

MINUTES OF REGULAR MEETING OF BROOKS PUBLIC LIBRARY BOARD
January 27, 2011
HELD IN BROOKS PUBLIC LIBRARY

PRESENT: Tilly Gamble-Altwasser (Vice Chair), , Shannon Vossepoel (Head Librarian), Kimberley Sharkey, Karen Bonora, Gloria Evens, Cathleen Patterson, Karen Nelson, Joyce Aasen,

REGRETS: Dino Champlone, Elsie Strach

VISION STATEMENT

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

MISSION STATEMENT

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

1. Call to Order: Tilly called the meeting to order at 6:35 P.M.
2. Approval of Agenda **Gloria/Karen N. moved the approval of the Agenda. Carried.**
3. Consent Agenda: **Moved by Karen B. / Karen N. the following items in the Consent Agenda. Carried.**
 - a) November 2010 Board Meeting Minutes
 - b) January Finance Committee Meeting Minutes
 - c) November and December 2010 Receipts and Expenditures
 - d) January Librarian's Report
4. Correspondence:
 - a) Shortgrass Library System – September 15th Board Meeting Minutes.
 - b) Shortgrass Library System – ALC 2011 Charter Bus
 - c) Shortgrass Library System – December RISE Review
 - d) Shortgrass Library System – December 2010 Shortgrass Clippings
 - e) Marigold Library System – December 2010 Marigold Report
 - f) City of Brooks -cc on response to patron Warren Chugg
 - g) County of Newell No. 4 – re: 2011 Library Budget
 - h) Lethbridge Historical Society – book donation
 - i) Cantara Safe House – Thank you

5. Business arising from the November 2010 Board meeting minutes.

a) Staff and Board Holiday Party – February 2011

It was suggested that a BBQ be held on a Monday in May. Shannon will e-mail possible dates.

b) Staff Recognition – Tamara Van Horne and Shannon Vossepoel

This will be done in conjunction with the above function.

c) Bibliocommons – expected to go public Summer 2011

Shannon commented on this new technology which adds social networking to the library catalogue and will be coming in the Summer.

6. New Business:

a) 2011 Proposed Board Meeting dates.

The following proposed Board Meeting Dates were approved with the exception of the February 24th.

January 27, March 24, May 26, June 23, September 22, October 27 and November 24. **No meetings in April, July, August or December**

b) 2011 Proposed Library closure dates

This item was tabled until the Board could look at the usage figures from December 2010

c) Library Roof. Moisture is coming in from the melt of snow on the old roof previous to the new roof going on. The City is working on this problem, and it will eventually be solved with time.

d) Brooks Public Library 60th Anniversary Event.

Scheduled for March 10th and will be an all day affair with cake, balloons, and prizes including a Kobo e-reader and free membership. Invitations will be sent to City, County, past board members etc.

e) Employee sick leave request.

Cathleen/Gloria moved that we give Maxine Meldrum an unpaid leave of absence as requested by her doctor. Carried

f) Alberta Library Conference

Shannon advised that we had one room only for the Jasper Conference. Cathleen will advise Shannon as to whether she will attend.

g) Basement storage items

Shannon was advised that she should dispose of items in the basement as she saw fit.

h) Reserve fund

Moved by Kimberley/Cathleen that we move \$75,000.00 into an interest bearing account. This account to be referred to as a Reserve Fund Account. Carried.

Moved by Kimberley/Karen B. that funds may be transferred to/from the Reserve fund at the discretion of the Finance Committee. Carried.

i) HR committee meeting

Shannon will organize a meeting of the HR Committee to clarify some items of her contract.

j) Warren Chugg contact

Ongoing harassment by this gentlemen has resulted in his arrest today with certain stipulations as non contact with the Library, Board, City, etc.

k) Patron Survey

The Patron survey for the Annual Report will commence on January 31, 2011. Will look into using "Survey Monkey" for distributing surveys online next year.

7. 2011 Budget

Moved by Karen N./Karen B. the budget be approved as presented. Carried.

8. **Moved by Gloria the meeting adjourn at 7:55 pm.**

9. Next Board Meeting to be advised.



Board Chair



Librarian

Date: February 17, 2011

Brooks Library Board
Finance Standing Committee Meeting
3:00pm, January 18, 2011

Present: Dino Champlone, Elsie Strach, Shannon Vossepoel

- 1) Meeting was called to order at 3:00pm.
- 2) Receipts and Expenditures for the months of November and December 2010 were discussed in detail and reviewed by the Committee. Items of Note:

Receipts for November:

- Adopt-a-Magazine: Eighteen magazines adopted in 2010.

Expenditures for November:

- Books and Materials: Items purchased at Chapters during annual Book Buy were reimbursed by Shortgrass out of materials allotment.
- Library Supplies: annual restocking of materials for 2011.
- Administration and Travel: flowers for Maxine and Duayne Meldrum from staff and Board (death of an immediate family member).
- Program Expense: snacks for Wii Game Day.
- Repair and Maintenance: repair of vehicle antenna for Mark Huff (damaged by patron – Finance Committee agreed to cover cost).
- Freight and Postage: shipping costs for library supplies ordered.
- Bank Charges: NSF cheque for a patron membership. Cost of charge was passed on to patron – paid at till.

Receipts for December:

- County of Newell Annual Funding received.

Expenditures for December:

- Furnishings and Equipment: step stools for staff and patrons, new booktruck, receipt printer and thermal paper for circulation desk.
- Library Supplies: daytimer for Head Librarian, file folders for audit box.
- Administration and Travel: water for office cooler, Karen Nelson and Karen Bonora registration fees for SALC.
- Program Expense: new coffeemaker, snacks for Wii gaming day, coffee for programs, holiday lights and decorations for displays, 2 kobos and 2 sony e-readers for staff training and patron demonstrations, new Wii games for Wii gaming program.
- Staff Training: subscription renewal to Quill and Quire publishing magazine
- Copier and Computer costs: copyright licensing fees for photocopier (Access Copyright), copying costs from September – December 2010, ink cartridges for staff printers.
- Freight and Postage: shipping costs for library equipment and supplies ordered, postage stamps for mail outs.
- Bank Charges: Purchase interest on VISA – overage from Book Buy.

Discussion Points:

- GIC accounts were renewed as determined.
- 2010 Budget: Receipts were as expected, but expenditures were low.
- Reserve Fund: Finance Committee determined that extraneous funds should be removed from the library's chequing account and a reserve fund set up which could be accessed for emergency use or for one-time large purchases at the discretion of the Library Board. This motion was forwarded to the Library Board for approval.
- 2011 Budget: final budget was forwarded to the Library Board for approval.

3) Meeting was adjourned at 3:25pm.

Board Chair

Head Librarian

Date

Date

Finance Meeting Notes: November 2010

Receipts for November:

- Adopt-a-Magazine: Eighteen magazines adopted in 2010.

Expenditures for November:

- Books and Materials: Items purchased at Chapters during annual Book Buy were reimbursed by Shortgrass out of materials allotment.
- Library Supplies: annual restocking of materials for 2011.
- Administration and Travel: flowers for Maxine and Duayne Meldrum from staff and Board (death of an immediate family member).
- Program Expense: snacks for Wii Game Day.
- Repair and Maintenance: repair of vehicle antenna for Mark Huff (damaged by patron – Finance Committee agreed to cover cost).
- Freight and Postage: shipping costs for library supplies ordered.
- Bank Charges: NSF cheque for a patron membership. Cost of charge was passed on to patron – paid at till.

Discussion Points:

- GIC accounts renewed.
- 2010 well below budget.
- 2011 Budget.

Brooks Library Board
November 2010 Receipts and Expenditures

Receipts	Annual Budget	Current Month	Total to Date
City of Brooks Annual Funding	184,105.00		184,105.00
City of Brooks Miscellaneous	9,100.00		7,603.90
HRDC – Summer Student	2,000.00		2,156.00
Province of Alberta	73,337.00		74,836.10
RISE Grants (2010)	14,443.52		14,443.52
RISE Grants (2009)	14,443.55		13,788.28
Additional Grant Funding	6,708.00		10,367.03
County of Newell Library Board	34,953.00		
2009 Surplus Funds	40,000.00		40,000.00
Resident Cardholder Fees	20,625.00	1,200.00	19,165.40
Interest Income	0.00		
Miscellaneous	200.00		160.00
Fines, books and services	19,000.00	1,153.92	16,022.21
Non-resident Cardholder Fees	700.00		1,000.00
Donations	3,000.00		2,812.50
Fundraisers (Friends of the Library)	500.00		724.53
Adopt-a-magazine	2,000.00	100.00	1,800.00
GST Recovery	1,000.00		1,128.53
Total Revenue	426,115.07	2,453.92	390,113.00
Expenditures			
SLS Expense (Materials Allot.)	56,371.00		56,361.00
SLS Expense (eBook Binding)	7,000.00		4,692.80
Shortgrass – Non-resident Fees	350.00		
Dynix and Telecom (SLS)	3,400.00		2,643.75
Books & Materials (Donations)	0.00	-2,281.65	2,409.49
Furnishings and Equipment	8,500.00		3,057.99
Payroll Expense	900.00	50.00	590.00
Library Supplies	9,500.00	8,891.91	13,065.01
Administration & Travel	8,375.00	55.00	2,178.16
Program Expense	5,000.00	7.54	2,457.54
Repair & Maintenance	4,200.00	51.87	1,987.87
Rebinding, Microfilming, and Laminating	2,000.00		589.00
Staff Training	5,000.00		2,695.53
Telephone & Fax Expense	3,500.00	246.80	2,825.39
Copier & Computer Costs	2,500.07		2,788.07
Security Monitoring	600.00		300.00
Computer Main. Contracts	1,534.00		396.00

GST Expense	0.00		
Freight & Postage	2,000.00	255.19	1,068.57
Professional Memberships	600.00		889.75
Publicity and Advertising	3,500.00		1,042.76
Audit and Insurance	8,500.00		6,662.00
Bank Charges	200.00	7.00	175.72
Miscellaneous	200.00		330.00
Wages (includes temp. staff and VAC pay)	258,285.00	17,040.72	198,996.27
EI Expense	5,700.00	412.74	4,819.67
CPP Expense	9,900.00	715.67	8,378.92
WCB Expense	900.00		790.45
AUMA Expense	5,600.00	232.42	2,868.36
LAPP Expense	12,000.00	1,261.66	10,940.51
Total Expenses	\$426,115.07	26,946.87	336,000.58

Brooks Library Board
December 2010 Receipts and Expenditures

Receipts	Annual Budget	Current Month	Total to Date
City of Brooks Annual Funding	184,105.00		184,105.00
City of Brooks Miscellaneous	9,100.00		7,603.90
HRDC – Summer Student	2,000.00		2,156.00
Province of Alberta	73,337.00		74,836.10
RISE Grants (2010)	14,443.52		14,443.52
RISE Grants (2009)	14,443.55		13,788.28
Additional Grant Funding	6,708.00		10,367.03
County of Newell Library Board	34,953.00	35,185.49	35,185.49
2009 Surplus Funds	40,000.00		40,000.00
Resident Cardholder Fees	20,625.00	1,317.00	20,482.40
Interest Income	0.00		
Miscellaneous	200.00		160.00
Fines, books and services	19,000.00	1,203.65	17,225.86
Non-resident Cardholder Fees	700.00	80.00	1,080.00
Donations	3,000.00	600.00	3,412.50
Fundraisers (Friends of the Library)	500.00		724.53
Adopt-a-magazine	2,000.00		1,800.00
GST Recovery	1,000.00		1,128.53
Total Revenue	426,115.07	38,386.14	428,499.14
Expenditures			
SLS Expense (Materials Allot.)	56,371.00		56,361.00
SLS Expense (eBook Binding)	7,000.00		4,692.80
Shortgrass – Non-resident Fees	350.00	540.00	540.00
Dynix and Telecom (SLS)	3,400.00	651.32	3,295.07
Books & Materials (Donations)	0.00		2,409.49
Furnishings and Equipment	8,500.00	1,323.44	4,381.43
Payroll Expense	900.00	100.00	690.00
Library Supplies	9,500.00	99.30	13,164.31
Administration & Travel	8,375.00	231.00	2,409.16
Program Expense	5,000.00	1,334.61	3,792.15
Repair & Maintenance	4,200.00		1,987.87
Rebinding, Microfilming, and Laminating	2,000.00		589.00
Staff Training	5,000.00	64.51	2,760.04
Telephone & Fax Expense	3,500.00	245.69	3,071.08
Copier & Computer Costs	2,500.07	378.57	3,166.64
Security Monitoring	600.00		300.00
Computer Main. Contracts	1,534.00		396.00

GST Expense	0.00		
Freight & Postage	2,000.00	323.38	1,391.95
Professional Memberships	600.00		889.75
Publicity and Advertising	3,500.00		1,042.76
Audit and Insurance	8,500.00		6,662.00
Bank Charges	200.00	24.29	200.01
Miscellaneous	200.00		330.00
Wages (includes temp. staff and VAC pay)	258,285.00	17,555.01	216,551.28
EI Expense	5,700.00	425.18	5,244.85
CPP Expense	9,900.00	741.15	9,120.07
WCB Expense	900.00		790.45
AUMA Expense	5,600.00	237.40	3,105.76
LAPP Expense	12,000.00	1,320.20	12,260.71
Total Expenses	\$426,115.07	25,595.05	361,595.63

Brooks Public Library

Balance Sheet As at 11/30/2010

ASSET

CURRENT ASSETS

GIC Account	50,000.00
GST Recoverable	1,152.16
Building Fund	0.00
Furn. & Shelving Reserve	0.00
Cash On Hand/Float	50.00
Cash In Bank	75,010.37
GIC 0001	30,000.00
GIC 0002	7,000.00
Accounts Receivable	60.00
Interest Receivable	133.00

