



**January 26, 2015  
MEETING AGENDA**

In Attendance: Bev, George, Mohammed, Bjornda, Malina, and Lisa  
 Regrets: Dan, Nigel, Josh

1. Call to Order: 5:05 pm
2. Approval of the Agenda Motion, Malina PASSED
3. Approval of Minutes Motion, Bev PASSED
4. Standing reports
  - a. Head Librarian (Petra will join us for February Board Meeting)
  - b. HR & F
  - c. PD & P
  - d. Building Committee Motion, Malina PASSED
  - e. TAB report Motion to Accept all Reports, Bjornda PASSED
5. Old Business
  - a. Book Houses – George will take location suggestions forward
  - b. Policy review status/ schedule – Lisa to share all docs in Drive
  - c. Board members orientation/ PD – tabled to next BD &P
  - d. Library Credit Card – see HR&F report/minutes
  - e. 2015 budget Motion, Malina PASSED
  - f. Rise Program – to be removed
  - g. Board Retreat
  - h. Board/Staff/Friends Party – committee: Malina, Karen, Pat, Tamara, Lisa
  - i. Photocopier – increased costs due to increased usage, revenue will be separated from the fines line item
  - j. LAPP payment
6. Treasurer report Motion, Bev PASSED
7. New Business
  - a. Board leadership March 21, ALC April 30<sup>th</sup>-May 3<sup>rd</sup> – George will draw up attendance options
  - b. Board vacancies – city ads, staff recruitment, marketing experience desirable
  - c. Committee structures – remain as is until AGM
  - d. George's Request for Educational Loan with 1 year payment plan

BOARD CHAIR:



VICE CHAIR:



8. In-Camera, 6:36

9. Out-Camera,

10. Adjournment, 6:56

Motion, Malina PASSED

Motion, Lisa PASSED

Motion, Malina PASSED

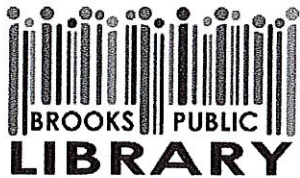
Motion, Bev PASSED

Next Board meeting is February 23, 2014 @ 5:00pm

MI

LC





January 26, 2015  
MEETING AGENDA

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Regrets: Dan, Nigel, Josh

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  - b. Board vacancies – city ads, staff recruitment, marketing experience desirable
  - c. Committee structures – remain as is until AGM
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BOARD CHAIR:

VICE CHAIR:

8. In-Camera, 6:36

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10. Adjournment, 6:56

Motion, Malina PASSED

Motion, Lisa PASSED

Motion, Malina PASSED

Motion, Bev PASSED

Next Board meeting is February 23, 2014 @ 5:00pm

MI

LC



## HR&F Committee – Brooks & District Library Board

### Meeting Minutes

January 15, 2015

Present: Nigel Seymour, George Hawtin, Malina Stetzel, Bjornda Bjornson, Beverly Signarowski and Mohammed Yusef Idriss

Next meeting: January 26, 2015, 4:30pm, Brooks Public Library Boardroom

**Special meeting** *George Hawtin, Malina Stetzel, Bjornda Bjornson, Beverly Signarowski and Mohammed Yusef Idriss*  
**Present:** *George Hawtin, Malina Stetzel, Bjornda Bjornson, Beverly Signarowski and Mohammed Yusef Idriss*  
**Regrets:** *Nigel Seymour*  
**Next meeting:** *February 19, 2015, 5:00pm, Brooks Public Library Boardroom*

1. Call to Order
  - a. 5:12pm
2. Approval of Agenda – Moved by: Beverly Signarowski – Motion PASSED
3. Approval of Minutes – Moved by: Beverly Signarowski – Motion PASSED
4. Review of Financial Statement

**Income statement review:**

- a. Library supplies over budget due to expenditures not budgeted for and includes copier, accessibility room
- b. Administration and Travel over budget due to the relocation expense for Head Librarian and to pay past HL to come down to train
- c. Miscellaneous account expenses (1) 99% of budget was a LAPP overpayment BPL cut a cheque to Sara – George to ask Sarah about LAPP overpayment cheque (2) interlibrary loan from Fort McMurray Library (to pay Fort Mac and patron pays the BPL back)
- d. City of Brooks MISC – to provide the City with the Auditor invoice in the amount of \$7,297.50
- e. GST recovery will be done when the audit is done

**Balance sheet review:**

- f. Accounts Payable \$5,763.91 - same payroll issue that created all the other issues, this relates to the LAPP that was taken off of employees pay cheques
- g. MNP Accrual – auditor fees
- h. Vacation Payable \$8,222.69 – ensuring that employees take their vacation and enforce policy

5. Review proposed budget – GH to have prepared prior to the Board meeting. HR&F to meet at 4:30PM prior to the Board meeting

**Special meeting: Reviewed proposed budget**

- Call to order at 5:04pm
- Remove line item(s): payroll expense, recruitment expense
- Change(s): “Staff Training” to “Training & Professional Development”
- Change(s): “AUMA” to “AMSC”
- Unanimously agreed to present budget to the Board
- Adjournment at 4:50pm

5.5. Credit Card –

- a. Old credit card: cancel SM’s credit card
  - b. Visa Payable on the balance sheet – will need to look into \$472.17
6. Staff education funding
    - a. Staff Orientation and Education approved on January 13, 2014
    - b. HR&F review of policy adding revisions
    - c. Leave of Absence Form / Educational Request Form (include: how employee’s duties are performed, how the education will benefit the library)
    - d. Subsidized education into policy? No.
    - e. Final draft to be presented at the next HR&F committee meeting

7. HR & F Policy review update

- a) HR2.1 Grievances – Grievance form – update grievance form (electronic – PDF fillable and printed). Add at the bottom where to submit the form. Submit to the HR&F Committee into the Library Board mailbox.
- b) HR2 Job Descriptions – Tabled

8. Next Committee Meeting

- a. HR&F at 4:30pm on January 26, 2015
- b. HR&F at 5:00pm February 19<sup>th</sup>, 2015

9. Adjournment at 6:25pm

## Brooks Public Library

### Balance Sheet As at 12/31/2014

#### ASSET

##### CURRENT ASSETS

Cash On Hand/Float	50.00
Cash In Bank	74,064.24
Cash in Bank - Adjustment	1,291.14
Reserve Fund	59,609.12
CFSEA Managed Fund	30,000.00
Interest Receivable	613.00

**TOTAL CURRENT ASSETS** 165,627.50

**TOTAL ASSET** 165,627.50

#### LIABILITY

##### CURRENT LIABILITIES

Accounts Payable	5,763.91
MNP Accrual	6,055.00
Visa Payable	472.17
GST Paid on Purchases	(4,341.16)
Vacation Payable	8,222.69
EI Payable	91.32
CPP Payable	86.47
Income Tax Payable	(78.14)
L.A.P.P.	(664.57)
AUMA Extended Health	(1,359.76)

**TOTAL CURRENT LIABILITIES** 14,247.93

**TOTAL LIABILITY** 14,247.93

#### EQUITY

##### EARNINGS

Building Fund Reserves	96,385.75
Externally restricted	200.00
Retained Earnings	58,287.59
Current Earnings	(3,493.77)

**CURRENT EARNINGS** 151,379.57

**TOTAL EQUITY** 151,379.57

**LIABILITIES AND EQUITY** 165,627.50

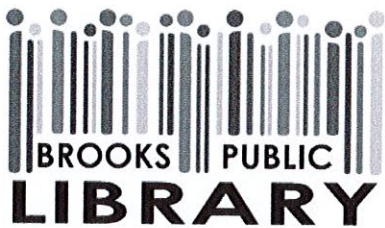


# Brooks Public Library

## Comparative Income Statement

	Budget 01/01/2014 to 12/31/2014	Actual 01/01/2014 to 12/31/2014	Percent
<b>REVENUE</b>			
<b>REVENUE</b>			
City of Brooks	224,128.00	224,128.00	0.00
City of Brooks Misc	9,100.00	2,263.22	302.08
HRDC - Summer Student	3,500.00	5,526.00	(36.66)
Province of Alberta	74,016.00	74,016.00	0.00
County of Newell Library Board	35,301.00	35,464.25	(0.46)
Grant Funding	3,000.00	10,624.91	(71.76)
Resident Cardholder Fees	15,000.00	12,755.00	17.60
Miscellaneous	200.00	1,938.31	(89.68)
Fines, Book Sales and Services	16,000.00	20,485.35	(21.90)
Charitable Receipt Donations	3,500.00	400.00	775.00
Fundraisers	2,500.00	531.75	370.15
Adopt-a-magazine	2,000.00	2,100.00	(4.76)
GST Recovery	1,000.00	0.00	0.00
<b>TOTAL REVENUE</b>	<b>389,245.00</b>	<b>390,232.79</b>	<b>(0.25)</b>
<b>TOTAL REVENUE</b>	<b>389,245.00</b>	<b>390,232.79</b>	<b>(0.25)</b>
<b>EXPENSE</b>			
<b>EXPENSES</b>			
SLS Expense (Materials)	60,267.00	59,262.86	1.69
SLS - Dynix and Telecom	3,500.00	1,128.90	210.04
Books and Materials	1,550.00	1,951.88	(20.59)
New Library Furnishings	1,628.00	20.74	7,749.57
Library Equipment	0.00	4,377.19	(100.00)
Payroll Expense	750.00	115.00	552.17
Library Supplies	6,000.00	11,441.79	(47.56)
Administration & Travel	5,000.00	7,927.26	(36.93)
Recruitment Expense	0.00	55.00	(100.00)
Program Expense	5,500.00	3,060.93	79.68
Repair & Maintenance	2,000.00	146.84	1,262.03
Rebinding, Microfilming, Laminati...	0.00	5,810.73	(100.00)
Staff Training	4,000.00	2,515.60	59.01
Telephone and Fax Expense	3,500.00	3,591.46	(2.55)
Copier & Computer Costs	5,000.00	7,208.83	(30.64)
Security Monitoring	750.00	300.00	150.00
Freight and Postage	1,500.00	674.07	122.53
Professional Memberships	1,000.00	750.00	33.33
Publicity and Advertising	3,000.00	932.86	221.59
Audit and Insurance	9,000.00	9,570.02	(5.96)
Bank Charges	400.00	373.92	6.97
Miscellaneous	200.00	2,108.76	(90.52)
Wages	230,000.00	229,508.06	0.21
EI Expense	5,500.00	5,555.25	(0.99)
CPP Expense	9,000.00	9,583.83	(6.09)
WCB Expense	1,200.00	351.00	241.88
AUMA Extended Health	6,000.00	5,186.59	15.68
L.A.P.P. Expense	23,000.00	20,217.19	13.76
<b>TOTAL EXPENSES</b>	<b>389,245.00</b>	<b>393,726.56</b>	<b>(1.14)</b>
<b>TOTAL EXPENSE</b>	<b>389,245.00</b>	<b>393,726.56</b>	<b>(1.14)</b>
<b>NET INCOME</b>	<b>0.00</b>	<b>(3,493.77)</b>	<b>(100.00)</b>





