	23.03	-
		1080	Cash In Bank	-	24.18
03/30/2012	J104	4577, April 2012, University of Regina			
		2100	GST Paid on Purchases	23.25	-
		5130	Staff Training	465.00	-
		1080	Cash In Bank	-	488.25
03/30/2012	J105	4578, April 30 2012, Purolator			
		2100	GST Paid on Purchases	3.39	-
		5200	Freight and Postage	67.66	-
		1080	Cash In Bank	-	71.05
03/30/2012	J106	4579, April 30 2012, Shortgrass Library System			
		5160	Copier & Computer Costs	301.87	-
		1080	Cash In Bank	-	301.87
03/30/2012	J107	4580, April 30 2012, Telus Communications			
		2100	GST Paid on Purchases	26.19	-
		5140	Telephone and Fax Expense	523.76	-
		1080	Cash In Bank	-	549.95
03/30/2012	J108	4581, April 2012, Xerox Canada Ltd			
		2100	GST Paid on Purchases	8.93	-
		5160	Copier & Computer Costs	181.47	-
		1080	Cash In Bank	-	190.40
03/30/2012	J109	4582, April 30 2012, Medicine Hat College			
		2100	GST Paid on Purchases	6.95	-
		5130	Staff Training	139.00	-
		1080	Cash In Bank	-	145.95
03/16/2012	J110	Deposit, City of Brooks			
		4020	Town of Brooks	-	92,052.52
		1080	Cash In Bank	92,052.52	-
03/26/2012	J111	Deposit, Fines			
		4120	Fines, Book Sales and Services	-	283.15
		1080	Cash In Bank	283.15	-
03/26/2012	J112	Deposit, Resident Cardholder			
		4090	Resident Cardholder Fees	-	455.00
		1080	Cash In Bank	455.00	-
03/07/2012	J132	Debit, Bank Fees for Overdraft Handling Fees			
		5250	Bank Charges	10.00	-
		1080	Cash In Bank	-	10.00

Brooks Public Library
All Journal Entries 02/29/2012 to 03/30/2012

		Account Number	Account Description	Debits	Credits
03/19/2012	J133	Debit, Overdraft Interest			
		5250	Bank Charges	0.43	-
		1080	Cash In Bank	-	0.43
03/07/2012	J134	Deposit, Funds Transfer			
		1090	Reserve Fund	-	10,000.00
		1080	Cash In Bank	10,000.00	-
03/16/2012	J136	Deposit, City of Brooks			
		4020	Town of Brooks	-	92,052.52
		1080	Cash In Bank	92,052.52	-
				266,832.95	266,832.95

Brooks Public Library
Balance Sheet As at 04/30/2012

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	148,942.90
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	241,835.29
TOTAL ASSET	241,835.29
LIABILITY	
CURRENT LIABILITIES	
Accounts Payable	0.00
MNP Accrual	4,830.00
GST Charged on Sales	0.00
GST Paid on Purchases	-7,942.32
GST Paid on Books	0.00
New Account	0.00
Accounts Payable	0.00
Vacation Payable	0.00
EI Payable	0.00
CPP Payable	0.00
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	-2,605.68
TOTAL LIABILITY	-2,605.68
EQUITY	
EARNINGS	
Building Fund Reserves	38,314.20
Externally restricted	200.00
Retained Earnings	111,491.82
Current Earnings	94,434.95
CURRENT EARNINGS	244,440.97
TOTAL EQUITY	244,440.97
LIABILITIES AND EQUITY	241,835.29

Printed On: 05/30/2012

Brooks Public Library
Income Statement 01/01/2012 to 04/30/2012

REVENUE

REVENUE	
Town of Brooks	184,406.49
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	6,465.00
Interest Income	0.00
Miscellaneous	0.00
Fines, Book Sales and Services	4,329.86
Non-resident Cardholder Fees	0.00
Charitable Receipt Donations	1,127.50
Fundraisers	0.00
Adopt-a-magazine	0.00
Medieval Faire	0.00
GST Recovery	0.00
TOTAL REVENUE	196,328.85
TOTAL REVENUE	196,328.85

EXPENSE

EXPENSES	
SLS Expense (Materials)	0.00
SLS - Non-resident fees	0.00
SLS - Dynix and Telecom	3,391.12
Books and Materials	97.15
New Library Furnishings	100.00
Library Equipment	0.00
Payroll Expense	535.00
Library Supplies	245.37
Administration & Travel	1,574.48
Recruitment Expense	198.00
Program Expense	486.25
Medieval Faire	0.00
Repair & Maintenance	107.75
Renovations	13,366.60
Rebinding, Microfilming, Laminati...	0.00
Staff Training	1,004.00
Telephone and Fax Expense	1,041.87
Copier & Computer Costs	483.34
Security Monitoring	0.00
Computer Main. Contracts	0.00
GST Expense	0.00
Freight and Postage	1,629.83
Professional Memberships	305.00
Publicity and Advertising	189.72
Audit and Insurance	1,957.00
Bank Charges	10.43
Miscellaneous	0.00
Wages	63,430.98
Wage Reimbursement	0.00
EI Expense	1,625.11
CPP Expense	2,715.58
WCB Expense	248.22
AUMA Extended Health	1,138.07
L.A.P.P. Expense	6,013.03
AB Health Expense	0.00