TOTAL CURRENT ASSETS	<u>163,405.53</u>
-----------------------------	-------------------

TOTAL ASSET	<u><u>163,405.53</u></u>
--------------------	--------------------------

LIABILITY

CURRENT LIABILITIES

Accounts Payable	0.00
MNP Accrual	4,830.00
GST Charged on Sales	0.00
GST Paid on Purchases	-4,176.15
GST Paid on Books	0.00
New Account	0.00
Accounts Payable	0.00
Vacation Payable	0.00
EI Payable	0.00
CPP Payable	0.00
Income Tax Payable	0.00
L.A.P.P.	63.74
AUMA Extended Health	-66.16
AB Health Payable	-94.36
W.C.B. Payable	0.00
Miscellaneous	0.00

TOTAL CURRENT LIABILITIES	<u>557.07</u>
----------------------------------	---------------

TOTAL LIABILITY	<u>557.07</u>
------------------------	---------------

EQUITY

EARNINGS

Building Fund Reserves	38,314.20
Externally restricted	200.00
Retained Earnings	110,221.84
Current Earnings	14,112.42

CURRENT EARNINGS	<u>162,848.46</u>
-------------------------	-------------------

TOTAL EQUITY	<u>162,848.46</u>
---------------------	-------------------

LIABILITIES AND EQUITY	<u><u>163,405.53</u></u>
-------------------------------	--------------------------

Brooks Public Library

Income Statement 11/01/2010 to 11/30/2010

REVENUE

REVENUE

Town of Brooks	0.00
City of Brooks Misc	0.00
HRDC - Summer Student	0.00
Province of Alberta	0.00
Industry Canada - CAP 3	0.00
Industry Canada - CAP YI	0.00
PLDI Grant	0.00
County of Newell Library Board	0.00
RISE Grant Funding	0.00
Grant Funding	0.00
Resident Cardholder Fees	1,200.00
Interest Income	0.00
Miscellaneous	0.00
Fines, Book Sales and Services	1,153.92
Non-resident Cardholder Fees	0.00
Charitable Receipt Donations	0.00
Fundraisers	0.00
Adopt-a-magazine	100.00
Medieval Faire	0.00
GST Recovery	0.00

TOTAL REVENUE	<u>2,453.92</u>
----------------------	-----------------

TOTAL REVENUE	<u>2,453.92</u>
----------------------	-----------------

EXPENSE

EXPENSES

SLS Expense (Materials)	0.00
SLS - Non-resident fees	0.00
SLS - Dynix and Telecom	0.00
Books and Materials	-2,281.65
New Library Furnishings	0.00
Library Equipment	0.00
Payroll Expense	50.00
Library Supplies	8,891.91
Administration & Travel	55.00
Recruitment Expense	0.00
Program Expense	7.54
Medieval Faire	0.00
Repair & Maintenance	51.87
Rebinding, Microfilming, Laminati...	0.00
Staff Training	0.00
Telephone and Fax Expense	246.80
Copier & Computer Costs	0.00
Security Monitoring	0.00
Computer Main. Contracts	0.00
GST Expense	0.00
Freight and Postage	255.19
Professional Memberships	0.00
Publicity and Advertising	0.00
Audit and Insurance	0.00
Bank Charges	7.00
Miscellaneous	0.00
Wages	17,040.72
Wage Reimbursement	0.00
EI Expense	412.74
CPP Expense	715.67
WCB Expense	0.00
AUMA Extended Health	232.42
L.A.P.P. Expense	1,261.66
AB Health Expense	0.00

TOTAL EXPENSES	<u>26,946.87</u>
-----------------------	------------------

Brooks Public Library
Income Statement 11/01/2010 to 11/30/2010

TOTAL EXPENSE	<u>26,946.87</u>
NET INCOME	<u><u>-24,492.95</u></u>

Brooks Public Library

Income Statement 01/01/2010 to 11/30/2010

REVENUE

REVENUE

Town of Brooks	184,105.00
City of Brooks Misc	7,603.90
HRDC - Summer Student	2,156.00
Province of Alberta	74,836.10
Industry Canada - CAP 3	0.00
Industry Canada - CAP YI	0.00
PLDI Grant	0.00
County of Newell Library Board	0.00
RISE Grant Funding	28,231.80
Grant Funding	10,367.03
Resident Cardholder Fees	19,165.40
Interest Income	0.00
Miscellaneous	160.00
Fines, Book Sales and Services	16,022.21
Non-resident Cardholder Fees	1,000.00
Charitable Receipt Donations	2,812.50
Fundraisers	724.53
Adopt-a-magazine	1,800.00
Medieval Faire	0.00
GST Recovery	1,128.53
TOTAL REVENUE	350,113.00

TOTAL REVENUE 350,113.00

EXPENSE

EXPENSES

SLS Expense (Materials)	56,361.00
SLS - Non-resident fees	0.00
SLS - Dynix and Telecom	7,336.55
Books and Materials	2,409.49
New Library Furnishings	628.99
Library Equipment	2,429.00
Payroll Expense	590.00
Library Supplies	13,065.01
Administration & Travel	2,178.16
Recruitment Expense	0.00
Program Expense	2,457.54
Medieval Faire	0.00
Repair & Maintenance	1,987.87
Rebinding, Microfilming, Laminati...	589.00
Staff Training	2,695.53
Telephone and Fax Expense	2,825.39
Copier & Computer Costs	2,788.07
Security Monitoring	300.00
Computer Main. Contracts	396.00
GST Expense	0.00
Freight and Postage	1,068.57
Professional Memberships	889.75
Publicity and Advertising	1,042.76
Audit and Insurance	6,662.00
Bank Charges	175.72
Miscellaneous	330.00
Wages	198,996.27
Wage Reimbursement	0.00
EI Expense	4,819.67
CPP Expense	8,378.92
WCB Expense	790.45
AUMA Extended Health	2,868.36
L.A.P.P. Expense	10,940.51
AB Health Expense	0.00
TOTAL EXPENSES	336,000.58

Brooks Public Library
Income Statement 01/01/2010 to 11/30/2010

TOTAL EXPENSE	<u>336,000.58</u>
NET INCOME	<u><u>14,112.42</u></u>

Brooks Public Library

Reconciliation Transactions Detail Report 11/01/2010 to 11/30/2010

Account: 1080 Cash In Bank

Date	JE#	Comment	Source	Deposits	Withdrawals	Dep...	Cleared	Status
11/10/2010	J460	November 2010, Brodart	4113	-	6,307.02		Y	Cleared
11/10/2010	J461	November 2010, Grand & Toy	4114	-	231.17		Y	Cleared
11/10/2010	J462	November 2010, Brooks Co...	4115	-	52.50		Y	Cleared
11/10/2010	J463	November 2010, Mark Huff	4116	-	51.87		Y	Cleared
11/10/2010	J464	November 2010, Tamara Va...	4117	-	7.54		Y	Cleared
11/10/2010	J465	November 2010, Shortgrass ...	4118	-	2,423.12		Y	Cleared
11/05/2010	J475	Resident Cardholder	Deposit	475.00	-		Y	Cleared
11/05/2010	J476	Fines	Deposit	335.86	-		Y	Cleared
11/05/2010	J477	Adopt-a-Magazine	Deposit	100.00	-		Y	Cleared
11/12/2010	J478	Resident Cardholder	Deposit	240.00	-		Y	Cleared
11/12/2010	J479	Fines	Deposit	271.08	-		Y	Cleared
11/12/2010	J480	Shortgrass Library System	Deposit	4,704.77	-		Y	Cleared
11/25/2010	J481	November 2010, RBC Royal ...	4119	-	1,006.98		N	Outstanding
11/25/2010	J482	November 2010, Telus Com...	4120	-	259.06		N	Outstanding
11/30/2010	J483	November 2010, Shannon V...	4121	-	2,986.06		Y	Cleared
11/30/2010	J484	November 2010, Jillian Clarke	4122	-	1,318.45		Y	Cleared
11/30/2010	J485	Nov 2010, Mark Huff	4123	-	25.47		N	Outstanding
11/30/2010	J486	November 2010, Bessie Jac...	4124	-	1,932.52		Y	Cleared
11/30/2010	J487	November 2010, Cathryn Kr...	4125	-	1,513.61		N	Outstanding
11/30/2010	J488	November 2010, Maxine Mel...	4126	-	1,575.30		N	Outstanding
11/30/2010	J489	November 2010, Bruce Sch...	4127	-	561.28		N	Outstanding
11/30/2010	J490	Nov 2010, Tamara Van Horne	4128	-	1,722.93		Y	Cleared
11/30/2010	J491	November 2010, Lucy Newnes	4129	-	748.16		N	Outstanding
11/30/2010	J492	November 2010, Marisa Bader	4130	-	486.12		N	Outstanding
11/30/2010	J493	November 2010, Canada Cu...	4131	-	4,100.35		N	Outstanding
11/30/2010	J494	November 2010, Local Auth...	4132	-	2,386.43		N	Outstanding
11/30/2010	J495	November 2010, AMSC Insu...	4133	-	332.00		N	Outstanding
11/30/2010	J496	Nov 2010, Shannon Vossep...	4134	-	57.75		Y	Cleared
11/30/2010	J497	Nov 2010, Bessie Jacowishen	4135	-	52.46		Y	Cleared
11/30/2010	J498	Nov 2010, Brodart	4136	-	1,428.06		N	Outstanding
11/30/2010	J499	November 30 2010, Brodart	4137	-	578.78		N	Outstanding
11/30/2010	J500	November 2010, Carla Yewc...	4138	-	67.50		N	Outstanding
11/19/2010	J503	Fines	Deposit	303.00	-		Y	Cleared
11/19/2010	J504	Resident Cardholder	Deposit	345.00	-		Y	Cleared
11/26/2010	J505	Fines	Deposit	311.48	-		Y	Cleared
11/26/2010	J506	Residnet Cardholder	Deposit	155.00	-		Y	Cleared
11/09/2010	J514	Patron Membership NSF Ch...	Debit	-	15.00		Y	Cleared
11/09/2010	J515	Patron Membership NSF Ch...	Debit	-	7.00		Y	Cleared
				7,241.19	32,234.49			

Brooks Public Library
All Journal Entries 11/01/2010 to 11/30/2010

		Account Number	Account Description	Debits	Credits
11/10/2010	J460	4113, November 2010, Brodart			
		2100	GST Paid on Purchases	300.34	-
		5070	Library Supplies	5,875.55	-
		5200	Freight and Postage	131.13	-
		1080	Cash In Bank	-	6,307.02
11/10/2010	J461	4114, November 2010, Grand & Toy			
		2100	GST Paid on Purchases	11.01	-
		5070	Library Supplies	220.16	-
		1080	Cash In Bank	-	231.17
11/10/2010	J462	4115, November 2010, Brooks Computer Services Ltd.			
		2100	GST Paid on Purchases	2.50	-
		5060	Payroll Expense	50.00	-
		1080	Cash In Bank	-	52.50
11/10/2010	J463	4116, November 2010, Mark Huff			
		5100	Repair & Maintenance	51.87	-
		1080	Cash In Bank	-	51.87
11/10/2010	J464	4117, November 2010, Tamara Van Horne			
		5090	Program Expense	7.54	-
		1080	Cash In Bank	-	7.54
11/10/2010	J465	4118, November 2010, Shortgrass Library System			
		5030	Books and Materials	2,423.12	-
		1080	Cash In Bank	-	2,423.12
11/05/2010	J475	Deposit, Resident Cardholder			
		4090	Resident Cardholder Fees	-	475.00
		1080	Cash In Bank	475.00	-
11/05/2010	J476	Deposit, Fines			
		4120	Fines, Book Sales and Services	-	335.86
		1080	Cash In Bank	335.86	-
11/05/2010	J477	Deposit, Adopt-a-Magazine			
		4185	Adopt-a-magazine	-	100.00
		1080	Cash In Bank	100.00	-
11/12/2010	J478	Deposit, Resident Cardholder			
		4090	Resident Cardholder Fees	-	240.00
		1080	Cash In Bank	240.00	-
11/12/2010	J479	Deposit, Fines			
		4120	Fines, Book Sales and Services	-	271.08
		1080	Cash In Bank	271.08	-
11/12/2010	J480	Deposit, Shortgrass Library System			
		5030	Books and Materials	-	4,704.77
		1080	Cash In Bank	4,704.77	-
11/25/2010	J481	4119, November 2010, RBC Royal Bank VISA			
		2100	GST Paid on Purchases	47.95	-
		5070	Library Supplies	959.03	-
		1080	Cash In Bank	-	1,006.98
11/25/2010	J482	4120, November 2010, Telus Communications			
		2100	GST Paid on Purchases	12.26	-
		5140	Telephone and Fax Expense	246.80	-
		1080	Cash In Bank	-	259.06
11/30/2010	J483	4121, November 2010, Shannon Vossepoel			
		5300	Wages	4,524.00	-
		1080	Cash In Bank	-	2,986.06
		2310	EI Payable	-	78.27