DATE

BOARD/COMMITTEE

**MEETING MINUTES**

1. Call to Order – Welcome, Introductions Jessi, Lisa, Bjornda, Dan, Bev, Marilyn, Jodi, Mohammed, Linda, Pakeeza  
Regrets: Nigel  
  
Call to Order: 5:01
2. Approval of the Agenda **Motion: Bev** **PASSED**
3. Approval of Minutes **Motion: Dan** **PASSED**
4. Standing reports
  - a. Head Librarian
  - b. HR & F
  - c. BD & P
  - d. Building Committee
  - e. Social Committee
  - f. TAB – planning the february program: Anti-Valentine's Day  
--discussing things that the teens want for the new library  
**Motion to Accept: Linda** **PASSED**
5. Old Business
  - a. Policy review status/ schedule -
  - b. Board members orientation/ PD -tabled
  - c. New Library Capital purchases –discussion in HR & F, this policy was added G.5 policy
  - d. Holiday Party –This was great! Food was good!
  - e. Plan of Service –We ended up making a resolution for something we already made a resolution for. The original resolution was made in May of 2015.  
--Lisa will send out a link to the requirements for plan of service  
--Lisa will present a timeline for the plan of service at the next board Meeting  
**Motion to amend the November motion to extend the current plan of service from the end of 2016 to the end of 2017: Jodi** **PASSED**
  - f. Budget --Auditor has done the site visit and out documents have been sent into to them for the 2015 Audit
6. Treasurer report  
**Motion to Accept: Jodi** **PASSED**
7. New Business
  - a. HR& F Policy approvals/ review/ deletion  
HR&F Committee Mandate to be brought back revised to next meeting  
**Motion to approve G.5 Fiscal Management Policy with revisions: Linda** **PASSED**
  - b. BD & P Policy approvals/ review/ deletion  
**Motion to approve BD & P Mandate: Jodi** **PASSED**

**Motion to approve the Policy on Policy Making with revisions: Bjornda**

**PASSED**

**Motion to accept Health and Safety Policy Attachments: Jessi**

**PASSED**

c. New Building committee

--Fundraising committee to be struck by March Meeting, bring names and suggestions for

d. Sylvan Lake Municipal Library Wage Grid Comparison

--Lisa participated in this project and recieved feedback of where out wage grid stands in relation to other libraries in teh province

--Some had recently reviewed and some were on track to review soon

e. 2016 Closure Amendment

f. Credit Card – hotel's will only let you have a room (for conferences) if you have a credit card.

--HR & F will have to set policy around a Brooks Public Library Credit Card

--suggestion of an advance given to Lisa for the conference if policy is not made before the March Conference

g. Shortgrass Donation Policy

-Shortgrass is going to start charging rates for the processing of donated books again

-Lisa presented a letter for the Shorgrass system as feedback regarding this reinstatement of charges

-Marilyn is going to do some research outside of the shortgrass system

-Lisa is going to talk to some libraries within Shortgrass for more feedback

h. copy machine

--Lisa will present at the next board meeting the contracts for the Lease of the copier and the contract form Cypress of Photocopier services, as well as information on extra services

i. Fundraising expenses—create a new line for these expenses.

j. Radio campaign for fundraising

--1092 commercials per year—using the time until now to bring the Library name forward into the communities mind

k. board commitment

--when an e-mail or something is sent through e-mail for feedback it is critical to reply all to the e-mail so everyoen see this information and that this is done in timely matter

8. In-Camera

**Motion to go into In-Camera: Dan**

**PASSED**

**Motion to go out of In-Camera: Marilyn**

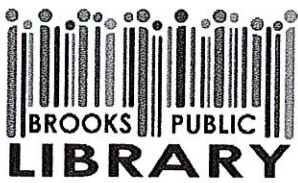
**PASSED**

9. Adjournment 7:47

**Motion to Adjourn: Dan**

**PASSED**

Next meeting is February 22, 2016 @ 5:00pm



**February 23, 2015  
MEETING AGANDA**

In Attendance: George, Mohammed, Lisa, Nigel, Dan, Bjornda, Josh, Bev, Malina, Marilyn, Jessi, Linda, Petra

1. Call to Order – 5:06pm
2. Presentation from Shortgrass
3. Approval of the Agenda Motion to Accept: Dan PASSED
4. Approval of Minutes Motion to Accept: Malina PASSED
5. Standing reports
  - a. Head Librarian
  - b. HR & F
  - c. PD & P
  - d. Building Committee
  - e. TAB Motion to accept all: Bev PASSED
6. Old Business
  - a. Book Houses
  - b. Policy review status/ schedule
  - c. Board members orientation/ PD
  - d. Board Retreat – May 23rd
  - e. Holiday Party – Social Committee, move to standing reports for future agendas
  - f. Board Vacancies Motion to pass along 2 applications with positive recommendation and to forward Linda's if returned in time for council next Monday, Lisa PASSED
  - g. AB Library Conference – George, one staff member and one board member. Interested board members should email Mohammed
  - h. Board Leadership March 21 – interested individuals will email George/Mohammed
7. Treasurer report Motion to Accept: Malina PASSED
8. New Business
  - a. General Holiday hours
  - b. Library Survey annual report Motion to Approve with changes: Bjornda PASSED
  - c. Policy Approvals

BOARD CHAIR

VICE CHAIR:



i Grievance Policy

- 1 Amendment: "In the case of extenuating circumstances, the committee may consider a late grievance submission"

Motion to Approve with Amendments, Nigel PASSED

ii Staff Orientation and Education

Motion to Approve, Nigel PASSED

9. In-Camera, 7:24 Motion to move in: Dan Motion to move out: Bev

10. Adjournment, 7:53

Next Board meeting is March 23, 2014 @ 5:00pm

MI LC



## HR&F Committee – Brooks & District Library Board

### Meeting Minutes

February 19, 2015

Present: Nigel Seymour, George Hawtin, Malina Stetzel, Bjornda Bjornson and Mohammed Yusef Idriss

Regrets: Beverly Signarowski

Next meeting: March 12, 2015, 5:00pm, Brooks Public Library Boardroom

1. Call to Order
  - a. 5:03pm
2. Approval of Agenda – PASSED
3. Approval of Minutes – PASSED
4. Review of Financial Statement
  - a. Grant funding from EID \$1,127.00
  - b. City of Brooks Misc – Auditor fees received from City for last year 2014
5. Staff Orientation and Education Policy
  - a. Committee recommends to present policy to Board for approval
6. HR&F Policy Review
  - a) HR2.1 Grievance Policy & Grievance form –
    - G.H. - Grievance Policy to be put on BPL letterhead
    - G.H. – to format the Grievance Policy and policy no.
  - b) HR2 Job Descriptions
    - G.H. recommends to revert to them to the 2005 version
    - Copies of the recommended job descriptions are distributed
    - Topic is tabled until Committee reviews the job description
7. Next Committee Meeting: March 12, 2015
8. Adjournment at 5:34pm

# Brooks Public Library

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<b>REVENUE</b>			
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City of Brooks	249,128.00	0.00	0.00
City of Brooks Misc	9,100.00	0.00	0.00
HRDC - Summer Student	2,500.00	0.00	0.00
Province of Alberta	74,016.00	0.00	0.00
County of Newell Library Board	35,301.00	0.00	0.00
Grant Funding	4,100.00	1,127.50	263.64
Resident Cardholder Fees	8,000.00	949.75	742.33
Miscellaneous	200.00	0.00	0.00
Fines, Book Sales and Services	21,500.00	1,693.35	1,169.67
Charitable Receipt Donations	1,000.00	0.00	0.00
Fundraisers	1,000.00	0.00	0.00
Adopt-a-magazine	2,000.00	0.00	0.00
GST Recovery	1,000.00	0.00	0.00
<b>TOTAL REVENUE</b>	<b>408,845.00</b>	<b>3,770.60</b>	<b>10,742.97</b>
<b>TOTAL REVENUE</b>	<b>408,845.00</b>	<b>3,770.60</b>	<b>10,742.97</b>
<b>EXPENSE</b>			
<b>EXPENSES</b>			
SLS Expense (Materials)	62,000.00	0.00	0.00
SLS - Dynix and Telecom	3,500.00	0.00	0.00
Books and Materials	2,695.00	85.71	3,044.32
New Library Furnishings	1,000.00	0.00	0.00
Payroll Expense	750.00	0.00	0.00
Library Supplies	11,000.00	30.45	36,024.79
Administration & Travel	5,000.00	964.05	418.65
Program Expense	9,500.00	0.00	0.00
Professional Development & Trai...	3,000.00	0.00	0.00
Telephone and Fax Expense	4,000.00	282.28	1,317.03
Copier & Computer Costs	12,500.00	548.75	2,177.90
Security Monitoring	300.00	0.00	0.00
Freight and Postage	900.00	0.00	0.00
Professional Memberships	550.00	0.00	0.00
Publicity and Advertising	750.00	80.00	837.50
Audit and Insurance	9,100.00	0.00	0.00
Bank Charges	400.00	2.00	19,900.00
Miscellaneous	200.00	0.00	0.00
Wages	240,000.00	19,136.72	1,154.13
EI Expense	5,750.00	482.55	1,091.59
CPP Expense	9,900.00	825.85	1,098.76
WCB Expense	900.00	0.00	0.00
AMSC Health Benefits	5,800.00	490.05	1,083.55
L.A.P.P. Expense	19,000.00	879.72	2,059.78
<b>TOTAL EXPENSES</b>	<b>408,495.00</b>	<b>23,808.13</b>	<b>1,615.78</b>
<b>TOTAL EXPENSE</b>	<b>408,495.00</b>	<b>23,808.13</b>	<b>1,615.78</b>
<b>NET INCOME</b>	<b>350.00</b>	<b>(20,037.53)</b>	<b>(101.75)</b>

