

City of Brooks

201 - 1st Avenue West
Bag 880
Brooks, AB. T1R 0Z6
Bus: 403-362-3333 • Fax: 403-362-4787
website: www.brooks.ca
Confidential Fax: 403-501-0090

December 4th, 2012

Ellard Kanewischer
51 St. Mary's Cres
Brooks, AB T1R 0E5

Dear Mr. Kanewischer

RE: Appointment To The Brooks & District Library Board

This is to advise that you have been appointed to the Brooks & Library Board in the City of Brooks for a first, two year term, commencing December 4th, 2012 and ending December 3rd, 2014.

The motion was presented and approved at the December 3rd, 2012 Council meeting.

I would like to take this opportunity to thank you for your support and dedication in serving the City in this manner.

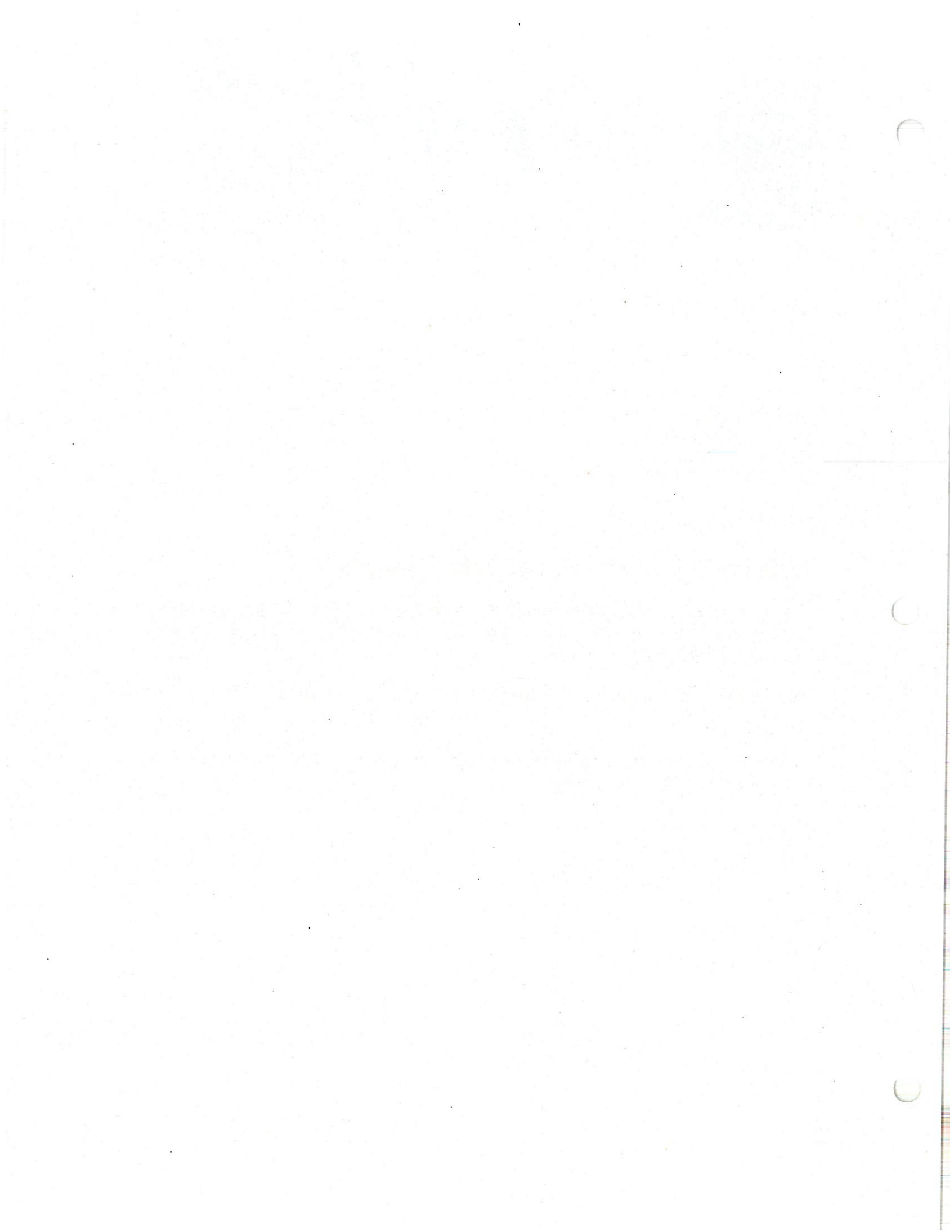
Sincerely,

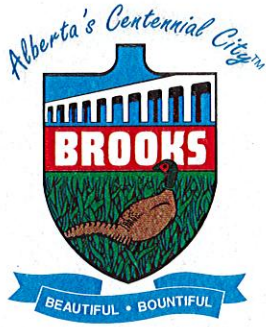
Martin Shields
Mayor

MS/sh

Cc: Sarah McCormack, Head Librarian







City of Brooks

201 - 1st Avenue West
Bag 880
Brooks, AB. T1R 0Z6
Bus: 403-362-3333 • Fax: 403-362-4787
website: www.brooks.ca
Confidential Fax: 403-501-0090

December 17th, 2012

Amber Reid
403 4th Street West
Brooks, AB T1R 0B2

Dear Ms. Reid

RE: Appointment To The Brooks & District Library Board

This is to advise that you have been appointed to the Brooks & Library Board in the City of Brooks for a first, two year term, commencing December 18th, 2012 and ending December 17th, 2014.

The motion was presented and approved at the December 17th, 2012 Council meeting.

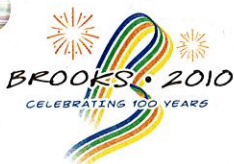
I would like to take this opportunity to thank you for your support and dedication in serving the City in this manner.

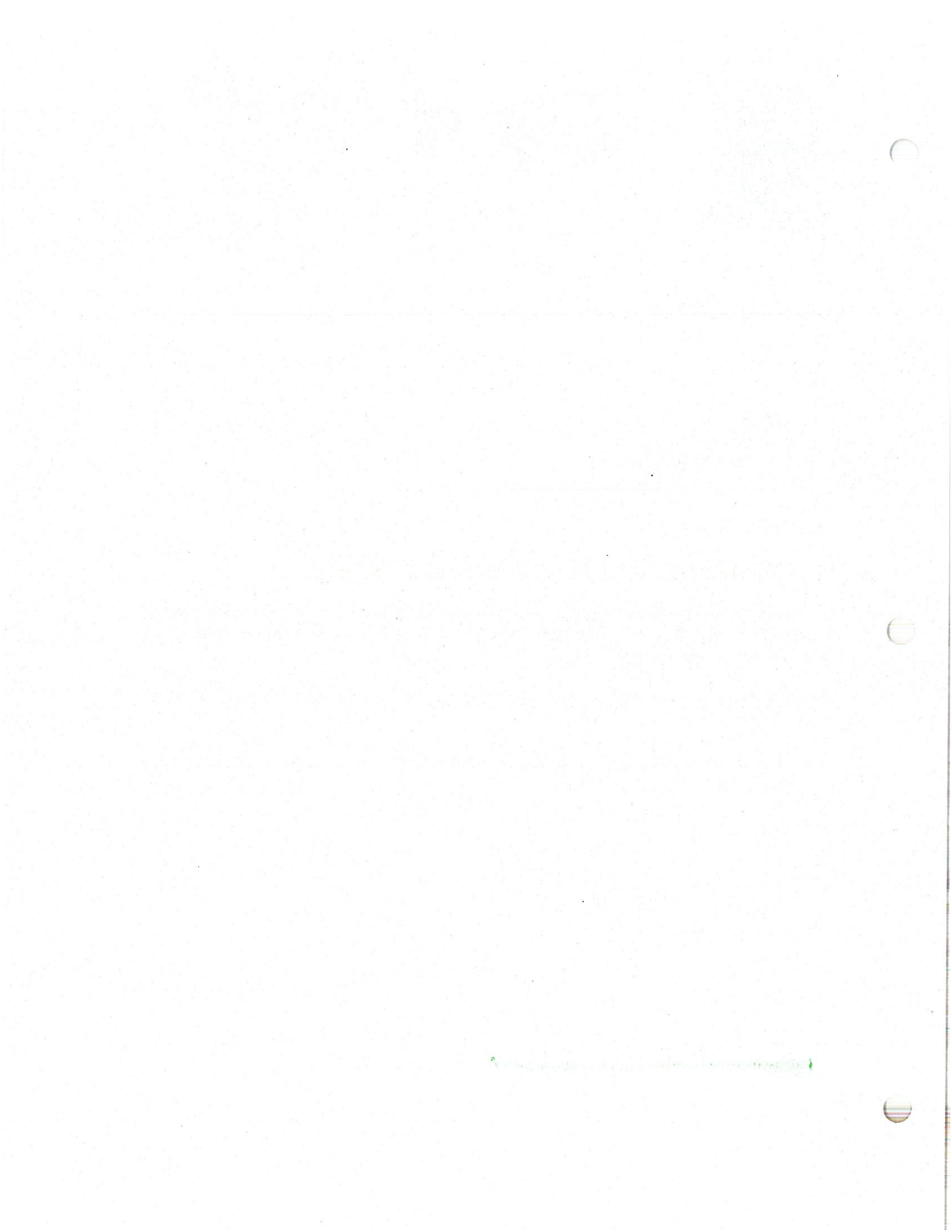
Sincerely,

Martin Shields
Mayor

MS/sh

Cc: Sarah McCormack, Head Librarian





Brooks Public Library

Balance Sheet As at 11/30/2012

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	80,975.00
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	<u>173,867.39</u>
-----------------------------	-------------------

TOTAL ASSET	<u><u>173,867.39</u></u>
--------------------	--------------------------

LIABILITY

CURRENT LIABILITIES

Accounts Payable	0.00
MNP Accrual	4,830.00
GST Charged on Sales	0.00
GST Paid on Purchases	-8,978.08
GST Paid on Books	0.00
New Account	0.00
Accounts Payable	0.00
Vacation Payable	0.00
EI Payable	659.88
CPP Payable	1,485.93
Income Tax Payable	4,604.97
L.A.P.P.	506.70
AUMA Extended Health	2,177.74
AB Health Payable	-94.36
W.C.B. Payable	0.00
Miscellaneous	0.00

TOTAL CURRENT LIABILITIES	<u>5,192.78</u>
----------------------------------	-----------------

TOTAL LIABILITY	<u>5,192.78</u>
------------------------	-----------------

EQUITY

EARNINGS

Building Fund Reserves	38,314.20
Externally restricted	200.00
Retained Earnings	111,491.82
Current Earnings	18,668.59

CURRENT EARNINGS	<u>168,674.61</u>
-------------------------	-------------------

TOTAL EQUITY	<u>168,674.61</u>
---------------------	-------------------

LIABILITIES AND EQUITY	<u><u>173,867.39</u></u>
-------------------------------	--------------------------

Brooks Public Library

Income Statement 11/01/2012 to 11/30/2012

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	1,375.00
Interest Income	0.00
Miscellaneous	0.00
Fines, Book Sales and Services	1,839.04
Non-resident Cardholder Fees	0.00
Charitable Receipt Donations	300.00
Fundraisers	200.00
Adopt-a-magazine	100.00
Medieval Faire	0.00
GST Recovery	0.00
TOTAL REVENUE	3,814.04

TOTAL REVENUE

3,814.04

EXPENSE

EXPENSES

SLS Expense (Materials)	0.00
SLS - Non-resident fees	0.00
SLS - Dynix and Telecom	0.00
Books and Materials	0.00
New Library Furnishings	0.00
Library Equipment	0.00
Payroll Expense	110.25
Library Supplies	2,202.19
Administration & Travel	1,397.36
Recruitment Expense	0.00
Program Expense	38.00
Medieval Faire	0.00
Repair & Maintenance	0.00
Renovations	4,239.68
Rebinding, Microfilming, Laminati...	0.00
Staff Training	490.00
Telephone and Fax Expense	260.20
Copier & Computer Costs	177.88
Security Monitoring	300.00
Computer Main. Contracts	0.00
GST Expense	0.00
Freight and Postage	244.58
Professional Memberships	0.00
Publicity and Advertising	0.00
Audit and Insurance	0.00
Bank Charges	62.67
Miscellaneous	0.00
Wages	16,856.71
Wage Reimbursement	0.00
EI Expense	0.00
CPP Expense	0.00
WCB Expense	0.00
AUMA Extended Health	0.00
L.A.P.P. Expense	0.00
AB Health Expense	0.00

