

**Brooks Public Library**  
**All Journal Entries 10/01/2014 to 10/31/2014**

		Account Number	Account Description	Debits	Credits
		1080	Cash In Bank	25.00	-
10/06/2014	J722	Elavon Deposit, Resident Cardholder			
		4090	Resident Cardholder Fees	-	10.00
		1080	Cash In Bank	10.00	-
10/06/2014	J723	Elavon Deposit, Resident Cardholder and Fines			
		4090	Resident Cardholder Fees	-	10.00
		1080	Cash In Bank	10.00	-
		4120	Fines, Book Sales and Services	-	5.00
		1080	Cash In Bank	5.00	-
10/06/2014	J724	Elavon Deposit, Fines			
		4120	Fines, Book Sales and Services	-	15.50
		1080	Cash In Bank	15.50	-
10/08/2014	J725	Elavon Deposit, Resident Cardholder & Fines			
		4090	Resident Cardholder Fees	-	20.00
		1080	Cash In Bank	20.00	-
		4120	Fines, Book Sales and Services	-	40.25
		1080	Cash In Bank	40.25	-
10/09/2014	J726	Elavon Deposit, Resident Cardholder & Fines			
		4090	Resident Cardholder Fees	-	40.00
		1080	Cash In Bank	40.00	-
		4120	Fines, Book Sales and Services	-	36.15
		1080	Cash In Bank	36.15	-
10/10/2014	J727	Elavon Deposit, Fines			
		4120	Fines, Book Sales and Services	-	35.55
		1080	Cash In Bank	35.55	-
10/10/2014	J728	Elavon Deposit, Resident Cardholder & Fines			
		4090	Resident Cardholder Fees	-	20.00
		1080	Cash In Bank	20.00	-
		4120	Fines, Book Sales and Services	-	25.00
		1080	Cash In Bank	25.00	-
10/14/2014	J729	Elavon Deposit, Fines			
		4120	Fines, Book Sales and Services	-	28.75
		1080	Cash In Bank	28.75	-
10/14/2014	J730	Elavon Deposit, Resident Cardholder & Fines			
		4090	Resident Cardholder Fees	-	10.00
		1080	Cash In Bank	10.00	-
		4120	Fines, Book Sales and Services	-	1.50
		1080	Cash In Bank	1.50	-
10/15/2014	J731	Elavon Deposit, Resident Cardholder			
		4090	Resident Cardholder Fees	-	20.00
		1080	Cash In Bank	20.00	-
10/16/2014	J732	Elavon Deposit, Resident Cardholder & Fines			
		4090	Resident Cardholder Fees	-	10.00
		1080	Cash In Bank	10.00	-
		4120	Fines, Book Sales and Services	-	35.00
		1080	Cash In Bank	35.00	-
10/17/2014	J733	Elavon Deposit, Resident Cardholder & Fines			
		4090	Resident Cardholder Fees	-	10.00
		1080	Cash In Bank	10.00	-
		4120	Fines, Book Sales and Services	-	6.75
		1080	Cash In Bank	6.75	-
10/17/2014	J734	Elavon Deposit, Resident Cardholder			

**Brooks Public Library**  
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		Account Number	Account Description	Debits	Credits
		4090	Resident Cardholder Fees	-	10.00
		1080	Cash In Bank	10.00	-
10/20/2014	J735	Elavon Deposit, Resident Cardholder & Fines			
		4090	Resident Cardholder Fees	-	20.00
		1080	Cash In Bank	20.00	-
		4120	Fines, Book Sales and Services	-	36.40
		1080	Cash In Bank	36.40	-
10/20/2014	J736	Elavon Deposit, Fines			
		4120	Fines, Book Sales and Services	-	12.75
		1080	Cash In Bank	12.75	-
10/20/2014	J737	Elavon Deposit, Resident Cardholder			
		4090	Resident Cardholder Fees	-	25.00
		1080	Cash In Bank	25.00	-
10/22/2014	J738	Elavon Deposit, Resident Cardholder & Fines			
		4090	Resident Cardholder Fees	-	30.00
		1080	Cash In Bank	30.00	-
		4120	Fines, Book Sales and Services	-	5.00
		1080	Cash In Bank	5.00	-
10/24/2014	J740	Elavon Deposit, Resident Cardholder & Fines			
		4090	Resident Cardholder Fees	-	10.00
		1080	Cash In Bank	10.00	-
		4120	Fines, Book Sales and Services	-	35.00
		1080	Cash In Bank	35.00	-
10/24/2014	J741	Elavon Deposit, Resident Cardholder			
		4090	Resident Cardholder Fees	-	20.00
		1080	Cash In Bank	20.00	-
		4120	Fines, Book Sales and Services	-	7.50
		1080	Cash In Bank	7.50	-
10/27/2014	J742	Elavon Deposit, Resident Cardholder & Fines			
		4090	Resident Cardholder Fees	-	10.00
		1080	Cash In Bank	10.00	-
		4120	Fines, Book Sales and Services	-	5.25
		1080	Cash In Bank	5.25	-
10/27/2014	J743	Elavon Deposit, Resident Cardholder			
		4090	Resident Cardholder Fees	-	10.00
		1080	Cash In Bank	10.00	-
10/27/2014	J744	Elavon Deposit, Resident Cardholder & Fines			
		4090	Resident Cardholder Fees	-	20.00
		1080	Cash In Bank	20.00	-
		4120	Fines, Book Sales and Services	-	4.00
		1080	Cash In Bank	4.00	-
10/29/2014	J745	Elavon Deposit, Resident Cardholder & Fines			
		4090	Resident Cardholder Fees	-	30.00
		1080	Cash In Bank	30.00	-
		4120	Fines, Book Sales and Services	-	12.65
		1080	Cash In Bank	12.65	-
10/30/2014	J747	Elavon Deposit, Fines			
		4120	Fines, Book Sales and Services	-	19.30
		1080	Cash In Bank	19.30	-
10/30/2014	J748	Elavon Deposit, Fines			
		4120	Fines, Book Sales and Services	-	52.50
		1080	Cash In Bank	52.50	-

## Brooks Public Library

## All Journal Entries 10/01/2014 to 10/31/2014

		Account Number	Account Description	Debits	Credits
10/30/2014	J750	Elavon Deposit, Resident	Cardholder & Fines		
		4090	Resident Cardholder Fees	-	10.00
		1080	Cash In Bank	10.00	-
		4120	Fines, Book Sales and Services	-	136.00
		1080	Cash In Bank	136.00	-
10/23/2014	J752	Elavon Deposit, Resident	Cardholder		
		4090	Resident Cardholder Fees	-	10.00
		1080	Cash In Bank	10.00	-
				<u>41,922.77</u>	<u>41,922.77</u>

## **Acting Head Librarians Report – June 2015 - Cathryn**

### **Updates from Shortgrass:**

Pay online went live on June 1<sup>st</sup>, within minutes there was already a payment. The monies received go into a Shortgrass account and will then be distributed to the libraries that they are owed to. At this time Membership fees cannot be paid online everything else can be ex. fines and lost book charges.

Shortgrass has added Minecraft to all the public computers in the system as a gift. This is a very popular online game for all ages.

Irvine Library is almost ready to go live as part of Shortgrass. Books are cataloged just waiting for the internet to be in place.

### **Programs and Such:**

Allison will be wrapping up S is for Storytime at the end of June for the summer. It will resume in September.

The TD Summer Reading program for ages 7 – 12 is filling up very fast. Amanda has some great crafts and activities planned.

The Friday morning program for kids 4- 6 still has lots of room.

Amanda is also doing a Summer Reading Challenge for kids that may not be part of the TD Summer Reading program. Every 10 books they read get them a small prize and an entry into the grand prize draw. Allison and Amanda are doing a 'Where's Waldo contest' that will be split into two age groups 4-6 and 7-12. Waldo will be hidden in a different place each week and kids get an entry into the weekly prize when they find him. There will also be a grand prize draw in August.

We participated in the Mini chucks for Rodeo but, unfortunately didn't advance past the first round. We also made our own 'float' for the parade this year as the van that usually comes up from Shortgrass was out of commission. We found a little red wagon and Nicole came up with a sunflower design for it and the awesome slogan 'Dewey ever love Farmers'.

### **Staff Updates:**

We will be losing two staff members at the end of the summer. We wish them both the best of luck.

Tamara has accepted the position of Librarian at the BJHS. She already has big plans for collaboration between the two libraries. Her last day with us is August 23.

Nicole is going back to school. She has been accepted into the U of Lethbridge to do an Art Major with a minor in English. Her last day will be Sept 4.

Allison is up for her 6 month probationary review at the end of June. I would feel more comfortable, and I think she would too, if there was another staff or Board Member present during it.

## T.A.B. and What's Happening!

The Teen Advisory Board is taking a break over the summer and will resume again on Wednesday, September 2 at 6:30pm.

Attendance for T.A.B. has dropped over the last year with a number of the original members graduating school, aging out or getting jobs. Over the summer Jill will be advertising for T.A.B. and trying to recruit new T.A.B. members. There will be some changing to the way the board is run. After doing some research, studies show that when teens plan and implement a program themselves, attendance is higher. So starting in the fall; more responsibility will fall on the teens, and Jill will be more of a mediator during meetings and pick up whatever is needed for programs and help where needed. It will be the teen's responsibility to plan, create and implement future programs. "For Teens by Teens."

We are doing the Great Literacy Challenge (GLitCh) again starting July 2. Teens will be able to enter by simply checking out library materials, following TAB on Facebook, by attending a program or by simply bringing library staff candy. There are many other ways for teens to enter, and Jill made sure that any teen in Brooks, no matter their reading level could enter the contest to win the Samsung Tablet. The contest is set up like BINGO and for each task completed, the teen has a library staff member stamp it, and they get an entry into the contest. Once they complete a line, and an "X", they'll get extra ballots to enter.  
*\*See attached pamphlet*

On July 10, there will be a movie night for the teens. The teens voted during May and June and picked the movie Jupiter Ascending to watch. On August 15, we will be having a Bad Art day. You do not have to have any talent what-so-ever to attend

this program. Any teen that attends these two events gets an entry into GLitCh.

The library will also have Volunteens again this summer. The original deadline was for June 17, but only one teen signed up. Once the deadline was extended to June 30, we've had a few more sign up. Yippee!

After much discussion with Cathryn and teens that come into the library, we've discovered our comic book and video game section sucks, and is sorely lacking. Over the summer there will be questions posted in the teen section asking the teens what they'd like us to get.

## LAPP Reconciliation Report

Our 2014 Year-to-date Reconciliation Summary showed an unreported/unremitted amount of \$543.63 (comprised of \$259.25-employee and \$284.44-employer contributions). Payment was remitted first in order to speed along the audit process. After investigation, it was discovered that George reported Bessie Jacowishen's annual income incorrectly. Instead of the regular pay (hours x pay rate) required for LAPP purposes, he reported her income including taxable benefits. This created a reported difference of \$2497.25 (multiplied by 10.39%=\$259.46 employee and 11.39%=\$284.44 employer).

I have contacted LAPP to report the error but, unfortunately, because Bessie has already retired, her file has been closed and no edits or corrections can be made.

## Recurring Visa Charges Report

Since the last of Sarah's charges on the Visa (August 14-Sept 15<sup>th</sup>, 2014 Statement), there has been reoccurring activity in the form of **monthly payments to Adobe Systems, Inc./Creative Cloud in the amount of \$52.49 USD**. We have also had charges from **Staples.ca for order payment (\$369.66 and \$16.97)** and **Sage Software Canada for software renewal (\$588)**.

We may find, through the course of business, that other vendors have our credit card payment info on file but with our most recent statements at the auditor's it is difficult to anticipate them. With our significantly decreased usage and increased oversight, it is most efficient to address these as they occur.

## Telus Credit report

This credit is simply a story of January's and February's bills being paid late, resulting in February and March's bills being paid in full despite including charges that had already been paid for.

Resolution: Wait until credit is used up before paying Telus bills (next projected payment: July's bill).



<b>Brooks Public Library Comparative Income Statement</b>								
		Actual 05/01/2015 to 05/29/2015	Percent	Actual 01/01/2015 to 05/29/2015	Percent	Budget 01/01/2015 to 12/31/2015		
<b>REVENUE</b>								
<b>REVENUE</b>								
City of Brooks		62,282.00	25%	62,282.00	25%	249,128.00		
City of Brooks Misc		0.00	0%	0.00	0%	9,100.00		
HRDC - Summer Student		0.00	0%	0.00	0%	2,500.00		
Province of Alberta		0.00	0%	0.00	0%	74,016.00		
County of Newell Library Board		0.00	0%	0.00	0%	35,301.00		
Grant Funding		0.00	0%	1,127.50	28%	4,100.00		
Resident Cardholder Fees		980.00	12%	5,216.85	65%	8,000.00		
Miscellaneous		818.34	409%	818.34	409%	200.00		
Fines, Book Sales and Services		1,813.43	8%	8,881.14	41%	21,500.00		
Charitable Receipt Donations		0.00	0%	0.00	0%	1,000.00		
Fundraisers, Book Sales		0.00	0%	1,556.00	156%	1,000.00		
Adopt-a-magazine		0.00	0%	100.00	5%	2,000.00		
Reimbursements, Rebates		260.52		260.52		0.00		
GST Recovery		0.00	0%	0.00	0%	1,000.00		
<b>TOTAL REVENUE</b>		<b>66,154.29</b>		<b>80,242.35</b>		<b>408,845.00</b>		
<b>TOTAL REVENUE</b>		<b>66,154.29</b>		<b>80,242.35</b>		<b>408,845.00</b>		

**Brooks Public Library  
Comparative Income  
Statement**

	Actual 05/01/2015 to 05/29/2015	Percent	Actual 01/01/2015 to 05/29/2015	Percent	Budget 01/01/2015 to 12/31/2015
SLS Expense (Materials)	31,728.50	51%	31,728.50	51%	62,000.00
SLS - Dynix and Telecom	0.00	0%	0.00	0%	3,500.00
Books and Materials	150.00	6%	633.16	23%	2,695.00
New Library Furnishings	0.00	0%	0.00	0%	1,000.00
Library Supplies	1,569.71	14%	2,929.53	27%	11,000.00
Administration & Travel	1,080.76	22%	4,671.85	93%	5,000.00
Program Expense	321.00	3%	2,008.36	21%	9,500.00
Professional Development & Training	0.00	0%	1,947.15	47%	4,100.00
Telephone and Fax Expense	0.00	0%	1,718.45	43%	4,000.00
Copier & Computer Costs	2,211.23	18%	6,254.49	50%	12,500.00
Security Monitoring	0.00	0%	0.00	0%	300.00
Freight and Postage	0.00	0%	89.25	10%	900.00
Professional Memberships	0.00	0%	0.00	0%	550.00
Publicity and Advertising	84.00	11%	164.00	22%	750.00
Audit and Insurance	0.00	0%	0.00	0%	9,100.00
Bank Charges	2.00	1%	10.00	3%	400.00
Miscellaneous	0.00	0%	0.00	0%	200.00
Wages	16,386.69	7%	93,359.79	39%	240,000.00
EI Expense	409.38	7%	2,324.38	40%	5,750.00
CPP Expense	641.60	6%	3,859.15	39%	9,900.00
WCB Expense	0.00	0%	592.84	66%	900.00
AMSC Health Benefits	263.42	5%	1,864.35	32%	5,800.00
L.A.P.P. Expense	971.13	5%	4,962.48	26%	19,000.00
<b>TOTAL EXPENSES</b>	<b>55,819.42</b>		<b>159,117.73</b>		<b>408,845.00</b>
<b>TOTAL EXPENSE</b>	<b>55,819.42</b>		<b>159,117.73</b>		<b>408,845.00</b>
<b>NET INCOME</b>	<b>10,334.87</b>		<b>(78,875.38)</b>	<b>0.00</b>	<b>0.00</b>