# Brooks Public Library

## Comparative Income Statement

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City of Brooks	249,128.00	0.00	0.00
City of Brooks Misc	9,100.00	0.00	0.00
HRDC - Summer Student	2,500.00	0.00	0.00
Province of Alberta	74,016.00	0.00	0.00
County of Newell Library Board	35,301.00	0.00	0.00
Grant Funding	4,100.00	1,127.50	263.64
Resident Cardholder Fees	8,000.00	949.75	742.33
Miscellaneous	200.00	0.00	0.00
Fines, Book Sales and Services	21,500.00	1,693.35	1,169.67
Charitable Receipt Donations	1,000.00	0.00	0.00
Fundraisers	1,000.00	0.00	0.00
Adopt-a-magazine	2,000.00	0.00	0.00
GST Recovery	1,000.00	0.00	0.00
<b>TOTAL REVENUE</b>	<b>408,845.00</b>	<b>3,770.60</b>	<b>10,742.97</b>
<b>TOTAL REVENUE</b>	<b>408,845.00</b>	<b>3,770.60</b>	<b>10,742.97</b>
<b>EXPENSE</b>			
<b>EXPENSES</b>			
SLS Expense (Materials)	62,000.00	0.00	0.00
SLS - Dynix and Telecom	3,500.00	0.00	0.00
Books and Materials	2,695.00	85.71	3,044.32
New Library Furnishings	1,000.00	0.00	0.00
Library Supplies	11,000.00	30.45	36,024.79
Administration & Travel	5,000.00	964.05	418.65
Program Expense	9,500.00	0.00	0.00
Professional Development & Trai...	4,100.00	0.00	0.00
Telephone and Fax Expense	4,000.00	282.28	1,317.03
Copier & Computer Costs	12,500.00	548.75	2,177.90
Security Monitoring	300.00	0.00	0.00
Freight and Postage	900.00	0.00	0.00
Professional Memberships	550.00	0.00	0.00
Publicity and Advertising	750.00	80.00	837.50
Audit and Insurance	9,100.00	0.00	0.00
Bank Charges	400.00	2.00	19,900.00
Miscellaneous	200.00	0.00	0.00
Wages	240,000.00	19,136.72	1,154.13
EI Expense	5,750.00	482.55	1,091.59
CPP Expense	9,900.00	825.85	1,098.76
WCB Expense	900.00	0.00	0.00
AMSC Health Benefits	5,800.00	490.05	1,083.55
L.A.P.P. Expense	19,000.00	879.72	2,059.78
<b>TOTAL EXPENSES</b>	<b>408,845.00</b>	<b>23,808.13</b>	<b>1,617.25</b>
<b>TOTAL EXPENSE</b>	<b>408,845.00</b>	<b>23,808.13</b>	<b>1,617.25</b>
<b>NET INCOME</b>	<b>0.00</b>	<b>(20,037.53)</b>	<b>(100.00)</b>

**Brooks Public Library**  
**Balance Sheet As at 01/31/2015**

**ASSET****CURRENT ASSETS**

Cash On Hand/Float	50.00
Cash In Bank	50,074.49
Cash in Bank - Adjustment	1,291.14
Reserve Fund	59,609.12
CFSEA Managed Fund	30,000.00
Accounts Receivable	7,297.50
Interest Receivable	613.00
Education Loan Receivable (Geo...	4,252.42
<b>TOTAL CURRENT ASSETS</b>	<u>153,187.67</u>

**TOTAL ASSET**153,187.67**LIABILITY****CURRENT LIABILITIES**

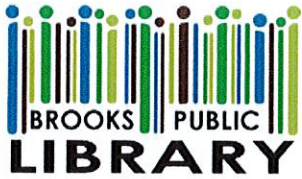
Accounts Payable	2,671.46
MNP Accrual	6,055.00
Visa Payable	472.17
GST Paid on Purchases	(4,362.08)
Vacation Payable	8,222.69
EI Payable	35.30
CPP Payable	86.47
Income Tax Payable	(78.14)
L.A.P.P.	(1,544.29)
AUMA Extended Health	113.12
LAPP - Employer	879.72
AUMA - Employer	264.02
<b>TOTAL CURRENT LIABILITIES</b>	<u>12,815.44</u>

**TOTAL LIABILITY**12,815.44**EQUITY****EARNINGS**

Building Fund Reserves	96,385.75
Externally restricted	200.00
Retained Earnings	63,824.01
Current Earnings	(20,037.53)
<b>CURRENT EARNINGS</b>	<u>140,372.23</u>

**TOTAL EQUITY**140,372.23**LIABILITIES AND EQUITY**153,187.67





**February 23, 2015  
MEETING AGENDA**

In Attendance: George, Mohammed, Lisa, Nigel, Dan, Bjornda, Josh, Bev, Malina, Marilyn, Jessi, Linda, Petra

1. Call to Order – 5:06pm
2. Presentation from Shortgrass
3. Approval of the Agenda Motion to Accept: Dan PASSED
4. Approval of Minutes Motion to Accept: Malina PASSED
5. Standing reports
  - a. Head Librarian
  - b. HR & F
  - c. PD & P
  - d. Building Committee
  - e. TAB Motion to accept all: Bev PASSED
6. Old Business
  - a. Book Houses
  - b. Policy review status/ schedule
  - c. Board members orientation/ PD
  - d. Board Retreat – May 23rd
  - e. Holiday Party – Social Committee, move to standing reports for future agendas
  - f. Board Vacancies Motion to pass along 2 applications with positive recommendation and to forward Linda's if returned in time for council next Monday, Lisa PASSED
  - g. AB Library Conference – George, one staff member and one board member. Interested board members should email Mohammed
  - h. Board Leadership March 21 – interested individuals will email George/Mohammed
7. Treasurer report Motion to Accept: Malina PASSED
8. New Business
  - a. General Holiday hours
  - b. Library Survey annual report Motion to Approve with changes: Bjornda PASSED
  - c. Policy Approvals

BOARD CHAIR

VICE CHAIR:

i Grievance Policy

- 1 Amendment: "In the case of extenuating circumstances, the committee may consider a late grievance submission"

Motion to Approve with Amendments, Nigel PASSED

- ii Staff Orientation and Education Motion to Approve, Nigel PASSED

9. In-Camera, 7:24 Motion to move in: Dan Motion to move out: Bev

10. Adjournment, 7:53

Next Board meeting is March 23, 2014 @ 5:00pm

MI LC



1. Call to Order – Welcome, Introductions
2. Presentation from Shortgrass
3. Approval of the Agenda
4. Approval of Minutes
5. Standing reports
  - a. Head Librarian
  - b. HR & F
  - c. PD & P
  - d. Building Committee
  - e. TAB
6. Old Business
  - a. Book Houses *- to council*
  - b. Policy review status/ schedule *-*
  - c. Board members orientation/ PD
  - d. Board Retreat
  - e. Holiday Party – Social Committee
  - f. Board Vacancies
  - g. AB Library Conference
  - h. Board Leadership March 21 *- Bev, Moillo, Mohammed*
7. Treasurer report *- budget letters*
8. New Business
  - a. General Holiday hours
  - b. Library Survey annual report *Jessie*
9. In-Camera *what city does*
10. Adjournment

Next Board meeting is March 23, 2014 @ 5:00pm





2375 – 10<sup>th</sup> Ave. S.W., Medicine Hat, AB., T1A 8G2  
Phone: 403-529-0550 Fax: 403-528-2473

*Memorandum*

**Date:** February 17, 2015  
**To:** Brooks Public Library Board  
**From:** Petra Mauerhoff, CEO  
**Re:** *2015 Materials Allotment*

---

We are happy to confirm that the required majority of our member municipalities have approved the requisition increase for 2015. This means that your materials transfer rate for 2015 will be \$4.64 per capita from the Brooks Public Library Board to SLS.

As outlined in our agreement, we are using the population figures from the 2011 Census, which, for the Brooks Public library, is 15,896.

The materials allotment for 2015 for the Brooks Public Library will be **\$67,265.47.**

Background Calculations:

County of Newell Div No. 5 Pop	1,177
County of Newell Div No. 10 Pop	1,043
City of Brooks Pop	<u>13,676</u>
Total Population	15,896
Times approved Requisition rate	\$4.64
	\$73,757.44
Less: \$1.00/capita towards SLS operations	\$15,896.00
Less: 1.0% retained for S/H on new allotment	\$578.61
Less: \$\$ retained for eResources	\$2,136.65
Less: \$\$ retained for eBooks	\$5,563.60
Less: \$\$ retained for OverDrive Maintenance	\$1,156.04
Plus: \$\$ under spent allotment from 2014	<u>\$18,838.94</u>
<b>Equals Materials Allotment for 2015</b>	<b><u>\$67,265.47</u></b>

**(Information only – this is not an invoice)**

For future reference the 2016 materials transfer rate will be \$4.76.

If you have any questions regarding your materials allotment for this year, please call Petra or Dyan. Thank you.



# TRAINING EVENT FOR BOARD MEMBERS

A training event involving a series of workshops for board members of voluntary / non-profit organizations to enhance their knowledge and skills on topics that will help them improve their board's strategic and operational effectiveness.

SATURDAY, MARCH 21, 2015

8:00 AM – 3:00 PM

ESPLANADE ARTS & HERITAGE CENTRE  
MEDICINE HAT, AB

The workshops will focus primarily on fundamental board governance topics, modeled after *Board Leadership* training events that take place in Edmonton and Calgary. Medicine Hat will be the first community outside the large centres to offer this exciting board training opportunity.

**\$75**  
+ GST

## SESSION TOPICS

- Making the Most of your AGM
- Board Governance Basics
- Financial Responsibilities of Non-Profit Boards
- Making Meetings Meaningful
- You're the Board Chair: Now What?
- Board Recruitment, Orientation & Training
- Bylaws, Policies & Procedures
- Boards with Staff: Roles and Relationships
- Liability & Risk Management for Boards

## WORKSHOP SCHEDULE

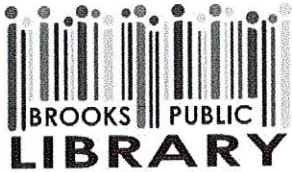
- 8:00 am - 8:30 am  
Continental Breakfast and Registration
- 8:30 am - 9:00 am  
Opening Remarks
- 9:00 am - 10:30 am  
Sessions (Three concurrent)
- 10:30 am - 11:00 am  
Coffee & Networking Break
- 11:00 am - 12:30 pm  
Sessions (Three concurrent)
- 12:30 pm - 1:30 pm  
Lunch
- 1:30 pm - 3:00 pm  
Sessions (Three Concurrent)

[BOARDLEADERSHIPSOUTH.COM](http://BOARDLEADERSHIPSOUTH.COM)

## EVENT SUPPORTERS / PARTNERS







Every 2nd Monday @ 1:30 pm @ CRA  
Don Bruce Room

February 23, 2015  
MEETING AGENDA

1. Call to Order – Welcome, Introductions
2. Presentation from Shortgrass
3. Approval of the Agenda - Dan -
4. Approval of Minutes
5. Standing reports
  - a. Head Librarian
  - b. HR & F
  - c. PD & P
  - d. Building Committee
  - e. TAB Activities every 2nd month.
6. Old Business
  - a. Book Houses - Cathryn communicating to Scouts
  - b. Policy review status/ schedule
  - c. Board members orientation/ PD
  - d. Board Retreat - May 23 in Brooks 8:30 - 3:30
  - e. Holiday Party – Social Committee - moved to a Standing Committee
  - f. Board Vacancies -
  - g. AB Library Conference - End of April - May - Email
  - h. Board Leadership March 21 → Mohammed & desire to go.
7. Treasurer report Malina - Carried
8. New Business
  - a. General Holiday hours
  - b. Library Survey annual report
  - c. Policy approvals
9. In-Camera Board Vacancies
10. Adjournment

Social Subcommittee

Building Committee

overall feeling -  
design proposals in  
line to our expectations  
interior designs are  
quite thrilling  
extra sq. footage on  
mezzanine

b. b.) George to bring thoughts on this  
for next meeting.  
c.) introductory section given to new  
board members upon joining.  
this will be main focus for  
BD & P for now.