Brooks Public Library
All Journal Entries 11/01/2010 to 11/30/2010

		Account Number	Account Description	Debits	Credits
		2320	CPP Payable	-	209.50
		2330	Income Tax Payable	-	864.92
		2400	L.A.P.P.	-	385.25
11/30/2010	J484	4122, November 2010,	Jillian Clarke		
		5300	Wages	1,466.50	-
		1080	Cash In Bank	-	1,318.45
		2310	EI Payable	-	25.37
		2320	CPP Payable	-	58.15
		2330	Income Tax Payable	-	64.53
11/30/2010	J485	4123, Nov 2010, Mark Huff			
		2420	AUMA Extended Health	25.47	-
		1080	Cash In Bank	-	25.47
11/30/2010	J486	4124, November 2010,	Bessie Jacowishen		
		5300	Wages	2,732.30	-
		1080	Cash In Bank	-	1,932.52
		2310	EI Payable	-	47.27
		2320	CPP Payable	-	121.38
		2330	Income Tax Payable	-	360.68
		2400	L.A.P.P.	-	220.28
		2420	AUMA Extended Health	-	50.17
11/30/2010	J487	4125, November 2010,	Cathryn Krochak		
		5300	Wages	2,009.25	-
		1080	Cash In Bank	-	1,513.61
		2310	EI Payable	-	34.76
		2320	CPP Payable	-	85.48
		2330	Income Tax Payable	-	191.44
		2400	L.A.P.P.	-	161.92
		2420	AUMA Extended Health	-	22.04
11/30/2010	J488	4126, November 2010,	Maxine Meldrum		
		5300	Wages	2,082.60	-
		1080	Cash In Bank	-	1,575.30
		2310	EI Payable	-	36.03
		2320	CPP Payable	-	89.22
		2330	Income Tax Payable	-	209.11
		2400	L.A.P.P.	-	167.99
		2420	AUMA Extended Health	-	4.95
11/30/2010	J489	4127, November 2010,	Bruce Schmidt		
		5300	Wages	585.99	-
		1080	Cash In Bank	-	561.28
		2310	EI Payable	-	10.14
		2320	CPP Payable	-	14.57
11/30/2010	J490	4128, Nov 2010, Tamara Van Horne			
		5300	Wages	2,348.40	-
		1080	Cash In Bank	-	1,722.93
		2310	EI Payable	-	40.63
		2320	CPP Payable	-	102.31
		2330	Income Tax Payable	-	270.78
		2400	L.A.P.P.	-	189.33
		2420	AUMA Extended Health	-	22.42
11/30/2010	J491	4129, November 2010,	Lucy Newnes		
		5300	Wages	786.24	-
		1080	Cash In Bank	-	748.16
		2310	EI Payable	-	13.60
		2320	CPP Payable	-	24.48
11/30/2010	J492	4130, November 2010,	Marisa Bader		
		5300	Wages	505.44	-
		1080	Cash In Bank	-	486.12

Brooks Public Library
All Journal Entries 11/01/2010 to 11/30/2010

		Account Number	Account Description	Debits	Credits
		2310	EI Payable	-	8.74
		2320	CPP Payable	-	10.58
11/30/2010	J493	4131, November 2010,	Canada Customs and Revenue Agency		
		2310	EI Payable	294.81	-
		2320	CPP Payable	715.67	-
		2330	Income Tax Payable	1,961.46	-
		5310	EI Expense	412.74	-
		5320	CPP Expense	715.67	-
		1080	Cash In Bank	-	4,100.35
11/30/2010	J494	4132, November 2010,	Local Authorities Pension Plan		
		2400	L.A.P.P.	1,124.77	-
		5350	L.A.P.P. Expense	1,261.66	-
		1080	Cash In Bank	-	2,386.43
11/30/2010	J495	4133, November 2010,	AMSC Insurance Services Limited		
		2420	AUMA Extended Health	99.58	-
		5340	AUMA Extended Health	232.42	-
		1080	Cash In Bank	-	332.00
11/30/2010	J496	4134, Nov 2010,	Shannon Vossepoel		
		2100	GST Paid on Purchases	2.75	-
		5080	Administration & Travel	55.00	-
		1080	Cash In Bank	-	57.75
11/30/2010	J497	4135, Nov 2010,	Bessie Jacowishen		
		2100	GST Paid on Purchases	2.50	-
		5070	Library Supplies	49.96	-
		1080	Cash In Bank	-	52.46
11/30/2010	J498	4136, Nov 2010,	Brodart		
		2100	GST Paid on Purchases	68.01	-
		5070	Library Supplies	1,283.46	-
		5200	Freight and Postage	76.59	-
		1080	Cash In Bank	-	1,428.06
11/30/2010	J499	4137, November 30 2010,	Brodart		
		2100	GST Paid on Purchases	27.56	-
		5070	Library Supplies	503.75	-
		5200	Freight and Postage	47.47	-
		1080	Cash In Bank	-	578.78
11/30/2010	J500	4138, November 2010,	Carla Yewchuk		
		4120	Fines, Book Sales and Services	67.50	-
		1080	Cash In Bank	-	67.50
11/19/2010	J503	Deposit, Fines			
		4120	Fines, Book Sales and Services	-	303.00
		1080	Cash In Bank	303.00	-
11/19/2010	J504	Deposit, Resident Cardholder			
		4090	Resident Cardholder Fees	-	345.00
		1080	Cash In Bank	345.00	-
11/26/2010	J505	Deposit, Fines			
		4120	Fines, Book Sales and Services	-	311.48
		1080	Cash In Bank	311.48	-
11/26/2010	J506	Deposit, Residnet Cardholder			
		4090	Resident Cardholder Fees	-	155.00
		1080	Cash In Bank	155.00	-
11/09/2010	J514	Debit, Patron Membership NSF Cheque			
		4090	Resident Cardholder Fees	15.00	-
		1080	Cash In Bank	-	15.00

Brooks Public Library
All Journal Entries 11/01/2010 to 11/30/2010

		<u>Account Number</u>	<u>Account Description</u>	<u>Debits</u>	<u>Credits</u>
11/09/2010	J515		Debit, Patron Membership NSF Cheque- Charge-Charges passed on to patron		
		5250	Bank Charges	7.00	-
		1080	Cash In Bank	-	7.00
				<u>43,671.97</u>	<u>43,671.97</u>

Brooks Library Board
2011 Budget

Receipts	Annual Budget	Current Month	Total to Date
City of Brooks Annual Funding	184,105.00		
City of Brooks Miscellaneous	9,100.00		
HRDC – Summer Student	2,000.00		
Province of Alberta	74,836.00		
RISE Grants (2011)	14,443.00		
Additional Grant Funding	2,562.00		
County of Newell Library Board	35,185.00		
2010 Allocated Funds	20,000.00		
Resident Cardholder Fees	20,625.00		
Interest Income	0.00		
Miscellaneous	200.00		
Fines, books and services	17,000.00		
Non-resident Cardholder Fees	700.00		
Donations	3,000.00		
Fundraisers (Friends of the Library)	500.00		
Adopt-a-magazine	2,000.00		
GST Recovery	1,000.00		
Total Revenue	\$387,256.00		
Expenditures			
SLS Expense (Materials Allot.)	56,904.00		
Shortgrass – Non-resident Fees	350.00		
Dynix and Telecom (SLS)	3,000.00		
Books & Materials (Additional)	0.00		
Furnishings and Equipment	7,532.00		
Payroll Expense	900.00		
Library Supplies	8,500.00		
Administration & Travel	4,500.00		
Program Expense	4,000.00		
Repair & Maintenance	3,000.00		
Rebinding, Microfilming, and Laminating	1,000.00		
Staff Training	4,500.00		
Telephone & Fax Expense	3,500.00		
Copier & Computer Costs	4,000.00		
Security Monitoring	600.00		
GST Expense	0.00		
Freight & Postage	1,000.00		
Professional Memberships	600.00		

Publicity and Advertising	1,770.00		
Audit and Insurance	8,500.00		
Bank Charges	200.00		
Miscellaneous	200.00		
Wages (includes temp. staff and VAC pay)	235,000.00		
EI Expense	5,700.00		
CPP Expense	9,900.00		
WCB Expense	900.00		
AUMA Expense	4,000.00		
LAPP Expense	17,200.00		
Total Expenses	\$387,256.00		

Brooks Library Board
2011 Budget

Receipts	Annual Budget	Current Month	Total to Date
City of Brooks Annual Funding	184,105.00		
City of Brooks Miscellaneous	9,100.00		
HRDC – Summer Student	2,000.00		
Province of Alberta	74,836.00		
RISE Grants (2011)	13,788.00		
Additional Grant Funding	2,562.00		
County of Newell Library Board	35,185.00		
2010 Allocated Funds	20,000.00		
Resident Cardholder Fees	20,625.00		
Interest Income	0.00		
Miscellaneous	200.00		
Fines, books and services	17,000.00		
Non-resident Cardholder Fees	700.00		
Donations	3,000.00		
Fundraisers (Friends of the Library)	500.00		
Adopt-a-magazine	2,000.00		
GST Recovery	1,000.00		
Total Revenue	\$386,601.00		
Expenditures			
SLS Expense (Materials Allot.)	56,904.00		
Shortgrass – Non-resident Fees	350.00		
Dynix and Telecom (SLS)	3,000.00		
Books & Materials (Additional)	0.00		
Furnishings and Equipment	6,877.00		
Payroll Expense	900.00		
Library Supplies	8,500.00		
Administration & Travel	4,500.00		
Program Expense	4,000.00		
Repair & Maintenance	3,000.00		
Rebinding, Microfilming, and Laminating	1,000.00		
Staff Training	4,500.00		
Telephone & Fax Expense	3,500.00		
Copier & Computer Costs	4,000.00		
Security Monitoring	600.00		
GST Expense	0.00		
Freight & Postage	1,000.00		
Professional Memberships	600.00		

Publicity and Advertising	1,770.00		
Audit and Insurance	8,500.00		
Bank Charges	200.00		
Miscellaneous	200.00		
Wages (includes temp. staff and VAC pay)	235,000.00		
EI Expense	5,700.00		
CPP Expense	9,900.00		
WCB Expense	900.00		
AUMA Expense	4,000.00		
LAPP Expense	17,200.00		
Total Expenses	\$386,601.00		

*Budget takes into account that the RISE grant ends in March 2011

*Budget assumes decrease to grant funding based on \$2,562.00 in donations being received in 2009.

*Budget assumes a cost of living increase for employees who have reached cap on wage grid.

*Budget assumes an increase for Summer Student as next year's employee may be returning.

MINUTES OF REGULAR MEETING OF BROOKS PUBLIC LIBRARY BOARD

February 17, 2011

HELD IN BROOKS PUBLIC LIBRARY

PRESENT: Dino Champlone, Elsie Stach, Shannon Vossepoel (Head Librarian), Kimberley Sharkey, Karen Bonora, Gloria Evens, Karen Nelson, Joyce Aasen,

REGRETS: Tilly Gamble-Altwater, Cathleen Patterson

VISION STATEMENT

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

MISSION STATEMENT

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

1. Call to Order: Dino called the meeting to order at 6:35 P.M.
2. Approval of Agenda **Karen B./Karen N. moved the approval of the Agenda. Carried.**
3. Consent Agenda: **Moved by Gloria/Karen N. the following items in the Consent Agenda. Carried.**
 - a) January 2011 Board Meeting Minutes
 - b) February Finance Committee Meeting Minutes
 - c) February Librarian's Report
4. Correspondence:
 - a) Shortgrass Library System – December RISE Review
5. Business arising from the January 2011 Board meeting minutes.
 - a) 2011 Proposed Library closure dates.
Moved by Karen N/Karen B. that we remove December 27th from the closure, but open only from 10:00 am to 5:00 pm. Carried.
 - b) Reserve Fund Update.
The Reserve Fund will be discussed at the next Finance Committee meeting and an appointment will be made with the bank to get it set up.
 - c) Staff and Board Barbeque (with staff and board recognition awards)- May 2011
Monday, May 30th is tentatively set for the staff/board BBQ.

6. New Business:

a) Policy Committee Meeting.

Shannon will e-mail committee members with a date for this meeting.

b) Request to purchase DVDs using Reserve Funds.

Karen N/Karen B. moved that we set aside \$10,000.00 from the Reserve Fund for the purchase of DVD for the children's section and for non-fiction. Carried

7. 2011 Annual Survey and 2010 Annual Report of Public Libraries

This item was tabled as Shannon is awaiting stats before completing this report.

8. Budget

This item is tabled until the May meeting.

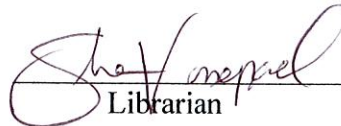
9. Brooks Public Library has been asked to partner with the City's Environmental Advisory Committee for the purpose of supplying books and hosting talks.

10. Moved by Gloria the meeting adjourn at 7:10 pm.

Next Board Meeting: 6:30 pm. March 24, 2011



Board Chair



Librarian

Date: March 30/2011

**Brooks Library Board
Finance Standing Committee Meeting
10:30am, February 4, 2011**

Present: Dino Champlone, Shannon Vossepoel
Regrets: Elsie Strach

- 1) Meeting was called to order at 10:30am.
- 2) Anomalies in the 2010 financial statements were reviewed prior to the statements being sent in for the audit engagement. Anomalous figures were as follows: a higher than expected final paycheque for Mark Huff, several cheques signed by Mark Huff to himself in violation of library procedure, and a payment out to Mark Huff for professional memberships not required by our organization. After investigation, it was determined that the higher than expected paycheque was due to vacation pay being paid out in an amount higher than anticipated. There were also receipts for all cheques signed and they did appear to be in good order.
- 3) Upon review of the documents, the Finance Committee determined that there should be tighter policies surrounding finances. Specifically, it is suggested that the Head Librarian should pass a probation period prior to receiving signing authority. This suggestion will be forwarded to the Policy Committee for consideration. The Finance Committee will also be making changes to internal procedures regarding the review of bank statements.
- 4) Meeting was adjourned at 11:30am.