Brooks Public Library
Income Statement 11/01/2012 to 11/30/2012

TOTAL EXPENSES	<u>26,379.52</u>
TOTAL EXPENSE	<u>26,379.52</u>
NET INCOME	<u><u>-22,565.48</u></u>

Brooks Public Library

Income Statement 01/01/2012 to 11/30/2012

REVENUE

REVENUE	
Town of Brooks	189,446.45
City of Brooks Misc	0.00
HRDC - Summer Student	2,143.00
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	35,185.49
RISE Grant Funding	0.00
Grant Funding	600.00
Resident Cardholder Fees	17,212.00
Interest Income	0.00
Miscellaneous	0.00
Fines, Book Sales and Services	13,490.68
Non-resident Cardholder Fees	0.00
Charitable Receipt Donations	3,647.50
Fundraisers	2,950.00
Adopt-a-magazine	1,900.00
Medieval Faire	0.00
GST Recovery	1,375.86
TOTAL REVENUE	344,049.64

TOTAL REVENUE	344,049.64
----------------------	-------------------

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	958.00
Library Supplies	5,352.07
Administration & Travel	4,118.24
Recruitment Expense	198.00
Program Expense	3,045.60
Medieval Faire	0.00
Repair & Maintenance	107.75
Renovations	17,606.28
Rebinding, Microfilming, Laminati...	933.50
Staff Training	3,395.89
Telephone and Fax Expense	2,898.71
Copier & Computer Costs	2,188.48
Security Monitoring	300.00
Computer Main. Contracts	383.94
GST Expense	0.00
Freight and Postage	1,976.75
Professional Memberships	305.00
Publicity and Advertising	319.72
Audit and Insurance	7,072.60
Bank Charges	90.18
Miscellaneous	455.00
Wages	192,366.17
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 11/30/2012

TOTAL EXPENSES	<u>325,381.05</u>
TOTAL EXPENSE	<u>325,381.05</u>
NET INCOME	<u><u>18,668.59</u></u>

Brooks Public Library

Reconciliation Transactions Detail Report 11/01/2012 to 11/30/2012

Account: 1080 Cash In Bank

Date	JE#	Comment	Source	Deposits	Withdrawals	Dep...	Cleared	Status
11/22/2012	J333	November 2012, 1085542 A...	4707	-	4,462.82		N	Outstanding
11/22/2012	J334	November 2012, Brooks Bull...	4708	-	13.60		N	Outstanding
11/22/2012	J335	November 2012, Brooks Co...	4709	-	110.25		N	Outstanding
11/22/2012	J336	November 2012, Brooks Stat...	4710	-	20.11		N	Outstanding
11/22/2012	J337	Nov 2012, Cathryn Krochak	4711	-	8.39		Y	Cleared
11/22/2012	J338	November 2012, Community...	4712	-	50.00		N	Outstanding
11/22/2012	J341	Nov 2012, Community Foun...	4713	-	50.00		N	Outstanding
11/22/2012	J342	November 2012, Frontier Sig...	4714	-	646.80		N	Outstanding
11/22/2012	J343	November 2012, Home Hard...	4715	-	29.17		N	Outstanding
11/22/2012	J344	Nov 2012, Jillian Clarke	4716	-	38.50		Y	Cleared
11/22/2012	J345	Nov 2012, Maxine Meldrum	4717	-	251.40		N	Outstanding
11/22/2012	J346	Nov 2012, Purolator	4718	-	64.75		N	Outstanding
11/22/2012	J347	Nov 2012, Securtek - A Sask...	4719	-	315.00		N	Outstanding
11/22/2012	J348	November 2012, Shortgrass ...	4720	-	81.87		N	Outstanding
11/22/2012	J349	November 2012, Telus Com...	4721	-	273.12		N	Outstanding
11/22/2012	J350	November 2012, Total Office...	4722	-	203.57		N	Outstanding
11/22/2012	J351	November 2012, Water Pure...	4723	-	42.00		N	Outstanding
11/22/2012	J352	November 2012, RBC Royal ...	4724	-	3,260.76		N	Outstanding
11/05/2012	J357	Fines	Deposit	222.75	-		Y	Cleared
11/05/2012	J358	Resident Cardholder	Deposit	340.00	-		Y	Cleared
11/05/2012	J359	Adopt-a-Magazine	Deposit	100.00	-		Y	Cleared
11/13/2012	J360	Fines	Deposit	271.56	-		Y	Cleared
11/13/2012	J361	Resident Cardholder	Deposit	295.00	-		Y	Cleared
11/30/2012	J363	November 2012, Maxine Mel...	4725	-	1,647.14		N	Outstanding
11/30/2012	J364	November 2012, Bessie Jac...	4726	-	1,652.42		Y	Cleared
11/30/2012	J365	November 2012, Bruce Sch...	4727	-	484.44		N	Outstanding
11/30/2012	J366	November 2012, Tamara Va...	4728	-	1,658.69		Y	Cleared
11/30/2012	J367	November 2012, Cathryn Kr...	4729	-	1,633.08		Y	Cleared
11/30/2012	J368	November 2012, Jillian Clarke	4730	-	1,347.61		Y	Cleared
11/30/2012	J369	November 2012, Jeanette Z...	4731	-	573.97		N	Outstanding
11/12/2012	J370	Fines	Deposit	598.73	-		Y	Cleared
11/12/2012	J371	Resident Cardholder	Deposit	405.00	-		Y	Cleared
11/19/2012	J372	Fines	Deposit	373.00	-		N	Outstanding
11/26/2012	J373	Resident Cardholder	Deposit	335.00	-		Y	Cleared
11/26/2012	J374	Fundraiser-Calendar	Deposit	200.00	-		Y	Cleared
11/26/2012	J375	Donation	Deposit	300.00	-		Y	Cleared
11/01/2012	J385	Bank Charges for Paper Stat...	Debit	-	2.00		Y	Cleared
11/30/2012	J386	November 2012, Sarah McC...	4732	-	3,896.05		Y	Cleared
11/26/2012	J387	Fines	Deposit	373.00	-		Y	Cleared
				3,814.04	22,817.51			

Brooks Public Library
All Journal Entries 11/01/2012 to 11/30/2012

		Account Number	Account Description	Debits	Credits
11/22/2012	J333	4707, November 2012,	1085542 AB LTD		
		2100	GST Paid on Purchases	223.14	-
		5110	Renovations	4,239.68	-
		1080	Cash In Bank	-	4,462.82
11/22/2012	J334	4708, November 2012,	Brooks Bulletin		
		5070	Library Supplies	13.60	-
		1080	Cash In Bank	-	13.60
11/22/2012	J335	4709, November 2012,	Brooks Computer Services Ltd.		
		5060	Payroll Expense	110.25	-
		1080	Cash In Bank	-	110.25
11/22/2012	J336	4710, November 2012,	Brooks Stationers		
		5070	Library Supplies	20.11	-
		1080	Cash In Bank	-	20.11
11/22/2012	J337	4711, Nov 2012, Cathryn Krochak			
		2100	GST Paid on Purchases	0.40	-
		5070	Library Supplies	7.99	-
		1080	Cash In Bank	-	8.39
11/22/2012	J338	4712, November 2012,	Community Foundation of Medicin Southeastern Alberta		
		5080	Administration & Travel	50.00	-
		1080	Cash In Bank	-	50.00
11/22/2012	J341	4713, Nov 2012, Community Foundation of Southeastern Alberta			
		5080	Administration & Travel	50.00	-
		1080	Cash In Bank	-	50.00
11/22/2012	J342	4714, November 2012,	Frontier Signworks		
		2100	GST Paid on Purchases	30.80	-
		5070	Library Supplies	616.00	-
		1080	Cash In Bank	-	646.80
11/22/2012	J343	4715, November 2012,	Home Hardware		
		2100	GST Paid on Purchases	1.39	-
		5070	Library Supplies	27.78	-
		1080	Cash In Bank	-	29.17
11/22/2012	J344	4716, Nov 2012, Jillian Clarke			
		2100	GST Paid on Purchases	0.50	-
		5090	Program Expense	38.00	-
		1080	Cash In Bank	-	38.50
11/22/2012	J345	4717, Nov 2012, Maxine Meldrum			
		2100	GST Paid on Purchases	11.98	-
		5070	Library Supplies	56.51	-
		5200	Freight and Postage	182.91	-
		1080	Cash In Bank	-	251.40
11/22/2012	J346	4718, Nov 2012, Purolator			
		2100	GST Paid on Purchases	3.08	-
		5200	Freight and Postage	61.67	-
		1080	Cash In Bank	-	64.75
11/22/2012	J347	4719, Nov 2012, Securtek - A SaskTel Company			
		2100	GST Paid on Purchases	15.00	-
		5170	Security Monitoring	300.00	-
		1080	Cash In Bank	-	315.00
11/22/2012	J348	4720, November 2012,	Shortgrass Library System		
		5070	Library Supplies	81.87	-
		1080	Cash In Bank	-	81.87
11/22/2012	J349	4721, November 2012,	Telus Communications		

Brooks Public Library

All Journal Entries 11/01/2012 to 11/30/2012

		Account Number	Account Description	Debits	Credits
				12.92	-
		2100	GST Paid on Purchases	260.20	-
		5140	Telephone and Fax Expense	-	273.12
		1080	Cash In Bank		
11/22/2012	J350	4722, November 2012,	Total Office Plus	9.70	-
		2100	GST Paid on Purchases	15.99	-
		5070	Library Supplies	177.88	-
		5160	Copier & Computer Costs	-	203.57
		1080	Cash In Bank		
11/22/2012	J351	4723, November 2012,	Water Pure & Simple	42.00	-
		5070	Library Supplies	-	42.00
		1080	Cash In Bank		
11/22/2012	J352	4724, November 2012,	RBC Royal Bank VISA	152.39	-
		2100	GST Paid on Purchases	1,320.34	-
		5070	Library Supplies	1,237.36	-
		5080	Administration & Travel	490.00	-
		5130	Staff Training	60.67	-
		5250	Bank Charges	-	3,260.76
		1080	Cash In Bank		
11/05/2012	J357	Deposit, Fines		-	222.75
		4120	Fines, Book Sales and Services	222.75	-
		1080	Cash In Bank		
11/05/2012	J358	Deposit, Resident Cardholder		-	340.00
		4090	Resident Cardholder Fees	340.00	-
		1080	Cash In Bank		
11/05/2012	J359	Deposit, Adopt-a-Magazine		-	100.00
		4185	Adopt-a-magazine	100.00	-
		1080	Cash In Bank		
11/13/2012	J360	Deposit, Fines		-	271.56
		4120	Fines, Book Sales and Services	271.56	-
		1080	Cash In Bank		
11/13/2012	J361	Deposit, Resident Cardholder		-	295.00
		4090	Resident Cardholder Fees	295.00	-
		1080	Cash In Bank		
11/30/2012	J363	4725, November 2012,	Maxine Meldrum	2,214.30	-
		5300	Wages	-	1,647.14
		1080	Cash In Bank	-	40.52
		2310	EI Payable	-	95.69
		2320	CPP Payable	-	229.14
		2330	Income Tax Payable	-	197.36
		2400	L.A.P.P.	-	4.45
		2420	AUMA Extended Health		
11/30/2012	J364	4726, November 2012,	Bessie Jacowishen	2,305.05	-
		5300	Wages	-	1,652.42
		1080	Cash In Bank	-	42.18
		2310	EI Payable	-	100.18
		2320	CPP Payable	-	250.29
		2330	Income Tax Payable	-	205.38
		2400	L.A.P.P.	-	54.60
		2420	AUMA Extended Health		
11/30/2012	J365	4727, November 2012,	Bruce Schmidt	504.19	-
		5300	Wages	-	484.44
		1080	Cash In Bank	-	9.23
		2310	EI Payable	-	10.52
		2320	CPP Payable		