**Brooks Public Library**  
**Balance Sheet As at 06/05/2015**

**ASSET**

**CURRENT ASSETS**

Cash On Hand/Float	50.00
Cash In Bank	2,583.75
Cash in Bank - Adjustment	1,291.14
Reserve Fund	59,609.12
CFSEA Managed Fund	30,000.00
Interest Receivable	613.00
<b>TOTAL CURRENT ASSETS</b>	<u>94,147.01</u>

<b>TOTAL ASSET</b>	<u><u>94,147.01</u></u>
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**LIABILITY**

**CURRENT LIABILITIES**

Accounts Payable	2,063.39
MNP Accrual	6,055.00
GST Paid on Purchases	(4,427.58)
Vacation Payable	8,886.35
EI Payable	(232.77)
CPP Payable	0.09
Income Tax Payable	(285.59)
L.A.P.P.	(6,117.76)
AUMA Extended Health	(646.08)
LAPP - Employer	4,962.48
AUMA - Employer	1,638.32
<b>TOTAL CURRENT LIABILITIES</b>	<u>11,895.85</u>

<b>TOTAL LIABILITY</b>	<u>11,895.85</u>
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**EQUITY**

**EARNINGS**

Building Fund Reserves	96,385.75
Externally restricted	200.00
Retained Earnings	64,902.25
Current Earnings	(79,236.84)
<b>CURRENT EARNINGS</b>	<u>82,251.16</u>

<b>TOTAL EQUITY</b>	<u>82,251.16</u>
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LIABILITIES AND EQUITY

94,147.01

Generated On: 06/15/2015



In Attendance: Nigel, Lisa, Bjrnda

Regrets: Bev, Mohammed

1. Call to Order at 427 pm
2. Approval of Agenda
3. Approval of Minutes
4. Review of Financial Statements: October
5. 2016 Budget – settled final SLS Materials prediction, and adjusted Books and Materials and PD & Training Expense lines accordingly
6. Wage grid
7. G.5 Fiscal Management Policy/C
8. Policy Review (tabled)
  - a. HR.3 Job Description
  - b. 2016 Policy Review
9. Committee Mandate review
10. In camera - no motion
11. Adjournment @ 5:03 pm

early draft of  
January 25<sup>th</sup>'s  
Board meeting  
showing HR&F and  
Treasurer's report (w/  
submitted financials)

**Brooks Public Library**  
**General Ledger Report 10/01/2015 to 10/31/2015**

Sorted by: Date

Date	Comment	Source #	JE#	Debits	Credits	Balance
5020	<b>SLS Expense (Materials)</b>					63,457.00 Dr
5021	<b>SLS - Non-resident fees</b>					- Dr
5022	<b>SLS - Dynix and Telecom</b>					258.66 Dr
5030	<b>Books and Materials</b>					3,166.67 Dr
10/13/2015	Books and Materials	Deposit	J807	-	22.25	3,144.42 Dr
10/26/2015	October 2015, Brodart Canada Company	5617	J857	994.35	-	4,138.77 Dr
10/27/2015	October 2016, Cathryn Krochak	5637	J877	247.40	-	4,386.17 Dr
10/28/2015	October 2015, Brodart	5640	J880	297.00	-	4,683.17 Dr
				1,538.75	22.25	
5050	<b>New Library Furnishings</b>					900.00 Dr
5055	<b>Library Equipment</b>					- Dr
5060	<b>Payroll Expense</b>					- Dr
5070	<b>Library Supplies</b>					2,729.30 Dr
10/26/2015	October 2015, Brodart Canada Company	5617	J857	29.15	-	2,758.45 Dr
10/26/2015	October 2015, Total Office Plus	5623	J863	12.49	-	2,770.94 Dr
				41.64	-	
5080	<b>Administration &amp; Travel</b>					4,510.87 Dr
10/26/2015	October 2015, Water Pure & Simple	5624	J864	18.00	-	4,528.87 Dr
10/27/2015	October 2015, Lisa Crosby	5638	J878	18.23	-	4,547.10 Dr
				36.23	-	
5085	<b>Recruitment Expense</b>					- Dr
5090	<b>Program Expense</b>					3,038.64 Dr
10/27/2015	October 2015, Jordan Chappell	5636	J876	127.21	-	3,165.85 Dr
10/27/2015	October 2015, Lisa Crosby	5638	J878	217.56	-	3,383.41 Dr
				344.77	-	
5100	<b>Repair &amp; Maintenance</b>					- Dr
5110	<b>Renovations</b>					- Dr
5120	<b>Rebinding, Microfilming, Laminating</b>					- Dr
5130	<b>Professional Development &amp; Training</b>					2,490.31 Dr
5140	<b>Telephone and Fax Expense</b>					2,440.84 Dr
10/26/2015	October 2015, Telus Communications	5619	J859	273.68	-	2,714.52 Dr
5160	<b>Copier &amp; Computer Costs</b>					8,470.81 Dr
10/01/2015	Elavon Fee	Elavon Fee	J899	40.45	-	8,511.26 Dr
10/26/2015	October 2015, National Leasing	5618	J858	249.52	-	8,760.78 Dr
10/26/2015	October 2015, The Cypress Group	5620	J860	99.97	-	8,860.75 Dr
				389.94	-	
5170	<b>Security Monitoring</b>					- Dr
10/26/2015	October 2015, Securtek - A SaskTel Company	5621	J861	300.00	-	300.00 Dr
5175	<b>Computer Main. Contracts</b>					- Dr
5180	<b>GST Expense</b>					- Dr
5200	<b>Freight and Postage</b>					623.25 Dr
10/27/2015	October 2016, Cathryn Krochak	5637	J877	96.56	-	719.81 Dr
5210	<b>Professional Memberships</b>					- Dr

**Brooks Public Library**  
**General Ledger Report 10/01/2015 to 10/31/2015**  
**Sorted by: Date**

Date	Comment	Source #	JE#	Debits	Credits	Balance
<b>5220</b>	<b>Publicity and Advertising</b>					1,542.00 Dr
<b>5240</b>	<b>Audit and Insurance</b>					2,304.78 Dr
10/26/2015	October 2015, Mactavish & Company	5622	J862	7,000.00	-	9,304.78 Dr
<b>5250</b>	<b>Bank Charges</b>					110.17 Dr
10/01/2015	Bank Fee	Bank Fee	J900	3.00	-	113.17 Dr
<b>5260</b>	<b>Miscellaneous</b>					- Dr
<b>5300</b>	<b>Wages</b>					163,841.65 Dr
10/31/2015	Lisa Crosby	5625	J865	4,166.67	-	168,008.32 Dr
10/31/2015	Cathryn Krochak	5626	J866	6,580.02	-	174,588.34 Dr
10/31/2015	Jillian Clarke	5627	J867	2,602.60	-	177,190.94 Dr
10/31/2015	Allison Gibbard	5628	J868	3,219.84	-	180,410.78 Dr
10/31/2015	Kimberley Visser	5629	J869	2,658.24	-	183,069.02 Dr
10/31/2015	Bruce Schmidt	5630	J870	774.30	-	183,843.32 Dr
10/31/2015	Shawna Ketch	5631	J871	756.30	-	184,599.62 Dr
10/31/2015	Jordan Chappell	5632	J872	600.96	-	185,200.58 Dr
10/31/2015	Gina Potts	5633	J873	693.79	-	185,894.37 Dr
				22,052.72	-	
<b>5305</b>	<b>Wage Reimbursement</b>					- Dr
<b>5310</b>	<b>EI Expense</b>					4,073.98 Dr
10/31/2015	Lisa Crosby	5625	J865	109.66	-	4,183.64 Dr
10/31/2015	Cathryn Krochak	5626	J866	165.58	-	4,349.22 Dr
10/31/2015	Jillian Clarke	5627	J867	61.39	-	4,410.61 Dr
10/31/2015	Allison Gibbard	5628	J868	75.94	-	4,486.55 Dr
10/31/2015	Kimberley Visser	5629	J869	69.96	-	4,556.51 Dr
10/31/2015	Bruce Schmidt	5630	J870	20.31	-	4,576.82 Dr
10/31/2015	Shawna Ketch	5631	J871	19.91	-	4,596.73 Dr
10/31/2015	Jordan Chappell	5632	J872	15.79	-	4,612.52 Dr
10/31/2015	Gina Potts	5633	J873	18.26	-	4,630.78 Dr
				556.80	-	
<b>5320</b>	<b>CPP Expense</b>					6,637.05 Dr
10/31/2015	Lisa Crosby	5625	J865	191.81	-	6,828.86 Dr
10/31/2015	Cathryn Krochak	5626	J866	296.98	-	7,125.84 Dr
10/31/2015	Jillian Clarke	5627	J867	101.01	-	7,226.85 Dr
10/31/2015	Allison Gibbard	5628	J868	128.38	-	7,355.23 Dr
10/31/2015	Kimberley Visser	5629	J869	123.71	-	7,478.94 Dr
10/31/2015	Bruce Schmidt	5630	J870	23.76	-	7,502.70 Dr
10/31/2015	Shawna Ketch	5631	J871	23.00	-	7,525.70 Dr
10/31/2015	Jordan Chappell	5632	J872	15.26	-	7,540.96 Dr
10/31/2015	Gina Potts	5633	J873	19.91	-	7,560.87 Dr
				923.82	-	
<b>5330</b>	<b>WCB Expense</b>					592.84 Dr
<b>5340</b>	<b>AMSC Health Benefits</b>					3,052.65 Dr
10/31/2015	Cathryn Krochak	5626	J866	62.55	-	3,115.20 Dr
10/31/2015	Jillian Clarke	5627	J867	138.82	-	3,254.02 Dr
10/31/2015	Allison Gibbard	5628	J868	64.43	-	3,318.45 Dr
				265.80	-	
<b>5350</b>	<b>L.A.P.P. Expense</b>					9,055.17 Dr
10/31/2015	Cathryn Krochak	5626	J866	316.63	-	9,371.80 Dr
10/31/2015	Jillian Clarke	5627	J867	296.44	-	9,668.24 Dr
10/31/2015	Allison Gibbard	5628	J868	366.74	-	10,034.98 Dr
				979.81	-	
<b>5360</b>	<b>AB Health Expense</b>					- Dr

**Brooks Public Library**  
**Balance Sheet As at 10/31/2015**

**ASSET**

**CURRENT ASSETS**

Cash On Hand/Float	50.00
Cash In Bank	117,815.86
Cash in Bank - Adjustment	1,291.14
Reserve Fund	43,109.12
CFSEA Managed Fund	30,000.00
Interest Receivable	613.00
<b>TOTAL CURRENT ASSETS</b>	<u>192,879.12</u>

**TOTAL ASSET** 192,879.12

**LIABILITY**

**CURRENT LIABILITIES**

Accounts Payable	2,063.39
MNP Accrual	6,055.00
GST Paid on Purchases	(5,934.50)
Vacation Payable	8,912.14
EI Payable	(1,141.99)
CPP Payable	(646.07)
Income Tax Payable	(106.62)
L.A.P.P.	(11,467.23)
AUMA Extended Health	(1,322.12)
LAPP - Employer	9,473.84
AUMA - Employer	3,092.42
<b>TOTAL CURRENT LIABILITIES</b>	<u>8,978.26</u>

**TOTAL LIABILITY** 8,978.26

**EQUITY**

**EARNINGS**

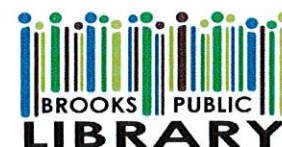
Building Fund Reserves	96,385.75
Externally restricted	200.00
Retained Earnings	64,902.25
Current Earnings	22,412.86
<b>CURRENT EARNINGS</b>	<u>183,900.86</u>

**TOTAL EQUITY** 183,900.86

**LIABILITIES AND EQUITY** 192,879.12



**Brooks Public Library**  
**Comparative Income Statement - October 2015**



	Actual 10/01/2015 to 10/31/2015	Percent	Actual 01/01/2015 to 10/30/2015	Percent	Budget 01/01/2015 to 12/31/2015
<b>REVENUE</b>					
City of Brooks	0.00	0%	186,846.00	75%	249,128.00
City of Brooks Misc	0.00	0%	2,304.78	25%	9,100.00
HRDC - Summer Student	2,428.00	97%	2,428.00	97%	2,500.00
Province of Alberta	75,902.00	103%	75,902.00	103%	74,016.00
Friends of the Library			1,500.00		
County of Newell Library Board	3,223.16	9%	35,696.55	101%	35,301.00
Grant Funding	0.00	0%	1,127.50	28%	4,100.00
Resident Cardholder Fees	880.00	11%	10,701.85	134%	8,000.00
Miscellaneous	0.00	0%	0.00	0%	200.00
Fines	629.00	3%	13,060.94	61%	21,500.00
Services	672.80		4,414.16		0.00
Charitable Receipt Donations	317.35	32%	1,302.35	130%	1,000.00
Fundraisers, Book Sales	499.80	50%	2,553.39	255%	1,000.00
Adopt-a-magazine	1,200.00		1,700.00		2,000.00
Reimbursements, Rebates			353.07		
GST Recovery	600.18	60%	600.18	60%	1,000.00
<b>TOTAL REVENUE</b>	<b>86,352.29</b>		<b>340,490.77</b>		<b>408,845.00</b>
	Actual 05/01/2015 to 05/29/2015	Percent	Actual 01/01/2015 to 05/29/2015	Percent	Budget 01/01/2015 to 12/31/2015
<b>EXPENSES</b>					
SLS Expense (Materials)	0.00	0%	63,457.00	102%	62,000.00
SLS - Dynix and Telecom	0.00	0%	258.66	7%	3,500.00
Books and Materials	1,516.50	56%	4,683.17	174%	2,695.00
New Library Furnishings	0.00	0%	900.00	90%	1,000.00
Library Supplies	41.64	0%	2,770.94	25%	11,000.00
Administration & Travel	36.23	1%	4,547.10	91%	5,000.00
Program Expense	344.77	4%	3,383.41	36%	9,500.00
Professional Development & Training	0.00	0%	2,490.31	61%	4,100.00
Telephone and Fax Expense	273.68	7%	2,714.52	68%	4,000.00
Copier & Computer Costs	389.94	3%	8,860.75	71%	12,500.00
Security Monitoring	300.00	100%	300.00	100%	300.00
Freight and Postage	96.56	11%	719.81	80%	900.00
Professional Memberships	0.00	0%	0.00	0%	550.00
Publicity and Advertising	0.00	0%	1,542.00	206%	750.00
Audit and Insurance	7,000.00	77%	9,304.78	102%	9,100.00
Bank Charges	3.00	1%	113.17	28%	400.00
Miscellaneous	0.00	0%	0.00	0%	200.00
Wages	22,052.72	9%	185,894.37	77%	240,000.00
EI Expense	556.80	10%	4,630.78	81%	5,750.00
CPP Expense	923.82	9%	7,560.87	76%	9,900.00
WCB Expense	0.00	0%	592.84	66%	900.00
AMSC Health Benefits	265.80	5%	3,318.45	57%	5,800.00
L.A.P.P. Expense	979.81	5%	10,034.98	53%	19,000.00
<b>TOTAL EXPENSES</b>	<b>34,781.27</b>		<b>318,077.91</b>		<b>408,845.00</b>
<b>NET INCOME</b>	<b>51,571.02</b>		<b>22,412.86</b>		<b>0.00</b>



1. Call to Order at 5:00pm – Welcome, Introductions

2. Approval of the Agenda

Motion: Dan - Passed

3. Approval of Minutes

Motion: Malina – Passed

4. Standing reports

a. **Head Librarian**

b. **HR & F** – Reviewed financials

c. **PD & P** – Tabled.

d. **Committee members** – Jessi, Linda and Marilyn to join PD&P

e. **Building Committee** –

i. Super Net – Library to pay to have Super Net moved to new library. Library contracts through Axsia and Axsia pays fees to the provider. Approximately \$45K to move to new library. Axsia will request RFP on behalf of library. Right now at 22MB per sec. If we want to increase it then it will cost more (i.e. 30MB per second). This is an increase in cost to infrastructure.

ii. May 1<sup>st</sup> Meeting - Gathering of all stakeholders of the complex at the CRA in the Don Bruce room from 12:00 to 1:00pm. Reviewing the plans that are all finalized.

f. **Social Committee**

i. April 24 Potluck – Approximately 20 people in attendance. Well received event.

ii. June Volunteer BBQ – Committee requesting \$200.00 from Board for BBQ. June 19<sup>th</sup> tentative date for BBQ. Dan and Linda will look into obtaining donated burgers for the event. Estimated 20 to 30 people in attendance. Follow up in 2 weeks re: burgers.

g. **TAB**

i. Representation – Meeting next week asking kids about new library space. Mini golf in library event coming up. Look at electing new rep.