Board Chair

Feb 17 / 20 11

Date



Head Librarian

Feb 17 / 2011

Date

MINUTES OF REGULAR MEETING OF BROOKS PUBLIC LIBRARY BOARD
March 24, 2011
HELD IN BROOKS PUBLIC LIBRARY

PRESENT: Dino Champlone, Chairman, Tilly Gamble-Altwater, Vice Chair, Cathleen Patterson, Shannon Vossepoel (Head Librarian), Kimberley Sharkey, Gloria Evens, Karen Nelson, Joyce Aasen, Karen Bonora

REGRETS: Elsie Strach

VISION STATEMENT

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

MISSION STATEMENT

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

1. Call to Order: Dino called the meeting to order at 6:33 pm.
2. Approval of Agenda: **Gloria/ Tilly moved the approval of the Agenda. Carried**
3. Consent Agenda: **Moved by Cathleen / Karen B. the following items in the Consent Agenda. Carried.**
 - a) February 27, 2011 Board Meeting Minutes.
 - b) March 2011 Finance Committee Meeting Minutes
 - c) March Librarian's Report
4. Correspondence:
 - a) Shortgrass Library System - November 10, 2010 Board Meeting Minutes
 - b) Shortgrass Library System - 2011 Materials Allotment
 - c).Alberta Library Trustees Association - Membership Drive
5. Business arising from the January 2011 Board meeting minutes.
 - a) Reserve Fund Update: Shannon will make an appointment with the bank in April.
 - b) Staff and Board Barbeque (with staff and board recognition awards) - May 2011. The May 30th date is in question as Tamara may not be able to make it. Shannon will advise when more information is available.
 - c) City of Brooks Environmental Advisory Committee - purchase of materials

6. New Business:

- a) Kathy Ramer - Request to use BPL parking space for CPR Engineer House.
Shannon was advised to decline this request.
- b) LAPP for Shannon Vossepoel
This item was tabled and sent to the HR Committee.
- c) Brooks Public Library Appreciation Tea
Maxine and Bessie will coordinate this event for October. Gloria and Kim have volunteered to assist.
- d) Mediation process with Warren Chugg
Following a meeting between Shannon, Dino, the RCMP and Mr. Chugg, an agreement was reached to allow Mr. Chugg a progressive return to the library. However, Mr. Chugg rescinded his request, so the ban remains in effect.
- e) Policies for review
This item was tabled
- f) Sunday Hours
The board has been made aware of the fact that Tamara has been working Sunday mornings.

7. 2011 Annual Survey and 2010 Annual Report of Public Libraries.

Moved by Cathleen/Karen B. the above items be approved as amended.


8. Adjournment .

Moved by Gloria the meeting adjourn at 8:14 p.m.

9. Next Board Meeting: 6:30 pm May 26, 2011



Board Chair



Librarian

Date: June 6/2011

Brooks Library Board
Finance Standing Committee Meeting
1:00pm, March 9, 2011

Present: Dino Champlone, Elsie Strach, Shannon Vossepoel

- 1) Meeting was called to order at 1:00pm.
- 2) Receipts and Expenditures for the month of January 2011 were discussed in detail and reviewed by the Committee. Items of Note:

Receipts for January:

- RISE Grants: Final installment of the RISE grant received.
- Donations: EID Carl J. Anderson Endowment fund – to be used to purchase books or other educational materials.

Expenditures for January:

- Furnishings and Equipment: large print keyboards for public computer lab.
- Library Supplies: new key cabinet for office, key tags, envelopes and folders.
- Administration and Travel: water for office cooler.
- Program Expense: snacks for wii gaming day, batteries for wiimotes, exhibit fees for February Gallery exhibit (Remnants of Community).
- Professional memberships: Library Association of Alberta renewal for Shannon Vossepoel.
- Publicity and Advertising: advertisement in Lakeside Leisure Guide (from Fall/Winter). This was apparently a charge in error – the City of Brooks will be refunding it.
- Bank Charges: Purchase interest on VISA. Will be calling VISA re: billing dates. They should be receiving the funds in good time.

Discussion Points:

- 2010 Audit: Shannon reported that the 2010 financial statements have been sent in to the auditor.
- 2012-2014 Budget Plan: Shannon will have a rough draft for Finance Committee review by the next meeting.

- 3) Meeting was adjourned at 1:25pm.

Board Chair

Head Librarian

Date

Date

Finance Meeting Notes: January 2011

Receipts for January:

- RISE Grants: Final installment of the RISE grant received.
- Donations: EID Carl J. Anderson Endowment fund – to be used to purchase books or other educational materials.

Expenditures for January:

- Furnishings and Equipment: large print keyboards for public computer lab.
- Library Supplies: new key cabinet for office, key tags, envelopes and folders.
- Administration and Travel: water for office cooler.
- Program Expense: snacks for wii gaming day, batteries for wiimotes, exhibit fees for February Gallery exhibit (Remnants of Community).
- Professional memberships: Library Association of Alberta renewal for Shannon Vossepoel.
- Publicity and Advertising: advertisement in Lakeside Leisure Guide (from Fall/Winter). This was apparently a charge in error – the City of Brooks will be refunding it.
- Bank Charges: Purchase interest on VISA. Will be calling VISA re: billing dates. They should be receiving the funds in good time.

Discussion Points:

- 2010 Audit
- ~~2010-2012~~ Budget
2012-2014

Brooks Library Board
January 2011 Receipts and Expenditures

Receipts	Annual Budget	Current Month	Total to Date
City of Brooks Annual Funding	184,105.00		
City of Brooks Miscellaneous	9,100.00		
HRDC – Summer Student	2,000.00		
Province of Alberta	74,836.00		
RISE Grants (2011)	13,788.00	13,788.28	13,788.28
Additional Grant Funding	2,562.00		
County of Newell Library Board	35,185.00		
2010 Allocated Funds	20,000.00		
Resident Cardholder Fees	20,625.00	1,350.20	1,350.20
Interest Income	0.00		
Miscellaneous	200.00		
Fines, books and services	17,000.00	1,505.22	1,505.22
Non-resident Cardholder Fees	700.00	60.00	60.00
Donations	3,000.00	1,127.50	1,127.50
Fundraisers (Friends of the Library)	500.00		
Adopt-a-magazine	2,000.00		
GST Recovery	1,000.00		
Total Revenue	\$386,601.00	17,831.20	17,831.20
Expenditures			
SLS Expense (Materials Allot.)	56,904.00		
Shortgrass – Non-resident Fees	350.00		
Dynix and Telecom (SLS)	3,000.00		
Books & Materials (Additional)	0.00		
Furnishings and Equipment	6,877.00	172.31	172.31
Payroll Expense	900.00		
Library Supplies	8,500.00	112.40	112.40
Administration & Travel	4,500.00	11.00	11.00
Program Expense	4,000.00	97.42	97.42
Repair & Maintenance	3,000.00		
Rebinding, Microfilming, and Laminating	1,000.00		
Staff Training	4,500.00		
Telephone & Fax Expense	3,500.00	246.01	246.01
Copier & Computer Costs	4,000.00		
Security Monitoring	600.00		
GST Expense	0.00		
Freight & Postage	1,000.00		
Professional Memberships	600.00	95.00	95.00

Publicity and Advertising	1,770.00	103.00	103.00
Audit and Insurance	8,500.00		
Bank Charges	200.00	15.02	15.02
Miscellaneous	200.00		
Wages (includes temp. staff and VAC pay)	235,000.00	17,644.19	17,644.19
EI Expense	5,700.00	439.71	439.71
CPP Expense	9,900.00	745.66	745.66
WCB Expense	900.00	288.61	288.61
AUMA Expense	4,000.00	239.58	239.58
LAPP Expense	17,200.00	1,387.38	1,387.38
Total Expenses	\$386,601.00	21,597.29	21,597.29

Brooks Public Library

Balance Sheet As at 01/31/2011

ASSET

CURRENT ASSETS

GIC Account	50,000.00
GST Recoverable	1,152.16
Building Fund	0.00
Furn. & Shelving Reserve	0.00
Cash On Hand/Float	50.00
Cash In Bank	83,805.04
GIC 0001	30,000.00
GIC 0002	7,000.00
Accounts Receivable	60.00
Interest Receivable	133.00

TOTAL CURRENT ASSETS	<u>172,200.20</u>
-----------------------------	-------------------

TOTAL ASSET	<u><u>172,200.20</u></u>
--------------------	--------------------------

LIABILITY

CURRENT LIABILITIES

Accounts Payable	0.00
MNP Accrual	4,830.00
GST Charged on Sales	0.00
GST Paid on Purchases	-4,404.34
GST Paid on Books	0.00
New Account	0.00
Accounts Payable	0.00
Vacation Payable	0.00
EI Payable	0.00
CPP Payable	0.00
Income Tax Payable	0.00
L.A.P.P.	63.74
AUMA Extended Health	-68.30
AB Health Payable	-94.36
W.C.B. Payable	0.00
Miscellaneous	0.00

TOTAL CURRENT LIABILITIES	<u>326.74</u>
----------------------------------	---------------

TOTAL LIABILITY	<u>326.74</u>
------------------------	---------------

EQUITY

EARNINGS

Building Fund Reserves	38,314.20
Externally restricted	200.00
Retained Earnings	137,125.35
Current Earnings	-3,766.09

CURRENT EARNINGS	<u>171,873.46</u>
-------------------------	-------------------

TOTAL EQUITY	<u>171,873.46</u>
---------------------	-------------------

LIABILITIES AND EQUITY	<u><u>172,200.20</u></u>
-------------------------------	--------------------------

Brooks Public Library

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

REVENUE

REVENUE

Town of Brooks	0.00
City of Brooks Misc	0.00
HRDC - Summer Student	0.00
Province of Alberta	0.00
Industry Canada - CAP 3	0.00
Industry Canada - CAP YI	0.00
PLDI Grant	0.00
County of Newell Library Board	0.00
RISE Grant Funding	13,788.28
Grant Funding	0.00
Resident Cardholder Fees	1,350.20
Interest Income	0.00
Miscellaneous	0.00
Fines, Book Sales and Services	1,505.22
Non-resident Cardholder Fees	60.00
Charitable Receipt Donations	1,127.50
Fundraisers	0.00
Adopt-a-magazine	0.00
Medieval Faire	0.00
GST Recovery	0.00

TOTAL REVENUE	17,831.20
----------------------	------------------

TOTAL REVENUE	17,831.20
----------------------	------------------

EXPENSE

EXPENSES

SLS Expense (Materials)	0.00
SLS - Non-resident fees	0.00
SLS - Dynix and Telecom	0.00
Books and Materials	0.00
New Library Furnishings	0.00
Library Equipment	172.31
Payroll Expense	0.00
Library Supplies	112.40
Administration & Travel	11.00
Recruitment Expense	0.00
Program Expense	97.42
Medieval Faire	0.00
Repair & Maintenance	0.00
Rebinding, Microfilming, Laminati...	0.00
Staff Training	0.00
Telephone and Fax Expense	246.01
Copier & Computer Costs	0.00
Security Monitoring	0.00
Computer Main. Contracts	0.00
GST Expense	0.00
Freight and Postage	0.00
Professional Memberships	95.00
Publicity and Advertising	103.00
Audit and Insurance	0.00
Bank Charges	15.02
Miscellaneous	0.00
Wages	17,644.19
Wage Reimbursement	0.00
EI Expense	439.71
CPP Expense	745.66
WCB Expense	288.61
AUMA Extended Health	239.58
L.A.P.P. Expense	1,387.38
AB Health Expense	0.00

TOTAL EXPENSES	21,597.29
-----------------------	------------------

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

TOTAL EXPENSE	<u>21,597.29</u>
NET INCOME	<u><u>-3,766.09</u></u>

Brooks Public Library

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

REVENUE

REVENUE

Town of Brooks	0.00
City of Brooks Misc	0.00
HRDC - Summer Student	0.00
Province of Alberta	0.00
Industry Canada - CAP 3	0.00
Industry Canada - CAP YI	0.00
PLDI Grant	0.00
County of Newell Library Board	0.00
RISE Grant Funding	13,788.28
Grant Funding	0.00
Resident Cardholder Fees	1,350.20
Interest Income	0.00
Miscellaneous	0.00
Fines, Book Sales and Services	1,505.22
Non-resident Cardholder Fees	60.00
Charitable Receipt Donations	1,127.50
Fundraisers	0.00
Adopt-a-magazine	0.00
Medieval Faire	0.00
GST Recovery	0.00
TOTAL REVENUE	17,831.20

TOTAL REVENUE 17,831.20

EXPENSE

EXPENSES

SLS Expense (Materials)	0.00
SLS - Non-resident fees	0.00
SLS - Dynix and Telecom	0.00
Books and Materials	0.00
New Library Furnishings	0.00
Library Equipment	172.31
Payroll Expense	0.00
Library Supplies	112.40
Administration & Travel	11.00
Recruitment Expense	0.00
Program Expense	97.42
Medieval Faire	0.00
Repair & Maintenance	0.00
Rebinding, Microfilming, Laminati...	0.00
Staff Training	0.00
Telephone and Fax Expense	246.01
Copier & Computer Costs	0.00
Security Monitoring	0.00
Computer Main. Contracts	0.00
GST Expense	0.00
Freight and Postage	0.00
Professional Memberships	95.00
Publicity and Advertising	103.00
Audit and Insurance	0.00
Bank Charges	15.02
Miscellaneous	0.00
Wages	17,644.19
Wage Reimbursement	0.00
EI Expense	439.71
CPP Expense	745.66
WCB Expense	288.61
AUMA Extended Health	239.58
L.A.P.P. Expense	1,387.38
AB Health Expense	0.00
TOTAL EXPENSES	21,597.29