Brooks Public Library
All Journal Entries 11/01/2012 to 11/30/2012

		Account Number	Account Description	Debits	Credits
11/30/2012	J366	4728, November 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
11/30/2012	J367	4729, November 2012,	Cathryn Krochak		
		5300	Wages	2,220.00	-
		1080	Cash In Bank	-	1,633.08
		2310	EI Payable	-	40.63
		2320	CPP Payable	-	95.91
		2330	Income Tax Payable	-	230.22
		2400	L.A.P.P.	-	196.11
		2420	AUMA Extended Health	-	24.05
11/30/2012	J368	4730, November 2012,	Jillian Clarke		
		5300	Wages	1,497.25	-
		1080	Cash In Bank	-	1,347.61
		2310	EI Payable	-	27.40
		2320	CPP Payable	-	59.68
		2330	Income Tax Payable	-	62.56
11/30/2012	J369	4731, November 2012,	Jeanette Zahn		
		5300	Wages	600.22	-
		1080	Cash In Bank	-	573.97
		2310	EI Payable	-	10.98
		2320	CPP Payable	-	15.27
11/12/2012	J370	Deposit, Fines			
		4120	Fines, Book Sales and Services	-	598.73
		1080	Cash In Bank	598.73	-
11/12/2012	J371	Deposit, Resident Cardholder			
		4090	Resident Cardholder Fees	-	405.00
		1080	Cash In Bank	405.00	-
11/19/2012	J372	Deposit, Fines			
		4120	Fines, Book Sales and Services	-	373.00
		1080	Cash In Bank	373.00	-
11/26/2012	J373	Deposit, Resident Cardholder			
		4090	Resident Cardholder Fees	-	335.00
		1080	Cash In Bank	335.00	-
11/26/2012	J374	Deposit, Fundraiser-Calendar			
		4180	Fundraisers	-	200.00
		1080	Cash In Bank	200.00	-
11/26/2012	J375	Deposit, Donation			
		4170	Charitable Receipt Donations	-	300.00
		1080	Cash In Bank	300.00	-
11/01/2012	J385	Debit, Bank Charges for Paper Statement			
		5250	Bank Charges	2.00	-
		1080	Cash In Bank	-	2.00
11/30/2012	J386	4732, November 2012,	Sarah McCormack		
		5080	Administration & Travel	60.00	-
		5300	Wages	5,250.00	-
		1080	Cash In Bank	-	3,896.05
		2310	EI Payable	-	58.04
		2320	CPP Payable	-	246.56
		2330	Income Tax Payable	-	1,079.61

Brooks Public Library
All Journal Entries 11/01/2012 to 11/30/2012

		<u>Account Number</u>	<u>Account Description</u>	<u>Debits</u>	<u>Credits</u>
		2420	AUMA Extended Health	-	29.74
11/26/2012	J387	Deposit, Fines			
		4120	Fines, Book Sales and Services	-	373.00
		1080	Cash In Bank	373.00	-
				<u>30,654.86</u>	<u>30,654.86</u>

Brooks Public Library

Balance Sheet As at 12/31/2012

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	82,684.10
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 175,576.49

TOTAL ASSET 175,576.49

LIABILITY

CURRENT LIABILITIES

Accounts Payable	0.00
MNP Accrual	4,830.00
GST Charged on Sales	0.00
GST Paid on Purchases	-9,028.66
GST Paid on Books	0.00
New Account	0.00
Accounts Payable	0.00
Vacation Payable	0.00
EI Payable	881.15
CPP Payable	2,042.68
Income Tax Payable	6,763.12
L.A.P.P.	1,330.34
AUMA Extended Health	2,315.02
AB Health Payable	-94.36
W.C.B. Payable	0.00
Miscellaneous	0.00

TOTAL CURRENT LIABILITIES 9,039.29

TOTAL LIABILITY 9,039.29

EQUITY

EARNINGS

Building Fund Reserves	38,314.20
Externally restricted	200.00
Retained Earnings	111,491.82
Current Earnings	16,531.18

CURRENT EARNINGS 166,537.20

TOTAL EQUITY 166,537.20

LIABILITIES AND EQUITY 175,576.49

Brooks Public Library

Income Statement 11/30/2012 to 12/31/2012

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	11,383.04
Resident Cardholder Fees	1,685.00
Interest Income	0.00
Miscellaneous	0.00
Fines, Book Sales and Services	1,783.43
Non-resident Cardholder Fees	0.00
Charitable Receipt Donations	2,169.50
Fundraisers	0.00
Adopt-a-magazine	100.00
Medieval Faire	0.00
GST Recovery	0.00
TOTAL REVENUE	17,120.97

TOTAL REVENUE

17,120.97

EXPENSE

EXPENSES

SLS Expense (Materials)	0.00
SLS - Non-resident fees	0.00
SLS - Dynix and Telecom	0.00
Books and Materials	0.00
New Library Furnishings	0.00
Library Equipment	0.00
Payroll Expense	100.00
Library Supplies	751.59
Administration & Travel	60.00
Recruitment Expense	0.00
Program Expense	160.17
Medieval Faire	0.00
Repair & Maintenance	0.00
Renovations	400.00
Rebinding, Microfilming, Laminati...	0.00
Staff Training	0.00
Telephone and Fax Expense	60.00
Copier & Computer Costs	443.47
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	2.00
Miscellaneous	0.00
Wages	34,197.86
Wage Reimbursement	0.00
EI Expense	0.00
CPP Expense	0.00
WCB Expense	0.00
AUMA Extended Health	0.00
L.A.P.P. Expense	0.00
AB Health Expense	0.00

Brooks Public Library
Income Statement 11/30/2012 to 12/31/2012

TOTAL EXPENSES	<u>36,175.09</u>
TOTAL EXPENSE	<u>36,175.09</u>
NET INCOME	<u><u>-19,054.12</u></u>

Brooks Public Library

Income Statement 01/01/2012 to 12/31/2012

REVENUE

REVENUE	
Town of Brooks	189,446.45
City of Brooks Misc	0.00
HRDC - Summer Student	2,143.00
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	35,185.49
RISE Grant Funding	0.00
Grant Funding	11,983.04
Resident Cardholder Fees	18,897.00
Interest Income	0.00
Miscellaneous	0.00
Fines, Book Sales and Services	15,274.11
Non-resident Cardholder Fees	0.00
Charitable Receipt Donations	5,817.00
Fundraisers	2,950.00
Adopt-a-magazine	2,000.00
Medieval Faire	0.00
GST Recovery	1,375.86
TOTAL REVENUE	361,170.61

TOTAL REVENUE	361,170.61
----------------------	-------------------

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	1,058.00
Library Supplies	6,103.66
Administration & Travel	4,118.24
Recruitment Expense	198.00
Program Expense	3,205.77
Medieval Faire	0.00
Repair & Maintenance	107.75
Renovations	18,006.28
Rebinding, Microfilming, Laminati...	933.50
Staff Training	3,395.89
Telephone and Fax Expense	2,958.71
Copier & Computer Costs	2,631.95
Security Monitoring	300.00
Computer Main. Contracts	383.94
GST Expense	0.00
Freight and Postage	1,976.75
Professional Memberships	305.00
Publicity and Advertising	319.72
Audit and Insurance	7,072.60
Bank Charges	92.18
Miscellaneous	455.00
Wages	209,707.32
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 12/31/2012

TOTAL EXPENSES	<u>344,639.43</u>
TOTAL EXPENSE	<u>344,639.43</u>
NET INCOME	<u><u>16,531.18</u></u>

Brooks Public Library

Reconciliation Transactions Detail Report 11/30/2012 to 12/31/2012

Account: 1080 Cash In Bank

Date	JE#	Comment	Source	Deposits	Withdrawals	Dep...	Cleared	Status
11/30/2012	J363	November 2012, Maxine Mel...	4725	-	1,647.14		Y	Cleared
11/30/2012	J364	November 2012, Bessie Jac...	4726	-	1,652.42		Y	Cleared
11/30/2012	J365	November 2012, Bruce Sch...	4727	-	484.44		Y	Cleared
11/30/2012	J366	November 2012, Tamara Va...	4728	-	1,658.69		Y	Cleared
11/30/2012	J367	November 2012, Cathryn Kr...	4729	-	1,633.08		Y	Cleared
11/30/2012	J368	November 2012, Jillian Clarke	4730	-	1,347.61		Y	Cleared
11/30/2012	J369	November 2012, Jeanette Z...	4731	-	573.97		Y	Cleared
12/03/2012	J376	Fines	Deposit	369.80	-		Y	Cleared
12/03/2012	J377	Resident Cardholder	Deposit	395.00	-		Y	Cleared
12/10/2012	J378	Fines	Deposit	265.75	-		Y	Cleared
12/10/2012	J379	Resident Cardholder	Deposit	450.00	-		Y	Cleared
12/10/2012	J380	Donations	Deposit	1,700.00	-		Y	Cleared
12/10/2012	J381	Community Foundation	Deposit	8,983.04	-		Y	Cleared
12/17/2012	J382	Fines	Deposit	506.19	-		Y	Cleared
12/17/2012	J383	Resident Cardholder	Deposit	320.00	-		Y	Cleared
12/17/2012	J384	Brooks Friends	Deposit	2,400.00	-		Y	Cleared
11/30/2012	J386	November 2012, Sarah McC...	4732	-	3,896.05		Y	Cleared
12/31/2012	J388	December 2012, Maxine Mel...	4733	-	1,614.06		N	Outstanding
12/31/2012	J389	December 2012, Bessie Jac...	4734	-	1,763.11		Y	Cleared
12/31/2012	J390	December 2012, Bruce Sch...	4735	-	504.03		N	Outstanding
12/31/2012	J391	December 2012, Tamara Va...	4736	-	1,718.34		Y	Cleared
12/31/2012	J392	December 2012, Cathryn Kr...	4737	-	1,640.54		N	Outstanding
12/31/2012	J393	December 2012, Jillian Clarke	4738	-	1,387.66		Y	Cleared
12/31/2012	J394	December 2012, Sarah McC...	4739	-	4,143.35		N	Outstanding
12/31/2012	J395	Dec 2012, Sarah McCormack	4740	-	220.40		N	Outstanding
12/31/2012	J396	December 2012, Jeannette ...	4741	-	732.97		N	Outstanding
12/31/2012	J397	December 2012, Shortgrass ...	4742	-	443.47		N	Outstanding
12/31/2012	J398	December 2012, Brodart	4743	-	630.70		N	Outstanding
12/31/2012	J399	December 2012, Brooks Co...	4744	-	105.00		N	Outstanding
12/31/2012	J400	December 2012, Brooks Stat...	4745	-	20.41		N	Outstanding
12/31/2012	J401	Dec 2012, Cathryn Krochak	4746	-	400.00		N	Outstanding
12/31/2012	J402	Dec 31 2012, Cathryn Krochak	4747	-	85.83		N	Outstanding
12/03/2012	J403	Bank Charges - Paper state...	Debit	-	2.00		Y	Cleared
12/31/2012	J404	Fines	Deposit	641.69	-		N	Outstanding
12/31/2012	J405	Resident Cardholder	Deposit	520.00	-		N	Outstanding
12/31/2012	J406	Donations	Deposit	469.50	-		N	Outstanding
12/31/2012	J407	Adopt-a-Magazine	Deposit	100.00	-		N	Outstanding
				17,120.97	28,305.27			

Brooks Public Library
All Journal Entries 11/30/2012 to 12/31/2012

		Account Number	Account Description	Debits	Credits
11/30/2012	J363	4725, November 2012,	Maxine Meldrum		
		5300	Wages	2,214.30	-
		1080	Cash In Bank	-	1,647.14
		2310	EI Payable	-	40.52
		2320	CPP Payable	-	95.69
		2330	Income Tax Payable	-	229.14
		2400	L.A.P.P.	-	197.36
		2420	AUMA Extended Health	-	4.45
11/30/2012	J364	4726, November 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
11/30/2012	J365	4727, November 2012,	Bruce Schmidt		
		5300	Wages	504.19	-
		1080	Cash In Bank	-	484.44
		2310	EI Payable	-	9.23
		2320	CPP Payable	-	10.52
11/30/2012	J366	4728, November 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
11/30/2012	J367	4729, November 2012,	Cathryn Krochak		
		5300	Wages	2,220.00	-
		1080	Cash In Bank	-	1,633.08
		2310	EI Payable	-	40.63
		2320	CPP Payable	-	95.91
		2330	Income Tax Payable	-	230.22
		2400	L.A.P.P.	-	196.11
		2420	AUMA Extended Health	-	24.05
11/30/2012	J368	4730, November 2012,	Jillian Clarke		
		5300	Wages	1,497.25	-
		1080	Cash In Bank	-	1,347.61
		2310	EI Payable	-	27.40
		2320	CPP Payable	-	59.68
		2330	Income Tax Payable	-	62.56
11/30/2012	J369	4731, November 2012,	Jeanette Zahn		
		5300	Wages	600.22	-
		1080	Cash In Bank	-	573.97
		2310	EI Payable	-	10.98
		2320	CPP Payable	-	15.27
12/03/2012	J376	Deposit, Fines			
		4120	Fines, Book Sales and Services	-	369.80
		1080	Cash In Bank	369.80	-
12/03/2012	J377	Deposit, Resident Cardholder			
		4090	Resident Cardholder Fees	-	395.00
		1080	Cash In Bank	395.00	-
12/10/2012	J378	Deposit, Fines			
		4120	Fines, Book Sales and Services	-	265.75
		1080	Cash In Bank	265.75	-