Next Board meeting is March 23, 2014 @ 5:00pm

George to send proposed Budget → Council.

8. a.) Act says "only  
stat holidays"  
b.) George to return  
2 recommendations

Send Minutes



**February 23, 2015  
MEETING AGANDA**

In Attendance: George, Lisa, Nigel, Dan, Bjornela, Mohammed, Josh, Bev, Malina, Maritlyn, Jessi, Petra, Linda  
Time: 5:06

1. Call to Order – Welcome, Introductions
2. Presentation from Shortgrass
3. Approval of the Agenda
4. Approval of Minutes
5. Standing reports
  - a. Head Librarian
  - b. HR & F
  - c. PD & P
  - d. Building Committee
  - e. TAB
6. Old Business
  - a. Book Houses
  - b. Policy review status/ schedule
  - c. Board members orientation/ PD
  - d. Board Retreat
  - e. Holiday Party – Social Committee
  - f. Board Vacancies
  - g. AB Library Conference
  - h. Board Leadership March 21
7. Treasurer report
8. New Business
  - a. General Holiday hours
  - b. Library Survey annual report
9. In-Camera
10. Adjournment

dan, all  
malina, all

Every two week @ ORA  
Monday

Red Basket  
Platters

check agend

Bylaws need  
review at next  
BD & P

Next Board meeting is March 23, 2014 @ 5:00pm





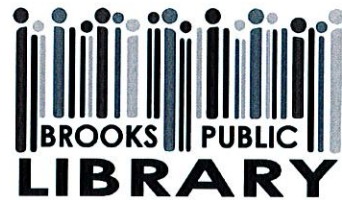


1. Call to Order – Welcome, Introductions
2. Approval of the Agenda
3. Approval of Minutes
4. Standing reports
  - a. Head Librarian
  - b. HR & F
  - c. PD & P
  - d. Building Committee
    - i. Chris Loveday
  - e. Social Committee
  - f. TAB
5. Old Business
  - a. Book Houses
  - b. Policy review status/ schedule
  - c. Board members orientation/ PD
  - d. Board Retreat (Board Basics Workshop)
  - e. Board Vacancies
  - f. AB Library Conference
  - g. Board Leadership March 21
  - h. General Holiday hours
  - i. Library Survey annual report
  - j.
6. Treasurer report
7. New Business
  - a. SALC report
  - b. Head librarian position
  - c. Library membership dues
8. In-Camera
9. Adjournment

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







## Head Librarian Report – March 2015

Our new library gets closer every day! Over the past month, we have continued to meet with the builders, and I have continued to research funding opportunities and avenues to make our new space the best it can be. I will be presenting several reports to the new building committee at our next meeting on March 30, and with their blessing, will forward those to the entire board for your information and discussion.

We continue to thrive from a programming perspective. This week, I will begin the process of hiring two summer students (funded via the Canada Summer Jobs Grant) – one to run our Summer Reading Program, and another to develop new outreach programs and services for Brooks's population of new Canadians.

I am especially excited about the library education webinars being offered via the Ontario Library Association. We had initially been told that Shortgrass would cover the costs of any of these webinars that our board or staff wished to attend; however, the interest shown by our board and staff members so far outstripped what Shortgrass had expected that they withdrew this offer. As the webinars cost only \$45 each, our library is still able to offer them (sometimes with costs being shared with our friends in Duchess, Tilley, and other neighbouring municipalities). We remain a leader within the Shortgrass system, and our board's and staff's level of engagement remains the envy of other libraries.

Finally, I thank you all for your personal kindness and commitment to making the library, and Brooks, a welcoming home for me and the rest of the staff.

George Hawtin

## **#makingthingshappen:**

**Alli** (along with Jill and Lisa) attended the Southern Alberta Library Conference, and has been taking part in the educational webinars mentioned in my report – her commitment to professional development is remarkable. She has also joined me on the executive of the Newell County Early Childhood Development Coalition, where she has proven a diplomatic but dogged advocate for children in our community.

**Bruce** faced a significant challenge when called upon to mediate a confrontation between two patrons, one of whom was displeased with the other's conduct in the library. He reacted appropriately and professionally, treating all involved with respect and dignity.

**Cathryn** is on a well-earned vacation after a month which has included attending a library symposium in Edmonton, representing the library at meetings with our contractors, and performing leadership functions in my stead.

**Jill** remains a font of excellent ideas for programming and services – it is to the library's benefit that she is no longer pigeonholed as just the TAB coordinator, and I am frequently awed by her ability to perform increasingly challenging professional duties while remaining true to her irreverent nature. She has attended two conferences this month alone, and is currently working with the teens and other community stakeholders to make the library an LGBTQ "safe space".

**Nicole** is a very kind, sincere person with a passion for reaching out to marginalized communities. She is likely the staff member who spends the most time here when not working--- I constantly see her in here tutoring or doing other community service work.

**Shawna's** high profile in the community serves us well – countless children, teens, and their families visit the library just to say hi to their former preschool teacher.

**Tamara** spearheaded our partnership with Brooks & County Immigration Services for the International Day for the Elimination of Racial Discrimination. Also, due to other staff absences, vacations, and conference attendance, Tamara worked the maximum legally allowable amount during a two-week stretch in mid-March---we appreciate her commitment!



## Reimagining of “Head Librarian” Position

**Issue:** Currently, our “head librarian” performs almost exclusively administrative and managerial duties, while our staff performs the work of librarians. This is creating a meaningful mismatch between employees’ duties and their skill sets, and should be revisited.

**Background:** Brooks is currently hamstrung by the notion that the person in the role of “head librarian” must have an M.L.I.S. degree. This is incorrect information our board was given during the last hiring process. (Please see attached an e-mail from Ken Feser from the Ministry of Municipal Affairs, the ultimate authority on these issues, clarifying that my interpretation is the correct one.) There are some at the Public Library Services Branch who believe as many positions as possible in public libraries should be held by MLIS-holding librarians, and who allow this to bias them and to give less-than-optimal advice to rural towns like ours where this is not feasible. This understandable but faulty notion is leading to a mismatch between duties and competencies. Therefore, I propose that upon the next vacancy in the office of Head Librarian, the duties of Head Librarian be split into two positions:

- library director (manages pension plan and benefits, orders supplies, pays bills, reports to the board, represents the library in the community)
- librarian (makes professional recommendations regarding library service; uses professional library knowledge to support other staff in collection development, program delivery, etc.)

A second option would be to retain our current position structures, but to recognize that the head librarian need not hold an M.L.I.S. – indeed, probably *should* not. If we are wedded to the title “Head Librarian” for our organization’s lead staffer due to tradition - “this title and job structure was good enough for Karen Armbruster” – it’s important to recognize that doing this job without a master’s degree was also good enough for Karen Armbruster.

As head librarian, my tasks are largely administrative, and you could scarcely have found someone more singularly incompetent to perform them. Some of my education is around management duties; none is around stuffing envelopes. It is not that I consider myself above the administrative duties of the job - they are just not tasks crying out to be performed by a librarian (especially with the nature of my disability, which makes folding a piece of paper into a Herculean task). When you pay a librarian exorbitant amounts of money to fill out payroll forms, you waste your money and you irritate the librarian. I have been told that more than one past head librarian has taken this irritation out on the staff who do perform conventional library work, by using their management role to bully and/or micromanage them to the point of mental breakdown.

Requiring the MLIS drastically limits your applicant pool, as we saw during the last application cycle, and weeds out people with the skills you need. A library like ours should receive twenty qualified applicants for a leadership position; my understanding is that we received only two who the board deemed even minimally acceptable. If you were to remove the MLIS as a requirement, you would still receive applications from some librarians, and if you found a candidate with both the administrative strengths and an MLIS, there would be no reason not to hire them. But if you must sacrifice either competency or educational credentials, you should be aware that sacrificing educational credentials is an option. Hiring



a library leader without the MLIS would also enable you to hire a local candidate, with roots in Brooks, who is a fit for your community and who will stay longer than the median two and a half years achieved by your past six head librarians.

Financial Obligations: I am not proposing a new position – merely continuing to employ a library assistant with an MLIS and reimagining the qualifications required for the head librarian. Therefore, there should be no financial ramifications.

**Action Required:** As long as I remain head librarian, it is moot; however, this is something you should consider for the future. As a big believer in being prepared for eventualities, I would strongly prefer that you consider it in the present, so that your eventual search for my successor is not hamstrung by three months of deliberations about position restructuring.

**Thank you,**

**George Hawtin**

**APPENDIX: e-mail from Ken Feser**

**from:Ken**

**Feser** <ken.feser@gov.ab.ca>

a

**to:** George Hawtin  
<george@shortgrass.ca>

**date:** Wed, Mar 11, 2015 at  
9:13 AM

**subject:** RE: employment of  
professional librarian

**mailed-by:** gov.ab.ca

Hi George. Your interpretation is correct – the library board needs to employ a professional librarian, but nothing is said about job title or capacity.

The most common arrangement by far is to have the librarian as manager and highest ranking employee of the organization – but there are at least two libraries that have a non-MLIS manager with a librarian working under him/her (Lethbridge and Wetaskawin).

The relevant language is in the Libraries Regulation:

14(1) Subject to subsection (3), the following shall, within 2 years of completing a plan of service under section 13(1)(a), employ a graduate of a postgraduate library program in Canada or a person with equivalent qualifications from another country:

(a) a municipal board of any municipality with a population of 10 000 or more;

(b) an intermunicipal library board that serves municipalities with a total population of 10 000 or more.

Hope you're keeping well. Maybe I will see you at the SALC conference next week.

Ken

Ken Feser

Library Consultant

Public Library Services Branch

Alberta Municipal Affairs

[\(780\)415-0296](tel:(780)415-0296)

[www.albertalibraries.ca](http://www.albertalibraries.ca)

IN RESPONSE TO

**From:** George Hawtin [mailto:[george@shortgrass.ca](mailto:george@shortgrass.ca)]

**Sent:** Wednesday, March 11, 2015 6:57 AM

**To:** Ken Feser

**Subject:** employment of professional librarian

Hi, Ken,

Sorry to be a bother---just a picayune question.