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

TOTAL EXPENSE	<u>21,597.29</u>
NET INCOME	<u><u>-3,766.09</u></u>

Brooks Public Library

Reconciliation Transactions Detail Report 01/01/2011 to 01/31/2011

Account: 1080 Cash In Bank

Date	JE#	Comment	Source	Deposits	Withdrawals	Dep...	Cleared	Status
01/31/2011	J1	January 2011, Shannon Vos...	4175	-	3,019.75		Y	Cleared
01/31/2011	J2	January 2011, Marisa Bader	4176	-	601.09		N	Outstanding
01/31/2011	J3	January 2011, Jillian Clarke	4177	-	1,219.06		Y	Cleared
01/31/2011	J4	January 2011, Bessie Jacow...	4178	-	1,870.80		Y	Cleared
01/31/2011	J5	January 2011, Cathryn Kroc...	4179	-	1,559.53		Y	Cleared
01/31/2011	J6	January 2011, Maxine Meldr...	4180	-	1,917.13		N	Outstanding
01/31/2011	J7	January 2011, Lucy Newnes	4181	-	674.43		N	Outstanding
01/31/2011	J8	January 2011, Bruce Schmidt	4182	-	549.49		N	Outstanding
01/31/2011	J9	January 2011, Tamara Van ...	4183	-	1,737.00		Y	Cleared
01/31/2011	J10	January 2011, Canada Cust...	4184	-	4,335.21		N	Outstanding
01/31/2011	J11	January 2011, Local Authorit...	4185	-	2,630.83		N	Outstanding
01/31/2011	J12	January 2011, AMSC Insura...	4186	-	342.20		N	Outstanding
01/31/2011	J13	January 2011, Telus Commu...	4187	-	258.22		N	Outstanding
01/31/2011	J14	January 2011, Workers' Com...	4188	-	288.61		N	Outstanding
01/31/2011	J15	January 2011, RBC Royal B...	4189	-	413.72		N	Outstanding
01/31/2011	J16	Jan 2011, Jillian Clarke	4190	-	22.99		N	Outstanding
01/31/2011	J17	January 2011, Esplanade Art...	4191	-	75.00		N	Outstanding
01/31/2011	J18	January 2011, City of Brooks	4192	-	108.15		N	Outstanding
01/31/2011	J19	Jan 2011, City of Brooks	4193	-	30,000.00		N	Outstanding
01/31/2011	J20	January 2011, Water Pure & ...	4194	-	11.00		N	Outstanding
01/07/2011	J31	Fines	Deposit	489.06	-		Y	Cleared
01/07/2011	J32	Resident Cardholder	Deposit	315.00	-		Y	Cleared
01/14/2011	J33	Fines	Deposit	353.25	-		Y	Cleared
01/14/2011	J34	Resident Cardholder	Deposit	365.00	-		Y	Cleared
01/14/2011	J35	RISE	Deposit	13,788.28	-		Y	Cleared
01/21/2011	J36	Fines	Deposit	332.71	-		Y	Cleared
01/21/2011	J37	Resident Cardholder	Deposit	340.00	-		Y	Cleared
01/21/2011	J38	Non-Resident Cardholder	Deposit	60.00	-		Y	Cleared
01/21/2011	J39	Alberta Grant Funding	Deposit	30,000.00	-		Y	Reversed
01/21/2011	J40	Donation	Deposit	1,127.50	-		Y	Cleared
01/28/2011	J41	Fines	Deposit	330.20	-		Y	Cleared
01/28/2011	J42	Resident Cardholder	Deposit	330.20	-		Y	Cleared
01/21/2011	J47	Reversing J39. Correction is ...	ADJDe...	-	30,000.00		Y	Adjustment
01/21/2011	J48	Alberta Grant Funding	Deposit	-	30,000.00		Y	Reversed
01/21/2011	J49	Reversing J48. Correction is ...	ADJDe...	30,000.00	-		Y	Adjustment
01/21/2011	J50	Alberta Grant Funding	Deposit	30,000.00	-		Y	Cleared
				107,831...	111,634.21			

Brooks Public Library
All Journal Entries 01/01/2011 to 01/31/2011

		Account Number	Account Description	Debits	Credits
01/31/2011	J1	4175, January 2011, Shannon Vossepoel			
		5300	Wages	4,614.50	-
		1080	Cash In Bank	-	3,019.75
		2310	EI Payable	-	82.14
		2320	CPP Payable	-	213.98
		2330	Income Tax Payable	-	885.34
		2400	L.A.P.P.	-	413.29
01/31/2011	J2	4176, January 2011, Marisa Bader			
		5300	Wages	628.99	-
		1080	Cash In Bank	-	601.09
		2310	EI Payable	-	11.20
		2320	CPP Payable	-	16.70
01/31/2011	J3	4177, January 2011, Jillian Clarke			
		5300	Wages	1,339.42	-
		1080	Cash In Bank	-	1,219.06
		2310	EI Payable	-	23.84
		2320	CPP Payable	-	51.86
		2330	Income Tax Payable	-	44.66
01/31/2011	J4	4178, January 2011, Bessie Jacowishen			
		5300	Wages	2,649.90	-
		1080	Cash In Bank	-	1,870.80
		2310	EI Payable	-	47.17
		2320	CPP Payable	-	117.34
		2330	Income Tax Payable	-	338.07
		2400	L.A.P.P.	-	224.90
		2420	AUMA Extended Health	-	51.62
01/31/2011	J5	4179, January 2011, Cathryn Krochak			
		5300	Wages	2,095.20	-
		1080	Cash In Bank	-	1,559.53
		2310	EI Payable	-	37.29
		2320	CPP Payable	-	89.75
		2330	Income Tax Payable	-	208.09
		2400	L.A.P.P.	-	177.87
		2420	AUMA Extended Health	-	22.67
01/31/2011	J6	4180, January 2011, Maxine Meldrum			
		5300	Wages	2,649.90	-
		1080	Cash In Bank	-	1,917.13
		2310	EI Payable	-	47.17
		2320	CPP Payable	-	117.34
		2330	Income Tax Payable	-	338.07
		2400	L.A.P.P.	-	224.90
		2420	AUMA Extended Health	-	5.29
01/31/2011	J7	4181, January 2011, Lucy Newnes			
		5300	Wages	707.62	-
		1080	Cash In Bank	-	674.43
		2310	EI Payable	-	12.60
		2320	CPP Payable	-	20.59
01/31/2011	J8	4182, January 2011, Bruce Schmidt			
		5300	Wages	573.66	-
		1080	Cash In Bank	-	549.49
		2310	EI Payable	-	10.21
		2320	CPP Payable	-	13.96
01/31/2011	J9	4183, January 2011, Tamara Van Horne			
		5300	Wages	2,385.00	-
		1080	Cash In Bank	-	1,737.00
		2310	EI Payable	-	42.45
		2320	CPP Payable	-	104.14
		2330	Income Tax Payable	-	275.88

Brooks Public Library
All Journal Entries 01/01/2011 to 01/31/2011

		Account Number	Account Description	Debits	Credits
		2400	L.A.P.P.	-	202.49
		2420	AUMA Extended Health	-	23.04
01/31/2011	J10	4184, January 2011, Canada Customs and Revenue Agency			
		2310	EI Payable	314.07	-
		2320	CPP Payable	745.66	-
		2330	Income Tax Payable	2,090.11	-
		5310	EI Expense	439.71	-
		5320	CPP Expense	745.66	-
		1080	Cash In Bank	-	4,335.21
01/31/2011	J11	4185, January 2011, Local Authorities Pension Plan			
		2400	L.A.P.P.	1,243.45	-
		5350	L.A.P.P. Expense	1,387.38	-
		1080	Cash In Bank	-	2,630.83
01/31/2011	J12	4186, January 2011, AMSC Insurance Services Limited			
		2420	AUMA Extended Health	102.62	-
		5340	AUMA Extended Health	239.58	-
		1080	Cash In Bank	-	342.20
01/31/2011	J13	4187, January 2011, Telus Communications			
		2100	GST Paid on Purchases	12.21	-
		5140	Telephone and Fax Expense	246.01	-
		1080	Cash In Bank	-	258.22
01/31/2011	J14	4188, January 2011, Workers' Compensation Board Alberta			
		5330	WCB Expense	288.61	-
		1080	Cash In Bank	-	288.61
01/31/2011	J15	4189, January 2011, RBC Royal Bank VISA			
		2100	GST Paid on Purchases	18.99	-
		5055	Library Equipment	172.31	-
		5070	Library Supplies	112.40	-
		5210	Professional Memberships	95.00	-
		5250	Bank Charges	15.02	-
		1080	Cash In Bank	-	413.72
01/31/2011	J16	4190, Jan 2011, Jillian Clarke			
		2100	GST Paid on Purchases	0.57	-
		5090	Program Expense	22.42	-
		1080	Cash In Bank	-	22.99
01/31/2011	J17	4191, January 2011, Esplanade Arts and Heritage Centre			
		5090	Program Expense	75.00	-
		1080	Cash In Bank	-	75.00
01/31/2011	J18	4192, January 2011, City of Brooks			
		2100	GST Paid on Purchases	5.15	-
		5220	Publicity and Advertising	103.00	-
		1080	Cash In Bank	-	108.15
01/31/2011	J19	4193, Jan 2011, City of Brooks			
		4070	Grant Funding	30,000.00	-
		1080	Cash In Bank	-	30,000.00
01/31/2011	J20	4194, January 2011, Water Pure & Simple			
		5080	Administration & Travel	11.00	-
		1080	Cash In Bank	-	11.00
01/07/2011	J31	Deposit, Fines			
		4120	Fines, Book Sales and Services	-	489.06
		1080	Cash In Bank	489.06	-
01/07/2011	J32	Deposit, Resident Cardholder			
		4090	Resident Cardholder Fees	-	315.00

Brooks Public Library
All Journal Entries 01/01/2011 to 01/31/2011

		Account Number	Account Description	Debits	Credits
		1080	Cash In Bank	315.00	-
01/14/2011	J33	Deposit, Fines			
		4120	Fines, Book Sales and Services	-	353.25
		1080	Cash In Bank	353.25	-
01/14/2011	J34	Deposit, Resident Cardholder			
		4090	Resident Cardholder Fees	-	365.00
		1080	Cash In Bank	365.00	-
01/14/2011	J35	Deposit, RISE			
		4065	RISE Grant Funding	-	13,788.28
		1080	Cash In Bank	13,788.28	-
01/21/2011	J36	Deposit, Fines			
		4120	Fines, Book Sales and Services	-	332.71
		1080	Cash In Bank	332.71	-
01/21/2011	J37	Deposit, Resident Cardholder			
		4090	Resident Cardholder Fees	-	340.00
		1080	Cash In Bank	340.00	-
01/21/2011	J38	Deposit, Non-Resident Cardholder			
		4140	Non-resident Cardholder Fees	-	60.00
		1080	Cash In Bank	60.00	-
01/21/2011	J40	Deposit, Donation			
		4170	Charitable Receipt Donations	-	1,127.50
		1080	Cash In Bank	1,127.50	-
01/28/2011	J41	Deposit, Fines			
		4120	Fines, Book Sales and Services	-	330.20
		1080	Cash In Bank	330.20	-
01/28/2011	J42	Deposit, Resident Cardholder			
		4090	Resident Cardholder Fees	-	330.20
		1080	Cash In Bank	330.20	-
01/21/2011	J50	Deposit, Alberta Grant Funding			
		4070	Grant Funding	-	30,000.00
		1080	Cash In Bank	30,000.00	-
				<u>103,961.32</u>	<u>103,961.32</u>

MINUTES OF REGULAR MEETING OF BROOKS PUBLIC LIBRARY BOARD
May 26, 2011
HELD IN BROOKS PUBLIC LIBRARY

PRESENT: Dino Champlone, Chairman, Shannon Vossepoel (Head Librarian), Kimberley Sharkey, Gloria Evens, Karen Nelson, Joyce Aasen, Karen Bonora, Elsie Strach

REGRETS: Cathleen Patterson, Tilly Gamble-Altwater

VISION STATEMENT

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

MISSION STATEMENT

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

1. Call to Order: Dino called the meeting to order at 6:31 pm.
2. Approval of Agenda: **Gloria /Karen B. moved the approval of the Agenda. Carried**
3. Audit: Terry Lynne Mactavish reviewed each page of the City of Brooks Library Board Financial Statements to December 31, 2010. **Moved by Karen N./Karen B. the audit be accepted as presented. Carried.**
4. Consent Agenda: **Moved by Elsie /Karen B. the following items in the Consent Agenda. Carried.**
 - a) March 27, 2011 Board Meeting Minutes.
 - b) April and May 2011 Finance Committee Meeting Minutes
 - c) February, March and April 2011 Receipts and Expenditures
 - d) April/May Librarian's Report
 - e) Conference Reports for SALC and ALC - Head Librarian
5. Correspondence:
 - a) Shortgrass Library System - Congratulations
 - b) Shortgrass Library System - January-March 2011 Shortgrass Clippings
 - c).Shortgrass Library System - February 2011 Board Meeting Minutes
 - d) Shortgrass Library System - 2011 Annual Report
 - e) Shortgrass Library System - 2010 Financial Statements
 - f) Alberta Culture and Community Spirit - Community Spirit Grant received
 - g) Canada Summer Jobs - Grant received
 - h) Edmonton Public Library - 2010 Annual Report
 - i) Eva Thiessen - Patron Thanks

6. Business arising from the March 2011 Board meeting minutes.
 - a) Reserve Fund has been created.
 - b) Staff and Board Pot Luck supper (with staff and board recognition awards) - May 30, 2011 at the Library.
7. New Business:
 - a) Duchess Library joins Shortgrass.
 - b) Roof Update: Completion to commence next week weather permitting..
 - c) ALTA Website: www.librarytrustees.ab.ca.
 - d) Board Development Day: Karen B. has volunteered to sit on this committee
 - e) Friends of the Library - Death by Chocolate will be held between 1pm - 4 pm Saturday, May 28th at the Legion.
 - f) Cowboy Poetry Event: Wednesday, June 8, 2011. Bud Edgar, Martin Shields, and school classes from Griffin Park and Holy Family will perform.
 - g) Safe Harbour Program: **Moved by Karen N./Karen B. the we pursue implementing this program into the library. Carried.**
 - h) Membership Renewals and Membership Drive. The library will commence mailing out membership renewal reminders. It was suggested that we try selling memberships at various venues around the city. Shannon will look into the logistics of doing so.
 - i) Temporary/Trial Memberships: **Moved by Karen N./Karen B. that we attempt to change the by-laws to implement temporary membership. Carried.**
 - j) Summer Reading Program - Suggested Rate Increase: **Moved by Karen N/Gloria the library charge \$30.00 for non-members and \$10.00 for members for this program. Carried.**
 - k) Paypal: Shannon will look into the possibility of adding this to our website.
 - l) Grievances Policy: **Moved by Gloria/Karen B the Grievance Policy be changed to read as presented. Carried.**

m) Board Chair opening: Dino has requested that a new Board Chair be appointed starting in September 2011.

n) Head Librarian Contract: The HR committee (Dino, Karen N, Karen B and Cathleen) meet to review the Head Librarian's contract.

o) The Brooks Museum has asked to borrow some archival photos. Shannon will implement a loan procedure.