Brooks Public Library
All Journal Entries 11/30/2012 to 12/31/2012

		Account Number	Account Description	Debits	Credits
12/10/2012	J379		Deposit, Resident Cardholder		
		4090	Resident Cardholder Fees	-	450.00
		1080	Cash In Bank	450.00	-
12/10/2012	J380		Deposit, Donations		
		4170	Charitable Receipt Donations	-	1,700.00
		1080	Cash In Bank	1,700.00	-
12/10/2012	J381		Deposit, Community Foundation		
		4070	Grant Funding	-	8,983.04
		1080	Cash In Bank	8,983.04	-
12/17/2012	J382		Deposit, Fines		
		4120	Fines, Book Sales and Services	-	506.19
		1080	Cash In Bank	506.19	-
12/17/2012	J383		Deposit, Resident Cardholder		
		4090	Resident Cardholder Fees	-	320.00
		1080	Cash In Bank	320.00	-
12/17/2012	J384		Deposit, Brooks Friends		
		4070	Grant Funding	-	2,400.00
		1080	Cash In Bank	2,400.00	-
11/30/2012	J386		4732, November 2012, Sarah McCormack		
		5080	Administration & Travel	60.00	-
		5300	Wages	5,250.00	-
		1080	Cash In Bank	-	3,896.05
		2310	EI Payable	-	58.04
		2320	CPP Payable	-	246.56
		2330	Income Tax Payable	-	1,079.61
		2420	AUMA Extended Health	-	29.74
12/31/2012	J388		4733, December 2012, Maxine Meldrum		
		5300	Wages	2,159.85	-
		1080	Cash In Bank	-	1,614.06
		2310	EI Payable	-	39.53
		2320	CPP Payable	-	92.99
		2330	Income Tax Payable	-	216.45
		2400	L.A.P.P.	-	192.37
		2420	AUMA Extended Health	-	4.45
12/31/2012	J389		4734, December 2012, Bessie Jacowishen		
		5300	Wages	2,486.55	-
		1080	Cash In Bank	-	1,763.11
		2310	EI Payable	-	45.50
		2320	CPP Payable	-	109.16
		2330	Income Tax Payable	-	292.59
		2400	L.A.P.P.	-	221.59
		2420	AUMA Extended Health	-	54.60
12/31/2012	J390		4735, December 2012, Bruce Schmidt		
		5300	Wages	525.20	-
		1080	Cash In Bank	-	504.03
		2310	EI Payable	-	9.61
		2320	CPP Payable	-	11.56
12/31/2012	J391		4736, December 2012, Tamara Van Horne		
		5300	Wages	2,363.50	-
		1080	Cash In Bank	-	1,718.34
		2310	EI Payable	-	43.25
		2320	CPP Payable	-	103.06
		2330	Income Tax Payable	-	263.87
		2400	L.A.P.P.	-	210.54
		2420	AUMA Extended Health	-	24.44

Brooks Public Library
All Journal Entries 11/30/2012 to 12/31/2012

		Account Number	Account Description	Debits	Credits
12/31/2012	J392	4737, December 2012,	Cathryn Krochak		
		5300	Wages	2,235.00	-
		1080	Cash In Bank	-	1,640.54
		2310	EI Payable	-	40.90
		2320	CPP Payable	-	96.66
		2330	Income Tax Payable	-	233.71
		2400	L.A.P.P.	-	199.14
		2420	AUMA Extended Health	-	24.05
12/31/2012	J393	4738, December 2012,	Jillian Clarke		
		5300	Wages	1,550.25	-
		1080	Cash In Bank	-	1,387.66
		2310	EI Payable	-	28.37
		2320	CPP Payable	-	62.30
		2330	Income Tax Payable	-	71.92
12/31/2012	J394	4739, December 2012,	Sarah McCormack		
		5140	Telephone and Fax Expense	60.00	-
		5300	Wages	5,250.00	-
		1080	Cash In Bank	-	4,143.35
		2320	CPP Payable	-	57.30
		2330	Income Tax Payable	-	1,079.61
		2420	AUMA Extended Health	-	29.74
12/31/2012	J395	4740, Dec 2012, Sarah	McCormack		
		2100	GST Paid on Purchases	10.50	-
		5070	Library Supplies	49.73	-
		5090	Program Expense	160.17	-
		1080	Cash In Bank	-	220.40
12/31/2012	J396	4741, December 2012,	Jeannette Zahn		
		5300	Wages	770.80	-
		1080	Cash In Bank	-	732.97
		2310	EI Payable	-	14.11
		2320	CPP Payable	-	23.72
12/31/2012	J397	4742, December 2012,	Shortgrass Library System		
		5160	Copier & Computer Costs	443.47	-
		1080	Cash In Bank	-	443.47
12/31/2012	J398	4743, December 2012,	Brodart		
		2100	GST Paid on Purchases	30.03	-
		5070	Library Supplies	600.67	-
		1080	Cash In Bank	-	630.70
12/31/2012	J399	4744, December 2012,	Brooks Computer Services Ltd.		
		2100	GST Paid on Purchases	5.00	-
		5060	Payroll Expense	100.00	-
		1080	Cash In Bank	-	105.00
12/31/2012	J400	4745, December 2012,	Brooks Stationers		
		2100	GST Paid on Purchases	0.96	-
		5070	Library Supplies	19.45	-
		1080	Cash In Bank	-	20.41
12/31/2012	J401	4746, Dec 2012, Cathryn	Krochak		
		5110	Renovations	400.00	-
		1080	Cash In Bank	-	400.00
12/31/2012	J402	4747, Dec 31 2012, Cathryn	Krochak		
		2100	GST Paid on Purchases	4.09	-
		5070	Library Supplies	81.74	-
		1080	Cash In Bank	-	85.83
12/03/2012	J403		Debit, Bank Charges - Paper statement		

Brooks Public Library
All Journal Entries 11/30/2012 to 12/31/2012

		Account Number	Account Description	Debits	Credits
		5250	Bank Charges	2.00	-
		1080	Cash In Bank	-	2.00
12/31/2012	J404	Deposit, Fines			
		4120	Fines, Book Sales and Services	-	641.69
		1080	Cash In Bank	641.69	-
12/31/2012	J405	Deposit, Resident Cardholder			
		4090	Resident Cardholder Fees	-	520.00
		1080	Cash In Bank	520.00	-
12/31/2012	J406	Deposit, Donations			
		4170	Charitable Receipt Donations	-	469.50
		1080	Cash In Bank	469.50	-
12/31/2012	J407	Deposit, Adopt-a-Magazine			
		4185	Adopt-a-magazine	-	100.00
		1080	Cash In Bank	100.00	-
				<u>53,346.64</u>	<u>53,346.64</u>

Brooks Public Library

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

REVENUE

REVENUE

Town of Brooks	184,105.00
City of Brooks Misc	7,256.15
HRDC - Summer Student	2,108.00
Province of Alberta	73,337.00
Industry Canada - CAP 3	0.00
Industry Canada - CAP Y1	0.00
PLDI Grant	0.00
County of Newell Library Board	35,185.49
RISE Grant Funding	13,788.28
Grant Funding	2,306.03
Resident Cardholder Fees	19,526.20
Interest Income	0.00
Miscellaneous	151.30
Fines, Book Sales and Services	19,643.65
Non-resident Cardholder Fees	120.00
Charitable Receipt Donations	4,727.50
Fundraisers	0.00
Adopt-a-magazine	2,000.00
Medieval Faire	0.00
GST Recovery	1,103.16
TOTAL REVENUE	365,357.76

TOTAL REVENUE

365,357.76

EXPENSE

EXPENSES

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

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

AB Health Expense	0.00
TOTAL EXPENSES	<u>390,991.29</u>
TOTAL EXPENSE	<u>390,991.29</u>
NET INCOME	<u><u>-25,633.53</u></u>

Brooks Public Library

Income Statement 01/01/2012 to 12/31/2012


 INUE

REVENUE

Town of Brooks	189,446.45
City of Brooks Misc	0.00
HRDC - Summer Student	2,143.00
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	35,185.49
RISE Grant Funding	0.00
Grant Funding	11,983.04
Resident Cardholder Fees	18,897.00
Interest Income	0.00
Miscellaneous	0.00
Fines, Book Sales and Services	15,274.11
Non-resident Cardholder Fees	0.00
Charitable Receipt Donations	5,817.00
Fundraisers	2,950.00
Adopt-a-magazine	2,000.00
Medieval Faire	0.00
GST Recovery	1,375.86