My board is under the impression that, as a city of over 10,000, we are required to employ a professional (MLIS-holding) librarian *as library administrator*. I am under the impression that we are just

required to employ a professional librarian, and that that person doesn't have to be in my position---  
allowing libraries, if we're so inclined, to hire a librarian to perform professional tasks and a manager to  
perform managerial tasks. Who's correct?

Thanks,  
George





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 brochure

Motion 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 1st

Motion to Accept: Bev PASSED
  
7. New Business
  - a. Minimum Wage

- 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, 5:55pm
- Motion to Adjourn: Dan
- PASSED

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





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 brochure

Motion 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
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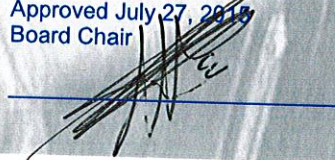
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- b. Documents for Destruction
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- Motion to Accept: Jessi                      PASSED
- d. Summer Meetings – summer meeting dates will stand
  - e. Audit
8. In-Camera
9. Adjournment, 5:55pm
- Motion to Adjourn: Dan                      PASSED

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

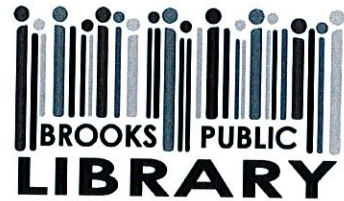
Approved July 27, 2015  
Board Chair



1. Call to Order – Welcome, Introductions
2. Approval of the Agenda
3. Approval of Minutes
4. Standing reports
  - a. Head Librarian
  - b. HR & F
  - c. PD & P
  - d. Building Committee
    - i. Chris Loveday
  - e. Social Committee
  - f. TAB
5. Old Business
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  - e. Board Vacancies
  - f. AB Library Conference
  - g. Board Leadership March 21
  - h. General Holiday hours
  - i. Library Survey annual report
  - j.
6. Treasurer report
7. New Business
  - a. SALC report
  - b. Head librarian position
  - c. Library membership dues
8. In-Camera
9. Adjournment

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





## Head Librarian Report – March 2015

Our new library gets closer every day! Over the past month, we have continued to meet with the builders, and I have continued to research funding opportunities and avenues to make our new space the best it can be. I will be presenting several reports to the new building committee at our next meeting on March 30, and with their blessing, will forward those to the entire board for your information and discussion.

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George Hawtin



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**Tamara** spearheaded our partnership with Brooks & County Immigration Services for the International Day for the Elimination of Racial Discrimination. Also, due to other staff absences, vacations, and conference attendance, Tamara worked the maximum legally allowable amount during a two-week stretch in mid-March---we appreciate her commitment!



# Brooks Public Library

## Comparative Income Statement

	Actual 01/01/2015 to 03/03/2015	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	2,274.85	8,000.00	(71.56)
Miscellaneous	0.00	200.00	(100.00)
Fines, Book Sales and Services	4,069.33	21,500.00	(81.07)
Charitable Receipt Donations	0.00	1,000.00	(100.00)
Fundraisers	915.00	1,000.00	(8.50)
Adopt-a-magazine	100.00	2,000.00	(95.00)
GST Recovery	0.00	1,000.00	(100.00)
<b>TOTAL REVENUE</b>	<u>8,486.68</u>	<u>408,845.00</u>	(97.92)
<b>TOTAL REVENUE</b>	<u>8,486.68</u>	<u>408,845.00</u>	(97.92)
<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	401.09	11,000.00	(96.35)
Administration & Travel	1,377.53	5,000.00	(72.45)
Program Expense	1,645.26	9,500.00	(82.68)
Professional Development & Trai...	393.75	4,100.00	(90.40)
Telephone and Fax Expense	855.86	4,000.00	(78.60)
Copier & Computer Costs	3,165.57	12,500.00	(74.68)
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	4.00	400.00	(99.00)
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>50,154.21</u>	<u>408,845.00</u>	(87.73)
<b>TOTAL EXPENSE</b>	<u>50,154.21</u>	<u>408,845.00</u>	(87.73)
<b>NET INCOME</b>	<u>(41,667.53)</u>	<u>0.00</u>	0.00

# Brooks Public Library

## Comparative Income Statement

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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	1,325.10	8,000.00	(83.44)
Miscellaneous	0.00	200.00	(100.00)
Fines, Book Sales and Services	2,375.98	21,500.00	(88.95)
Charitable Receipt Donations	0.00	1,000.00	(100.00)
Fundraisers	915.00	1,000.00	(8.50)
Adopt-a-magazine	100.00	2,000.00	(95.00)
GST Recovery	0.00	1,000.00	(100.00)
<b>TOTAL REVENUE</b>	<u>4,716.08</u>	<u>408,845.00</u>	(98.85)
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<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	370.64	11,000.00	(96.63)
Administration & Travel	413.48	5,000.00	(91.73)
Program Expense	1,645.26	9,500.00	(82.68)
Professional Development & Trai...	393.75	4,100.00	(90.40)
Telephone and Fax Expense	573.58	4,000.00	(85.66)
Copier & Computer Costs	2,616.82	12,500.00	(79.07)
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)
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>26,346.08</u>	<u>408,845.00</u>	(93.56)
<b>TOTAL EXPENSE</b>	<u>26,346.08</u>	<u>408,845.00</u>	(93.56)
<b>NET INCOME</b>	<u>(21,630.00)</u>	<u>0.00</u>	0.00

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

**ASSET**

**CURRENT ASSETS**

Cash On Hand/Float	50.00
Cash In Bank	35,692.85
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** 131,508.53

**TOTAL ASSET** 131,508.53

**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	(61.34)
CPP Payable	0.09
Income Tax Payable	(285.59)
L.A.P.P.	(2,416.66)
AUMA Extended Health	226.24
LAPP - Employer	1,716.38
AUMA - Employer	527.94

**TOTAL CURRENT LIABILITIES** 11,688.06

**TOTAL LIABILITY** 11,688.06

**EQUITY**

**EARNINGS**

Building Fund Reserves	96,385.75
Externally restricted	200.00
Retained Earnings	64,902.25
Current Earnings	(41,667.53)

**CURRENT EARNINGS** 119,820.47

**TOTAL EQUITY** 119,820.47

**LIABILITIES AND EQUITY** 131,508.53

# **BROOKS PUBLIC LIBRARY BOARD**

## **TRUSTEE ORIENTATION PACKAGE**

### **CONTENTS**

**1 Introduction**

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**Excerpts from *Library Board Basics: A Handbook for Library Trustees and Managers:***

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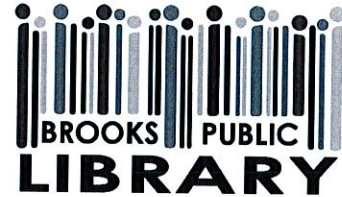


1. Call to Order – Welcome, Introductions
2. Approval of the Agenda
3. Approval of Minutes
4. Standing reports
  - a. Head Librarian
  - b. HR & F
  - c. PD & P
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    - i. Chris Loveday
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  - f. TAB
5. Old Business
  - a. Book Houses
  - b. Policy review status/ schedule
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  - f. AB Library Conference
  - g. Board Leadership March 21
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  - i. Library Survey annual report
  - j.
6. Treasurer report
7. New Business
  - a. SALC report
  - b. Head librarian position
  - c. Library membership dues
8. In-Camera
9. Adjournment

Send budget to Staley, Ayan, Martins.  
urgent

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





## Head Librarian Report – March 2015

Our new library gets closer every day! Over the past month, we have continued to meet with the builders, and I have continued to research funding opportunities and avenues to make our new space the best it can be. I will be presenting several reports to the new building committee at our next meeting on March 30, and with their blessing, will forward those to the entire board for your information and discussion.

We continue to thrive from a programming perspective. This week, I will begin the process of hiring two summer students (funded via the Canada Summer Jobs Grant) – one to run our Summer Reading Program, and another to develop new outreach programs and services for Brooks's population of new Canadians.

I am especially excited about the library education webinars being offered via the Ontario Library Association. We had initially been told that Shortgrass would cover the costs of any of these webinars that our board or staff wished to attend; however, the interest shown by our board and staff members so far outstripped what Shortgrass had expected that they withdrew this offer. As the webinars cost only \$45 each, our library is still able to offer them (sometimes with costs being shared with our friends in Duchess, Tilley, and other neighbouring municipalities). We remain a leader within the Shortgrass system, and our board's and staff's level of engagement remains the envy of other libraries.

Finally, I thank you all for your personal kindness and commitment to making the library, and Brooks, a welcoming home for me and the rest of the staff.

George Hawtin



**#makingthingshappen:**

**Alli** (along with Jill and Lisa) attended the Southern Alberta Library Conference, and has been taking part in the educational webinars mentioned in my report – her commitment to professional development is remarkable. She has also joined me on the executive of the Newell County Early Childhood Development Coalition, where she has proven a diplomatic but dogged advocate for children in our community.

**Bruce** faced a significant challenge when called upon to mediate a confrontation between two patrons, one of whom was displeased with the other's conduct in the library. He reacted appropriately and professionally, treating all involved with respect and dignity.

**Cathryn** is on a well-earned vacation after a month which has included attending a library symposium in Edmonton, representing the library at meetings with our contractors, and performing leadership functions in my stead.

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WEST END  
ROSALIE  
LAKEVIEW



# Brooks Public Library

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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	4.00	400.00	(99.00)
Miscellaneous	0.00	200.00	(100.00)
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<b>NET INCOME</b>	<b>(41,667.53)</b>	<b>0.00</b>	<b>0.00</b>

CALL TELUS  
TUES.  
- FIND OUT  
ALLOTMENT  
MONEY

# Brooks Public Library

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

**ASSET****CURRENT ASSETS**

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Cash In Bank	35,692.85
Cash in Bank - Adjustment	1,291.14
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Interest Receivable	613.00
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**TOTAL ASSET** 131,508.53

**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	(61.34)
CPP Payable	0.09
Income Tax Payable	(285.59)
L.A.P.P.	(2,416.66)
AUMA Extended Health	226.24
LAPP - Employer	1,716.38
AUMA - Employer	527.94
<b>TOTAL CURRENT LIABILITIES</b>	<u>11,688.06</u>

**TOTAL LIABILITY** 11,688.06

**EQUITY****EARNINGS**

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Externally restricted	200.00
Retained Earnings	64,902.25
Current Earnings	(41,667.53)
<b>CURRENT EARNINGS</b>	<u>119,820.47</u>