Motion: Bjornda Passed

5. Old Business

a. **Book Houses** – Locations approved at Council Committee and Council in Patricia approved a book house. One book house to go out to Lake Newell Resort. Looking to put one at the Museum.

b. **Policy review status/ schedule** – Tabled.

- c. **Board members orientation/ PD** – Tabled. Cathryn to look into George's work into the Board member orientation package.
  - d. **Board Retreat (Board Basics Workshop)** – May 23<sup>rd</sup>. College is booked and Lisa is taking over the coordination and organization of event. Members to go on Library Branch website to register (those who can attend). Library Board looking for 25 people to register in order to host the event.
  - e. **Board Vacancies** – 1 application received – Motion to submit application to the City for Jodi Lamotte. Motion: Nigel      Passed.
    - i. Vice Chair: AGM
    - ii. Minute Taker: Malina – Jessi to fill in next month while Malina on vacation.
  - f. **AB Library Conference:** Lisa, Linda and Allison to attend the Conference.
  - g. **Sourcing payroll services:** Tabled.
6. **Treasurer report** – Malina to look into City payment for 1<sup>st</sup> quarter. Fundraiser in March that received approximately \$800. The auditor has our books. The Province of Alberta and County of Newell funding is usually received in the fall. Shortgrass payment is made in 2 payments throughout the year. Cathryn to look into Telus for better rates. Motion: Jessi      Passed.
7. New Business
- a. **Plan of service 2015-2018** - Communication from AB Library Branch that our plan of service is ending. We will need to do one for 2015 to 2018 and will need to get community feedback etc. Josh has a draft plan of service. Part of the draft plan of service included the transition to a new facility. Cathryn to look into the draft copy and submission deadline. To be reviewed by the Board at the next meeting.
  - b. **Sage payroll renewal** – Will need to look into renewing our payroll table servicing. Will need to look into when it expires. Look into what we are losing if we choose not to renew. To negotiate waiting until the May Board meeting. Cathryn to follow up at next meeting.
  - c. **Code of Conduct Policy from the City** – To sign and bring to the next Board Meeting.
  - d. **Summer student grant** – Need someone with signing authority now and at the end of summer. The grant is only ½ of what we received last year. Cathryn to draft letter and Mohammed and/or Bjornda to sign. Letter will notify that George is no longer with the library and providing the new contact information.
  - e. **Signing authority** – To remove Lisa Crosby and George Hawfin from signing authority Motion: Dan Klein      Passed.
8. In-Camera Motion: Nigel      Passed.
- a. Library Structure/Positions
  - b. Head librarian position
9. Adjournment at 6:26pm Motion: Nigel      Passed.

Next Board meeting is May 25, 2014 @ 5:00pm





1. Call to Order at 5:00pm – Welcome, Introductions
2. Approval of the Agenda Motion: Dan      PASSED
3. Approval of Minutes Motion: Malina      PASSED
4. Standing reports
  - a. **Head Librarian**
  - b. **HR & F** – Reviewed financials
  - c. **BD & P** – Tabled.
    - i. **Committee members** – Jessi, Linda and Marilyn to join PD&P
  - d. **Building Committee** –
    - i. Super Net – Library to pay to have Super Net moved to new library. Library contracts through Axsia and Axsia pays fees to the provider. Approximately \$45K to move to new library. Axsia will request RFP on behalf of library. Right now at 22MB per sec. If we want to increase it then it will cost more (i.e. 30MB per second). This is an increase in cost to infrastructure.
    - ii. May 1<sup>st</sup> Meeting - Gathering of all stakeholders of the complex at the CRA in the Don Bruce room from 12:00 to 1:00pm. Reviewing the plans that are all finalized.
  - e. **Social Committee**
    - i. April 24 Potluck – Approximately 20 people in attendance. Well received event.
    - ii. June Volunteer BBQ – Committee requesting \$200.00 from Board for BBQ. June 19<sup>th</sup> tentative date for BBQ. Dan and Linda will look into obtaining donated burgers for the event. Estimated 20 to 30 people in attendance. Follow up in 2 weeks re: burgers.
  - f. **TAB**
    - i. Representation – Meeting next week asking kids about new library space. Mini golf in library event coming up. Look at electing new rep.  
Motion: Bjoenda      PASSED
5. Old Business
  - a. **Book Houses** – Locations approved at Council Committee and Council in Patricia approved a book house. One book house to go out to Lake Newell Resort. Looking to put one at the Museum.
  - b. **Policy review status/ schedule** – Tabled.
  - c. **Board members orientation/ PD** – Tabled. Cathryn to look into George's work into the Board member orientation package.
  - d. **Board Retreat (Board Basics Workshop)** – May 23<sup>rd</sup>. College is booked and Lisa is taking over the coordination and organization of event. Members to go on Library Branch

website to register (those who can attend). Library Board looking for 25 people to register in order to host the event.

- e. **Board Vacancies** – 1 application received – Motion to submit application to the City for Jodi Lamotte. Motion: Nigel PASSED
  - i. Vice Chair: AGM
  - ii. Minute Taker: Malina – Jessi to fill in next month while Malina on vacation.
- f. **AB Library Conference:** Lisa, Linda and Allison to attend the Conference.
- g. **Sourcing payroll services:** Tabled.

- 6. **Treasurer report** – Malina to look into City payment for 1<sup>st</sup> quarter. Fundraiser in March that received approximately \$800. The auditor has our books. The Province of Alberta and County of Newell funding is usually received in the fall. Shortgrass payment is made in 2 payments throughout the year. Cathryn to look into Telus for better rates.

Motion: Jessi PASSED

7. New Business

- a. **Plan of service 2015-2018** - Communication from AB Library Branch that our plan of service is ending. We will need to do one for 2015 to 2018 and will need to get community feedback etc. Josh has a draft plan of service. Part of the draft plan of service included the transition to a new facility. Cathryn to look into the draft copy and submission deadline. To be reviewed by the Board at the next meeting.
- b. **Sage payroll renewal** – Will need to look into renewing our payroll table servicing. Will need to look into when it expires. Look into what we are losing if we choose not to renew. To negotiate waiting until the May Board meeting. Cathryn to follow up at next meeting.
- c. **Code of Conduct Policy from the City** – To sign and bring to the next Board Meeting.
- d. **Summer student grant** – Need someone with signing authority now and at the end of summer. The grant is only ½ of what we received last year. Cathryn to draft letter and Mohammed and/or Bjornda to sign. Letter will notify that George is no longer with the library and providing the new contact information.
- e. **Signing authority** – To remove Lisa Crosby and George Hawtin from signing authority

Motion: Dan Klein PASSED

8. In-Camera

Motion: Nigel PASSED

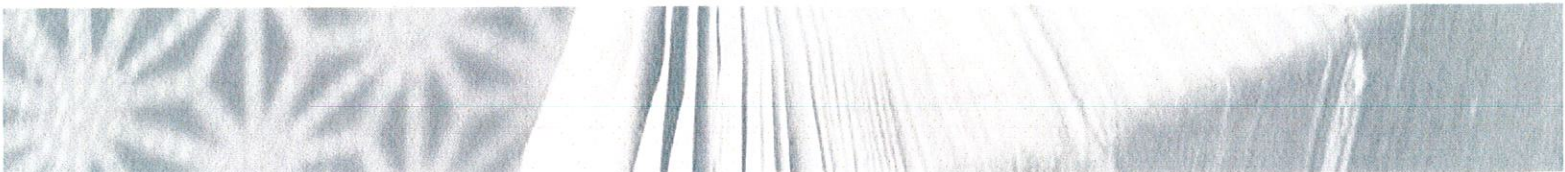
9. Adjournment at 6:26pm

Motion: Nigel PASSED

Next Board meeting is May 25, 2014 @ 5:00pm

Head Librarian

Board Chair





1. Call to Order at 5:00pm – Welcome, Introductions
  
2. Approval of the Agenda Motion: Dan PASSED
  
3. Approval of Minutes Motion: Malina PASSED
  
4. Standing reports
  - a. **Head Librarian**
  - b. **HR & F** – Reviewed financials
  - c. **BD & P** – Tabled.
    - i. **Committee members** – Jessi, Linda and Marilyn to join PD&P
  - d. **Building Committee** –
    - i. Super Net – Library to pay to have Super Net moved to new library. Library contracts through Axsia and Axsia pays fees to the provider. Approximately \$45K to move to new library. Axsia will request RFP on behalf of library. Right now at 22MB per sec. If we want to increase it then it will cost more (i.e. 30MB per second). This is an increase in cost to infrastructure.
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  - f. **TAB**
    - i. Representation – Meeting next week asking kids about new library space. Mini golf in library event coming up. Look at electing new rep.
 

Motion: Bjornda PASSED
  
5. Old Business
  - a. **Book Houses** – Locations approved at Council Committee and Council in Patricia approved a book house. One book house to go out to Lake Newell Resort. Looking to put one at the Museum.
  - b. **Policy review status/ schedule** – Tabled.
  - c. **Board members orientation/ PD** – Tabled. Cathryn to look into George's work into the Board member orientation package.
  - d. **Board Retreat (Board Basics Workshop)** – May 23<sup>rd</sup>. College is booked and Lisa is taking over the coordination and organization of event. Members to go on Library Branch

*MI* *ch*

website to register (those who can attend). Library Board looking for 25 people to register in order to host the event.

- e. **Board Vacancies** – 1 application received – Motion to submit application to the City for Jodi Lamotte. Motion: Nigel PASSED
  - i. Vice Chair: AGM
  - ii. Minute Taker: Malina – Jessi to fill in next month while Malina on vacation.
- f. **AB Library Conference:** Lisa, Linda and Allison to attend the Conference.
- g. **Sourcing payroll services:** Tabled.

- 6. **Treasurer report** – Malina to look into City payment for 1<sup>st</sup> quarter. Fundraiser in March that received approximately \$800. The auditor has our books. The Province of Alberta and County of Newell funding is usually received in the fall. Shortgrass payment is made in 2 payments throughout the year. Cathryn to look into Telus for better rates. Motion: Jessi PASSED

7. New Business

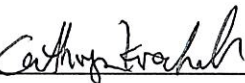
- a. **Plan of service 2015-2018** - Communication from AB Library Branch that our plan of service is ending. We will need to do one for 2015 to 2018 and will need to get community feedback etc. Josh has a draft plan of service. Part of the draft plan of service included the transition to a new facility. Cathryn to look into the draft copy and submission deadline. To be reviewed by the Board at the next meeting.
- b. **Sage payroll renewal** – Will need to look into renewing our payroll table servicing. Will need to look into when it expires. Look into what we are losing if we choose not to renew. To negotiate waiting until the May Board meeting. Cathryn to follow up at next meeting.
- c. **Code of Conduct Policy from the City** – To sign and bring to the next Board Meeting.
- d. **Summer student grant** – Need someone with signing authority now and at the end of summer. The grant is only ½ of what we received last year. Cathryn to draft letter and Mohammed and/or Bjornda to sign. Letter will notify that George is no longer with the library and providing the new contact information.
- e. **Signing authority** – To remove Lisa Crosby and George Hawtin from signing authority Motion: Dan Klein PASSED

8. In-Camera Motion: Nigel PASSED

9. Adjournment at 6:26pm Motion: Nigel PASSED

Next Board meeting is May 25, 2014 @ 5:00pm

Acting  
Head Librarian



Board Chair



**Brooks Library Board – Human Resource and Finance Committee  
Meeting Agenda April 27, 2015 – 4:30 PM Library**

1. Call to Order at 4:31pm
2. Approval of agenda
3. Approval of minutes
4. Review financial statements
  - a) Review of fundraiser amount (\$796.00): book sale
  - b) City of Brooks quarterly payment: Malina to check with City
  - c) Shortgrass payment schedule: Twice a year
5. Next Meeting: May 21, 2015
  - a) Head Librarian discussion at Board meeting today
6. Adjournment at 4:48pm



# Brooks Public Library

## Comparative Income Statement

	Actual 01/01/2015 to 03/31/2015	Budget 01/01/2015 to 12/31/2015	Percent
<b>REVENUE</b>			
<b>REVENUE</b>			
City of Brooks	0.00	249,128.00	(100.00)
City of Brooks Misc	0.00	9,100.00	(100.00)
HRDC - Summer Student	0.00	2,500.00	(100.00)
Province of Alberta	0.00	74,016.00	(100.00)
County of Newell Library Board	0.00	35,301.00	(100.00)
Grant Funding	1,127.50	4,100.00	(72.50)
Resident Cardholder Fees	3,364.85	8,000.00	(57.94)
Miscellaneous	0.00	200.00	(100.00)
Fines, Book Sales and Services	5,638.11	21,500.00	(73.78)
Charitable Receipt Donations	0.00	1,000.00	(100.00)
Fundraisers	1,556.00	1,000.00	55.60
Adopt-a-magazine	100.00	2,000.00	(95.00)
GST Recovery	0.00	1,000.00	(100.00)
<b>TOTAL REVENUE</b>	<b>11,786.46</b>	<b>408,845.00</b>	<b>(97.12)</b>
<b>TOTAL REVENUE</b>	<b>11,786.46</b>	<b>408,845.00</b>	<b>(97.12)</b>
<b>EXPENSE</b>			
<b>EXPENSES</b>			
SLS Expense (Materials)	0.00	62,000.00	(100.00)
SLS - Dynix and Telecom	0.00	3,500.00	(100.00)
Books and Materials	387.96	2,695.00	(85.60)
New Library Furnishings	0.00	1,000.00	(100.00)
Library Supplies	456.99	11,000.00	(95.85)
Administration & Travel	1,863.41	5,000.00	(62.73)
Program Expense	1,687.36	9,500.00	(82.24)
Professional Development & Trai...	597.15	4,100.00	(85.44)
Telephone and Fax Expense	1,433.58	4,000.00	(64.16)
Copier & Computer Costs	3,319.74	12,500.00	(73.44)
Security Monitoring	0.00	300.00	(100.00)
Freight and Postage	89.25	900.00	(90.08)
Professional Memberships	0.00	550.00	(100.00)
Publicity and Advertising	80.00	750.00	(89.33)
Audit and Insurance	0.00	9,100.00	(100.00)
Bank Charges	6.00	400.00	(98.50)
Miscellaneous	0.00	200.00	(100.00)
Wages	57,743.07	240,000.00	(75.94)
EI Expense	1,439.09	5,750.00	(74.97)
CPP Expense	2,435.75	9,900.00	(75.40)
WCB Expense	592.84	900.00	(34.13)
AMSC Health Benefits	1,261.59	5,800.00	(78.25)
L.A.P.P. Expense	2,735.08	19,000.00	(85.60)
<b>TOTAL EXPENSES</b>	<b>76,128.86</b>	<b>408,845.00</b>	<b>(81.38)</b>
<b>TOTAL EXPENSE</b>	<b>76,128.86</b>	<b>408,845.00</b>	<b>(81.38)</b>
<b>NET INCOME</b>	<b>(64,342.40)</b>	<b>0.00</b>	<b>0.00</b>