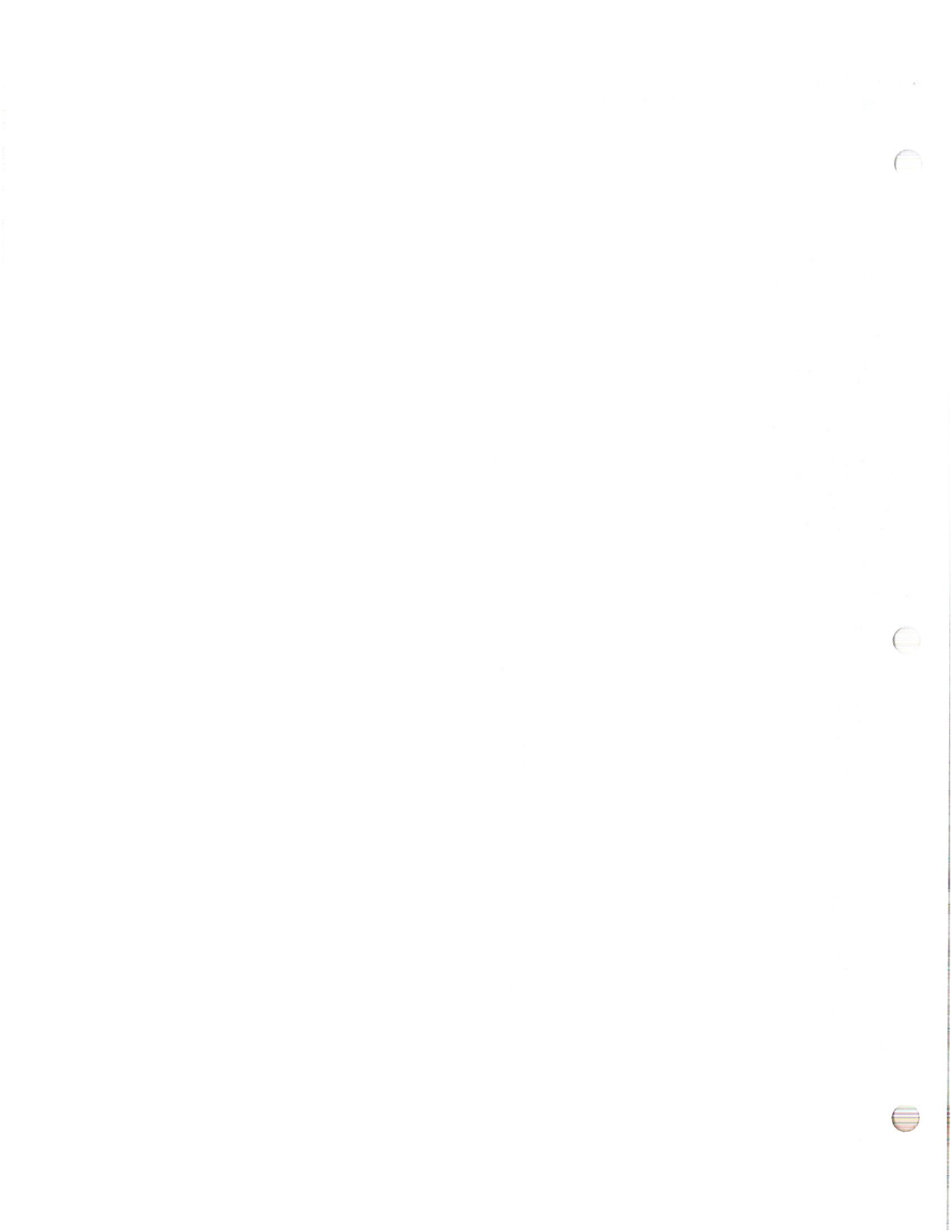
TOTAL REVENUE 361,170.61

TOTAL REVENUE 361,170.61

EXPENSE

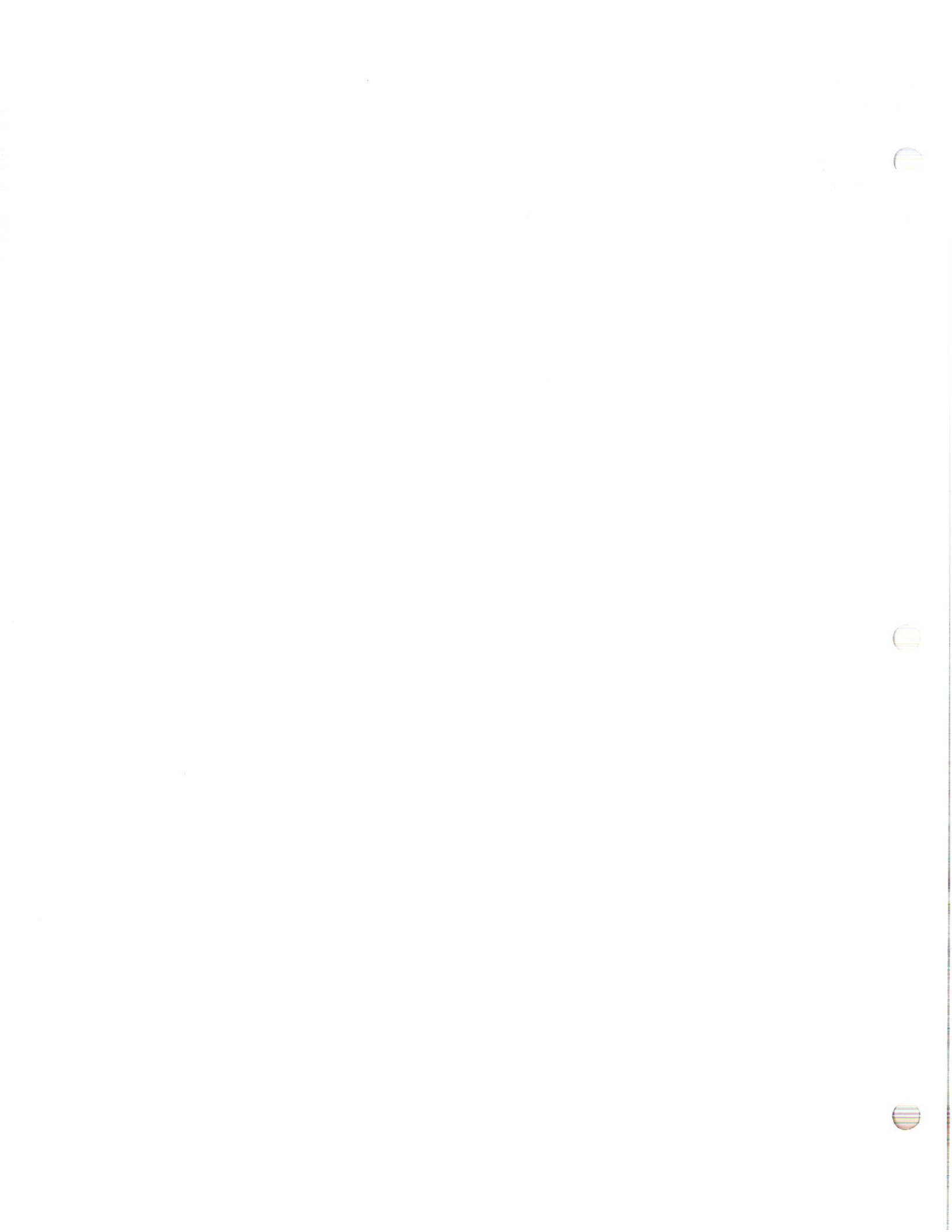
EXPENSES

SLS Expense (Materials)	57,991.00
SLS - Non-resident fees	0.00
SLS - Dynix and Telecom	6,945.54
Books and Materials	128.80
New Library Furnishings	-6,822.03
Library Equipment	0.00
Payroll Expense	1,058.00
Library Supplies	6,350.57
Administration & Travel	4,921.46
Recruitment Expense	198.00
Program Expense	3,580.77
Medieval Faire	0.00
Repair & Maintenance	107.75
Renovations	18,006.28
Rebinding, Microfilming, Laminati...	933.50
Staff Training	3,421.16
Telephone and Fax Expense	3,230.45
Copier & Computer Costs	2,869.72
Security Monitoring	300.00
Computer Main. Contracts	383.94
GST Expense	0.00
Freight and Postage	1,987.62
Professional Memberships	305.00
Publicity and Advertising	319.72
Audit and Insurance	7,072.60
Bank Charges	128.89
Miscellaneous	455.00
Wages	209,707.32
Wage Reimbursement	0.00
EI Expense	5,167.32
CPP Expense	8,787.21
WCB Expense	567.65
AUMA Extended Health	3,492.28
L.A.P.P. Expense	13,663.41



Brooks Public Library
Income Statement 01/01/2012 to 12/31/2012

.B Health Expense	0.00
TOTAL EXPENSES	<u>355,258.93</u>
TOTAL EXPENSE	<u>355,258.93</u>
NET INCOME	<u><u>5,911.68</u></u>



Brooks Library Board – Meeting Minutes

6:00pm – Wednesday, February 27, 2013

1. Call to Order
 - a. In attendance: Kimberley Sharkey, Nigel, Lisa, Ellard, Amber, Karen (last names to be added later)

2. Approval of the consent agenda
 - a. Moved: Karen Nelson
 - b. Voted: All in favour

3. Motion to accept rest of agenda with amendments:
 - a. Motion: Nigel
 - b. Voted: All in favour

4. Consent agenda:
 - a. January 2013 Meeting Minutes
 - b. February 2013 Receipts and Expenditures
 - i. Request for Income Statement YTD and monthly with budget shown on screen during board meetings Request for Balance sheet HR & F Report (verbal presentation by Committee Chair Nigel)
 - ii. February 25, 10am
 - iii. Balance sheet was presented – cash on hand discussion due to GICs being in account
 - iv. Head Librarian contract – regarding flex time, vacation usage, working from home. Will bring to next board meeting after discussion with Head Librarian
 - c. BD & P Report (verbal – presented by Committee Chair Amber Reid)
 - i. February 19
 - ii. Policy schedule planning
 - iii. Food and drink, public computer use and memberships
 - iv. Recognizing past board members with card, reminder invitation to City Gala, our Christmas party and bookplates based on years of service
 - v. Recruitment, website and word of mouth
 - vi. Board development workshop
 - d. Head Librarian Report (verbal)
 - i. Want a drawer and a file in the library for resources
 - ii. Librarian information would be in there
 - e. Board Chair report

5. Business arising:

- a. New Cards – proofs
 - i. Looks great
- b. Rose garden Crooks Nook
 - i. No new information
- c. Plan of Service – special committee/meeting
 - i. Link to page about objectives
 - ii. Lisa meeting with mayor to learn about City objectives and strategic direction and will email out support documents
 - iii. The meeting will take place with all the board to determine the objectives for the plan of service on Saturday, March 9th – BD & P committee will organize lunch
- d. GIC reallocation – Approx. 37000
 - i. CFSEA amounts
 - ii. Endowment amount
 - iii. Investment amount
 - iv. Tabled
- e. Wednesday openings – for information
 - i. Good so far
 - ii. More teen programming on that day
 - iii. Invite teens to submit report to Board and perhaps present
- f. Ellard – lighting and Safe Communities
 - i. Brought it up at Safe Communities meeting
 - ii. On the list for the following year – will be brought up at subsequent meetings and Kimberley spoke to council about this. We will keep this on the agenda for future meetings

6. New Business

- a. Bandit's game sponsorship
 - i. Will take place second round in March
 - ii. Will need volunteers and prizes
 - iii. Big letters – scrambled and make a word – or points based on cards done make the longest word
- b. Bylaw amendment
 - i. Vice-chair
 - ii. Amber in nominated and acclaimed
- c. Board recruitment – Volunteer Resource Centre
- d. Inter-library lending stats – for information
 - i. We are the resource library for the system
- b. Travel policy
 - i. To be reviewed by Policy Committee and brought to next Board meeting

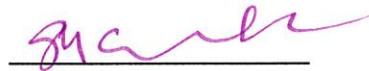
- c. Overview of City budget in regard to library
 - i. Total budget to the library \$311 000
 - ii. Kimberley will tell us what the percentage of the total budget the library is
 - iii. Kimberley will bring more information regarding that budget breakdown
 - iv. Contract with AllPro cleaners
 - v. Time frame?
 - vi. Request for library staff regarding recreation centre
 - vii. RCMP, fire, city staff
 - 1. Could write a letter on behalf of library staff to request access to Leisure Centre and workout facility – Sarah will do it and submit to City Council – Lisa will approve and sign as Board Chair
- d. Joint Communication Agreement
 - i. Done!!
- e. Other

7. Adjournment

- a. Next Meeting March 27th 6pm
- b. Look for April meeting date as there is a conflict with Alberta Library Conference in Jasper



Board Chair



Head Librarian

Brooks Public Library
Balance Sheet As at 01/31/2013

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	49,158.14
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 142,050.53

TOTAL ASSET 142,050.53

LIABILITY**CURRENT LIABILITIES**

Accounts Payable	0.00
MNP Accrual	4,830.00
GST Charged on Sales	0.00
GST Paid on Purchases	-9,040.35
GST Paid on Books	0.00
New Account	0.00
Accounts Payable	0.00
Vacation Payable	0.00
EI Payable	386.47
CPP Payable	729.32
Income Tax Payable	2,398.00
L.A.P.P.	464.04
AUMA Extended Health	1,980.98
AB Health Payable	-94.36
W.C.B. Payable	0.00
Miscellaneous	0.00

TOTAL CURRENT LIABILITIES 1,654.10

TOTAL LIABILITY 1,654.10

EQUITY**EARNINGS**

Building Fund Reserves	38,314.20
Externally restricted	200.00
Retained Earnings	117,403.50
Current Earnings	-15,521.27

CURRENT EARNINGS 140,396.43

TOTAL EQUITY 140,396.43

LIABILITIES AND EQUITY 142,050.53



Faint, illegible text in the upper right section of the page, possibly containing a header or introductory paragraph.

Faint, illegible text in the middle right section of the page, continuing the document's content.



Faint, illegible text in the lower right section of the page, possibly containing a footer or concluding remarks.



Brooks Public Library

Balance Sheet As at 01/31/2013

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	49,158.14
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	<u>142,050.53</u>

TOTAL ASSET

142,050.53

LIABILITY

CURRENT LIABILITIES

Accounts Payable	0.00
MNP Accrual	4,830.00
GST Charged on Sales	0.00
GST Paid on Purchases	-9,040.35
GST Paid on Books	0.00
New Account	0.00
Accounts Payable	0.00
Vacation Payable	0.00
EI Payable	386.47
CPP Payable	729.32
Income Tax Payable	2,398.00
L.A.P.P.	464.04
AUMA Extended Health	1,980.98
AB Health Payable	-94.36
W.C.B. Payable	0.00
Miscellaneous	0.00
TOTAL CURRENT LIABILITIES	<u>1,654.10</u>

TOTAL LIABILITY

1,654.10

EQUITY

EARNINGS

Building Fund Reserves	38,314.20
Externally restricted	200.00
Retained Earnings	117,403.50
Current Earnings	-15,521.27
CURRENT EARNINGS	<u>140,396.43</u>

TOTAL EQUITY

140,396.43

LIABILITIES AND EQUITY

142,050.53

10/10/2010

10/10/2010

10/10/2010

10/10/2010

10/10/2010

10/10/2010

10/10/2010

10/10/2010

10/10/2010

10/10/2010

10/10/2010

10/10/2010

10/10/2010

10/10/2010

10/10/2010

10/10/2010

10/10/2010

10/10/2010

10/10/2010

10/10/2010

10/10/2010

10/10/2010

10/10/2010

10/10/2010

10/10/2010

10/10/2010

10/10/2010

10/10/2010

10/10/2010

10/10/2010

10/10/2010

10/10/2010

10/10/2010

10/10/2010

10/10/2010



POLICY AND BOARD DEVELOPMENT COMMITTEE

Tuesday March 19, 2013
4:00p.m. to 5:00p.m.
Brooks Public Library

Report

1. BOARD DEVELOPMENT

a) **Trustee Workshop**

It has been arranged with Public Library Services Branch that we will be hosting a Trustee Workshop here at the Library on Saturday, June 15th. It will be all day and both breakfast snacks and lunch will be provided by the library (to be reimbursed by PLSB up to \$500). All area libraries will be invited to send trustees and it was indicated at the Shortgrass Library Managers Meeting that several other libraries were interested in attending (We will need at least 12 people to have the workshop).

b) **Exiting Board Member Procedure**

- Letter of Appreciation (take away)
- Book Plates (take away)

c) **Recruitment**

- Debra Keith ~~has~~ ^{will} submitted an application to Sarah.