Peace p) Slave Lake Library: The library at Slave Lake burned to the ground. The Library System is collecting donations of both money and materials. Cash donations can be made at www.slavelakelibrary.ab.ca . Check with Shannon first regarding material donations.

8. 2012-2014 Budget: A preliminary budget for 2012 was presented for the Boards information and consideration.

9. Adjournment .

Moved by Karen N. the meeting adjourn at 8:49 p.m.

10. Next Board Meeting: 6:30 pm June 23, 2011



Board Chair



Librarian

Date: June 23, 2011

**Brooks Library Board
Finance Standing Committee Meeting
10:30am, April 21, 2011**

Present: Dino Champlone, Elsie Strach, Shannon Vossepoel

- 1) Meeting was called to order at 10:30am.
- 2) Receipts and Expenditures for the month of February 2011 were discussed in detail and reviewed by the Committee. Items of Note:

Receipts for February:

- No receipts of note.

Expenditures for February:

- Books and Materials: FborFW children's DVD – only available by online order.
- Library Supplies: flash drives for library staff, envelopes.
- Administration and Travel: water for office cooler, nametags, charter bus payment for Alberta Library conference – seats for Shannon Vossepoel and Cathleen Patterson.
- Program Expense: snacks for wii gaming day, Super Saturday supplies, prizes for survey draw and BPL 60th, coffee, tissues.
- Copier and computer costs: ink for staff printers, toner for public printer.
- Freight and Postage: Shipping for children's DVD.
- Publicity and Advertising: library assistant advertisement in Bulletin (2nd week), summer program coordinator ad in Bulletin and Chronicle (2 weeks each).
- Audit and Insurance: Coverage for library building and contents. To be reimbursed by the City of Brooks.
- Bank Charges: Purchase interest on VISA. Will be calling VISA re: billing dates. They should be receiving the funds in good time.

Discussion Points:

- 2012-2014 Budget Plan: Shannon presented a rough draft of the 2012 budget with recommendations. Finance committee determined to meet with Mayor Martin Shields to discuss budget plans prior to moving forward with any recommendations. A meeting was set for May 5th with the Mayor's office.
- Creation of Reserve Fund: The Finance Committee met with the Royal Bank today to create a savings account for the reserve fund. \$65,000 was transferred from the operations account to the reserve fund. As agreed in Board meeting minutes, \$75,000 was approved as reserves, but \$10,000 was apportioned to the purchase of children's and non-fiction DVDs this year, leaving \$65,000.

- 3) Meeting was adjourned at 11:30am.

Board Chair

Head Librarian

Date

Date

Finance Meeting Notes: February 2011

Receipts for February:

- No receipts of note.

Expenditures for February:

- Books and Materials: FborFW children's DVD – only available by online order.
- Library Supplies: flash drives for library staff, envelopes.
- Administration and Travel: water for office cooler, nametags, charter bus payment for Alberta Library conference – seats for Shannon Vossepoel and Cathleen Patterson.
- Program Expense: snacks for wii gaming day, Super Saturday supplies, prizes for survey draw and BPL 60th, coffee, tissues.
- Copier and computer costs: ink for staff printers, toner for public printer.
- Freight and Postage: Shipping for children's DVD.
- Publicity and Advertising: library assistant advertisement in Bulletin (2nd week), summer program coordinator ad in Bulletin and Chronicle (2 weeks each).
- Audit and Insurance: Coverage for library building and contents. To be reimbursed by the City of Brooks.
- Bank Charges: Purchase interest on VISA. Will be calling VISA re: billing dates. They should be receiving the funds in good time.

Discussion Points:

- 2012-2014 Budget
- Creation of Reserve Fund (\$75,000 to be taken out of chequing account for creation of fund as per January 2011 Board Meeting minutes).

Brooks Library Board
February 2011 Receipts and Expenditures

Receipts	Annual Budget	Current Month	Total to Date
City of Brooks Annual Funding	184,105.00		
City of Brooks Miscellaneous	9,100.00		
HRDC – Summer Student	2,000.00		
Province of Alberta	74,836.00		
RISE Grants (2011)	13,788.00		13,788.28
Additional Grant Funding	2,562.00		
County of Newell Library Board	35,185.00		
2010 Allocated Funds	20,000.00		
Resident Cardholder Fees	20,625.00	1,507.00	2,857.20
Interest Income	0.00		
Miscellaneous	200.00		
Fines, books and services	17,000.00	1,234.15	2,739.37
Non-resident Cardholder Fees	700.00	60.00	120.00
Donations	3,000.00		1,127.50
Fundraisers (Friends of the Library)	500.00		
Adopt-a-magazine	2,000.00		
GST Recovery	1,000.00		
Total Revenue	\$386,601.00	2,801.15	20,632.35
Expenditures			
SLS Expense (Materials Allot.)	56,904.00		
Shortgrass – Non-resident Fees	350.00		
Dynix and Telecom (SLS)	3,000.00		
Books & Materials (Additional)	0.00	14.99	14.99
Furnishings and Equipment	6,877.00		172.31
Payroll Expense	900.00	50.00	50.00
Library Supplies	8,500.00	188.64	301.04
Administration & Travel	4,500.00	478.00	489.00
Program Expense	4,000.00	100.22	197.64
Repair & Maintenance	3,000.00		
Rebinding, Microfilming, and Laminating	1,000.00		
Staff Training	4,500.00		
Telephone & Fax Expense	3,500.00	251.81	497.82
Copier & Computer Costs	4,000.00	730.93	730.93
Security Monitoring	600.00		
GST Expense	0.00		
Freight & Postage	1,000.00	14.36	14.36
Professional Memberships	600.00		95.00

Publicity and Advertising	1,770.00	288.00	391.00
Audit and Insurance	8,500.00	2,003.00	2,003.00
Bank Charges	200.00	20.16	35.18
Miscellaneous	200.00		
Wages (includes temp. staff and VAC pay)	235,000.00	17,520.95	35,165.14
EI Expense	5,700.00	436.63	876.34
CPP Expense	9,900.00	725.09	1,470.75
WCB Expense	900.00		288.61
AUMA Expense	4,000.00	238.49	478.07
LAPP Expense	17,200.00	1,338.78	2,726.16
Total Expenses	\$386,601.00	24,400.05	45,997.34

Brooks Public Library

Balance Sheet As at 02/28/2011

ASSET

CURRENT ASSETS

GIC Account	50,000.00
GST Recoverable	1,152.16
Building Fund	0.00
Furn. & Shelving Reserve	0.00
Cash On Hand/Float	50.00
Cash In Bank	62,124.50
GIC 0001	30,000.00
GIC 0002	7,000.00
Accounts Receivable	60.00
Interest Receivable	133.00

TOTAL CURRENT ASSETS	<u>150,519.66</u>
-----------------------------	-------------------

TOTAL ASSET	<u><u>150,519.66</u></u>
--------------------	--------------------------

LIABILITY

CURRENT LIABILITIES

Accounts Payable	0.00
MNP Accrual	4,830.00
GST Charged on Sales	0.00
GST Paid on Purchases	-4,485.98
GST Paid on Books	0.00
New Account	0.00
Accounts Payable	0.00
Vacation Payable	0.00
EI Payable	0.00
CPP Payable	0.00
Income Tax Payable	0.00
L.A.P.P.	63.74
AUMA Extended Health	-68.30
AB Health Payable	-94.36
W.C.B. Payable	0.00
Miscellaneous	0.00

TOTAL CURRENT LIABILITIES	<u>245.10</u>
----------------------------------	---------------

TOTAL LIABILITY	<u>245.10</u>
------------------------	---------------

EQUITY

EARNINGS

Building Fund Reserves	38,314.20
Externally restricted	200.00
Retained Earnings	137,125.35
Current Earnings	-25,364.99

CURRENT EARNINGS	<u>150,274.56</u>
-------------------------	-------------------

TOTAL EQUITY	<u>150,274.56</u>
---------------------	-------------------

LIABILITIES AND EQUITY	<u><u>150,519.66</u></u>
-------------------------------	--------------------------

Brooks Public Library

Income Statement 02/01/2011 to 02/28/2011

REVENUE

REVENUE

Town of Brooks	0.00
City of Brooks Misc	0.00
HRDC - Summer Student	0.00
Province of Alberta	0.00
Industry Canada - CAP 3	0.00
Industry Canada - CAP YI	0.00
PLDI Grant	0.00
County of Newell Library Board	0.00
RISE Grant Funding	0.00
Grant Funding	0.00
Resident Cardholder Fees	1,507.00
Interest Income	0.00
Miscellaneous	0.00
Fines, Book Sales and Services	1,234.15
Non-resident Cardholder Fees	60.00
Charitable Receipt Donations	0.00
Fundraisers	0.00
Adopt-a-magazine	0.00
Medieval Faire	0.00
GST Recovery	0.00

TOTAL REVENUE	2,801.15
----------------------	-----------------

TOTAL REVENUE	2,801.15
----------------------	-----------------

EXPENSE

EXPENSES

SLS Expense (Materials)	0.00
SLS - Non-resident fees	0.00
SLS - Dynix and Telecom	0.00
Books and Materials	14.99
New Library Furnishings	0.00
Library Equipment	0.00
Payroll Expense	50.00
Library Supplies	188.64
Administration & Travel	478.00
Recruitment Expense	0.00
Program Expense	100.22
Medieval Faire	0.00
Repair & Maintenance	0.00
Rebinding, Microfilming, Laminati...	0.00
Staff Training	0.00
Telephone and Fax Expense	251.81
Copier & Computer Costs	730.93
Security Monitoring	0.00
Computer Main. Contracts	0.00
GST Expense	0.00
Freight and Postage	14.36
Professional Memberships	0.00
Publicity and Advertising	288.00
Audit and Insurance	2,003.00
Bank Charges	20.16
Miscellaneous	0.00
Wages	17,520.95
Wage Reimbursement	0.00
EI Expense	436.63
CPP Expense	725.09
WCB Expense	0.00
AUMA Extended Health	238.49
L.A.P.P. Expense	1,338.78
AB Health Expense	0.00

TOTAL EXPENSES	24,400.05
-----------------------	------------------

Brooks Public Library
Income Statement 02/01/2011 to 02/28/2011

TOTAL EXPENSE	<u>24,400.05</u>
NET INCOME	<u><u>-21,598.90</u></u>

Brooks Public Library

Income Statement 01/01/2011 to 02/28/2011

REVENUE

REVENUE

Town of Brooks	0.00
City of Brooks Misc	0.00
HRDC - Summer Student	0.00
Province of Alberta	0.00
Industry Canada - CAP 3	0.00
Industry Canada - CAP YI	0.00
PLDI Grant	0.00
County of Newell Library Board	0.00
RISE Grant Funding	13,788.28
Grant Funding	0.00
Resident Cardholder Fees	2,857.20
Interest Income	0.00
Miscellaneous	0.00
Fines, Book Sales and Services	2,739.37
Non-resident Cardholder Fees	120.00
Charitable Receipt Donations	1,127.50
Fundraisers	0.00
Adopt-a-magazine	0.00
Medieval Faire	0.00
GST Recovery	0.00

TOTAL REVENUE	<u>20,632.35</u>
----------------------	------------------

TOTAL REVENUE	<u>20,632.35</u>
----------------------	------------------

EXPENSE

EXPENSES

SLS Expense (Materials)	0.00
SLS - Non-resident fees	0.00
SLS - Dynix and Telecom	0.00
Books and Materials	14.99
New Library Furnishings	0.00
Library Equipment	172.31
Payroll Expense	50.00
Library Supplies	301.04
Administration & Travel	489.00
Recruitment Expense	0.00
Program Expense	197.64
Medieval Faire	0.00
Repair & Maintenance	0.00
Rebinding, Microfilming, Laminati...	0.00
Staff Training	0.00
Telephone and Fax Expense	497.82
Copier & Computer Costs	730.93
Security Monitoring	0.00
Computer Main. Contracts	0.00
GST Expense	0.00
Freight and Postage	14.36
Professional Memberships	95.00
Publicity and Advertising	391.00
Audit and Insurance	2,003.00
Bank Charges	35.18
Miscellaneous	0.00
Wages	35,165.14
Wage Reimbursement	0.00
EI Expense	876.34
CPP Expense	1,470.75
WCB Expense	288.61
AUMA Extended Health	478.07
L.A.P.P. Expense	2,726.16
AB Health Expense	0.00