# Brooks Public Library

## Comparative Income Statement

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New Library Furnishings	0.00	1,000.00	(100.00)
Library Supplies	456.99	11,000.00	(95.85)
Administration & Travel	1,863.41	5,000.00	(62.73)
Program Expense	1,687.36	9,500.00	(82.24)
Professional Development & Trai...	597.15	4,100.00	(85.44)
Telephone and Fax Expense	1,433.58	4,000.00	(64.16)
Copier & Computer Costs	3,319.74	12,500.00	(73.44)
Security Monitoring	0.00	300.00	(100.00)
Freight and Postage	89.25	900.00	(90.08)
Professional Memberships	0.00	550.00	(100.00)
Publicity and Advertising	80.00	750.00	(89.33)
Audit and Insurance	0.00	9,100.00	(100.00)
Bank Charges	6.00	400.00	(98.50)
Miscellaneous	0.00	200.00	(100.00)
Wages	57,743.07	240,000.00	(75.94)
EI Expense	1,439.09	5,750.00	(74.97)
CPP Expense	2,435.75	9,900.00	(75.40)
WCB Expense	592.84	900.00	(34.13)
AMSC Health Benefits	1,261.59	5,800.00	(78.25)
L.A.P.P. Expense	2,735.08	19,000.00	(85.60)
<b>TOTAL EXPENSES</b>	<b>76,128.86</b>	<b>408,845.00</b>	<b>(81.38)</b>
<b>TOTAL EXPENSE</b>	<b>76,128.86</b>	<b>408,845.00</b>	<b>(81.38)</b>
<b>NET INCOME</b>	<b>(64,342.40)</b>	<b>0.00</b>	<b>0.00</b>

**Brooks Public Library**  
**Balance Sheet As at 03/31/2015**

**ASSET**

**CURRENT ASSETS**

Cash On Hand/Float	50.00
Cash In Bank	13,505.38
Cash in Bank - Adjustment	1,291.14
Reserve Fund	59,609.12
CFSEA Managed Fund	30,000.00
Interest Receivable	613.00
Education Loan Receivable (Geo...	4,252.42

**TOTAL CURRENT ASSETS** 109,321.06

**TOTAL ASSET** 109,321.06

**LIABILITY**

**CURRENT LIABILITIES**

Accounts Payable	2,063.39
MNP Accrual	6,055.00
GST Paid on Purchases	(4,360.08)
Vacation Payable	8,877.45
EI Payable	(122.90)
CPP Payable	0.09
Income Tax Payable	(285.59)
L.A.P.P.	(3,359.44)
AUMA Extended Health	66.14
LAPP - Employer	2,735.08
AUMA - Employer	1,035.56

**TOTAL CURRENT LIABILITIES** 12,704.70

**TOTAL LIABILITY** 12,704.70

**EQUITY**

**EARNINGS**

Building Fund Reserves	96,385.75
Externally restricted	200.00
Retained Earnings	64,902.25
Current Earnings	(64,871.64)

**CURRENT EARNINGS** 96,616.36

**TOTAL EQUITY** 96,616.36

**LIABILITIES AND EQUITY** 109,321.06



1. Call to Order, 5:05pm – Welcome, Introductions
    - a. New Board member
  
  2. Approval of the Agenda Motion: Dan PASSED
  
  3. Approval of Minutes Motion: Jessi PASSED
  
  4. In Camera, 5:07pm Motion: Dan
  
  5. Out of Camera, 5:28pm Motion: Linda PASSED
  
  6. Standing reports
    - a. Head Librarian
    - b. HR & F
    - c. BD & P
    - d. Building Committee (verbal report from Dan)
      - i. meeting tomorrow (May 26<sup>th</sup>@4:30)
        - fundraising to be discussed
      - ii. city met with contractors this afternoon (May 25<sup>th</sup>)
      - iii. city will pay for Supernet infrastructure
      - iv. interior décor (carpeting and colour)
        - recommendations will come back from contractor short
    - e. Social Committee
      - i. June 19 volunteer BBQ
    - f. TAB (verbal report from Cathryn)
      - i. Representation, needing a new volunteer
      - ii. Minigolf on June 5th
- Motion to Accept all Reports: Linda PASSED
- 
7. Old Business
  - a. Book Houses
    - i. Denise toured possible location, some changes, but moving forward
    - ii. Remove from "Old Business"
  - b. Policy review status/ schedule
    - i. tabled

*MI* *ch*

- c. Board members orientation/ PD
  - i. tabled
- d. Board Retreat (Board Basics Workshop)
- e. AB Library Conference

- 8. Treasurer report (verbal from Bjornda)
  - a. City cheque received
  - b. County cheque arrives when it arrives
  - c. Provincial grant will be dispersed in two cheques
  - d. Shortgrass billing to be paid in 2 payouts

Motion to Accept Report: Nigel PASSED

9. New Business

- a. Head librarian position
  - i. Motion to Adopt New Management structure with Library Manager as the Board Employee: Linda PASSED
  - ii. Motion to Strike a Hiring Committee of Bev, Jessi, Mohammed, Linda: Bjornda PASSED

Next Meeting: Thursday, May 28<sup>th</sup> @6pm

- b. Plan of service 2015-2018
  - i. Motion to Accept Resolution with Amendments: Marilyn PASSED

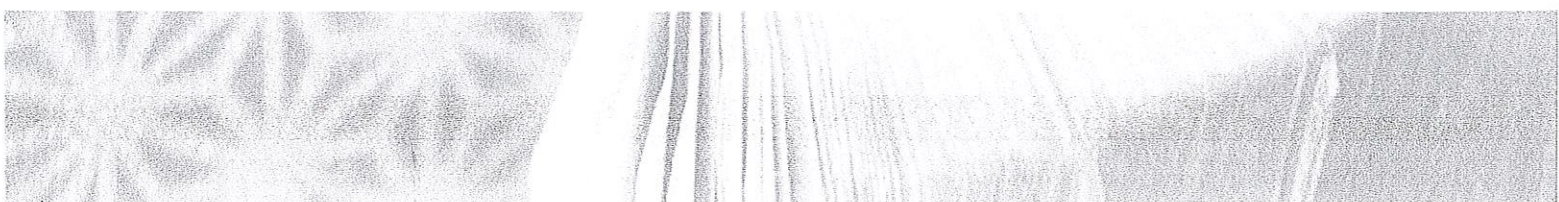
10. Adjournment, 6:27 (Nigel)

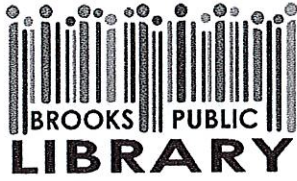
Next Board meeting is June 22, 2014 @ 5:00pm

  
Board Chair



  
Head Librarian (acting)





MEETING MINUTES

March 23, 2015

In Attendance: Lisa, George, Dan, Nigel, Malina, Bjornda, Marilyn, Linda, Bev, Mohammed  
Regrets: Jessie

1. Call to Order, 5:07pm
2. Approval of the Agenda                      Motion to Accept: Bev,                      PASSED
3. Approval of Minutes                      Motion to Accept: Dan,                      PASSED
4. Standing reports
  - a. Head Librarian
  - b. HR & F
  - c. BD & P
  - d. Building Committee
    - i. Chris Loveday
  - e. Social Committee – Spring Fling, Friday April 24<sup>th</sup> (potluck at the Library)
  - f. TAB

Motion to Accept Standing Reports: Malina,      PASSED
5. Old Business
  - a. Book Houses - waiting
  - b. Policy review status/ schedule
  - c. Board members orientation/ PD
  - d. Board Retreat (Board Basics Workshop) – Brooks Campus booked
  - e. AB Library Conference
  - f. Board Leadership March 21
  - g. General Holiday hours – strike
  - h. Library Survey annual report - strike
  - i. Board Vacancies      Motion to Forward, with Recommendations for Linda: Dan      PASSED
6. Treasurer report                      Motion to Accept: Nigel,                      PASSED
7. New Business
  - a. SALC report
  - b. Head librarian position

BOARD CHAIR:

VICE CHAIR:

c. Library membership dues

- |   |  |                  |
|---|--|------------------|
| 8. In-Camera                            | Motion to go in-camera @ 6:49: Dan,<br>Motion to exit camera @ 7:36: Lisa, | PASSED<br>PASSED |
| 9. Motion to Adjournment @7:39: Marilyn |  | PASSED           |

Next Board meeting is April 27, 2014 @ 5:00pm

MI

RC

**Brooks Library Board – Human Resource and Finance Committee**  
**Meeting Agenda March 12, 2015 - 5 PM Library**

1. Call to Order at 5:06pm
2. Approval of agenda –  
  
New item: Reimagining “Head Librarian” Position – tabled until next meeting
3. Approval of minutes – Passed
4. Review financial statements –  
  
Financials
  - Separating fines, book sales and services on the comparative income statement
  - Fundraisers – Gift envelope and big book sales brought in money
  - Red indicates asset instead of liabilityBank reconciliation – segregation of duties
  - Employee taking the cash is the same as the person recording the cash
  - Reconciliation of cash and debit accounts and ensuring that they matchReview of Auditor
  - Next audit: RFP to auditors around town for estimates
  - Review of auditor costs
5. HR & F Policy review update  
  
HR2 Job Descriptions – tabled until next meeting
6. Next Meeting: April 23, 2015 at 5:00pm
7. Adjournment at 5:42pm



**Brooks Public Library**  
**Comparative Income Statement**

REVENUE	Actual 02/01/2015 to 02/28/2015	Budget 01/01/2015 to 12/31/2015	Percent
<b>REVENUE</b>			
City of Brooks	0.00	249,128.00	(100.00)
City of Brooks Misc	0.00	9,100.00	(100.00)
HRDC - Summer Student	0.00	2,500.00	(100.00)
Province of Alberta	0.00	74,016.00	(100.00)
County of Newell Library Board	0.00	35,301.00	(100.00)
Grant Funding	0.00	4,100.00	(100.00)
Resident Cardholder Fees	490.10	8,000.00	(93.87)
Miscellaneous	0.00	200.00	(100.00)
Fines, Book Sales and Services	760.15	21,500.00	(96.46)
Charitable Receipt Donations	0.00	1,000.00	(100.00)
Fundraisers	708.00	1,000.00	(29.20)
Adopt-a-magazine	0.00	2,000.00	(100.00)
GST Recovery	0.00	1,000.00	(100.00)
<b>TOTAL REVENUE</b>	<u>1,958.25</u>	<u>408,845.00</u>	<u>(99.52)</u>
<b>TOTAL REVENUE</b>	<u>1,958.25</u>	<u>408,845.00</u>	<u>(99.52)</u>
<b>EXPENSE</b>			
<b>EXPENSES</b>			
SLS Expense (Materials)	0.00	62,000.00	(100.00)
SLS - Dynix and Telecom	0.00	3,500.00	(100.00)
Books and Materials	0.00	2,695.00	(100.00)
New Library Furnishings	0.00	1,000.00	(100.00)
Library Supplies	0.00	11,000.00	(100.00)
Administration & Travel	0.00	5,000.00	(100.00)
Program Expense	0.00	9,500.00	(100.00)
Professional Development & Trai...	0.00	4,100.00	(100.00)
Telephone and Fax Expense	0.00	4,000.00	(100.00)
Copier & Computer Costs	0.00	12,500.00	(100.00)
Security Monitoring	0.00	300.00	(100.00)
Freight and Postage	0.00	900.00	(100.00)
Professional Memberships	0.00	550.00	(100.00)
Publicity and Advertising	0.00	750.00	(100.00)
Audit and Insurance	0.00	9,100.00	(100.00)
Bank Charges	0.00	400.00	(100.00)
Miscellaneous	0.00	200.00	(100.00)
Wages	17,998.49	240,000.00	(92.50)
EI Expense	454.01	5,750.00	(92.10)
CPP Expense	777.47	9,900.00	(92.15)
WCB Expense	0.00	900.00	(100.00)
AMSC Health Benefits	263.92	5,800.00	(95.45)
L.A.P.P. Expense	836.66	19,000.00	(95.60)
<b>TOTAL EXPENSES</b>	<u>20,330.55</u>	<u>408,845.00</u>	<u>(95.03)</u>
<b>TOTAL EXPENSE</b>	<u>20,330.55</u>	<u>408,845.00</u>	<u>(95.03)</u>
<b>NET INCOME</b>	<u>(18,372.30)</u>	<u>0.00</u>	<u>0.00</u>

**Brooks Public Library**  
**Balance Sheet As at 02/28/2015**

**ASSET****CURRENT ASSETS**

Cash On Hand/Float	50.00
Cash In Bank	45,546.22
Cash in Bank - Adjustment	1,291.14
Reserve Fund	59,609.12
CFSEA Managed Fund	30,000.00
Interest Receivable	613.00
Education Loan Receivable (Geo...	4,252.42

<b>TOTAL CURRENT ASSETS</b>	<u>141,361.90</u>
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<b>TOTAL ASSET</b>	<u><u>141,361.90</u></u>
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**LIABILITY****CURRENT LIABILITIES**

Accounts Payable	2,063.39
MNP Accrual	6,055.00
GST Paid on Purchases	(4,360.08)
Vacation Payable	8,222.69
EI Payable	813.60
CPP Payable	1,641.41
Income Tax Payable	2,172.81
L.A.P.P.	(795.65)
AUMA Extended Health	226.24
LAPP - Employer	1,716.38
AUMA - Employer	527.94

<b>TOTAL CURRENT LIABILITIES</b>	<u>18,283.73</u>
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<b>TOTAL LIABILITY</b>	<u>18,283.73</u>
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**EQUITY****EARNINGS**

Building Fund Reserves	96,385.75
Externally restricted	200.00
Retained Earnings	64,902.25
Current Earnings	(38,409.83)

<b>CURRENT EARNINGS</b>	<u>123,078.17</u>
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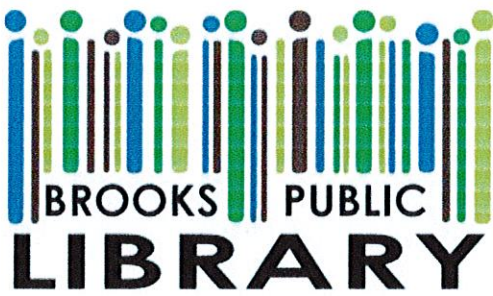
<b>TOTAL EQUITY</b>	<u>123,078.17</u>
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<b>LIABILITIES AND EQUITY</b>	<u><u>141,361.90</u></u>
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# Brooks Public Library