**TOTAL EQUITY** 119,820.47

**LIABILITIES AND EQUITY** 131,508.53

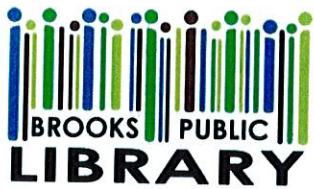


# **BROOKS PUBLIC LIBRARY BOARD**

## **TRUSTEE ORIENTATION PACKAGE**

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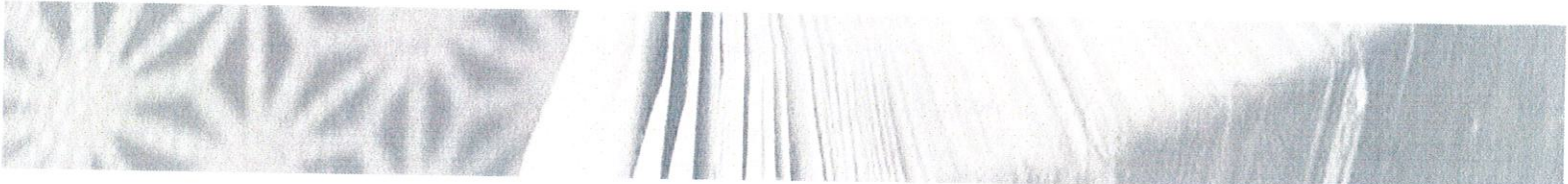
**MEETING MINUTES**

**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

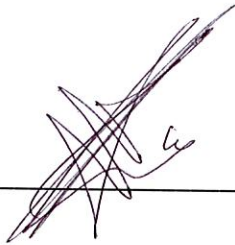


c. Library membership dues

- |   |  |                  |
|---|--|------------------|
| 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

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



Head Librarian \_\_\_\_\_





**Brooks Public Library**  
**Balance Sheet As at 10/31/2014**

OCTOBER 2014

**ASSET**

**CURRENT ASSETS**

GIC Account	(502.77)
GST Recoverable	301.45
Building Fund	0.00
Furn. & Shelving Reserve	0.00
Cash On Hand/Float	50.00
Cash In Bank	55,681.33
Reserve Fund	55,000.00
CFSEA Managed Fund	30,000.00
CFSEA Endowment Fund	7,000.00
Accounts Receivable	60.00
Interest Receivable	133.00

**TOTAL CURRENT ASSETS** 147,723.01

**TOTAL ASSET** 147,723.01

**LIABILITY**

**CURRENT LIABILITIES**

Accounts Payable	22,112.27
MNP Accrual	4,830.00
GST Charged on Sales	0.00
GST Paid on Purchases	(15,482.13)
GST Paid on Books	0.00
New Account	0.00
Accounts Payable	0.00
Vacation Payable	0.00
EI Payable	4,887.79
CPP Payable	7,901.34
Income Tax Payable	(108.32)
L.A.P.P.	449.28
LAPP YMPE	0.00
AUMA Extended Health	1,840.14
AB Health Payable	(94.36)
W.C.B. Payable	0.00
Miscellaneous	0.00

**TOTAL CURRENT LIABILITIES** 26,336.01

**TOTAL LIABILITY** 26,336.01

**EQUITY**

**EARNINGS**

Building Fund Reserves	38,314.20
Externally restricted	200.00
Retained Earnings	134,950.70
Current Earnings	(52,077.90)

**CURRENT EARNINGS** 121,387.00

**TOTAL EQUITY** 121,387.00

**LIABILITIES AND EQUITY** 147,723.01

# Brooks Public Library

## Comparative Income Statement

	Budget 01/01/2014 to 12/31/2014	Actual 01/01/2014 to 10/31/2014	Percent
<b>REVENUE</b>			
<b>REVENUE</b>			
City of Brooks	184,105.00	168,096.00	9.52
City of Brooks Misc	9,100.00	2,263.22	302.08
HRDC - Summer Student	2,100.00	5,526.00	(62.00)
Province of Alberta	73,337.00	74,016.00	(0.92)
Community Spirit	0.00	0.00	0.00
PLDI Grant	0.00	0.00	0.00
County of Newell Library Board	35,185.00	35,464.25	(0.79)
RISE Grant Funding	0.00	0.00	0.00
Grant Funding	3,000.00	10,624.91	(71.76)
Resident Cardholder Fees	20,625.00	10,915.00	88.96
Interest Income	0.00	0.00	0.00
Miscellaneous	200.00	6,056.54	(96.70)
Fines, Book Sales and Services	17,000.00	16,273.87	4.46
Non-resident Cardholder Fees	0.00	0.00	0.00
Charitable Receipt Donations	3,000.00	400.00	650.00
Fundraisers	500.00	432.75	15.54
Adopt-a-magazine	2,000.00	2,100.00	(4.76)
Medieval Faire	0.00	0.00	0.00
GST Recovery	1,000.00	1,169.06	(14.46)
<b>TOTAL REVENUE</b>	<b>351,152.00</b>	<b>333,337.60</b>	<b>5.34</b>
<b>TOTAL REVENUE</b>	<b>351,152.00</b>	<b>333,337.60</b>	<b>5.34</b>
<b>EXPENSE</b>			
<b>EXPENSES</b>			
Grant Spending	0.00	0.00	0.00
Fundraising Expense	0.00	0.00	0.00
SLS Expense (Materials)	57,991.00	59,262.86	(2.15)
SLS - Non-resident fees	0.00	0.00	0.00
SLS - Dynix and Telecom	3,400.00	872.28	289.78
Books and Materials	0.00	1,951.88	(100.00)
New Library Furnishings	3,461.00	0.00	0.00
Library Equipment	0.00	4,355.19	(100.00)
Payroll Expense	750.00	115.00	552.17
Library Supplies	8,500.00	12,402.81	(31.47)
Administration & Travel	4,500.00	7,927.26	(43.23)
Recruitment Expense	0.00	55.00	(100.00)
Program Expense	4,000.00	2,771.06	44.35
Medieval Faire	0.00	0.00	0.00
Repair & Maintenance	2,000.00	146.84	1,262.03
Renovations	0.00	0.00	0.00
Rebinding, Microfilming, Laminati...	800.00	5,810.73	(86.23)
Staff Training	4,000.00	2,515.60	59.01
Telephone and Fax Expense	3,200.00	3,299.49	(3.02)
Copier & Computer Costs	3,600.00	6,378.33	(43.56)
Security Monitoring	600.00	300.00	100.00
Computer Main. Contracts	0.00	0.00	0.00
GST Expense	0.00	0.00	0.00
Freight and Postage	1,000.00	674.07	48.35
Professional Memberships	550.00	550.00	0.00
Publicity and Advertising	1,700.00	571.66	197.38
Audit and Insurance	8,500.00	9,570.02	(11.18)
Bank Charges	200.00	369.92	(45.93)
Miscellaneous	200.00	2,108.76	(90.52)
Wages	204,000.00	193,254.58	5.56
Wage Reimbursement	0.00	0.00	0.00
EI Expense	5,200.00	9,370.28	(44.51)
CPP Expense	8,900.00	16,007.28	(44.40)

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

	Budget 01/01/2014 to 12/31/2014	Actual 01/01/2014 to 10/31/2014	Percent
WCB Expense	900.00	351.00	156.41
AUMA Extended Health	5,000.00	8,898.08	(43.81)
L.A.P.P. Expense	18,200.00	35,525.52	(48.77)
AB Health Expense	0.00	0.00	0.00
<b>TOTAL EXPENSES</b>	<u>351,152.00</u>	<u>385,415.50</u>	<b>(8.89)</b>
<b>TOTAL EXPENSE</b>	<u>351,152.00</u>	<u>385,415.50</u>	<b>(8.89)</b>
<b>NET INCOME</b>	<u>0.00</u>	<u>(52,077.90)</u>	<b>(100.00)</b>



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

	Budget 01/01/2014 to 12/31/2014	Actual 10/01/2014 to 10/31/2014	Percent
<b>REVENUE</b>			
<b>REVENUE</b>			
City of Brooks	184,105.00	0.00	0.00
City of Brooks Misc	9,100.00	0.00	0.00
HRDC - Summer Student	2,100.00	5,526.00	(62.00)
Province of Alberta	73,337.00	0.00	0.00
Community Spirit	0.00	0.00	0.00
PLDI Grant	0.00	0.00	0.00
County of Newell Library Board	35,185.00	0.00	0.00
RISE Grant Funding	0.00	0.00	0.00
Grant Funding	3,000.00	0.00	0.00
Resident Cardholder Fees	20,625.00	1,075.00	1,818.60
Interest Income	0.00	0.00	0.00
Miscellaneous	200.00	10.84	1,745.02
Fines, Book Sales and Services	17,000.00	1,595.95	965.20
Non-resident Cardholder Fees	0.00	0.00	0.00
Charitable Receipt Donations	3,000.00	0.00	0.00
Fundraisers	500.00	0.00	0.00
Adopt-a-magazine	2,000.00	200.00	900.00
Medieval Faire	0.00	0.00	0.00
GST Recovery	1,000.00	0.00	0.00
<b>TOTAL REVENUE</b>	<b>351,152.00</b>	<b>8,407.79</b>	<b>4,076.51</b>
<b>TOTAL REVENUE</b>	<b>351,152.00</b>	<b>8,407.79</b>	<b>4,076.51</b>
<b>EXPENSE</b>			
<b>EXPENSES</b>			
Grant Spending	0.00	0.00	0.00
Fundraising Expense	0.00	0.00	0.00
SLS Expense (Materials)	57,991.00	0.00	0.00
SLS - Non-resident fees	0.00	0.00	0.00
SLS - Dynix and Telecom	3,400.00	0.00	0.00
Books and Materials	0.00	50.00	(100.00)
New Library Furnishings	3,461.00	0.00	0.00
Library Equipment	0.00	374.59	(100.00)
Payroll Expense	750.00	0.00	0.00
Library Supplies	8,500.00	635.56	1,237.40
Administration & Travel	4,500.00	0.00	0.00
Recruitment Expense	0.00	0.00	0.00
Program Expense	4,000.00	278.04	1,338.64
Medieval Faire	0.00	0.00	0.00
Repair & Maintenance	2,000.00	0.00	0.00
Renovations	0.00	0.00	0.00
Rebinding, Microfilming, Laminati...	800.00	0.00	0.00
Staff Training	4,000.00	0.00	0.00
Telephone and Fax Expense	3,200.00	563.65	467.73
Copier & Computer Costs	3,600.00	1,051.14	242.49
Security Monitoring	600.00	300.00	100.00
Computer Main. Contracts	0.00	0.00	0.00
GST Expense	0.00	0.00	0.00
Freight and Postage	1,000.00	0.00	0.00
Professional Memberships	550.00	0.00	0.00
Publicity and Advertising	1,700.00	50.00	3,300.00
Audit and Insurance	8,500.00	0.00	0.00
Bank Charges	200.00	2.00	9,900.00
Miscellaneous	200.00	36.81	443.33
Wages	204,000.00	19,371.99	953.07
Wage Reimbursement	0.00	0.00	0.00
EI Expense	5,200.00	959.88	441.73
CPP Expense	8,900.00	1,654.40	437.96