TOTAL EXPENSES	<u>45,997.34</u>
-----------------------	------------------

Brooks Public Library
Income Statement 01/01/2011 to 02/28/2011

TOTAL EXPENSE	<u>45,997.34</u>
NET INCOME	<u><u>-25,364.99</u></u>

Brooks Public Library

Reconciliation Transactions Detail Report 02/01/2011 to 02/28/2011

Account: 1080 Cash In Bank

Date	JE#	Comment	Source	Deposits	Withdrawals	Dep...	Cleared	Status
02/02/2011	J21	February 2, 2011, Memory L...	4195	-	393.74		Y	Cleared
02/02/2011	J22	Febraury 2, 2011, Brooks Co...	4196	-	52.50		Y	Cleared
02/02/2011	J23	February 2, 2011, Water Pur...	4197	-	11.00		Y	Cleared
02/02/2011	J24	February, Brooks Bulletin	4198	-	28.35		Y	Cleared
02/15/2011	J25	February 2011, Brooks Bulletin	4199	-	85.05		Y	Cleared
02/15/2011	J26	February 2011, The Brooks ...	4200	-	189.00		Y	Cleared
02/15/2011	J27	February 2011, Memory Lan...	4201	-	393.74		N	Outstanding
02/15/2011	J28	February 2011, Jillian Clarke	4202	-	20.01		Y	Cleared
02/15/2011	J29	February 2011, AMSC Insur...	4203	-	2,003.00		Y	Cleared
02/15/2011	J30	February 2011, Cathryn Kroc...	4204	-	161.99		N	Outstanding
02/04/2011	J43	Fines	Deposit	290.81	-		Y	Cleared
02/04/2011	J44	Resident Cardholder	Deposit	400.00	-		Y	Cleared
02/11/2011	J45	Fines	Deposit	248.79	-		Y	Cleared
02/11/2011	J46	Residnet Cardholder	Deposit	407.00	-		Y	Cleared
02/23/2011	J51	February 2011, Shortgrass L...	4205	-	430.00		Y	Cleared
02/23/2011	J52	February 2011, Telus Comm...	4206	-	264.06		N	Outstanding
02/23/2011	J53	February 2011, RBC Royal ...	4207	-	484.68		N	Outstanding
02/28/2011	J54	February 2011, Shannon Vo...	4208	-	3,019.75		Y	Cleared
02/28/2011	J55	February 2011, Marisa Bader	4209	-	852.53		Y	Cleared
02/28/2011	J56	Feb 2011, Jillian Clarke	4210	-	1,209.03		Y	Cleared
02/28/2011	J57	February 2011, Bessie Jaco...	4211	-	1,792.88		Y	Cleared
02/28/2011	J58	Feb 2011, Cathryn Krochak	4212	-	1,497.08		Y	Cleared
02/28/2011	J59	February 2011, Maxine Meld...	4213	-	1,839.21		N	Outstanding
02/28/2011	J60	February 2011, Lucy Newnes	4214	-	370.62		N	Outstanding
02/28/2011	J61	February 2011, Bruce Schmidt	4215	-	549.49		N	Outstanding
02/28/2011	J62	February 2011, Tamara Van ...	4216	-	1,639.33		Y	Cleared
02/28/2011	J63	February 2011, Cajsa Johns...	4217	-	443.95		Y	Cleared
02/28/2011	J64	February 2011, Canada Cust...	4218	-	4,166.66		N	Outstanding
02/28/2011	J65	February 2011, Local Authori...	4219	-	2,538.75		N	Outstanding
02/28/2011	J66	Feb 2011, AMSC Insurance ...	4220	-	340.66		N	Outstanding
02/28/2011	J67	Feb 2011, Maxine Meldrum	4221	-	55.65		N	Outstanding
02/28/2011	J68	Febr 2011, Bessie Jacowishen	4222	-	16.09		Y	Cleared
02/28/2011	J69	Febr 2011, Jillian Clarke	4223	-	8.63		Y	Cleared
02/28/2011	J70	Feb 2011, Water Pure & Sim...	4224	-	11.00		N	Outstanding
02/18/2011	J71	Fines	Deposit	271.35	-		Y	Cleared
02/18/2011	J72	Resident Cardholder	Deposit	345.00	-		Y	Cleared
02/18/2011	J73	Non-Resident Cardholder	Deposit	60.00	-		Y	Cleared
02/25/2011	J74	Fines	Deposit	164.80	-		Y	Cleared
02/25/2011	J75	Fines	Deposit	263.60	-		Y	Cleared
02/25/2011	J76	Resident Cardholder	Deposit	370.00	-		Y	Cleared
02/01/2011	J82	NSF Cheque - returned	Debit	-	20.20		Y	Cleared
02/01/2011	J83	Bank Fees for NSF Cheque	Debit	-	7.00		Y	Cleared
02/15/2011	J93	Reversing J27. Correction is ...	ADJ4201	393.74	-		N	Outstanding
				3,215.09	24,895.63			

Brooks Public Library

All Journal Entries 02/01/2011 to 02/28/2011

		Account Number	Account Description	Debits	Credits
02/02/2011	J21	4195, February 2, 2011,	Memory Lane Computers		
		2100	GST Paid on Purchases	18.75	-
		5160	Copier & Computer Costs	374.99	-
		1080	Cash In Bank	-	393.74
02/02/2011	J22	4196, Febraury 2, 2011,	Brooks Computer Services Ltd.		
		2100	GST Paid on Purchases	2.50	-
		5060	Payroll Expense	50.00	-
		1080	Cash In Bank	-	52.50
02/02/2011	J23	4197, February 2, 2011,	Water Pure & Simple		
		5080	Administration & Travel	11.00	-
		1080	Cash In Bank	-	11.00
02/02/2011	J24	4198, February, Brooks Bulletin			
		2100	GST Paid on Purchases	1.35	-
		5220	Publicity and Advertising	27.00	-
		1080	Cash In Bank	-	28.35
02/15/2011	J25	4199, February 2011, Brooks Bulletin			
		2100	GST Paid on Purchases	4.05	-
		5220	Publicity and Advertising	81.00	-
		1080	Cash In Bank	-	85.05
02/15/2011	J26	4200, February 2011, The Brooks and County Chronicle			
		2100	GST Paid on Purchases	9.00	-
		5220	Publicity and Advertising	180.00	-
		1080	Cash In Bank	-	189.00
02/15/2011	J28	4202, February 2011, Jillian Clarke			
		2100	GST Paid on Purchases	0.58	-
		5090	Program Expense	19.43	-
		1080	Cash In Bank	-	20.01
02/15/2011	J29	4203, February 2011, AMSC Insurance Services Limited			
		5240	Audit and Insurance	2,003.00	-
		1080	Cash In Bank	-	2,003.00
02/15/2011	J30	4204, February 2011, Cathryn Krochak			
		2100	GST Paid on Purchases	7.71	-
		5160	Copier & Computer Costs	154.28	-
		1080	Cash In Bank	-	161.99
02/04/2011	J43	Deposit, Fines			
		4120	Fines, Book Sales and Services	-	290.81
		1080	Cash In Bank	290.81	-
02/04/2011	J44	Deposit, Resident Cardholder			
		4090	Resident Cardholder Fees	-	400.00
		1080	Cash In Bank	400.00	-
02/11/2011	J45	Deposit, Fines			
		4120	Fines, Book Sales and Services	-	248.79
		1080	Cash In Bank	248.79	-
02/11/2011	J46	Deposit, Residnet Cardholder			
		4090	Resident Cardholder Fees	-	407.00
		1080	Cash In Bank	407.00	-
02/23/2011	J51	4205, February 2011, Shortgrass Library System			
		5080	Administration & Travel	430.00	-
		1080	Cash In Bank	-	430.00
02/23/2011	J52	4206, February 2011, Telus Communications			
		2100	GST Paid on Purchases	12.25	-
		5140	Telephone and Fax Expense	251.81	-

Brooks Public Library

All Journal Entries 02/01/2011 to 02/28/2011

		Account Number	Account Description	Debits	Credits
		1080	Cash In Bank	-	264.06
02/23/2011	J53	4207, February 2011, RBC Royal Bank VISA			
		2100	GST Paid on Purchases	22.45	-
		5030	Books and Materials	14.99	-
		5070	Library Supplies	161.64	-
		5090	Program Expense	56.42	-
		5160	Copier & Computer Costs	201.66	-
		5200	Freight and Postage	14.36	-
		5250	Bank Charges	13.16	-
		1080	Cash In Bank	-	484.68
02/28/2011	J54	4208, February 2011, Shannon Vossepoe			
		5300	Wages	4,614.50	-
		1080	Cash In Bank	-	3,019.75
		2310	EI Payable	-	82.14
		2320	CPP Payable	-	213.98
		2330	Income Tax Payable	-	885.34
		2400	L.A.P.P.	-	413.29
02/28/2011	J55	4209, February 2011, Marisa Bader			
		5300	Wages	898.56	-
		1080	Cash In Bank	-	852.53
		2310	EI Payable	-	15.99
		2320	CPP Payable	-	30.04
02/28/2011	J56	4210, Feb 2011, Jillian Clarke			
		5300	Wages	1,326.78	-
		1080	Cash In Bank	-	1,209.03
		2310	EI Payable	-	23.62
		2320	CPP Payable	-	51.24
		2330	Income Tax Payable	-	42.89
02/28/2011	J57	4211, February 2011, Bessie Jacowishen			
		5300	Wages	2,522.85	-
		1080	Cash In Bank	-	1,792.88
		2310	EI Payable	-	44.91
		2320	CPP Payable	-	111.04
		2330	Income Tax Payable	-	308.35
		2400	L.A.P.P.	-	214.20
		2420	AUMA Extended Health	-	51.47
02/28/2011	J58	4212, Feb 2011, Cathryn Krochak			
		5300	Wages	1,993.35	-
		1080	Cash In Bank	-	1,497.08
		2310	EI Payable	-	35.48
		2320	CPP Payable	-	84.70
		2330	Income Tax Payable	-	184.29
		2400	L.A.P.P.	-	169.21
		2420	AUMA Extended Health	-	22.59
02/28/2011	J59	4213, February 2011, Maxine Meldrum			
		5300	Wages	2,522.85	-
		1080	Cash In Bank	-	1,839.21
		2310	EI Payable	-	44.91
		2320	CPP Payable	-	111.04
		2330	Income Tax Payable	-	308.35
		2400	L.A.P.P.	-	214.20
		2420	AUMA Extended Health	-	5.14
02/28/2011	J60	4214, February 2011, Lucy Newnes			
		5300	Wages	381.89	-
		1080	Cash In Bank	-	370.62
		2310	EI Payable	-	6.80
		2320	CPP Payable	-	4.47

Brooks Public Library
All Journal Entries 02/01/2011 to 02/28/2011

		Account Number	Account Description	Debits	Credits
02/28/2011	J61	4215, February 2011, Bruce Schmidt			
		5300	Wages	573.66	-
		1080	Cash In Bank	-	549.49
		2310	EI Payable	-	10.21
		2320	CPP Payable	-	13.96
02/28/2011	J62	4216, February 2011, Tamara Van Horne			
		5300	Wages	2,226.00	-
		1080	Cash In Bank	-	1,639.33
		2310	EI Payable	-	39.62
		2320	CPP Payable	-	96.26
		2330	Income Tax Payable	-	238.75
		2400	L.A.P.P.	-	189.07
		2420	AUMA Extended Health	-	22.97
02/28/2011	J63	4217, February 2011, Cajsa Johnsson			
		5300	Wages	460.51	-
		1080	Cash In Bank	-	443.95
		2310	EI Payable	-	8.20
		2320	CPP Payable	-	8.36
02/28/2011	J64	4218, February 2011, Canada Customs and Revenue Agency			
		2310	EI Payable	311.88	-
		2320	CPP Payable	725.09	-
		2330	Income Tax Payable	1,967.97	-
		5310	EI Expense	436.63	-
		5320	CPP Expense	725.09	-
		1080	Cash In Bank	-	4,166.66
02/28/2011	J65	4219, February 2011, Local Authorities Pension Plan			
		2400	L.A.P.P.	1,199.97	-
		5350	L.A.P.P. Expense	1,338.78	-
		1080	Cash In Bank	-	2,538.75
02/28/2011	J66	4220, Feb 2011, AMSC Insurance Services Limited			
		2420	AUMA Extended Health	102.17	-
		5340	AUMA Extended Health	238.49	-
		1080	Cash In Bank	-	340.66
02/28/2011	J67	4221, Feb 2011, Maxine Meldrum			
		2100	GST Paid on Purchases	2.65	-
		5070	Library Supplies	27.00	-
		5080	Administration & Travel	26.00	-
		1080	Cash In Bank	-	55.65
02/28/2011	J68	4222, Febr 2011, Bessie Jacowishen			
		2100	GST Paid on Purchases	0.35	-
		5090	Program Expense	15.74	-
		1080	Cash In Bank	-	16.09
02/28/2011	J69	4223, Febr 2011, Jillian Clarke			
		5090	Program Expense	8.63	-
		1080	Cash In Bank	-	8.63
02/28/2011	J70	4224, Feb 2011, Water Pure & Simple			
		5080	Administration & Travel	11.00	-
		1080	Cash In Bank	-	11.00
02/18/2011	J71	Deposit, Fines			
		4120	Fines, Book Sales and Services	-	271.35
		1080	Cash In Bank	271.35	-
02/18/2011	J72	Deposit, Resident Cardholder			
		4090	Resident Cardholder Fees	-	345.00
		1080	Cash In Bank	345.00	-