## Comparative Income Statement

	Actual 01/01/2015 to 02/28/2015	Budget 01/01/2015 to 12/31/2015	Percent
<b>REVENUE</b>			
<b>REVENUE</b>			
City of Brooks	0.00	249,128.00	(100.00)
City of Brooks Misc	0.00	9,100.00	(100.00)
HRDC - Summer Student	0.00	2,500.00	(100.00)
Province of Alberta	0.00	74,016.00	(100.00)
County of Newell Library Board	0.00	35,301.00	(100.00)
Grant Funding	1,127.50	4,100.00	(72.50)
Resident Cardholder Fees	1,439.85	8,000.00	(82.00)
Miscellaneous	0.00	200.00	(100.00)
Fines, Book Sales and Services	2,453.50	21,500.00	(88.59)
Charitable Receipt Donations	0.00	1,000.00	(100.00)
Fundraisers	708.00	1,000.00	(29.20)
Adopt-a-magazine	0.00	2,000.00	(100.00)
GST Recovery	0.00	1,000.00	(100.00)
<b>TOTAL REVENUE</b>	<u>5,728.85</u>	<u>408,845.00</u>	<u>(98.60)</u>
<b>TOTAL REVENUE</b>	<u>5,728.85</u>	<u>408,845.00</u>	<u>(98.60)</u>
<b>EXPENSE</b>			
<b>EXPENSES</b>			
SLS Expense (Materials)	0.00	62,000.00	(100.00)
SLS - Dynix and Telecom	0.00	3,500.00	(100.00)
Books and Materials	85.71	2,695.00	(96.82)
New Library Furnishings	0.00	1,000.00	(100.00)
Library Supplies	30.45	11,000.00	(99.72)
Administration & Travel	964.05	5,000.00	(80.72)
Program Expense	0.00	9,500.00	(100.00)
Professional Development & Trai...	0.00	4,100.00	(100.00)
Telephone and Fax Expense	282.28	4,000.00	(92.94)
Copier & Computer Costs	548.75	12,500.00	(95.61)
Security Monitoring	0.00	300.00	(100.00)
Freight and Postage	0.00	900.00	(100.00)
Professional Memberships	0.00	550.00	(100.00)
Publicity and Advertising	80.00	750.00	(89.33)
Audit and Insurance	0.00	9,100.00	(100.00)
Bank Charges	2.00	400.00	(99.50)
Miscellaneous	0.00	200.00	(100.00)
Wages	37,135.21	240,000.00	(84.53)
EI Expense	936.56	5,750.00	(83.71)
CPP Expense	1,603.32	9,900.00	(83.80)
WCB Expense	0.00	900.00	(100.00)
AMSC Health Benefits	753.97	5,800.00	(87.00)
L.A.P.P. Expense	1,716.38	19,000.00	(90.97)
<b>TOTAL EXPENSES</b>	<u>44,138.68</u>	<u>408,845.00</u>	<u>(89.20)</u>
<b>TOTAL EXPENSE</b>	<u>44,138.68</u>	<u>408,845.00</u>	<u>(89.20)</u>
<b>NET INCOME</b>	<u>(38,409.83)</u>	<u>0.00</u>	<u>0.00</u>



May 21<sup>st</sup>, 2015  
HR&F Committee Meeting Minutes

1. Call to Order, 4:36pm
2. Attendance: Nigel, Lisa, Cathryn, Beverly, Bjornda, Mohammed
3. Approval of Agenda Motion: Bev PASSED
4. Approval of Minutes Motion: Bjornda PASSED
5. Review of Financial Statements
  - a. Provincial funds are on hold (75% of proposed, based on 2014 population will be paid in first installment)
6. Review of Chart of Accounts
7. HR&F Policy Review update
  - a. a)HR.2 Job Descriptions
8. In camera, 6:10
9. Adjournment, 6:30

Next Meeting: June 18<sup>th</sup>, 2015 @ 5pm

Approved by: \_\_\_\_\_  
Board Chair  
Date Approved: April 12, 2013  
Replaces: 2003/02/24

<b>Brooks Public Library</b>			
<b>Balance Sheet As at 04/30/2015</b>			
<b>ASSET</b>			
<b>CURRENT ASSETS</b>			
Cash On Hand/Float		50.00	
Cash In Bank		(4,301.23)	
Cash in Bank - Adjustment		1,291.14	
Reserve Fund		59,609.12	
CFSEA Managed Fund		30,000.00	
Interest Receivable		613.00	
<b>TOTAL CURRENT ASSETS</b>		<b>87,262.03</b>	
<b>TOTAL ASSET</b>		<b>87,262.03</b>	
<b>LIABILITY</b>			
<b>CURRENT LIABILITIES</b>			
Accounts Payable		2,063.39	
MNP Accrual		6,055.00	
GST Paid on Purchases		(4,427.58)	
Vacation Payable		8,879.75	
EI Payable		(179.87)	
CPP Payable		0.09	
Income Tax Payable		(285.59)	
L.A.P.P.		(2,213.46)	
AUMA Extended Health		(273.70)	
LAPP - Employer		3,991.35	
AUMA - Employer		1,374.90	
<b>TOTAL CURRENT LIABILITIES</b>		<b>14,984.28</b>	
<b>TOTAL LIABILITY</b>		<b>14,984.28</b>	
<b>EQUITY</b>			
<b>EARNINGS</b>			
Building Fund Reserves		96,385.75	
Externally restricted		200.00	
Retained Earnings		64,902.25	
Current Earnings		(89,210.25)	
<b>CURRENT EARNINGS</b>		<b>72,277.75</b>	
<b>TOTAL EQUITY</b>		<b>72,277.75</b>	
<b>LIABILITIES AND EQUITY</b>		<b>87,262.03</b>	
<b>Generated On: 05/19/2015</b>			

**Brooks Public Library**  
**Comparative Income Statement**

	Actual 01/01/2015 to 04/30/2015	Budget 01/01/2015 to 12/31/2015	Percent	
<b>REVENUE</b>				
<b>REVENUE</b>				
City of Brooks	0.00	249,128.00	(100.00)	
City of Brooks Misc	0.00	9,100.00	(100.00)	
HRDC - Summer Student	0.00	2,500.00	(100.00)	
Province of Alberta	0.00	74,016.00	(100.00)	
County of Newell Library Board	0.00	35,301.00	(100.00)	
Grant Funding	1,127.50	4,100.00	(72.50)	28%
Resident Cardholder Fees	4,236.85	8,000.00	(47.04)	53%
Miscellaneous	0.00	200.00	(100.00)	
Fines, Book Sales and Services	7,067.71	21,500.00	(67.13)	33%
Charitable Receipt Donations	0.00	1,000.00	(100.00)	
Fundraisers	1,556.00	1,000.00	55.60	156%
Adopt-a-magazine	100.00	2,000.00	(95.00)	5%
GST Recovery	0.00	1,000.00	(100.00)	
<b>TOTAL REVENUE</b>	<b>14,088.06</b>	<b>408,845.00</b>	<b>(96.55)</b>	<b>3%</b>
<b>TOTAL REVENUE</b>	<b>14,088.06</b>	<b>408,845.00</b>	<b>(96.55)</b>	
<b>EXPENSE</b>				
<b>EXPENSES</b>				
SLS Expense (Materials)	0.00	62,000.00	(100.00)	
SLS - Dynix and Telecom	0.00	3,500.00	(100.00)	
Books and Materials	483.16	2,695.00	(82.07)	18%
New Library Furnishings	0.00	1,000.00	(100.00)	
Library Supplies	1,359.82	11,000.00	(87.64)	12%
Administration & Travel	3,591.09	5,000.00	(28.18)	72%
Program Expense	1,687.36	9,500.00	(82.24)	18%
Professional Development & Training	1,947.15	4,100.00	(52.51)	47%
Telephone and Fax Expense	1,718.45	4,000.00	(57.04)	43%
Copier & Computer Costs	4,043.26	12,500.00	(67.65)	32%
Security Monitoring	0.00	300.00	(100.00)	
Freight and Postage	89.25	900.00	(90.08)	10%
Professional Memberships	0.00	550.00	(100.00)	
Publicity and Advertising	80.00	750.00	(89.33)	11%
Audit and Insurance	0.00	9,100.00	(100.00)	
Bank Charges	8.00	400.00	(98.00)	
Miscellaneous	0.00	200.00	(100.00)	
Wages	76,973.10	240,000.00	(67.93)	32%
EI Expense	1,915.00	5,750.00	(66.70)	33%

CPP Expense	3,217.55	9,900.00	(67.50)	33%
WCB Expense	592.84	900.00	(34.13)	66%
AMSC Health Benefits	1,600.93	5,800.00	(72.40)	28%
L.A.P.P. Expense	3,991.35	19,000.00	(78.99)	21%
<b>TOTAL EXPENSES</b>	<b>103,298.31</b>	<b>408,845.00</b>	<b>(74.73)</b>	<b>25%</b>
<b>TOTAL EXPENSE</b>	<b>103,298.31</b>	<b>408,845.00</b>	<b>(74.73)</b>	
<b>NET INCOME</b>	<b>(89,210.25)</b>	<b>0.00</b>	<b>0.00</b>	
<b>Generated On: 05/19/2015</b>				

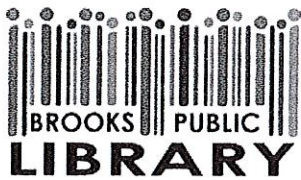
**Brooks Public Library**  
**Comparative Income Statement**

	Actual 04/01/2015 to 04/30/2015	Budget 01/01/2015 to 12/31/2015	Percent	
<b>REVENUE</b>				
<b>REVENUE</b>				
City of Brooks	0.00	249,128.00	(100.00)	
City of Brooks Misc	0.00	9,100.00	(100.00)	
HRDC - Summer Student	0.00	2,500.00	(100.00)	
Province of Alberta	0.00	74,016.00	(100.00)	
County of Newell Library Board	0.00	35,301.00	(100.00)	
Grant Funding	0.00	4,100.00	(100.00)	
Resident Cardholder Fees	872.00	8,000.00	(89.10)	11%
Miscellaneous	0.00	200.00	(100.00)	
Fines, Book Sales and Services	1,429.60	21,500.00	(93.35)	7%
Charitable Receipt Donations	0.00	1,000.00	(100.00)	
Fundraisers	0.00	1,000.00	(100.00)	
Adopt-a-magazine	0.00	2,000.00	(100.00)	
GST Recovery	0.00	1,000.00	(100.00)	
<b>TOTAL REVENUE</b>	<b>2,301.60</b>	<b>408,845.00</b>	<b>(99.44)</b>	<b>1%</b>
<b>TOTAL REVENUE</b>	<b>2,301.60</b>	<b>408,845.00</b>	<b>(99.44)</b>	
<b>EXPENSE</b>				
<b>EXPENSES</b>				
SLS Expense (Materials)	0.00	62,000.00	(100.00)	
SLS - Dynix and Telecom	0.00	3,500.00	(100.00)	
Books and Materials	95.20	2,695.00	(96.47)	4%
New Library Furnishings	0.00	1,000.00	(100.00)	
Library Supplies	902.83	11,000.00	(91.79)	8%
Administration & Travel	1,727.68	5,000.00	(65.45)	35%
Program Expense	0.00	9,500.00	(100.00)	
Professional Development & Training	1,350.00	4,100.00	(67.07)	33%
Telephone and Fax Expense	284.87	4,000.00	(92.88)	7%
Copier & Computer Costs	723.52	12,500.00	(94.21)	6%
Security Monitoring	0.00	300.00	(100.00)	
Freight and Postage	0.00	900.00	(100.00)	
Professional Memberships	0.00	550.00	(100.00)	
Publicity and Advertising	0.00	750.00	(100.00)	
Audit and Insurance	0.00	9,100.00	(100.00)	
Bank Charges	2.00	400.00	(99.50)	1%
Miscellaneous	0.00	200.00	(100.00)	
Wages	19,230.03	240,000.00	(91.99)	8%
EI Expense	475.91	5,750.00	(91.72)	8%



CPP Expense		781.80		9,900.00	(92.10)	8%
WCB Expense		0.00		900.00	(100.00)	
AMSC Health Benefits		339.34		5,800.00	(94.15)	6%
L.A.P.P. Expense		1,256.27		19,000.00	(93.39)	7%
<b>TOTAL EXPENSES</b>		<b>27,169.45</b>		<b>408,845.00</b>	<b>(93.35)</b>	<b>7%</b>
<b>TOTAL EXPENSE</b>		<b>27,169.45</b>		<b>408,845.00</b>	<b>(93.35)</b>	
<b>NET INCOME</b>		<b>(24,867.85)</b>		<b>0.00</b>	<b>0.00</b>	

Generated On: 05/20/2015



**June 22, 2015  
MEETING MINUTES**

1. Call to Order – 5pm
  - a. In Attendance: Mohammed, Bjornda, Jodi, Linda, Dan, Bev, Marilyn, Jessi, Cathryn, Lisa
  - b. Regrets: Nigel, Malina
  
2. Approval of the Agenda Motion: Dan PASSED
  
3. Approval of Minutes Motion: Linda PASSED
  
4. Standing reports
  - a. Head Librarian - Bjornda will attend Allison's review
    - i. Motion to Recognize Tamara as receiving 10 years of service at leaving party  
Motion: Dan PASSED
    - ii. Move Telus and Credit Card to Old Business
  - b. HR & F
  - c. BD & P
  - d. Building Committee – Interior design displays presented
  - e. Social Committee
    - i. June 19 volunteer BBQ – very successful, Friends declined to attend
  - f. TAB – Report from Jill
    - i. Representation – breaking for summer
    - ii. Glitch brochureMotion to Accept All Reports: Marilyn PASSED
  
5. Old Business
  - a. Policy review status/ schedule
  - b. Board members orientation/ PD
  - c. Head librarian position – 7 resumes received, open date extended to July 3rd
  - d. Plan of service 2015-2018
  
6. Treasurer report
  - a. portion of City funds received
  - b. Division of Fines, Book Sales, etc. started June 1stMotion to Accept: Bev PASSED
  
7. New Business
  - a. Minimum Wage

*ME cl*

- i. Lisa will draft Letter to government officials (Premier and Labour Minister, cc Library Branch Manager) outlining repercussions of proposed minimum wage increase
- ii. delete head librarian from wage grid
- iii. add LA4 (MLIS) – pay grid to be determined
- iv. combine LA2&3 – pay grid to be determined
- v. create Library Manager pay grid line
- vi. return revisions to HR&F

- b. Documents for Destruction
- c. Library Manager Job Description

Motion to Accept: Jessi PASSED

- d. Summer Meetings – summer meeting dates will stand
- e. Audit

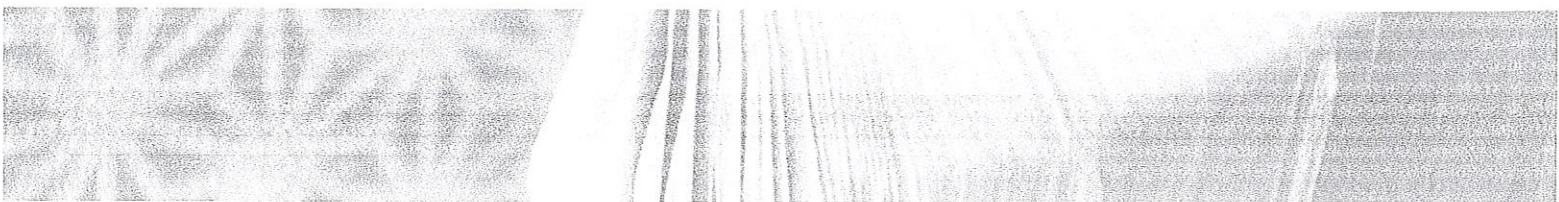
8. In-Camera

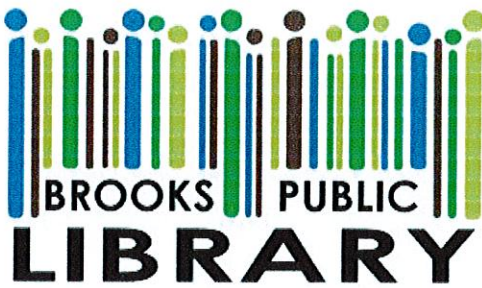
9. Adjournment, 6:55pm

Motion to Adjourn: Dan PASSED

Next Board meeting is July 27, 2015 @ 5:00pm

*Carthyn Kwachuk*  
Acting Head Librarian.