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

	Budget 01/01/2014 to 12/31/2014	Actual 10/01/2014 to 10/31/2014	Percent
WCB Expense	900.00	0.00	0.00
AUMA Extended Health	5,000.00	779.60	541.35
L.A.P.P. Expense	18,200.00	2,493.14	630.00
AB Health Expense	0.00	0.00	0.00
<b>TOTAL EXPENSES</b>	<u>351,152.00</u>	<u>28,600.80</u>	1,127.77
<b>TOTAL EXPENSE</b>	<u>351,152.00</u>	<u>28,600.80</u>	1,127.77
<b>NET INCOME</b>	<u>0.00</u>	<u>(20,193.01)</u>	(100.00)

## Brooks Public Library

## Reconciliation Transactions Detail Report 10/01/2014 to 10/31/2014

Account: 1080 Cash In Bank

Date	JE#	Comment	Source	Deposits	Withdrawals	Dep...	Cleared	Status
10/05/2014	J630	Fort McMurray Public Library	5306	-	36.81		N	Outstanding
10/06/2014	J641	Resident Cardholder	Deposit	160.00	-		Y	Cleared
10/06/2014	J642	Fines	Deposit	208.10	-		Y	Cleared
10/06/2014	J643	Adopt-a-magazine	Deposit	200.00	-		Y	Cleared
10/31/2014	J671	Bessie Jacowishen	5308	-	2,040.73		Y	Cleared
10/31/2014	J672	Bruce Schmidt	5309	-	731.43		N	Outstanding
10/31/2014	J673	Tamara Van Horne	5310	-	1,852.52		Y	Reversed
10/31/2014	J674	Cathryn Krochak	5311	-	2,056.59		Y	Cleared
10/31/2014	J675	Jillian Clarke	5312	-	1,830.66		Y	Cleared
10/31/2014	J676	Cassandra Socchia	5313	-	1,386.19		Y	Cleared
10/31/2014	J677	Rev. of J673. Corr. is J677.	ADJ5310	1,852.52	-		Y	Adjustment
10/31/2014	J678	Tamara Van Horne	5314	-	1,806.24		Y	Cleared
10/31/2014	J679	George Hawtin	5315	-	3,915.31		Y	Cleared
10/31/2014	J680	Shawna Ketch	5316	-	666.67		Y	Cleared
10/31/2014	J681	Canada Customs and Reven...	5319	-	4,839.32		Y	Reversed
10/31/2014	J682	Rev. of J681. Corr. is J683.	ADJ5319	4,839.32	-		Y	Adjustment
10/31/2014	J683	Canada Customs and Reven...	5320	-	4,839.32		N	Outstanding
10/31/2014	J684	Local Authorities Pension Plan	5321	-	2,383.70		N	Outstanding
10/31/2014	J685	AMSC Insurance Services Li...	5322	-	556.83		N	Outstanding
10/31/2014	J686	Bessie Jacowishen	5323	-	52.50		N	Outstanding
10/31/2014	J687	Esplanade Arts and Heritage...	5324	-	225.00		N	Outstanding
10/31/2014	J688	Water Pure & Simple	5325	-	36.00		N	Outstanding
10/31/2014	J689	Cathryn Krochak	5326	-	20.98		N	Outstanding
10/31/2014	J690	Royal Bank Visa	5327	-	59.83		N	Outstanding
10/31/2014	J691	Total Office Plus	5328	-	251.94		N	Outstanding
10/31/2014	J692	Brooks Home Hardware	5329	-	38.05		N	Outstanding
10/31/2014	J693	Securtek - A SaskTel Compa...	5330	-	315.00		N	Outstanding
10/31/2014	J694	Brooks Home Hardware	5331	-	6.30		N	Outstanding
10/31/2014	J695	University of Calgary	5332	-	5.00		N	Outstanding
10/31/2014	J696	Telus Communications	5333	-	563.65		N	Outstanding
10/31/2014	J697	National Leasing	5334	-	305.55		N	Outstanding
10/31/2014	J698	Total Office Plus	5335	-	271.94		N	Outstanding
10/31/2014	J699	Brooks Home Hardware	5336	-	16.79		N	Outstanding
10/31/2014	J700	Cathryn Krochak	5337	-	32.06		N	Outstanding
10/31/2014	J701	Shortgrass Library System	5338	-	374.59		N	Outstanding
10/31/2014	J702	Total Office Plus	5339	-	42.62		N	Outstanding
10/31/2014	J703	The Cypress Group	5340	-	677.57		N	Outstanding
10/31/2014	J704	Ken Dalgarno	5341	-	45.00		N	Outstanding
10/15/2014	J705	Resident Cardholder	Deposit	170.00	-		Y	Cleared
10/15/2014	J706	Fines	Deposit	334.85	-		Y	Cleared
10/20/2014	J707	HRDC - Summer Student	Deposit	5,526.00	-		Y	Cleared
10/20/2014	J708	Resident Cardholder	Deposit	80.00	-		Y	Cleared
10/20/2014	J709	Fines	Deposit	217.15	-		Y	Cleared
10/27/2014	J710	Resident Cardholder	Deposit	260.00	-		Y	Cleared
10/27/2014	J711	Fines	Deposit	215.80	-		Y	Cleared
10/27/2014	J712	Miscellaneous	Deposit	10.84	-		Y	Cleared
10/01/2014	J717	Elavon	Elavon...	-	40.45		Y	Cleared
10/01/2014	J718	Bank Fee	Bank F...	-	2.00		Y	Cleared
10/02/2014	J719	Fines	Elavon...	39.25	-		Y	Cleared
10/02/2014	J720	Resident Cardholder	Elavon...	40.00	-		Y	Cleared
10/03/2014	J721	Resident Carholder and Fines	Elavon...	10.00	-		Y	Cleared
10/03/2014	J721	Resident Carholder and Fines	Elavon...	25.00	-		Y	Cleared
10/06/2014	J722	Resident Cardholder	Elavon...	10.00	-		Y	Cleared
10/06/2014	J723	Resident Cardholder and Fin...	Elavon...	10.00	-		Y	Cleared
10/06/2014	J723	Resident Cardholder and Fin...	Elavon...	5.00	-		Y	Cleared
10/06/2014	J724	Fines	Elavon...	15.50	-		Y	Cleared
10/08/2014	J725	Resident Cardholder & Fines	Elavon...	20.00	-		Y	Cleared
10/08/2014	J725	Resident Cardholder & Fines	Elavon...	40.25	-		Y	Cleared
10/09/2014	J726	Resident Cardholder & Fines	Elavon...	40.00	-		Y	Cleared
10/09/2014	J726	Resident Cardholder & Fines	Elavon...	36.15	-		Y	Cleared
10/10/2014	J727	Fines	Elavon...	35.55	-		Y	Cleared
10/10/2014	J728	Resident Cardholder & Fines	Elavon...	20.00	-		Y	Cleared
10/10/2014	J728	Resident Cardholder & Fines	Elavon...	25.00	-		Y	Cleared



## Brooks Public Library

## Reconciliation Transactions Detail Report 10/01/2014 to 10/31/2014

Account: 1080 Cash In Bank

Date	JE#	Comment	Source	Deposits	Withdrawals	Dep...	Cleared	Status
10/14/2014	J729	Fines	Elavon...	28.75	-		Y	Cleared
10/14/2014	J730	Resident Cardholder & Fines	Elavon...	10.00	-		Y	Cleared
10/14/2014	J730	Resident Cardholder & Fines	Elavon...	1.50	-		Y	Cleared
10/15/2014	J731	Resident Cardholder	Elavon...	20.00	-		Y	Cleared
10/16/2014	J732	Resident Cardholder & Fines	Elavon...	10.00	-		Y	Cleared
10/16/2014	J732	Resident Cardholder & Fines	Elavon...	35.00	-		Y	Cleared
10/17/2014	J733	Resident Cardholder & Fines	Elavon...	10.00	-		Y	Cleared
10/17/2014	J733	Resident Cardholder & Fines	Elavon...	6.75	-		Y	Cleared
10/17/2014	J734	Resident Cardholder	Elavon...	10.00	-		Y	Cleared
10/20/2014	J735	Resident Cardholder & Fines	Elavon...	20.00	-		Y	Cleared
10/20/2014	J735	Resident Cardholder & Fines	Elavon...	36.40	-		Y	Cleared
10/20/2014	J736	Fines	Elavon...	12.75	-		Y	Cleared
10/20/2014	J737	Resident Cardholder	Elavon...	25.00	-		Y	Cleared
10/22/2014	J738	Resident Cardholder & Fines	Elavon...	30.00	-		Y	Cleared
10/22/2014	J738	Resident Cardholder & Fines	Elavon...	5.00	-		Y	Cleared
10/23/2014	J739	Resident Cardholder	Elavon...	10.00	-		Y	Cleared
10/24/2014	J740	Resident Cardholder & Fines	Elavon...	10.00	-		Y	Cleared
10/24/2014	J740	Resident Cardholder & Fines	Elavon...	35.00	-		Y	Cleared
10/24/2014	J741	Resident Cardholder	Elavon...	20.00	-		Y	Cleared
10/24/2014	J741	Resident Cardholder	Elavon...	7.50	-		Y	Cleared
10/27/2014	J742	Resident Cardholder & Fines	Elavon...	10.00	-		Y	Cleared
10/27/2014	J742	Resident Cardholder & Fines	Elavon...	5.25	-		Y	Cleared
10/27/2014	J743	Resident Cardholder	Elavon...	10.00	-		Y	Cleared
10/27/2014	J744	Resident Cardholder & Fines	Elavon...	20.00	-		Y	Cleared
10/27/2014	J744	Resident Cardholder & Fines	Elavon...	4.00	-		Y	Cleared
10/29/2014	J745	Resident Cardholder & Fines	Elavon...	30.00	-		Y	Cleared
10/29/2014	J745	Resident Cardholder & Fines	Elavon...	12.65	-		Y	Cleared
10/23/2014	J746	Resident Cardholder & Fines	Elavon...	10.00	-		Y	Reversed
10/23/2014	J746	Resident Cardholder & Fines	Elavon...	136.00	-		Y	Reversed
10/30/2014	J747	Fines	Elavon...	19.30	-		Y	Cleared
10/30/2014	J748	Fines	Elavon...	52.50	-		Y	Cleared
10/23/2014	J749	Rev. of J746. Corr. is J750.	ADJEL...	-	10.00		Y	Adjustment
10/23/2014	J749	Rev. of J746. Corr. is J750.	ADJEL...	-	136.00		Y	Adjustment
10/30/2014	J750	Resident Cardholder & Fines	Elavon...	10.00	-		Y	Cleared
10/30/2014	J750	Resident Cardholder & Fines	Elavon...	136.00	-		Y	Cleared
10/23/2014	J751	Rev. of J739. Corr. is J752.	ADJEL...	-	10.00		Y	Adjustment
10/23/2014	J752	Resident Cardholder	Elavon...	10.00	-		Y	Cleared
				15,255.63	32,481.14			