2. POLICIES

Policy Review

In reviewing the Standards for Member Libraries (Page 12 – Staffing/Personnel) we are not compliant with Alberta Libraries Regulation as we do not hold all required personnel policies. All new policies will be posted on the website and what a great opportunity this is to ensure we are following Provincial and Federal regulations. We have created a spreadsheet in an effort to streamline the current and future policy review process. We have outlined our current policies, policies to be added, policies to be amended etc. It is a huge project so we will be adding an additional meeting to complete the first draft. Once completed we start amending policy with the highest priority.

Brooks Public Library

Reconciliation Transactions Detail Report 02/01/2013 to 02/28/2013

Account: 1080 Cash In Bank

Date	JE#	Comment	Source	Deposits	Withdrawals	Dep...	Cleared	Status
02/04/2013	J20	Fines	Deposit	238.90	-		Y	Cleared
02/04/2013	J21	Resident Cardholder	Deposit	300.00	-		Y	Cleared
02/04/2013	J22	Donation	Deposit	1,127.50	-		Y	Cleared
02/04/2013	J23	Government of Alberta	Deposit	34,366.00	-		Y	Cleared
02/11/2013	J24	Fines	Deposit	439.97	-		Y	Cleared
02/11/2013	J25	Resident Cardholder	Deposit	350.00	-		Y	Cleared
02/11/2013	J26	Donation	Deposit	250.00	-		Y	Cleared
02/11/2013	J27	Adopt-a-Magazine	Deposit	100.00	-		Y	Cleared
02/28/2013	J32	February 2013, Maxine Meld...	4778	-	1,677.86		N	Outstanding
02/28/2013	J33	February 2013, Bessie Jaco...	4779	-	1,618.47		Y	Cleared
02/28/2013	J34	February 2013, Bruce Schmidt	4780	-	457.83		N	Outstanding
02/28/2013	J35	February 2013, Tamara Van ...	4781	-	1,634.94		N	Outstanding
02/28/2013	J36	February 2013, Cathryn Kroc...	4782	-	1,588.07		N	Outstanding
02/28/2013	J37	February 2013, Jillian Clarke	4783	-	1,160.49		N	Outstanding
02/28/2013	J38	February 2013, Sarah McCo...	4784	-	3,223.95		N	Outstanding
02/28/2013	J39	February 2013, Jeanette Zahn	4785	-	614.86		N	Outstanding
02/28/2013	J40	February 2013, Canada Cust...	4786	-	4,293.87		N	Outstanding
02/28/2013	J41	February 2013, Telus Comm...	4787	-	549.64		N	Outstanding
02/28/2013	J42	Feb 2013, Maxine Meldrum	4788	-	132.30		N	Outstanding
02/28/2013	J43	February 2013, Total Office ...	4789	-	491.56		N	Outstanding
02/28/2013	J44	Feb 2013, Total Office Plus	4790	-	25.60		N	Outstanding
02/28/2013	J45	Feb 2013, Jillian Clarke	4792	-	36.31		N	Outstanding
02/28/2013	J46	Feb 2013, Cathryn Krochak	4793	-	105.68		N	Outstanding
02/28/2013	J47	February 2013, Water Pure ...	4794	-	24.00		Y	Reversed
02/28/2013	J48	February 2013, Helga Van O...	4795	-	39.48		N	Outstanding
02/28/2013	J49	February 2013, Shortgrass L...	4796	-	407.33		N	Outstanding
02/28/2013	J50	Reversing J47. Correction is ...	ADJ4794	24.00	-		Y	Adjustment
02/28/2013	J51	February 2013, Water Pure ...	4797	-	24.00		N	Outstanding
02/28/2013	J61	February 2013, Local Authori...	4807	-	3,317.19		N	Outstanding
02/28/2013	J62	February 2013, AUMA	4808	-	487.97		N	Outstanding
02/19/2013	J75	Fines	Deposit	203.46	-		Y	Cleared
02/19/2013	J76	Resident Cardholder	Deposit	305.00	-		Y	Cleared
02/19/2013	J77	Donation	Deposit	100.00	-		Y	Cleared
02/25/2013	J78	Fines	Deposit	354.65	-		Y	Cleared
02/25/2013	J79	Resident Cardholder	Deposit	345.00	-		Y	Cleared
02/01/2013	J88	Bank Charges- Paper State...	Debit	-	2.00		Y	Cleared
				38,504.48	21,913.40			

Item No.	Description	Quantity	Unit Price	Total Price
1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46
47
48
49
50
51
52
53
54
55
56
57
58
59
60
61
62
63
64
65
66
67
68
69
70
71
72
73
74
75
76
77
78
79
80
81
82
83
84
85
86
87
88
89
90
91
92
93
94
95
96
97
98
99
100



Brooks Public Library
All Journal Entries 02/01/2013 to 02/28/2013

		Account Number	Account Description	Debits	Credits
02/01/2013	J20	Deposit, Fines			
		4120	Fines, Book Sales and Services	-	238.90
		1080	Cash In Bank	238.90	-
02/04/2013	J21	Deposit, Resident Cardholder			
		4090	Resident Cardholder Fees	-	300.00
		1080	Cash In Bank	300.00	-
02/04/2013	J22	Deposit, Donation			
		4170	Charitable Receipt Donations	-	1,127.50
		1080	Cash In Bank	1,127.50	-
02/04/2013	J23	Deposit, Government of Alberta			
		4070	Grant Funding	-	34,366.00
		1080	Cash In Bank	34,366.00	-
02/11/2013	J24	Deposit, Fines			
		4120	Fines, Book Sales and Services	-	439.97
		1080	Cash In Bank	439.97	-
02/11/2013	J25	Deposit, Resident Cardholder			
		4090	Resident Cardholder Fees	-	350.00
		1080	Cash In Bank	350.00	-
02/11/2013	J26	Deposit, Donation			
		4170	Charitable Receipt Donations	-	250.00
		1080	Cash In Bank	250.00	-
02/11/2013	J27	Deposit, Adopt-a-Magazine			
		4185	Adopt-a-magazine	-	100.00
		1080	Cash In Bank	100.00	-
02/28/2013	J32	4778, February 2013, Maxine Meldrum			
		5300	Wages	2,276.73	-
		1080	Cash In Bank	-	1,677.86
		2310	EI Payable	-	42.80
		2320	CPP Payable	-	98.80
		2330	Income Tax Payable	-	237.94
		2400	L.A.P.P.	-	214.70
		2420	AUMA Extended Health	-	4.63
02/28/2013	J33	4779, February 2013, Bessie Jacowishen			
		5300	Wages	2,267.48	-
		1080	Cash In Bank	-	1,618.47
		2310	EI Payable	-	98.34
		2320	CPP Payable	-	42.63
		2330	Income Tax Payable	-	235.78
		2400	L.A.P.P.	-	213.82
		2420	AUMA Extended Health	-	58.44
02/28/2013	J34	4780, February 2013, Bruce Schmidt			
		5300	Wages	475.90	-
		1080	Cash In Bank	-	457.83
		2310	EI Payable	-	9.12
		2320	CPP Payable	-	8.95
02/28/2013	J35	4781, February 2013, Tamara Van Horne			
		5300	Wages	2,241.05	-
		1080	Cash In Bank	-	1,634.94
		2310	EI Payable	-	97.02
		2320	CPP Payable	-	42.13
		2330	Income Tax Payable	-	229.59
		2400	L.A.P.P.	-	211.33
		2420	AUMA Extended Health	-	26.04
02/28/2013	J36	4782, February 2013, Cathryn Krochak			

Year	Month	Day	Time	Location	Activity
2000	01	01	08:00	Home	Wake up
2000	01	01	09:00	Home	Breakfast
2000	01	01	10:00	Home	Work
2000	01	01	12:00	Home	Lunch
2000	01	01	13:00	Home	Work
2000	01	01	18:00	Home	Dinner
2000	01	01	20:00	Home	TV
2000	01	01	22:00	Home	Bed
2000	01	02	08:00	Home	Wake up
2000	01	02	09:00	Home	Breakfast
2000	01	02	10:00	Home	Work
2000	01	02	12:00	Home	Lunch
2000	01	02	13:00	Home	Work
2000	01	02	18:00	Home	Dinner
2000	01	02	20:00	Home	TV
2000	01	02	22:00	Home	Bed
2000	01	03	08:00	Home	Wake up
2000	01	03	09:00	Home	Breakfast
2000	01	03	10:00	Home	Work
2000	01	03	12:00	Home	Lunch
2000	01	03	13:00	Home	Work
2000	01	03	18:00	Home	Dinner
2000	01	03	20:00	Home	TV
2000	01	03	22:00	Home	Bed
2000	01	04	08:00	Home	Wake up
2000	01	04	09:00	Home	Breakfast
2000	01	04	10:00	Home	Work
2000	01	04	12:00	Home	Lunch
2000	01	04	13:00	Home	Work
2000	01	04	18:00	Home	Dinner
2000	01	04	20:00	Home	TV
2000	01	04	22:00	Home	Bed
2000	01	05	08:00	Home	Wake up
2000	01	05	09:00	Home	Breakfast
2000	01	05	10:00	Home	Work
2000	01	05	12:00	Home	Lunch
2000	01	05	13:00	Home	Work
2000	01	05	18:00	Home	Dinner
2000	01	05	20:00	Home	TV
2000	01	05	22:00	Home	Bed
2000	01	06	08:00	Home	Wake up
2000	01	06	09:00	Home	Breakfast
2000	01	06	10:00	Home	Work
2000	01	06	12:00	Home	Lunch
2000	01	06	13:00	Home	Work
2000	01	06	18:00	Home	Dinner
2000	01	06	20:00	Home	TV
2000	01	06	22:00	Home	Bed
2000	01	07	08:00	Home	Wake up
2000	01	07	09:00	Home	Breakfast
2000	01	07	10:00	Home	Work
2000	01	07	12:00	Home	Lunch
2000	01	07	13:00	Home	Work
2000	01	07	18:00	Home	Dinner
2000	01	07	20:00	Home	TV
2000	01	07	22:00	Home	Bed
2000	01	08	08:00	Home	Wake up
2000	01	08	09:00	Home	Breakfast
2000	01	08	10:00	Home	Work
2000	01	08	12:00	Home	Lunch
2000	01	08	13:00	Home	Work
2000	01	08	18:00	Home	Dinner
2000	01	08	20:00	Home	TV
2000	01	08	22:00	Home	Bed
2000	01	09	08:00	Home	Wake up
2000	01	09	09:00	Home	Breakfast
2000	01	09	10:00	Home	Work
2000	01	09	12:00	Home	Lunch
2000	01	09	13:00	Home	Work
2000	01	09	18:00	Home	Dinner
2000	01	09	20:00	Home	TV
2000	01	09	22:00	Home	Bed
2000	01	10	08:00	Home	Wake up
2000	01	10	09:00	Home	Breakfast
2000	01	10	10:00	Home	Work
2000	01	10	12:00	Home	Lunch
2000	01	10	13:00	Home	Work
2000	01	10	18:00	Home	Dinner
2000	01	10	20:00	Home	TV
2000	01	10	22:00	Home	Bed
2000	01	11	08:00	Home	Wake up
2000	01	11	09:00	Home	Breakfast
2000	01	11	10:00	Home	Work
2000	01	11	12:00	Home	Lunch
2000	01	11	13:00	Home	Work
2000	01	11	18:00	Home	Dinner
2000	01	11	20:00	Home	TV
2000	01	11	22:00	Home	Bed
2000	01	12	08:00	Home	Wake up
2000	01	12	09:00	Home	Breakfast
2000	01	12	10:00	Home	Work
2000	01	12	12:00	Home	Lunch
2000	01	12	13:00	Home	Work
2000	01	12	18:00	Home	Dinner
2000	01	12	20:00	Home	TV
2000	01	12	22:00	Home	Bed