June 18<sup>th</sup>, 2015  
HR&F Committee Meeting Minutes

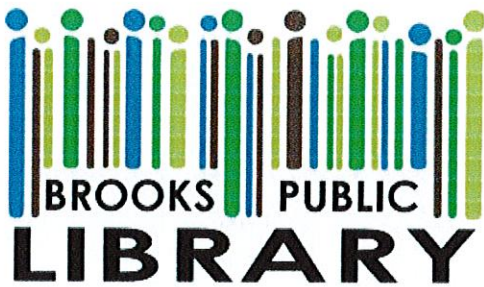
1. Call to Order at 5:05pm
2. Attendance: Bjornda Bjornson, Beverly Signarowski, Mohammed Yusuf Idriss, Malina Stetzel, Lisa Crosby and Cathryn Krochak
3. Approval of Agenda MOTION: Bjornda PASSED
4. Approval of Minutes MOTION: Beverly PASSED
5. Review of Financial Statements
  - a. Budgeted conservatively for Resident Cardholder Fees
  - b. MISC: Kinettes fundraiser \$818.34 will need to be moved to another line item – Charitable Donations
  - c. Charitable donations over \$20 where they don't want a receipt are still issued a receipt
  - d. Rebate from WCB
  - e. Adopt-A-Magazine: Most of the money comes in the fall
6. Reports
  - a. **Telus Credit:** Lisa has started the investigation of our phone fees. Still waiting for someone to respond. BPL is in a contract with Telus.
  - b. **Recurring Visa Charges:** Adobe monthly charges are used for Indesign what we use in the library. Why are we paying about \$700 per year for this software? Does the software warrant the purchase? Is this something that we can stop using? The library currently has Publisher. Can we make sure that it is an annual licensing rather than a monthly fee? Cathryn and Lisa to look into for next meeting.
  - c. **LAPP Reconciliation:** Amount \$543 was from Bessie but we are unable to get a reimbursement in that amount due to the fact that Bessie has retired. The error was made only on Bessie. The Library will not be able to recoup the money.
7. HR&F Policy Review update
  - a. HR.2 Job Descriptions: The Committee recommends to forward the final draft of the Library Manager position to the Board for approval.

Approved by: \_\_\_\_\_

Board Chair

Date Approved: April 12, 2013

Replaces: 2003/02/24



June 18<sup>th</sup>, 2015  
HR&F Committee Meeting Minutes

8. New Business:

- a. **Minimum wage:** NDP increasing minimum wage over 3 years to \$15.00 per hour. Committee will need to decide if we will need to (1) bump up all those below minimum or (2) bump up all those below and bump up those at the current \$15.00. Lisa and Cathryn to provide more information regarding the changes and also how it will impact our overall budget. Potential impact on budget with the new library and staff. This information is requested for the Monday Board meeting on June 22, 2015.
- b. **Audit:** The Library is receiving requests for more documentation. The audit will not be done by the end of June but we will get the charitable receipt and LAPP completed by the end of June.
- c. **Job Applications:** We are extending the job posting until July 3, 2015. So far we have received 4 applications for Library Manager.
- d. **Summer Meetings:** Topic to bring forward to the Board.

9. In camera

10. Adjournment at 5:44pm

Next Meeting: July 16<sup>th</sup>, 2015

Approved by: \_\_\_\_\_

Board Chair

Date Approved: April 12, 2013

Replaces: 2003/02/24

**Brooks Public Library  
Comparative Income  
Statement**

	Actual 05/01/2015 to 05/29/2015	Percent	Actual 01/01/2015 to 05/29/2015	Percent	Budget 01/01/2015 to 12/31/2015
SLS Expense (Materials)	31,728.50	51%	31,728.50	51%	62,000.00
SLS - Dynix and Telecom	0.00	0%	0.00	0%	3,500.00
Books and Materials	150.00	6%	633.16	23%	2,695.00
New Library Furnishings	0.00	0%	0.00	0%	1,000.00
Library Supplies	1,569.71	14%	2,929.53	27%	11,000.00
Administration & Travel	1,080.76	22%	4,671.85	93%	5,000.00
Program Expense	321.00	3%	2,008.36	21%	9,500.00
Professional Development & Training	0.00	0%	1,947.15	47%	4,100.00
Telephone and Fax Expense	0.00	0%	1,718.45	43%	4,000.00
Copier & Computer Costs	2,211.23	18%	6,254.49	50%	12,500.00
Security Monitoring	0.00	0%	0.00	0%	300.00
Freight and Postage	0.00	0%	89.25	10%	900.00
Professional Memberships	0.00	0%	0.00	0%	550.00
Publicity and Advertising	84.00	11%	164.00	22%	750.00
Audit and Insurance	0.00	0%	0.00	0%	9,100.00
Bank Charges	2.00	1%	10.00	3%	400.00
Miscellaneous	0.00	0%	0.00	0%	200.00
Wages	16,386.69	7%	93,359.79	39%	240,000.00
EI Expense	409.38	7%	2,324.38	40%	5,750.00
CPP Expense	641.60	6%	3,859.15	39%	9,900.00
WCB Expense	0.00	0%	592.84	66%	900.00
AMSC Health Benefits	263.42	5%	1,864.35	32%	5,800.00
L.A.P.P. Expense	971.13	5%	4,962.48	26%	19,000.00
<b>TOTAL EXPENSES</b>	<b>55,819.42</b>		<b>159,117.73</b>		<b>408,845.00</b>
<b>TOTAL EXPENSE</b>	<b>55,819.42</b>		<b>159,117.73</b>		<b>408,845.00</b>
<b>NET INCOME</b>	<b>10,334.87</b>		<b>(78,875.38)</b>	<b>0.00</b>	<b>0.00</b>

Generated On: 06/12/2015

**Brooks Public Library  
Comparative Income  
Statement**

	Actual 05/01/2015 to 05/29/2015	Percent	Actual 01/01/2015 to 05/29/2015	Percent	Budget 01/01/2015 to 12/31/2015
<b>REVENUE</b>					
City of Brooks	62,282.00	25%	62,282.00	25%	249,128.00
City of Brooks Misc	0.00	0%	0.00	0%	9,100.00
HRDC - Summer Student	0.00	0%	0.00	0%	2,500.00
Province of Alberta	0.00	0%	0.00	0%	74,016.00
County of Newell Library Board	0.00	0%	0.00	0%	35,301.00
Grant Funding	0.00	0%	1,127.50	28%	4,100.00
Resident Cardholder Fees	980.00	12%	5,216.85	65%	8,000.00
Miscellaneous	818.34	409%	818.34	409%	200.00
Fines, Book Sales and Services	1,813.43	8%	8,881.14	41%	21,500.00
Charitable Receipt Donations	0.00	0%	0.00	0%	1,000.00
Fundraisers, Book Sales	0.00	0%	1,556.00	156%	1,000.00
Adopt-a-magazine	0.00	0%	100.00	5%	2,000.00
Reimbursements, Rebates	260.52		260.52		0.00
GST Recovery	0.00	0%	0.00	0%	1,000.00
<b>TOTAL REVENUE</b>	<b>66,154.29</b>		<b>80,242.35</b>		<b>408,845.00</b>
<b>TOTAL REVENUE</b>	<b>66,154.29</b>		<b>80,242.35</b>		<b>408,845.00</b>

**Brooks Public Library**  
**Balance Sheet As at 06/05/2015**

**ASSET**

**CURRENT ASSETS**

Cash On Hand/Float	50.00
Cash In Bank	2,583.75
Cash in Bank - Adjustment	1,291.14
Reserve Fund	59,609.12
CFSEA Managed Fund	30,000.00
Interest Receivable	613.00
<b>TOTAL CURRENT ASSETS</b>	<u>94,147.01</u>

**TOTAL ASSET**

94,147.01

**LIABILITY**

**CURRENT LIABILITIES**

Accounts Payable	2,063.39
MNP Accrual	6,055.00
GST Paid on Purchases	(4,427.58)
Vacation Payable	8,886.35
EI Payable	(232.77)
CPP Payable	0.09
Income Tax Payable	(285.59)
L.A.P.P.	(6,117.76)
AUMA Extended Health	(646.08)
LAPP - Employer	4,962.48
AUMA - Employer	1,638.32
<b>TOTAL CURRENT LIABILITIES</b>	<u>11,895.85</u>

**TOTAL LIABILITY**

11,895.85

**EQUITY**

**EARNINGS**

Building Fund Reserves	96,385.75
Externally restricted	200.00
Retained Earnings	64,902.25
Current Earnings	(79,236.84)
<b>CURRENT EARNINGS</b>	<u>82,251.16</u>

**TOTAL EQUITY**

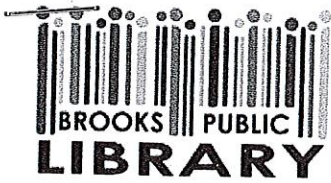
82,251.16



LIABILITIES AND EQUITY

94,147.01

Generated On: 06/15/2015



July 27, 2015  
**BOARD MEETING MINUTES**

In Attendance: Mohammed, Beverly, Malina, Marilyn, Dan, Nigel, Cathryn, Linda, Jessi, Lisa  
Regrets: Bjornda, Jodi

1. Call to Order, 5:01 PM
2. Approval of the Agenda Motion to Approve: Linda PASSED
3. Approval of Minutes Motion to Approve: Dan PASSED
4. Standing reports
  - a. Head Librarian
  - b. HR & F (next meeting: September 17<sup>th</sup> @4:30)
  - c. BD & P (next meeting: August 19<sup>th</sup> @4:00)
  - d. Building Committee (next meeting: TBD)
  - e. Social Committee (aiming for November Holiday Party, vacancies)
  - f. TAB (next meeting: September 2<sup>nd</sup>)
    - i. RepresentationMotion to Accept Reports: Jessi PASSED
5. Old Business
  - a. Policy review status/ schedule
  - b. Board members orientation/ PD
  - c. Library Manager position
  - d. Minimum wage letter
6. Treasurer report Acceptance of the Report
7. New Business
  - a. Annual Report Motion to Approve: Dan PASSED
  - b. Cancel August Meetings? Motion to Cancel: Jessi PASSED
  - c. Records Retention Schedule Motion to Approve: Bev PASSED
  - d. Document Disposal
8. In-Camera Motion to move In-Camera: 5:49 Bev PASSED  
Motion to move out of In-Camera: 6:03 Dan Passed

Library Manager: 

Board Chair: 

- |   |                                |        |
|---|--------------------------------|--------|
| 9. Motion to offer Lisa Crosby Library Manager position | Marilyn                        | PASSED |
| 10. Motion to add Linda Senecal to signing authority    | Nigel                          | PASSED |
| 11. Adjournment   | Motion to adjourn 6:06: Malina | PASSED |

Next Board meeting is September 28, 2015 @ 5:00pm

LC

MI

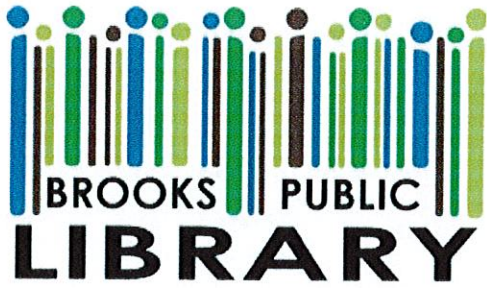
Attendance: Nigel, Dan, Bev, Jodi, Lisa, Mohammed  
Regrets: Marilyn, Bjornda, Jessi, Linda

1. Call to Order, 5:12pm
2. Approval of the Agenda Motion to Approve: Jodi, PASSED
3. Approval of Minutes Motion to Approve: Dan,
4. Standing reports
  - a. Head Librarian
  - b. HR & F – next meeting Oct 15<sup>th</sup> @4:30
  - c. BD & P – next meeting Oct 21<sup>st</sup> @4:30
  - d. Building Committee – next meeting Oct 13<sup>th</sup>@4pm
  - e. Social Committee
  - f. TAB
  - i. Representation
5. Correspondence
6. Old Business
  - a. Policy review status/ schedule
  - b. Board members orientation/ PD
7. Treasurer report Motion to Accept: Dan, PASSED
8. New Business
  - a. Approval of policies. Motion to Approve HR.10 with changes made: Dan, PASSED
  - b. 2014 audited financial statements Motion to Approve: Jodi, PASSED
  - c. New Library Capital purchases - inquiry and return for further discussion
  - d. Grant Application
  - e. Staff Bonus Motion to give Cathryn a bonus of \$3,800 (before tax) for her 3 months as Acting Head Librarian: Nigel, PASSED
9. Motion to move In-Camera, 6:50 by Dan  
Motion to move Out of Camera, 7:04 by Bev
10. Adjournment (Motion, Dan): 7:08pm

**Next Board meeting is October 25, 2015 @ 5:00pm**



Mohammed Idriss



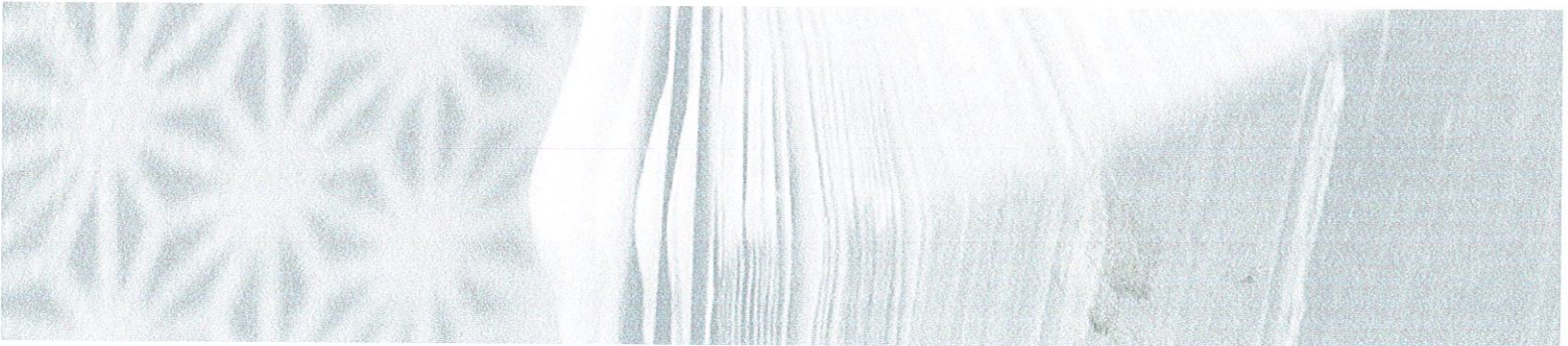
Sept. 17, 2015  
HR&F Committee Minutes

In Attendance: Nigel, Mohammed, Bjornda, Lisa

Regrets:

1. Call to Order, 4:39
2. Approval of Agenda Motion to Approve, Bjornda PASSED
3. Approval of Minutes Motion to Approve, Bjornda PASSED
4. Review of Financial Statements: July & August
5. Recommend to Board that capital expenditure due diligence and approval be delegated to Building Committee
6. Recommend to Board that Cathryn receive a bonus for her time as Acting Head Librarian
7. Discussion of position classifications for part time staff
8. In camera – no motion to move in camera
9. Adjournment, 5:52

Next Meeting: October 15<sup>th</sup>, 2015 @4:30



**Brooks Public Library**  
**Balance Sheet As at 07/31/2015**

**ASSET**

**CURRENT ASSETS**

Cash On Hand/Float	50.00
Cash In Bank	43,293.46
Cash in Bank - Adjustment	1,291.14
Reserve Fund	43,109.12
CFSEA Managed Fund	30,000.00
Interest Receivable	613.00

**TOTAL CURRENT ASSETS** 118,356.72

**TOTAL ASSET** 118,356.72

**LIABILITY**

**CURRENT LIABILITIES**

Accounts Payable	2,063.39
MNP Accrual	6,055.00
GST Paid on Purchases	(4,427.58)
Vacation Payable	8,900.33
EI Payable	(1,141.97)
CPP Payable	(736.85)
Income Tax Payable	(106.62)
L.A.P.P.	(8,282.02)
AUMA Extended Health	(524.72)
LAPP - Employer	6,592.60
AUMA - Employer	2,295.02

**TOTAL CURRENT LIABILITIES** 10,686.58

**TOTAL LIABILITY** 10,686.58

**EQUITY**

**EARNINGS**

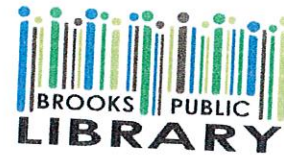
Building Fund Reserves	96,385.75
Externally restricted	200.00
Retained Earnings	64,902.25
Current Earnings	(53,817.86)