## Brooks Public Library

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

		Account Number	Account Description	Debits	Credits
10/05/2014	J630	5306, Fort McMurray Public Library			
		5260	Miscellaneous	36.81	-
		1080	Cash In Bank	-	36.81
10/06/2014	J641	Deposit, Resident Cardholder			
		4090	Resident Cardholder Fees	-	160.00
		1080	Cash In Bank	160.00	-
10/06/2014	J642	Deposit, Fines			
		4120	Fines, Book Sales and Services	-	208.10
		1080	Cash In Bank	208.10	-
10/06/2014	J643	Deposit, Adopt-a-magazine			
		4185	Adopt-a-magazine	-	200.00
		1080	Cash In Bank	200.00	-
10/31/2014	J671	5308, Bessie Jacowishen			
		5300	Wages	2,939.28	-
		5310	EI Expense	69.33	-
		5320	CPP Expense	125.27	-
		5340	AUMA Extended Health	135.40	-
		5350	L.A.P.P. Expense	334.78	-
		1080	Cash In Bank	-	2,040.73
		2050	Accounts Payable	-	470.18
		2310	EI Payable	-	118.85
		2320	CPP Payable	-	250.54
		2330	Income Tax Payable	-	360.34
		2400	L.A.P.P.	-	305.39
		2420	AUMA Extended Health	-	58.03
10/31/2014	J672	5309, Bruce Schmidt			
		5300	Wages	769.56	-
		5310	EI Expense	20.26	-
		5320	CPP Expense	23.66	-
		1080	Cash In Bank	-	731.43
		2310	EI Payable	-	34.73
		2320	CPP Payable	-	47.32
10/31/2014	J674	5311, Cathryn Krochak			
		5300	Wages	2,912.10	-
		5310	EI Expense	68.68	-
		5320	CPP Expense	123.93	-
		5340	AUMA Extended Health	60.44	-
		5350	L.A.P.P. Expense	331.69	-
		1080	Cash In Bank	-	2,056.59
		2050	Accounts Payable	-	392.13
		2310	EI Payable	-	117.74
		2320	CPP Payable	-	247.86
		2330	Income Tax Payable	-	354.06
		2400	L.A.P.P.	-	302.57
		2420	AUMA Extended Health	-	25.89
10/31/2014	J675	5312, Jillian Clarke			
		5300	Wages	2,592.08	-
		5310	EI Expense	61.14	-
		5320	CPP Expense	108.74	-
		5340	AUMA Extended Health	133.52	-
		5350	L.A.P.P. Expense	295.24	-
		1080	Cash In Bank	-	1,830.66
		2050	Accounts Payable	-	428.76
		2310	EI Payable	-	104.81
		2320	CPP Payable	-	217.48
		2330	Income Tax Payable	-	282.47
		2400	L.A.P.P.	-	269.32
		2420	AUMA Extended Health	-	57.22

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

		Account Number	Account Description	Debits	Credits
10/31/2014	J676	5313, Cassandra Socchia			
		5300	Wages	1,541.28	-
		5310	EI Expense	40.57	-
		5320	CPP Expense	61.86	-
		1080	Cash In Bank	-	1,386.19
		2310	EI Payable	-	69.55
		2320	CPP Payable	-	123.72
		2330	Income Tax Payable	-	64.25
10/31/2014	J678	5314, Tamara Van Horne			
		5300	Wages	2,500.98	-
		5310	EI Expense	58.98	-
		5320	CPP Expense	104.48	-
		5340	AUMA Extended Health	60.44	-
		5350	L.A.P.P. Expense	284.86	-
		1080	Cash In Bank	-	1,806.24
		2050	Accounts Payable	-	345.30
		2310	EI Payable	-	101.11
		2320	CPP Payable	-	208.96
		2330	Income Tax Payable	-	262.39
		2400	L.A.P.P.	-	259.85
		2420	AUMA Extended Health	-	25.89
10/31/2014	J679	5315, George Hawtin			
		5300	Wages	5,416.67	-
		5310	EI Expense	142.56	-
		5320	CPP Expense	259.05	-
		1080	Cash In Bank	-	3,915.31
		2310	EI Payable	-	244.39
		2320	CPP Payable	-	518.10
		2330	Income Tax Payable	-	1,140.48
10/31/2014	J680	5316, Shawna Ketch			
		5300	Wages	700.04	-
		5310	EI Expense	18.42	-
		5320	CPP Expense	20.21	-
		1080	Cash In Bank	-	666.67
		2310	EI Payable	-	31.58
		2320	CPP Payable	-	40.42
10/31/2014	J683	5320, Canada Customs and Revenue Agency			
		2310	EI Payable	240.99	-
		2320	CPP Payable	827.20	-
		2330	Income Tax Payable	2,463.99	-
		5310	EI Expense	479.94	-
		5320	CPP Expense	827.20	-
		1080	Cash In Bank	-	4,839.32
10/31/2014	J684	5321, Local Authorities Pension Plan			
		2400	L.A.P.P.	1,137.13	-
		5350	L.A.P.P. Expense	1,246.57	-
		1080	Cash In Bank	-	2,383.70
10/31/2014	J685	5322, AMSC Insurance Services Limited			
		2420	AUMA Extended Health	167.03	-
		5340	AUMA Extended Health	389.80	-
		1080	Cash In Bank	-	556.83
10/31/2014	J686	5323, Bessie Jacowishen			
		2100	GST Paid on Purchases	2.50	-
		5220	Publicity and Advertising	50.00	-
		1080	Cash In Bank	-	52.50
10/31/2014	J687	5324, Esplanade Arts and Heritage Centre			



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

		Account Number	Account Description	Debits	Credits
		5090	Program Expense	225.00	-
		1080	Cash In Bank	-	225.00
10/31/2014	J688	5325, Water Pure & Simple			
		5070	Library Supplies	36.00	-
		1080	Cash In Bank	-	36.00
10/31/2014	J689	5326, Cathryn Krochak			
		5090	Program Expense	20.98	-
		1080	Cash In Bank	-	20.98
10/31/2014	J690	5327, Royal Bank Visa			
		5160	Copier & Computer Costs	59.83	-
		1080	Cash In Bank	-	59.83
10/31/2014	J691	5328, Total Office Plus			
		2100	GST Paid on Purchases	12.00	-
		5070	Library Supplies	239.94	-
		1080	Cash In Bank	-	251.94
10/31/2014	J692	5329, Brooks Home Hardware			
		5070	Library Supplies	38.05	-
		1080	Cash In Bank	-	38.05
10/31/2014	J693	5330, Securtek - A SaskTel Company			
		2100	GST Paid on Purchases	15.00	-
		5170	Security Monitoring	300.00	-
		1080	Cash In Bank	-	315.00
10/31/2014	J694	5331, Brooks Home Hardware			
		2100	GST Paid on Purchases	0.30	-
		5070	Library Supplies	6.00	-
		1080	Cash In Bank	-	6.30
10/31/2014	J695	5332, University of Calgary			
		5030	Books and Materials	5.00	-
		1080	Cash In Bank	-	5.00
10/31/2014	J696	5333, Telus Communications			
		5140	Telephone and Fax Expense	563.65	-
		1080	Cash In Bank	-	563.65
10/31/2014	J697	5334, National Leasing			
		5160	Copier & Computer Costs	305.55	-
		1080	Cash In Bank	-	305.55
10/31/2014	J698	5335, Total Office Plus			
		2100	GST Paid on Purchases	12.95	-
		5070	Library Supplies	258.99	-
		1080	Cash In Bank	-	271.94
10/31/2014	J699	5336, Brooks Home Hardware			
		2100	GST Paid on Purchases	0.80	-
		5070	Library Supplies	15.99	-
		1080	Cash In Bank	-	16.79
10/31/2014	J700	5337, Cathryn Krochak			
		5090	Program Expense	32.06	-
		1080	Cash In Bank	-	32.06
10/31/2014	J701	5338, Shortgrass Library System			
		5055	Library Equipment	374.59	-
		1080	Cash In Bank	-	374.59
10/31/2014	J702	5339, Total Office Plus			

## Brooks Public Library

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

		Account Number	Account Description	Debits	Credits
		2100	GST Paid on Purchases	2.03	-
		5070	Library Supplies	40.59	-
		1080	Cash In Bank	-	42.62
10/31/2014	J703	5340, The Cypress Group			
		2100	GST Paid on Purchases	32.26	-
		5160	Copier & Computer Costs	645.31	-
		1080	Cash In Bank	-	677.57
10/31/2014	J704	5341, Ken Dalgarno			
		5030	Books and Materials	45.00	-
		1080	Cash In Bank	-	45.00
10/15/2014	J705	Deposit, Resident Cardholder			
		4090	Resident Cardholder Fees	-	170.00
		1080	Cash In Bank	170.00	-
10/15/2014	J706	Deposit, Fines			
		4120	Fines, Book Sales and Services	-	334.85
		1080	Cash In Bank	334.85	-
10/20/2014	J707	Deposit, HRDC - Summer Student			
		4030	HRDC - Summer Student	-	5,526.00
		1080	Cash In Bank	5,526.00	-
10/20/2014	J708	Deposit, Resident Cardholder			
		4090	Resident Cardholder Fees	-	80.00
		1080	Cash In Bank	80.00	-
10/20/2014	J709	Deposit, Fines			
		4120	Fines, Book Sales and Services	-	217.15
		1080	Cash In Bank	217.15	-
10/27/2014	J710	Deposit, Resident Cardholder			
		4090	Resident Cardholder Fees	-	260.00
		1080	Cash In Bank	260.00	-
10/27/2014	J711	Deposit, Fines			
		4120	Fines, Book Sales and Services	-	215.80
		1080	Cash In Bank	215.80	-
10/27/2014	J712	Deposit, Miscellaneous			
		4110	Miscellaneous	-	10.84
		1080	Cash In Bank	10.84	-
10/01/2014	J717	Elavon - Bank Fee, Elavon			
		5160	Copier & Computer Costs	40.45	-
		1080	Cash In Bank	-	40.45
10/01/2014	J718	Bank Fee, Bank Fee			
		5250	Bank Charges	2.00	-
		1080	Cash In Bank	-	2.00
10/02/2014	J719	Elavon Deposit, Fines			
		4120	Fines, Book Sales and Services	-	39.25
		1080	Cash In Bank	39.25	-
10/02/2014	J720	Elavon Deposit, Resident Cardholder			
		4090	Resident Cardholder Fees	-	40.00
		1080	Cash In Bank	40.00	-
10/03/2014	J721	Elavon Deposit, Resident Carholder and Fines			
		4090	Resident Cardholder Fees	-	10.00
		1080	Cash In Bank	10.00	-
		4120	Fines, Book Sales and Services	-	25.00