Brooks Public Library
All Journal Entries 02/01/2013 to 02/28/2013

		Account Number	Account Description	Debits	Credits
		5300	Wages	2,162.40	-
		1080	Cash In Bank	-	1,588.07
		2310	EI Payable	-	40.65
		2320	CPP Payable	-	93.08
		2330	Income Tax Payable	-	211.04
		2400	L.A.P.P.	-	203.91
		2420	AUMA Extended Health	-	25.65
02/28/2013	J37	4783, February 2013, Jillian Clarke			
		5300	Wages	1,258.01	-
		1080	Cash In Bank	-	1,160.49
		2310	EI Payable	-	23.65
		2320	CPP Payable	-	47.83
		2330	Income Tax Payable	-	26.04
02/28/2013	J38	4784, February 2013, Sarah McCormack			
		5300	Wages	5,512.50	-
		1080	Cash In Bank	-	3,223.95
		2310	EI Payable	-	103.64
		2320	CPP Payable	-	259.59
		2330	Income Tax Payable	-	1,151.23
		2400	L.A.P.P.	-	742.53
		2420	AUMA Extended Health	-	31.56
02/28/2013	J39	4785, February 2013, Jeanette Zahn			
		5300	Wages	644.44	-
		1080	Cash In Bank	-	614.86
		2310	EI Payable	-	12.12
		2320	CPP Payable	-	17.46
02/28/2013	J40	4786, February 2013, Canada Customs and Revenue Agency			
		2310	EI Payable	316.57	-
		2320	CPP Payable	721.24	-
		2330	Income Tax Payable	2,091.62	-
		5310	EI Expense	443.20	-
		5320	CPP Expense	721.24	-
		1080	Cash In Bank	-	4,293.87
02/28/2013	J41	4787, February 2013, Telus Communications			
		5140	Telephone and Fax Expense	549.64	-
		1080	Cash In Bank	-	549.64
02/28/2013	J42	4788, Feb 2013, Maxine Meldrum			
		5200	Freight and Postage	132.30	-
		1080	Cash In Bank	-	132.30
02/28/2013	J43	4789, February 2013, Total Office Plus			
		2100	GST Paid on Purchases	23.41	-
		5070	Library Supplies	468.15	-
		1080	Cash In Bank	-	491.56
02/28/2013	J44	4790, Feb 2013, Total Office Plus			
		2100	GST Paid on Purchases	1.22	-
		5070	Library Supplies	24.38	-
		1080	Cash In Bank	-	25.60
02/28/2013	J45	4792, Feb 2013, Jillian Clarke			
		2100	GST Paid on Purchases	0.67	-
		5090	Program Expense	35.64	-
		1080	Cash In Bank	-	36.31
02/28/2013	J46	4793, Feb 2013, Cathryn Krochak			
		5090	Program Expense	105.68	-
		1080	Cash In Bank	-	105.68
02/28/2013	J48	4795, February 2013, Helga Van Otterloo			

The following table lists the items and their corresponding values:

Item Name	Value
Item 1	100
Item 2	200
Item 3	300
Item 4	400
Item 5	500
Item 6	600
Item 7	700
Item 8	800
Item 9	900
Item 10	1000

The following table lists the items and their corresponding values:

Item Name	Value
Item 11	1100
Item 12	1200
Item 13	1300
Item 14	1400
Item 15	1500
Item 16	1600
Item 17	1700
Item 18	1800
Item 19	1900
Item 20	2000

The following table lists the items and their corresponding values:

Item Name	Value
Item 21	2100
Item 22	2200
Item 23	2300
Item 24	2400
Item 25	2500
Item 26	2600
Item 27	2700
Item 28	2800
Item 29	2900
Item 30	3000

The following table lists the items and their corresponding values:

Item Name	Value
Item 31	3100
Item 32	3200
Item 33	3300
Item 34	3400
Item 35	3500
Item 36	3600
Item 37	3700
Item 38	3800
Item 39	3900
Item 40	4000

Brooks Public Library
All Journal Entries 02/01/2013 to 02/28/2013

		Account Number	Account Description	Debits	Credits
		5030	Books and Materials	39.48	-
		1080	Cash In Bank	-	39.48
02/28/2013	J49	4796, February 2013,	Shortgrass Library System		
		5070	Library Supplies	28.80	-
		5080	Administration & Travel	378.53	-
		1080	Cash In Bank	-	407.33
02/28/2013	J51	4797, February 2013,	Water Pure & Simple		
		5070	Library Supplies	24.00	-
		1080	Cash In Bank	-	24.00
02/28/2013	J61	4807, February 2013,	Local Authorities Pension Plan		
		2400	L.A.P.P.	1,586.29	-
		5350	L.A.P.P. Expense	1,730.90	-
		1080	Cash In Bank	-	3,317.19
02/28/2013	J62	4808, February 2013,	AUMA		
		2420	AUMA Extended Health	146.32	-
		5340	AUMA Extended Health	341.65	-
		1080	Cash In Bank	-	487.97
02/19/2013	J75	Deposit, Fines			
		4120	Fines, Book Sales and Services	-	203.46
		1080	Cash In Bank	203.46	-
02/19/2013	J76	Deposit, Resident Cardholder			
		4090	Resident Cardholder Fees	-	305.00
		1080	Cash In Bank	305.00	-
02/19/2013	J77	Deposit, Donation			
		4170	Charitable Receipt Donations	-	100.00
		1080	Cash In Bank	100.00	-
02/25/2013	J78	Deposit, Fines			
		4120	Fines, Book Sales and Services	-	354.65
		1080	Cash In Bank	354.65	-
02/25/2013	J79	Deposit, Resident Cardholder			
		4090	Resident Cardholder Fees	-	345.00
		1080	Cash In Bank	345.00	-
02/01/2013	J88	Debit, Bank Charges- Paper Statement Fee			
		5250	Bank Charges	2.00	-
		1080	Cash In Bank	-	2.00
				65,231.92	65,231.92

The following information is provided for your reference:
 1. The total number of items is 100.
 2. The total value is \$1,000.
 3. The average value per item is \$10.
 4. The standard deviation is \$5.
 5. The variance is \$25.
 6. The coefficient of variation is 0.5.
 7. The skewness is 0.
 8. The kurtosis is 3.
 9. The distribution is normal.
 10. The mean is \$10.
 11. The median is \$10.
 12. The mode is \$10.
 13. The range is \$0 to \$100.
 14. The interquartile range is \$5 to \$15.
 15. The 95% confidence interval is \$4 to \$16.
 16. The 90% confidence interval is \$3 to \$17.
 17. The 80% confidence interval is \$2 to \$18.
 18. The 70% confidence interval is \$1 to \$19.
 19. The 60% confidence interval is \$0 to \$20.
 20. The 50% confidence interval is \$0 to \$20.
 21. The 40% confidence interval is \$0 to \$20.
 22. The 30% confidence interval is \$0 to \$20.
 23. The 20% confidence interval is \$0 to \$20.
 24. The 10% confidence interval is \$0 to \$20.
 25. The 5% confidence interval is \$0 to \$20.
 26. The 1% confidence interval is \$0 to \$20.
 27. The 0.5% confidence interval is \$0 to \$20.
 28. The 0.1% confidence interval is \$0 to \$20.
 29. The 0.05% confidence interval is \$0 to \$20.
 30. The 0.01% confidence interval is \$0 to \$20.
 31. The 0.005% confidence interval is \$0 to \$20.
 32. The 0.001% confidence interval is \$0 to \$20.
 33. The 0.0005% confidence interval is \$0 to \$20.
 34. The 0.0001% confidence interval is \$0 to \$20.
 35. The 0.00005% confidence interval is \$0 to \$20.
 36. The 0.00001% confidence interval is \$0 to \$20.
 37. The 0.000005% confidence interval is \$0 to \$20.
 38. The 0.000001% confidence interval is \$0 to \$20.
 39. The 0.0000005% confidence interval is \$0 to \$20.
 40. The 0.0000001% confidence interval is \$0 to \$20.
 41. The 0.00000005% confidence interval is \$0 to \$20.
 42. The 0.00000001% confidence interval is \$0 to \$20.
 43. The 0.000000005% confidence interval is \$0 to \$20.
 44. The 0.000000001% confidence interval is \$0 to \$20.
 45. The 0.0000000005% confidence interval is \$0 to \$20.
 46. The 0.0000000001% confidence interval is \$0 to \$20.
 47. The 0.00000000005% confidence interval is \$0 to \$20.
 48. The 0.00000000001% confidence interval is \$0 to \$20.
 49. The 0.000000000005% confidence interval is \$0 to \$20.
 50. The 0.000000000001% confidence interval is \$0 to \$20.
 51. The 0.0000000000005% confidence interval is \$0 to \$20.
 52. The 0.0000000000001% confidence interval is \$0 to \$20.
 53. The 0.00000000000005% confidence interval is \$0 to \$20.
 54. The 0.00000000000001% confidence interval is \$0 to \$20.
 55. The 0.000000000000005% confidence interval is \$0 to \$20.
 56. The 0.000000000000001% confidence interval is \$0 to \$20.
 57. The 0.0000000000000005% confidence interval is \$0 to \$20.
 58. The 0.0000000000000001% confidence interval is \$0 to \$20.
 59. The 0.00000000000000005% confidence interval is \$0 to \$20.
 60. The 0.00000000000000001% confidence interval is \$0 to \$20.
 61. The 0.000000000000000005% confidence interval is \$0 to \$20.
 62. The 0.000000000000000001% confidence interval is \$0 to \$20.
 63. The 0.0000000000000000005% confidence interval is \$0 to \$20.
 64. The 0.0000000000000000001% confidence interval is \$0 to \$20.
 65. The 0.00000000000000000005% confidence interval is \$0 to \$20.
 66. The 0.00000000000000000001% confidence interval is \$0 to \$20.
 67. The 0.000000000000000000005% confidence interval is \$0 to \$20.
 68. The 0.000000000000000000001% confidence interval is \$0 to \$20.
 69. The 0.0000000000000000000005% confidence interval is \$0 to \$20.
 70. The 0.0000000000000000000001% confidence interval is \$0 to \$20.
 71. The 0.00000000000000000000005% confidence interval is \$0 to \$20.
 72. The 0.00000000000000000000001% confidence interval is \$0 to \$20.
 73. The 0.000000000000000000000005% confidence interval is \$0 to \$20.
 74. The 0.000000000000000000000001% confidence interval is \$0 to \$20.
 75. The 0.0000000000000000000000005% confidence interval is \$0 to \$20.
 76. The 0.0000000000000000000000001% confidence interval is \$0 to \$20.
 77. The 0.00000000000000000000000005% confidence interval is \$0 to \$20.
 78. The 0.00000000000000000000000001% confidence interval is \$0 to \$20.
 79. The 0.000000000000000000000000005% confidence interval is \$0 to \$20.
 80. The 0.000000000000000000000000001% confidence interval is \$0 to \$20.
 81. The 0.0000000000000000000000000005% confidence interval is \$0 to \$20.
 82. The 0.0000000000000000000000000001% confidence interval is \$0 to \$20.
 83. The 0.00000000000000000000000000005% confidence interval is \$0 to \$20.
 84. The 0.00000000000000000000000000001% confidence interval is \$0 to \$20.
 85. The 0.000000000000000000000000000005% confidence interval is \$0 to \$20.
 86. The 0.000000000000000000000000000001% confidence interval is \$0 to \$20.
 87. The 0.0000000000000000000000000000005% confidence interval is \$0 to \$20.
 88. The 0.0000000000000000000000000000001% confidence interval is \$0 to \$20.
 89. The 0.00000000000000000000000000000005% confidence interval is \$0 to \$20.
 90. The 0.00000000000000000000000000000001% confidence interval is \$0 to \$20.
 91. The 0.000000000000000000000000000000005% confidence interval is \$0 to \$20.
 92. The 0.000000000000000000000000000000001% confidence interval is \$0 to \$20.
 93. The 0.0000000000000000000000000000000005% confidence interval is \$0 to \$20.
 94. The 0.0000000000000000000000000000000001% confidence interval is \$0 to \$20.
 95. The 0.00000000000000000000000000000000005% confidence interval is \$0 to \$20.
 96. The 0.00000000000000000000000000000000001% confidence interval is \$0 to \$20.
 97. The 0.000000000000000000000000000000000005% confidence interval is \$0 to \$20.
 98. The 0.000000000000000000000000000000000001% confidence interval is \$0 to \$20.
 99. The 0.0000000000000000000000000000000000005% confidence interval is \$0 to \$20.
 100. The 0.0000000000000000000000000000000000001% confidence interval is \$0 to \$20.