**CURRENT EARNINGS** 107,670.14

**TOTAL EQUITY** 107,670.14

**LIABILITIES AND EQUITY** 118,356.72

Brooks Public Library  
Comparative Income Statement - July 2015



	Actual 07/01/2015 to 07/31/2015	Percent	Actual 01/01/2015 to 07/31/2015	Percent	Budget 01/01/2015 to 12/31/2015
<b>REVENUE</b>					
City of Brooks	62,282.00	25%	124,564.00	50%	249,128.00
City of Brooks Misc	0.00	0%	0.00	0%	9,100.00
HRDC - Summer Student	0.00	0%	0.00	0%	2,500.00
Province of Alberta	0.00	0%	0.00	0%	74,016.00
County of Newell Library Board	0.00	0%	0.00	0%	35,301.00
Grant Funding	0.00	0%	1,127.50	28%	4,100.00
Resident Cardholder Fees	1,140.00	14%	7,551.85	94%	8,000.00
Miscellaneous	0.00	0%	0.00	0%	200.00
Fines	934.62	4%	10,853.61	50%	21,500.00
Services	991.49		1,861.19		0.00
Charitable Receipt Donations	200.00	20%	935.00	94%	1,000.00
Fundraisers, Book Sales	113.10	11%	1,790.04	179%	1,000.00
Adopt-a-magazine	0.00	0%	100.00	5%	2,000.00
Reimbursements, Rebates	0.00		260.52		
GST Recovery	0.00	0%	0.00	0%	1,000.00
<b>TOTAL REVENUE</b>	<u>65,661.21</u>		<u>149,043.71</u>		<u>408,845.00</u>
<b>EXPENSES</b>					
SLS Expense (Materials)	0.00	0%	31,728.50	51%	62,000.00
SLS - Dynix and Telecom	0.00	0%	0.00	0%	3,500.00
Books and Materials	183.43	7%	816.59	30%	2,695.00
New Library Furnishings	0.00	0%	0.00	0%	1,000.00
Library Supplies	502.77	5%	4,977.01	45%	11,000.00
Administration & Travel	0.00	0%	4,203.51	84%	5,000.00
Recruitment Expense	0.00		0.00		
Program Expense	34.66	0%	2,763.69	29%	9,500.00
Professional Development & Training	0.00	0%	1,947.15	47%	4,100.00
Telephone and Fax Expense	266.64	7%	1,985.09	50%	4,000.00
Copier & Computer Costs	644.04	5%	7,531.57	60%	12,500.00
Security Monitoring	0.00	0%	0.00	0%	300.00
Freight and Postage	0.00	0%	267.75	30%	900.00
Professional Memberships	0.00	0%	0.00	0%	550.00
Publicity and Advertising	137.81	18%	1,228.44	164%	750.00
Audit and Insurance	(2,304.78)	-25%	0.00	0%	9,100.00
Bank Charges	85.17	21%	104.17	26%	400.00
Miscellaneous	0.00	0%	0.00	0%	200.00
Wages	16,632.97	7%	126,732.70	53%	240,000.00
EI Expense	407.59	7%	3,150.46	55%	5,750.00
CPP Expense	639.46	6%	5,157.31	52%	9,900.00
WCB Expense	0.00	0%	592.84	66%	900.00
AMSC Health Benefits	392.78	7%	2,521.05	43%	5,800.00
L.A.P.P. Expense	1,251.02	7%	7,153.74	38%	19,000.00
<b>TOTAL EXPENSES</b>	<u>18,873.56</u>		<u>202,861.57</u>		<u>408,845.00</u>
<b>NET INCOME</b>	<u><u>46,787.65</u></u>		<u><u>(53,817.86)</u></u>		<u><u>0.00</u></u>

**Brooks Public Library**  
**Balance Sheet As at 08/31/2015**

**ASSET**

**CURRENT ASSETS**

Cash On Hand/Float	50.00
Cash In Bank	20,922.99
Cash in Bank - Adjustment	1,291.14
Reserve Fund	43,109.12
CFSEA Managed Fund	30,000.00
Interest Receivable	613.00
<b>TOTAL CURRENT ASSETS</b>	<b>95,986.25</b>

<b>TOTAL ASSET</b>	<b>95,986.25</b>
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**LIABILITY**

**CURRENT LIABILITIES**

Accounts Payable	2,063.39
MNP Accrual	6,055.00
GST Paid on Purchases	(4,570.30)
Vacation Payable	8,905.13
EI Payable	(1,141.99)
CPP Payable	(646.07)
Income Tax Payable	(106.62)
L.A.P.P.	(9,521.09)
AUMA Extended Health	(790.52)
LAPP - Employer	7,527.68
AUMA - Employer	2,560.82
<b>TOTAL CURRENT LIABILITIES</b>	<b>10,335.43</b>

<b>TOTAL LIABILITY</b>	<b>10,335.43</b>
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**EQUITY**

**EARNINGS**

Building Fund Reserves	96,385.75
Externally restricted	200.00
Retained Earnings	64,902.25
Current Earnings	(75,837.18)
<b>CURRENT EARNINGS</b>	<b>85,650.82</b>

<b>TOTAL EQUITY</b>	<b>85,650.82</b>
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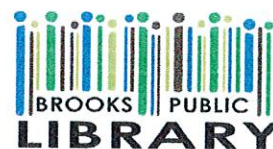
<b>LIABILITIES AND EQUITY</b>	<b>95,986.25</b>
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**Brooks Public Library**  
**Comparative Income Statement - August 2015**

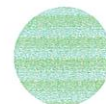
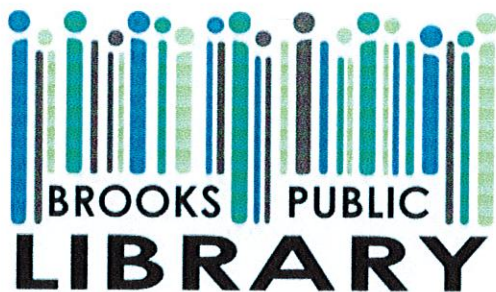


	Actual 08/01/2015 to 08/31/2015	Percent	Actual 01/01/2015 to 08/31/2015	Percent	Budget 01/01/2015 to 12/31/2015
<b>REVENUE</b>					
City of Brooks	0.00	0%	124,564.00	50%	249,128.00
City of Brooks Misc	0.00	0%	0.00	0%	9,100.00
HRDC - Summer Student	0.00	0%	0.00	0%	2,500.00
Province of Alberta	0.00	0%	0.00	0%	74,016.00
County of Newell Library Board	0.00	0%	0.00	0%	35,301.00
Grant Funding	500.00	12%	1,627.50	40%	4,100.00
Resident Cardholder Fees	1,250.00	16%	8,801.85	110%	8,000.00
Miscellaneous	0.00	0%	0.00	0%	200.00
Fines	858.75	4%	11,712.36	54%	21,500.00
Services	1,073.07		2,934.26		0.00
Charitable Receipt Donations	50.00	5%	985.00	99%	1,000.00
Fundraisers, Book Sales	189.45	19%	1,979.49	198%	1,000.00
Adopt-a-magazine	100.00	5%	200.00	10%	2,000.00
Reimbursements, Rebates	0.00		260.52		
GST Recovery	0.00	0%	0.00	0%	1,000.00
<b>TOTAL REVENUE</b>	<b>4,021.27</b>		<b>153,064.98</b>		<b>408,845.00</b>
<b>EXPENSES</b>					
SLS Expense (Materials)	0.00	0%	31,728.50	51%	62,000.00
SLS - Dynix and Telecom	0.00	0%	0.00	0%	3,500.00
Books and Materials	826.99	31%	1,643.58	61%	2,695.00
New Library Furnishings	900.00	90%	900.00	90%	1,000.00
Library Supplies	211.18	2%	5,188.19	47%	11,000.00
Administration & Travel	0.00	0%	4,203.51	84%	5,000.00
Recruitment Expense	262.50		262.50		
Program Expense	168.19	2%	2,931.88	31%	9,500.00
Professional Development & Training	0.00	0%	1,947.15	47%	4,100.00
Telephone and Fax Expense	273.49	7%	2,258.58	56%	4,000.00
Copier & Computer Costs	1,019.48	8%	8,551.05	68%	12,500.00
Security Monitoring	0.00	0%	0.00	0%	300.00
Freight and Postage	170.00	19%	437.75	49%	900.00
Professional Memberships	0.00	0%	0.00	0%	550.00
Publicity and Advertising	25.00	3%	1,253.44	167%	750.00
Audit and Insurance	0.00	0%	0.00	0%	9,100.00
Bank Charges	3.00	1%	107.17	27%	400.00
Miscellaneous	0.00	0%	0.00	0%	200.00
Wages	19,713.75	8%	146,446.45	61%	240,000.00
EI Expense	488.97	9%	3,639.43	63%	5,750.00
CPP Expense	777.16	8%	5,934.47	60%	9,900.00
WCB Expense	0.00	0%	592.84	66%	900.00
AMSC Health Benefits	265.80	5%	2,786.85	48%	5,800.00
L.A.P.P. Expense	935.08	5%	8,088.82	43%	19,000.00
<b>TOTAL EXPENSES</b>	<b>26,040.59</b>		<b>228,902.16</b>		<b>408,845.00</b>
<b>NET INCOME</b>	<b>(22,019.32)</b>		<b>(75,837.18)</b>		<b>0.00</b>



THE UNIVERSITY OF CHICAGO  
LIBRARY

UNIVERSITY OF CHICAGO  
LIBRARY



July 16, 2015  
HR&F Committee Meeting Minutes

1. Call to Order at 4:21pm
2. Attendance: Bjornda Bjornson, Mohammed Yusuf Idriss, Malina Stetzel and Cathryn Krochak
3. Approval of Agenda MOTION: Bjornda PASSED
4. Approval of Minutes MOTION: Malina PASSED
5. Review of Financial Statements
  - a. Revenue: Services includes photocopier, coffee, lamination etc.
  - b. Expense: Publicity and Advertising includes the job ads for Library Manager
  - c. Expense/Revenue: Bank charges due to bounced "insufficient funds" cheque. \$79.40 is the amount of the cheque, bounced fee is \$7.00. Cathryn to remove from **finer** line item and from **bank charges** line item the amount we did not receive.
  - d. Expenses: Audit and Insurance payment. Issues with AUMA and Bessie payments that have delayed the audit. \$2,304.78 covers all of the insurance for the month. **Malina** to look into if the City reimburses for insurance.
  - e. Revenue: County of Newell payment is general sent out in September.
  - f. Revenue: Fines and Services split (as per last Committee meeting request), no need to adjust the line item annual budget but will combine the percentages and Committee will remember to add the amounts together when comparing to the Budget.
  - g. Revenue: Adopt-A-Magazine Program runs in September and October – will see the money come in at that time
6. In camera
7. Adjournment at 4:47pm

Next Meeting: August 20, 2015 at 4:30pm

Approved by: \_\_\_\_\_

Board Chair

Date Approved: April 12, 2013

Replaces: 2003/02/24

**Brooks Public Library**  
**Balance Sheet As at 06/30/2015**

**ASSET**

**CURRENT ASSETS**

Cash On Hand/Float	50.00
Cash In Bank	(18,586.23)
Cash in Bank - Adjustment	1,291.14
Reserve Fund	59,609.12
CFSEA Managed Fund	30,000.00
Interest Receivable	613.00
<b>TOTAL CURRENT ASSETS</b>	<u>72,977.03</u>

<b>TOTAL ASSET</b>	<u><u>72,977.03</u></u>
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**LIABILITY**

**CURRENT LIABILITIES**

Accounts Payable	2,063.39
MNP Accrual	6,055.00
GST Paid on Purchases	(4,427.58)
Vacation Payable	8,893.57
EI Payable	(277.84)
CPP Payable	(51.77)
Income Tax Payable	(241.11)
L.A.P.P.	(7,031.00)
AUMA Extended Health	(693.08)
LAPP - Employer	5,902.72
AUMA - Employer	1,902.24
<b>TOTAL CURRENT LIABILITIES</b>	<u>12,094.54</u>

<b>TOTAL LIABILITY</b>	<u>12,094.54</u>
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**EQUITY**

**EARNINGS**

Building Fund Reserves	96,385.75
Externally restricted	200.00
Retained Earnings	64,902.25
Current Earnings	(100,605.51)
<b>CURRENT EARNINGS</b>	<u>60,882.49</u>

<b>TOTAL EQUITY</b>	<u>60,882.49</u>
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LIABILITIES AND EQUITY

72,977.03

Generated On: 07/14/2015

# Brooks Public Library

## Comparative Income Statement

Actual 06/01/2015 to 06/30/2015

Budget 01/01/2015 to 12/31/2015

### REVENUE

#### REVENUE

City of Brooks	0.00
City of Brooks Misc	0.00
HRDC - Summer Student	0.00
Province of Alberta	0.00
County of Newell Library Board	0.00
Grant Funding	0.00
Resident Cardholder Fees	1,205.00
Miscellaneous	0.00
Fines	1,098.25
Services	869.70
Charitable Receipt Donations	385.00
Fundraisers, Book Sales	120.94
Adopt-a-magazine	0.00
GST Recovery	0.00
<b>TOTAL REVENUE</b>	<u>3,678.89</u>

### TOTAL REVENUE

3,678.89

### EXPENSE

#### EXPENSES

SLS Expense (Materials)	0.00
SLS - Dynix and Telecom	0.00
Books and Materials	0.00
New Library Furnishings	0.00
Library Supplies	1,544.71
Administration & Travel	0.00
Program Expense	720.67
Professional Development & Training	0.00
Telephone and Fax Expense	0.00
Copier & Computer Costs	633.04
Security Monitoring	0.00
Freight and Postage	178.50
Professional Memberships	0.00
Publicity and Advertising	926.63
Audit and Insurance	2,304.78
Bank Charges	79.40
Miscellaneous	0.00
Wages	16,739.94

EI Expense	418.49
CPP Expense	658.70
WCB Expense	0.00
AMSC Health Benefits	263.92
L.A.P.P. Expense	940.24
<b>TOTAL EXPENSES</b>	<u>25,409.02</u>
<b>TOTAL EXPENSE</b>	<u>25,409.02</u>
<b>NET INCOME</b>	<u><u>(21,730.13)</u></u>

Generated On: 07/14/2015



Percent

249,128.00	(100.00)
9,100.00	(100.00)
2,500.00	(100.00)
74,016.00	(100.00)
35,301.00	(100.00)
4,100.00	(100.00)
8,000.00	(84.94)
200.00	(100.00)
21,500.00	(94.89)
0.00	0.00
1,000.00	(61.50)
1,000.00	(87.91)
2,000.00	(100.00)
1,000.00	(100.00)
<u>408,845.00</u>	(99.10)
<u>408,845.00</u>	(99.10)

62,000.00	(100.00)
3,500.00	(100.00)
2,695.00	(100.00)
1,000.00	(100.00)
11,000.00	(85.96)
5,000.00	(100.00)
9,500.00	(92.41)
4,100.00	(100.00)
4,000.00	(100.00)
12,500.00	(94.94)
300.00	(100.00)
900.00	(80.17)
550.00	(100.00)
750.00	23.55
9,100.00	(74.67)
400.00	(80.15)
200.00	(100.00)
240,000.00	(93.03)

5,750.00	(92.72)	
9,900.00	(93.35)	
900.00	(100.00)	
5,800.00	(95.45)	
<u>19,000.00</u>	(95.05)	
<u>408,845.00</u>	(93.79)	
<u>408,845.00</u>	(93.79)	
<u><u>0.00</u></u>	0.00	

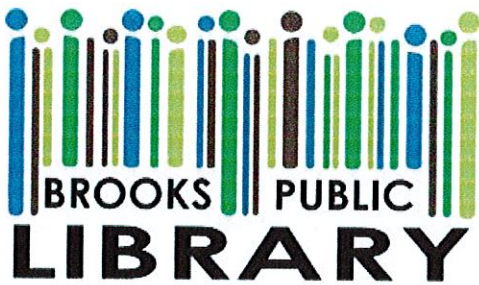
Attendance: Bev, Marilyn, Lisa, Jessi, Mohammed, Nigel, Dan, Linda, Jodi  
 Regrets: Bjornda

1. Call to Order, 4:59 pm
2. Approval of the Agenda **Motion to Approve Agenda with additions: Dan PASSED**
3. Approval of Minutes **Motion to Approve September Board Minutes: Nigel PASSED**
4. Standing reports
  - a. Library Manager report
  - b. HR & F – next meeting November 19<sup>th</sup> @4:30
  - c. BD & P – next meeting November 18<sup>th</sup> @4:30
  - d. Building Committee – next meeting Oct 26<sup>th</sup> @4:00
  - e. Social Committee - no committee at this time
  - f. TAB – no report
    - i. Representation – Lisa will discuss with teens  
**Motion to Accept Standing Reports: Bev PASSED**
5. Old Business
  - a. Policy review status/ schedule
  - b. Board members orientation/ PD
  - c. New Library Capital purchases
  - d. Meeting with Auditor – Terry MacTavish will report 2014 Audit at next meeting
6. Treasurer report **Motion to Accept: Linda, PASSED**
7. New Business
  - a. G.1 Attachment B for information **Motion to Accept: Nigel PASSED**
  - b. General policy change for "Library Manager" title  
**Motion to replace "Head Librarian" with "Library Manager" in all policies: Jessi PASSED**
  - c. BD & P committee Mandate review  
**Motion to Accept with amendments: Linda PASSED**
  - d. 2016 Board/ Library Calendar **Motion to Accept with changes: Marilyn PASSED**
  - e. Holiday Party – Mohammed to investigate January dates with Thom's Reception Centre
  - f. Sage training for manager – Lisa will complete free training and report
  - g. November board meeting date
  - h. Board vacancy application – return to BD&P Committee to await more applicants
  - i. Corporate Sponsorship package **Motion to Approve with revisions: Nigel PASSED**
8. In-Camera **Motion to move in-camera, Dan (6:45pm)**  
**Motion to move out-of-camera, Linda (7:00pm)**
9. **Motion to Adjourn, Marilyn (7:06pm)**

Next Board meeting is November 23, 2015 @ 5:00pm

*Lisa Crookley*  
 \_\_\_\_\_  
 Library Manager

*[Signature]*  
 Board Chair



Oct 15, 2015  
HR&F Committee AGENDA

1. Call to Order: 4:37pm
2. Attendance: Nigel, Mohammed, Bjornda, Lisa, Bev
3. Approval of Agenda APPROVED
4. Approval of Minutes APPROVED
5. Business arising from minutes;
  - Capital expenses protocol – develop policy
  - Wage grid - tabled
6. Review of Financial Statements: September
7. 2016 Budget – revisions to come
8. On-Line account - to receive donations through e-transfer – risks are too high
9. In camera – no motion
10. Adjournment, 6:29

Next Meeting: Nov 19th , 2015

Approved by: \_\_\_\_\_  
Board Chair  
Date Approved: April 12, 2013  
Replaces: 2003/02/24

**Brooks Public Library**  
**Comparative Income Statement - September 2015**



	Actual 09/01/2015 to 09/30/2015	Percent	Actual 01/01/2015 to 09/30/2015	Percent	Budget 01/01/2015 to 12/31/2015
<b>REVENUE</b>					
City of Brooks	62,282.00	25%	186,846.00	75%	249,128.00
City of Brooks Misc	0.00	0%	2,304.78	25%	9,100.00
HRDC - Summer Student	0.00	0%	0.00	0%	2,500.00
Province of Alberta	0.00	0%	0.00	0%	74,016.00
Friends of the Library	1,000.00		1,500.00		
County of Newell Library Board	32,473.39	92%	32,473.39	92%	35,301.00
Grant Funding	0.00	0%	1,127.50	28%	4,100.00
Resident Cardholder Fees	1,120.00	14%	9,821.85	123%	8,000.00
Miscellaneous	0.00	0%	0.00	0%	200.00
Fines	719.58	3%	12,431.94	58%	21,500.00
Services	807.10		3,741.36		0.00
Charitable Receipt Donations	0.00	0%	985.00	99%	1,000.00
Fundraisers, Book Sales	74.10	7%	2,053.59	205%	1,000.00
Adopt-a-magazine	300.00	15%	500.00	25%	2,000.00
Reimbursements, Rebates	92.55		353.07		
GST Recovery	0.00	0%	0.00	0%	1,000.00
<b>TOTAL REVENUE</b>	<u>98,868.72</u>		<u>254,138.48</u>		<u>408,845.00</u>

	Actual 09/01/2015 to 09/30/2015		Actual 01/01/2015 to 09/30/2015		Budget 01/01/2015 to 12/31/2015
<b>EXPENSES</b>					
Grant Spending					
Fundraising Expense					
SLS Expense (Materials)	31,728.50	51%	63,457.00	102%	62,000.00
SLS - Dynix and Telecom	0.00	0%	0.00	0%	3,500.00
Books and Materials	(257.30)	-10%	3,166.67	118%	2,695.00
New Library Furnishings	0.00	0%	900.00	90%	1,000.00
Library Equipment					
Library Supplies	(134.45)	-1%	2,729.30	25%	11,000.00
Administration & Travel	248.84	5%	4,510.87	90%	5,000.00
Recruitment Expense	0.00		0.00		
Program Expense	160.56	2%	3,038.64	32%	9,500.00
Professional Development & Training	290.00	7%	2,490.31	61%	4,100.00
Telephone and Fax Expense	275.61	7%	2,440.84	61%	4,000.00
Copier & Computer Costs	407.45	3%	8,729.47	70%	12,500.00
Security Monitoring	0.00	0%	0.00	0%	300.00
Freight and Postage	96.11	11%	623.25	69%	900.00
Professional Memberships	0.00	0%	0.00	0%	550.00
Publicity and Advertising	303.25	40%	1,542.00	206%	750.00
Audit and Insurance	0.00	0%	2,304.78	25%	9,100.00
Bank Charges	3.00	1%	110.17	28%	400.00
Miscellaneous	0.00	0%	0.00	0%	200.00
Wages	17,395.20	7%	163,841.65	68%	240,000.00
EI Expense	434.55	8%	4,073.98	71%	5,750.00
CPP Expense	702.58	7%	6,637.05	67%	9,900.00
WCB Expense	0.00	0%	592.84	66%	900.00
AMSC Health Benefits	265.80	5%	3,052.65	53%	5,800.00
L.A.P.P. Expense	966.35	5%	9,055.17	48%	19,000.00
<b>TOTAL EXPENSES</b>	<u>52,886.05</u>		<u>283,296.64</u>		<u>408,845.00</u>
<b>NET INCOME</b>	<u><b>45,982.67</b></u>		<u><b>(29,158.16)</b></u>		<u><b>0.00</b></u>

**Brooks Public Library**  
**Balance Sheet As at 09/30/2015**

**ASSET**

**CURRENT ASSETS**

Cash On Hand/Float	50.00
Cash In Bank	66,744.51
Cash in Bank - Adjustment	1,291.14
Reserve Fund	43,109.12
CFSEA Managed Fund	30,000.00
Interest Receivable	613.00
<b>TOTAL CURRENT ASSETS</b>	<u>141,807.77</u>

**TOTAL ASSET**

141,807.77

**LIABILITY**

**CURRENT LIABILITIES**

Accounts Payable	2,063.39
MNP Accrual	6,055.00
GST Paid on Purchases	(5,431.27)
Vacation Payable	8,908.60
EI Payable	(1,142.00)
CPP Payable	(640.07)
Income Tax Payable	(106.62)
L.A.P.P.	(10,487.43)
AUMA Extended Health	(1,056.32)
LAPP - Employer	8,494.03
AUMA - Employer	2,826.62
<b>TOTAL CURRENT LIABILITIES</b>	<u>9,477.93</u>

**TOTAL LIABILITY**

9,477.93

**EQUITY**

**EARNINGS**

Building Fund Reserves	96,385.75
Externally restricted	200.00
Retained Earnings	64,902.25
Current Earnings	(29,158.16)
<b>CURRENT EARNINGS</b>	<u>132,329.84</u>

**TOTAL EQUITY**

132,329.84

LIABILITIES AND EQUITY

141,807.77

Generated On: 10/16/2015





09/11/2015	Resident Cardholder	Elavon Deposit	J820	0.00	50.00	9,071.85	Cr
09/11/2015	Resident Cardholder, Fines, Services	Elavon Deposit	J821	0.00	60.00	9,131.85	Cr
09/14/2015	Resident Cardholder	Deposit	J575	0.00	180.00	9,311.85	Cr
09/14/2015	Resident Cardholder, Fines	Elavon Deposit	J822	0.00	10.00	9,321.85	Cr
09/14/2015	Resident Cardholder, Fines	Elavon Deposit	J823	0.00	20.00	9,341.85	Cr
09/14/2015	Resident Cardholder, Fines, Services	Elavon Deposit	J824	0.00	20.00	9,361.85	Cr
09/15/2015	Resident Cardholder, Fines, Services	Elavon Deposit	J825	0.00	20.00	9,381.85	Cr
09/17/2015	Resident Cardholder, Fines, Services	Elavon Deposit	J826	0.00	10.00	9,391.85	Cr
09/21/2015	Resident Cardholder	Deposit	J790	0.00	180.00	9,571.85	Cr
09/21/2015	Resident Cardholder, Services	Elavon Deposit	J829	0.00	10.00	9,581.85	Cr
09/21/2015	Resident Cardholder, Fines	Elavon Deposit	J830	0.00	10.00	9,591.85	Cr
09/24/2015	Resident Cardholder	Elavon Deposit	J833	0.00	10.00	9,601.85	Cr
09/25/2015	Resident Cardholder, Fines	Elavon Deposit	J835	0.00	20.00	9,621.85	Cr
09/29/2015	Resident Cardholder	Deposit	J796	0.00	180.00	9,801.85	Cr
09/30/2015	Resident Cardholder, Fines	Elavon Deposit	J838	0.00	20.00	9,821.85	Cr
				0.00	1,120.00		

**4100 Interest Income**

0.00 Cr

**4110 Miscellaneous**

0.00 Cr

**4120 Fines**

09/02/2015	Resident Cardholder, Fines, Services	Elavon Deposit	J813	0.00	43.90	11,712.36	Cr
09/03/2015	Resident Cardholder, Fines, Services	Elavon Deposit	J814	0.00	16.05	11,756.26	Cr
09/04/2015	Resident Cardholder, Fines	Elavon Deposit	J815	0.00	7.65	11,772.31	Cr
09/04/2015	Resident Cardholder, Fines	Elavon Deposit	J816	0.00	25.00	11,779.96	Cr
09/08/2015	Fines	Deposit	J571	0.00	95.30	11,804.96	Cr
09/09/2015	Resident Cardholder, Fines, Services	Elavon Deposit	J818	0.00	15.20	11,900.26	Cr
09/10/2015	Resident Cardholder, Fines, Services	Elavon Deposit	J819	0.00	8.05	11,915.46	Cr
09/11/2015	Resident Cardholder, Fines, Services	Elavon Deposit	J821	0.00	0.50	11,923.51	Cr
09/14/2015	Fines	Deposit	J576	0.00	123.58	11,924.01	Cr
09/14/2015	Resident Cardholder, Fines	Elavon Deposit	J822	0.00	2.70	12,047.59	Cr
09/14/2015	Resident Cardholder, Fines	Elavon Deposit	J823	0.00	10.40	12,050.29	Cr
09/14/2015	Resident Cardholder, Fines, Services	Elavon Deposit	J824	0.00	18.00	12,060.69	Cr
				0.00	18.00	12,078.69	Cr

09/15/2015	Resident Cardholder, Fines, Services	Elavon Deposit	J825	0.00	12.25	12,090.94	Cr
09/17/2015	Resident Cardholder, Fines, Services	Elavon Deposit	J826	0.00	9.70	12,100.64	Cr
09/17/2015	Fines	Elavon Deposit	J827	0.00	7.00	12,107.64	Cr
09/18/2015	Fines	Elavon Deposit	J828	0.00	6.75	12,114.39	Cr
09/21/2015	Fines	Deposit	J793	0.00	102.85	12,217.24	Cr
09/21/2015	Resident Cardholder, Fines	Elavon Deposit	J830	0.00	1.40	12,218.64	Cr
09/21/2015	Fines, Services	Elavon Deposit	J831	0.00	9.20	12,227.84	Cr
09/25/2015	Fines	Elavon Deposit	J834	0.00	19.65	12,247.49	Cr
09/25/2015	Resident Cardholder, Fines	Elavon Deposit	J835	0.00	35.20	12,282.69	Cr
09/29/2015	Fines	Deposit	J798	0.00	146.25	12,428.94	Cr
09/30/2015	Resident Cardholder, Fines	Elavon Deposit	J838	0.00	3.00	12,431.94	Cr
				0.00	719.58		

**4130 Services**

09/02/2015	Resident Cardholder, Fines, Services	Elavon Deposit	J813	0.00	30.00	2,934.26	Cr
09/03/2015	Resident Cardholder, Fines, Services	Elavon Deposit	J814	0.00	1.50	2,965.76	Cr
09/08/2015	Services	Deposit	J572	0.00	165.40	3,131.16	Cr
09/09/2015	Resident Cardholder, Fines, Services	Elavon Deposit	J818	0.00	16.00	3,147.16	Cr
09/10/2015	Resident Cardholder, Fines, Services	Elavon Deposit	J819	0.00	15.00	3,162.16	Cr
09/11/2015	Resident Cardholder, Fines, Services	Elavon Deposit	J821	0.00	18.00	3,180.16	Cr
09/14/2015	Services	Deposit	J577	0.00	95.95	3,276.11	Cr
09/14/2015	Resident Cardholder, Fines, Services	Elavon Deposit	J824	0.00	13.00	3,289.11	Cr
09/15/2015	Resident Cardholder, Fines, Services	Elavon Deposit	J825	0.00	5.00	3,294.11	Cr
09/17/2015	Resident Cardholder, Fines, Services	Elavon Deposit	J826	0.00	5.00	3,299.11	Cr
09/21/2015	Services	Deposit	J792	0.00	149.50	3,448.61	Cr
09/21/2015	Resident Cardholder, Services	Elavon Deposit	J829	0.00	15.00	3,463.61	Cr
09/21/2015	Fines, Services	Elavon Deposit	J831	0.00	5.00	3,468.61	Cr
09/23/2015	Services	Elavon Deposit	J832	0.00	19.25	3,487.86	Cr
09/28/2015	Services	Elavon Deposit	J836	0.00	11.00	3,498.86	Cr
09/28/2015	Services	Elavon Deposit	J837	0.00	37.95	3,536.81	Cr
09/29/2015	Services	Deposit	J799	0.00	204.55	3,741.36	Cr
				0.00	807.10		

**4140 Temporary Cardholder Fees**

0.00 Cr

<b>4170 Charitable Receipt Donations</b>							985.00 Cr
<b>4180 Fundraisers, Book Sales</b>							1,979.49 Cr
	09/08/2015	Fundraisers, Book Sales	Deposit	J573	0.00	36.00	2,015.49 Cr
	09/14/2015	Fundraiser, Book Sales	Deposit	J578	0.00	20.90	2,036.39 Cr
	09/21/2015	Fundraisers, Book Sales	Deposit	J791	0.00	17.20	2,053.59 Cr
					0.00	74.10	
<b>4185 Adopt-a-magazine</b>							200.00 Cr
	09/24/2015	Adopt-a-Magazine	Deposit	J795	0.00	300.00	500.00 Cr
<b>4190 Reimbursements, Rebates</b>							260.52 Cr
	09/29/2015	Reimbursements, Rebates	Deposit	J797	0.00	92.55	353.07 Cr
<b>4220 GST Recovery</b>							0.00 Cr
<b>5010 Grant Spending</b>							0.00 Dr
<b>5015 Fundraising Expense</b>							0.00 Dr

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