Brooks Public Library
Balance Sheet As at 02/19/2013

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	86,330.51
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 179,222.90

TOTAL ASSET 179,222.90

LIABILITY

CURRENT LIABILITIES

Accounts Payable	0.00
MNP Accrual	4,830.00
GST Charged on Sales	0.00
GST Paid on Purchases	-9,040.35
GST Paid on Books	0.00
New Account	0.00
Accounts Payable	0.00
Vacation Payable	0.00
EI Payable	386.47
CPP Payable	729.32
Income Tax Payable	2,398.00
L.A.P.P.	464.04
AUMA Extended Health	1,980.98
AB Health Payable	-94.36
W.C.B. Payable	0.00
Miscellaneous	0.00

TOTAL CURRENT LIABILITIES 1,654.10

TOTAL LIABILITY 1,654.10

EQUITY

EARNINGS

Building Fund Reserves	38,314.20
Externally restricted	200.00
Retained Earnings	117,403.50
Current Earnings	21,651.10

CURRENT EARNINGS 177,568.80

TOTAL EQUITY 177,568.80

LIABILITIES AND EQUITY 179,222.90

Brooks Public Library
Balance Sheet As at 02/19/2013

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	86,330.51
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 179,222.90

TOTAL ASSET 179,222.90

LIABILITY

CURRENT LIABILITIES

Accounts Payable	0.00
MNP Accrual	4,830.00
GST Charged on Sales	0.00
GST Paid on Purchases	-9,040.35
GST Paid on Books	0.00
New Account	0.00
Accounts Payable	0.00
Vacation Payable	0.00
EI Payable	386.47
CPP Payable	729.32
Income Tax Payable	2,398.00
L.A.P.P.	464.04
AUMA Extended Health	1,980.98
AB Health Payable	-94.36
W.C.B. Payable	0.00
Miscellaneous	0.00

TOTAL CURRENT LIABILITIES 1,654.10

TOTAL LIABILITY 1,654.10

EQUITY

EARNINGS

Building Fund Reserves	38,314.20
Externally restricted	200.00
Retained Earnings	117,403.50
Current Earnings	21,651.10

CURRENT EARNINGS 177,568.80

TOTAL EQUITY 177,568.80

LIABILITIES AND EQUITY 179,222.90

Brooks Public Library
Balance Sheet As at 02/19/2013

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	86,330.51
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	<u>179,222.90</u>

TOTAL ASSET 179,222.90

LIABILITY**CURRENT LIABILITIES**

Accounts Payable	0.00
MNP Accrual	4,830.00
GST Charged on Sales	0.00
GST Paid on Purchases	-9,040.35
GST Paid on Books	0.00
New Account	0.00
Accounts Payable	0.00
Vacation Payable	0.00
EI Payable	386.47
CPP Payable	729.32
Income Tax Payable	2,398.00
L.A.P.P.	464.04
AUMA Extended Health	1,980.98
AB Health Payable	-94.36
W.C.B. Payable	0.00
Miscellaneous	0.00
TOTAL CURRENT LIABILITIES	<u>1,654.10</u>

TOTAL LIABILITY 1,654.10

EQUITY**EARNINGS**

Building Fund Reserves	38,314.20
Externally restricted	200.00
Retained Earnings	117,403.50
Current Earnings	21,651.10

CURRENT EARNINGS 177,568.80

TOTAL EQUITY 177,568.80

LIABILITIES AND EQUITY 179,222.90

Brooks Public Library

Income Statement 01/01/2013 to 02/19/2013

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	34,516.00
Resident Cardholder Fees	2,415.00
Interest Income	0.00
Miscellaneous	0.00
Fines, Book Sales and Services	1,954.83
Non-resident Cardholder Fees	0.00
Charitable Receipt Donations	1,627.50
Fundraisers	0.00
Adopt-a-magazine	100.00
Medieval Faire	0.00
GST Recovery	0.00
TOTAL REVENUE	40,613.33

TOTAL REVENUE 40,613.33

EXPENSE

EXPENSES

S Expense (Materials)	0.00
S - Non-resident fees	0.00
SLS - Dynix and Telecom	0.00
Books and Materials	0.00
New Library Furnishings	0.00
Library Equipment	0.00
Payroll Expense	0.00
Library Supplies	286.22
Administration & Travel	692.10
Recruitment Expense	0.00
Program Expense	0.00
Medieval Faire	0.00
Repair & Maintenance	0.00
Renovations	0.00
Rebinding, Microfilming, Laminati...	0.00
Staff Training	0.00
Telephone and Fax Expense	0.00
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	0.00
Audit and Insurance	0.00
Bank Charges	2.00
Miscellaneous	0.00
Wages	17,981.91
Wage Reimbursement	0.00
EI Expense	0.00
CPP Expense	0.00
OB Expense	0.00
WMA Extended Health	0.00
L.A.P.P. Expense	0.00
AB Health Expense	0.00



Faint, illegible text in the upper right quadrant of the page.

Faint, illegible text in the upper middle section of the page.

Faint, illegible text in the middle right section of the page.

Faint, illegible text in the middle right section of the page.

Faint, illegible text in the lower right quadrant of the page.

Faint, illegible text in the lower middle section of the page.

Faint, illegible text in the lower right section of the page.

Faint, illegible text in the lower right section of the page.

Faint, illegible text in the lower middle section of the page.

Faint, illegible text in the lower right section of the page.

Faint, illegible text in the lower right section of the page.

Faint, illegible text in the lower middle section of the page.



Brooks Public Library
Income Statement 01/01/2013 to 02/19/2013

TOTAL EXPENSES	18,962.23
TOTAL EXPENSE	18,962.23
NET INCOME	21,651.10

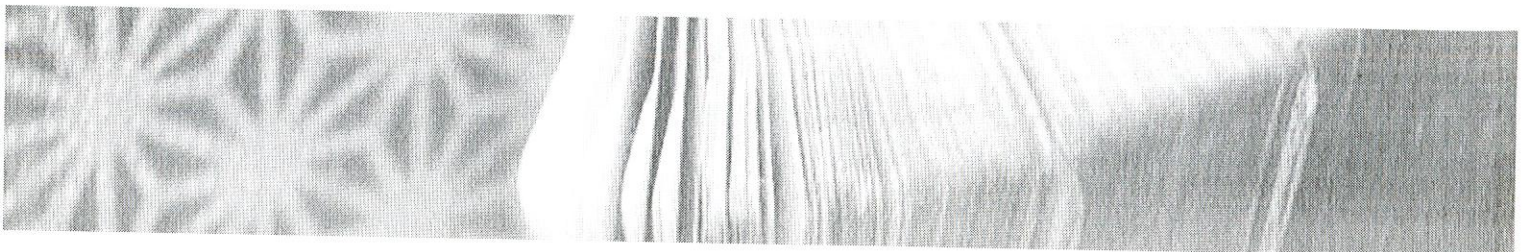
1. Call to Order: 6:03 pm
 - a. In attendance: Nigel, Amber, Ellard, Kimberley, Karen, Sarah McCormack (Librarian).
Regrets: Lisa

2. Approval of the Consent Agenda
 - a. Moved by: Kimberley
 - b. Voted: Approval

3. Rest of Agenda
 - a. Moved by: Nigel
 - b. Voted: Approval

4. Consent Agenda
 - a. March 2013 Board Meeting Minutes
 - i. No comments
 - b. March/April Comparative Income Statement
 - i. Conversation and comparison to budget
 - c. HR & F Report
 - i. Written/verbal report
 - ii. Met today at 1pm
 - d. BD & P Report
 - i. Amber submitted written report
 - e. Head Librarian Report
 - i. Verbal report
 - f. Board Chair Report
 - i. Regrets

5. Business arising from the March 2013 Board meeting minutes
 - a. CFSEA Funds
 - i. Spoke with Mike about this specifically section 6. Will go ahead and leave as is.
 - b. Rose garden and outdoor spaces
 - i. Bill Watson and City updates – all moving forward
 - c. Lighting and Safe Communities
 - i. No update
 - d. Leisure Centre Passes
 - i. 4 passes should be ready for end of May
 - ii. Sarah will look into courier from Leisure Centre to City Hall



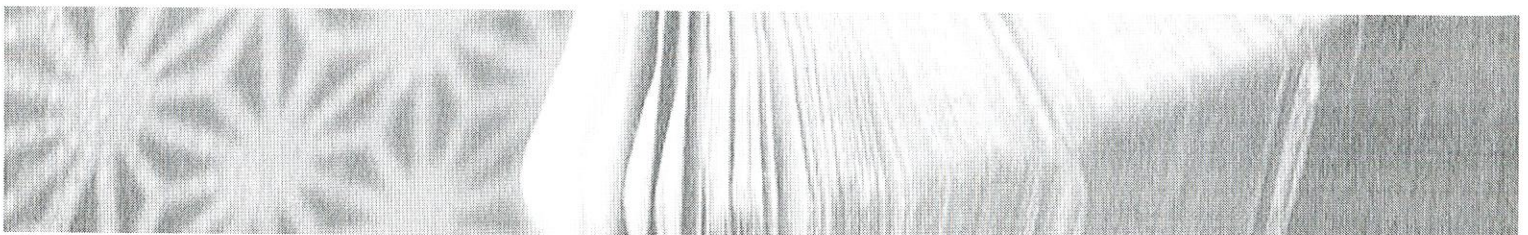
- e. Board email and drive access
 - i. Play around
 - ii. Will sort out who is responsible for monitoring
- f. Other?

6. New Business

- a. Conference presentation and reporting
 - i. Setting up times to present to Board prior to conference presentations (after if necessary)
 - ii. Learning opportunities at each board meeting
- b. Committee Mandates
 - i. FYI
 - ii. HR & F will look at Market survey for Wage Grid
- c. Travel Policy
 - i. Motion: Nigel
 - ii. Voted: Approved
- d. Volunteer Policy
 - i. Motion: Karen (with amendments noted)
 - ii. Voted: Approved
- e. Friends of the Library Letter
 - i. Board will send letter of approval and support
 - ii. Motion: Karen
 - iii. Voted: Approved
- f. Board Application
 - i. Motion: Nigel
 - ii. Voted: Approved

7. Adjournment 7:14 pm

8. Next Board Meeting: 6pm, May 29, 2013



Tuesday April 2, 2013, 4:00 p.m. to 5:00 p.m.

Friday April 19, 2013, 3:00 p.m. to 4:20 p.m.

1. BOARD DEVELOPMENT

a. Trustee Workshop

- i. Reminder the Public Library Services Branch is hosting a Trustee Workshop at the Brooks Public Library on Saturday June 15th, 2013.

b. Recruitment

- i. Tony from the City of Brooks is adding the vacancies to the city's website and has added our recruitment poster to Facebook.
- ii. We have been in contact with Tammy Vincent from the Brooks Volunteer Resource Centre and she has forwarded the recruitment poster and application form to her volunteer contact lists.
- iii. The Committee will be forwarding board recruitment information out to a select group of local businesses.
- iv. The Application Form is outdated however, the City of Brooks uses this form for all Board applications. Sarah will work on creating a modern form fill template for the City as a gift.
- v. Application Form has been submitted by Jannet A. Bactol.

2. POLICIES

- a. The Committee has completed the policy review schedule with an estimated completion date of December 31st, 2013.
- b. The Committee has created a new Policy Template which is attached hereto for your reference.
- c. G.1 Board Trustee Recruitment and Membership policy with attachments has been amended. We anticipate the policy will be ready for review by the Board in May.
- d. Policies up for review next meeting: Trustee Orientation & Education, Policy on Policy Making and Code of Ethics.

Approved by: _____

Board Chair

Date Approved: April 12, 2013

Replaces Policy: 2-A-91

Committee Mandate
HUMAN RESOURCES AND FINANCE COMMITTEE

General purpose

The Human Resources and Finance Committee is responsible for recommendations and leadership to the City of Brooks Library Board in matters relating to personnel and financial governance. The committee is responsible for Human Resources and Finance policy development, revision, and presentation to the Board. The committee will ensure policies are in place that uphold standards reflecting current legislation and guiding principles.

Roles and Responsibilities

1. To monitor and review revenue and expenditures on a monthly basis.
2. Review the current budget and prepare a projected financial request that follows the municipal budget cycle
3. Present the reviewed budget and projected financial request to the Board for approval
4. Meet with financial stakeholders (e.g. City Council, County council etc.) to present the funding request
5. Present the upcoming fiscal budget to the Board by January of each year
6. To review the annual audited financial statement with the auditor and present at the following Board meeting
7. Ensure that the annual audit is forwarded to financial stakeholders following its submission to the Provincial Government by their granting deadline.
8. Provide recommendations to the Board re: the recruitment, selection, and evaluation of the Head Librarian
9. Review and approve the remuneration and benefit program to ensure staff members are fairly compensated for work expectations within the fiscal capacity of the Library

Compositions and Appointment

1. The Board will be equally divided between two Standing Committees plus the Board Chair. The Chairperson of this committee shall be appointed from within the committee. The Head Librarian shall be present for advice and counsel.
2. All membership appointments will be for one year. Re-appointments are permitted.

Meetings

1. Meetings will occur monthly and are called by the Chair of the committee.

Review:

1. Review of the committee shall be carried out annually to ensure that the committee is reaching its goals and adhering to the Mandate.
2. The Mandate statement and committee membership will be reviewed annually at the February meeting by the Board.

Approved by: _____

Board Chair

Date Approved: April 23, 2013