Brooks Public Library

All Journal Entries 02/01/2011 to 02/28/2011

		Account Number	Account Description	Debits	Credits
02/18/2011	J73		Deposit, Non-Resident Cardholder		
		4140	Non-resident Cardholder Fees	-	60.00
		1080	Cash In Bank	60.00	-
02/25/2011	J74		Deposit, Fines		
		4120	Fines, Book Sales and Services	-	164.80
		1080	Cash In Bank	164.80	-
02/25/2011	J75		Deposit, Fines		
		4120	Fines, Book Sales and Services	-	263.60
		1080	Cash In Bank	263.60	-
02/25/2011	J76		Deposit, Resident Cardholder		
		4090	Resident Cardholder Fees	-	370.00
		1080	Cash In Bank	370.00	-
02/01/2011	J82		Debit, NSF Cheque - returned		
		4090	Resident Cardholder Fees	15.00	-
		4120	Fines, Book Sales and Services	5.20	-
		1080	Cash In Bank	-	20.20
02/01/2011	J83		Debit, Bank Fees for NSF Cheque		
		5250	Bank Charges	7.00	-
		1080	Cash In Bank	-	7.00
				<u>31,630.32</u>	<u>31,630.32</u>

MINUTES OF REGULAR MEETING OF BROOKS PUBLIC LIBRARY BOARD
May 26, 2011
HELD IN BROOKS PUBLIC LIBRARY

PRESENT: Dino Champlone, Chairman, Shannon Vossepoel (Head Librarian), Kimberley Sharkey, Gloria Evens, Karen Nelson, Joyce Aasen, Karen Bonora, Elsie Strach

REGRETS: Cathleen Patterson, Tilly Gamble-Altwater

VISION STATEMENT

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

MISSION STATEMENT

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

1. Call to Order: Dino called the meeting to order at 6:31 pm.
2. Approval of Agenda: **Gloria /Karen B. moved the approval of the Agenda. Carried**
3. Audit: Terry Lynne Mactavish reviewed each page of the City of Brooks Library Board Financial Statements to December 31, 2010. **Moved by Karen N./Karen B. the audit be accepted as presented. Carried.**
4. Consent Agenda: **Moved by Elsie /Karen B. the following items in the Consent Agenda. Carried.**
 - a) March 27, 2011 Board Meeting Minutes.
 - b) April and May 2011 Finance Committee Meeting Minutes
 - c) February, March and April 2011 Receipts and Expenditures
 - d) April/May Librarian's Report
 - e) Conference Reports for SALC and ALC - Head Librarian
5. Correspondence:
 - a) Shortgrass Library System - Congratulations
 - b) Shortgrass Library System - January-March 2011 Shortgrass Clippings
 - c).Shortgrass Library System - February 2011 Board Meeting Minutes
 - d) Shortgrass Library System - 2011 Annual Report
 - e) Shortgrass Library System - 2010 Financial Statements
 - f) Alberta Culture and Community Spirit - Community Spirit Grant received
 - g) Canada Summer Jobs - Grant received
 - h) Edmonton Public Library - 2010 Annual Report
 - i) Eva Thiessen - Patron Thanks

6. Business arising from the March 2011 Board meeting minutes.
 - a) Reserve Fund has been created.
 - b) Staff and Board Pot Luck supper (with staff and board recognition awards) - May 30, 2011 at the Library.
7. New Business:
 - a) Duchess Library joins Shortgrass.
 - b) Roof Update: Completion to commence next week weather permitting..
 - c) ALTA Website: www.librarytrustees.ab.ca.
 - d) Board Development Day: Karen B. has volunteered to sit on this committee
 - e) Friends of the Library - Death by Chocolate will be held between 1pm - 4 pm Saturday, May 28th at the Legion.
 - f) Cowboy Poetry Event: Wednesday, June 8, 2011. Bud Edgar, Martin Shields, and school classes from Griffin Park and Holy Family will perform.
 - g) Safe Harbour Program: **Moved by Karen N./Karen B. the we pursue implementing this program into the library. Carried.**
 - h) Membership Renewals and Membership Drive. The library will commence mailing out membership renewal reminders. It was suggested that we try selling memberships at various venues around the city. Shannon will look into the logistics of doing so.
 - i) Temporary/Trial Memberships: **Moved by Karen N./Karen B. that we attempt to change the by-laws to implement temporary membership. Carried.**
 - j) Summer Reading Program - Suggested Rate Increase: **Moved by Karen N/Gloria the library charge \$30.00 for non-members and \$10.00 for members for this program. Carried.**
 - k) Paypal: Shannon will look into the possibility of adding this to our website.
 - l) Grievances Policy: **Moved by Gloria/Karen B the Grievance Policy be changed to read as presented. Carried.**

m) Board Chair opening: Dino has requested that a new Board Chair be appointed starting in September 2011.

n) Head Librarian Contract: The HR committee (Dino, Karen N, Karen B and Cathleen) meet to review the Head Librarian's contract.

o) The Brooks Museum has asked to borrow some archival photos. Shannon will implement a loan procedure.


Peace p) Slave Lake Library: The library at Slave Lake burned to the ground. The Library System is collecting donations of both money and materials. Cash donations can be made at www.slavelakelibrary.ab.ca . Check with Shannon first regarding material donations.

8. 2012-2014 Budget: A preliminary budget for 2012 was presented for the Boards information and consideration.

9. Adjournment .

Moved by Karen N. the meeting adjourn at 8:49 p.m.

10. Next Board Meeting: 6:30 pm June 23, 2011



Board Chair



Librarian

Date: June 23, 2011

Brooks Library Board
Finance Standing Committee Meeting
10:00am, May 24, 2011

Present: Dino Champlone, Elsie Strach, Shannon Vossepoel

- 1) Meeting was called to order at 10:00am.
- 2) Receipts and Expenditures for the months of March and April 2011 were discussed in detail and reviewed by the Committee. Items of Note:

Receipts for March:

- City of Brooks Annual Funding: first and second quarterly installments.
- City of Brooks Miscellaneous: Reimbursement for insurance costs and refund for double payment on leisure guide advertising.

Expenditures for March:

- Books and Materials: puppetry book for collection/programming use.
- Furnishings and Equipment: new office shredder.
- Library Supplies: item barcodes.
- Administration and Travel: travel expenses for Karen Nelson to attend SALC (mileage and hotel), criminal record check for Cajsja Johnsson (new staff).
- Program Expense: snacks for wii gaming day, Kobo reader for 60th anniversary Facebook giveaway, honorarium for Mary-Ann Kirkby author talk, reversible floor cushions for children's programs, exhibition fees for April-June gallery exhibits.
- Staff Training: registration fees for Shannon Vossepoel for Alberta Library Conference (ALC).
- Copier and computer costs: photocopying fees from Dec 9, 2010 – March 3, 2011.
- Freight and Postage: Shipping for floor cushions.

Receipts for April:

- Donations: annual donation from Robert Scammell to purchase materials for the Scammell Collection.

Expenditures for April:

- Furnishings and Equipment: two new staff computers (evergreening program) – Shannon and Maxine – plus antivirus software.
- Library Supplies: Camtasia studio software for creating staff and public training videos and online advertising.
- Administration and Travel: deposit for Jasper Park Lodge for Alberta Library Conference, registration fees for Cathleen Patterson to attend ALC, flowers for Maxine Meldrum (surgery), spare keys to Head Librarian office for janitorial staff, water for office cooler.
- Program Expense: snacks for wii gaming day, supplies for children's puppetry workshop, digital photo frame for advertising at circulation desk, door prizes for 60th anniversary celebration
- Staff Training: registration fees for Jill Clarke to attend AALT.
- Professional Memberships: AALT membership fees.
- Publicity and Advertising: Advertisement in Lakeside Leisure Guide.
- Bank Charges: Annual Visa Fee.

Discussion Points:

- **Shannon Vossepoel pension installments (maternity leave):** Finance Committee opted for a 12-month payment plan. Employee payments will be deducted from paycheque and employer payment will be made monthly with regular LAPP contributions.
- **Review of 2010 Audit provided by Mactavish & Co.:** Finance Committee reviewed the Audit and noted edits that needed to be made. Terry Mactavish will attend the May 26th Board meeting to review the audit with the Library Board.
- **2012-2014 Budget:** Finance Committee members met with Mayor Martin Shields and Councilor Kimberley Sharkey earlier in the month. Finance Committee will forward recommendations on proceeding with budget to the Board. Shannon Vossepoel has already implemented the mailing out of renewal notices to patrons with lapsed memberships. Shannon Vossepoel has also reviewed budget history for the last two budget cycles.

3) Meeting was adjourned at 10:45am.

Board Chair

Head Librarian

Date

Date

Finance Meeting Notes: March 2011

Receipts for March:

- City of Brooks Annual Funding: first and second quarterly installments.
- City of Brooks Miscellaneous: Reimbursement for insurance costs and refund for double payment on leisure guide advertising.

Expenditures for March:

- Books and Materials: puppetry book for collection/programming use.
- Furnishings and Equipment: new office shredder.
- Library Supplies: item barcodes.
- Administration and Travel: travel expenses for Karen Nelson to attend SALC (mileage and hotel), criminal record check for Cajsja Johnsson (new staff).
- Program Expense: snacks for wii gaming day, Kobo reader for 60th anniversary Facebook giveaway, honorarium for Mary-Ann Kirkby author talk, reversible floor cushions for children's programs, exhibition fees for April-June gallery exhibits.
- Staff Training: registration fees for Shannon Vossepoel for Alberta Library Conference (ALC).
- Copier and computer costs: photocopying fees from Dec 9, 2010 – March 3, 2011.
- Freight and Postage: Shipping for floor cushions.

Discussion Points:

- Discussion points listed with April notes.

Brooks Library Board
March 2011 Receipts and Expenditures

Receipts	Annual Budget	Current Month	Total to Date
City of Brooks Annual Funding	184,105.00	92,052.50	92,052.50
City of Brooks Miscellaneous	9,100.00	2,111.15	2,111.15
HRDC – Summer Student	2,000.00		
Province of Alberta	74,836.00		
RISE Grants (2011)	13,788.00		13,788.28
Additional Grant Funding	2,562.00		
County of Newell Library Board	35,185.00		
2010 Allocated Funds	20,000.00		
Resident Cardholder Fees	20,625.00	1,835.00	4,692.20
Interest Income	0.00		
Miscellaneous	200.00		
Fines, books and services	17,000.00	1,382.11	4,121.48
Non-resident Cardholder Fees	700.00		120.00
Donations	3,000.00		1,127.50
Fundraisers (Friends of the Library)	500.00		
Adopt-a-magazine	2,000.00		
GST Recovery	1,000.00		
Total Revenue	\$386,601.00	97,380.76	118,013.11
Expenditures			
SLS Expense (Materials Allot.)	56,904.00		
Shortgrass – Non-resident Fees	350.00		
Dynix and Telecom (SLS)	3,000.00		
Books & Materials (Additional)	0.00	10.46	25.45
Furnishings and Equipment	6,877.00	228.95	401.26
Payroll Expense	900.00	50.00	100.00
Library Supplies	8,500.00	57.60	358.64
Administration & Travel	4,500.00	272.14	761.14
Program Expense	4,000.00	896.28	1,093.92
Repair & Maintenance	3,000.00		
Rebinding, Microfilming, and Laminating	1,000.00		
Staff Training	4,500.00	204.75	204.75
Telephone & Fax Expense	3,500.00	249.29	747.11
Copier & Computer Costs	4,000.00	164.75	895.68
Security Monitoring	600.00		
GST Expense	0.00		
Freight & Postage	1,000.00	34.41	48.77
Professional Memberships	600.00		95.00

Publicity and Advertising	1,770.00		391.00
Audit and Insurance	8,500.00		2,003.00
Bank Charges	200.00	4.91	40.09
Miscellaneous	200.00		
Wages (includes temp. staff and VAC pay)	235,000.00	19,677.52	54,842.66
EI Expense	5,700.00	490.36	1,366.70
CPP Expense	9,900.00	831.84	2,302.59
WCB Expense	900.00		288.61
AUMA Expense	4,000.00	238.49	716.56
LAPP Expense	17,200.00	1,560.44	4,286.60
Total Expenses	\$386,601.00	24,972.19	70,969.53

Brooks Public Library

Balance Sheet As at 03/31/2011

ASSET

CURRENT ASSETS

GIC Account	-502.77
GST Recoverable	1,152.16
Building Fund	0.00
Furn. & Shelving Reserve	0.00
Cash On Hand/Float	50.00
Cash In Bank	184,872.95
GIC 0001	30,000.00
GIC 0002	7,000.00
Accounts Receivable	60.00
Interest Receivable	133.00

TOTAL CURRENT ASSETS	<u>222,765.34</u>
-----------------------------	-------------------

TOTAL ASSET	<u><u>222,765.34</u></u>
--------------------	--------------------------

LIABILITY

CURRENT LIABILITIES

Accounts Payable	0.00
MNP Accrual	4,830.00
GST Charged on Sales	0.00
GST Paid on Purchases	-4,557.55
GST Paid on Books	0.00
New Account	0.00
Accounts Payable	0.00
Vacation Payable	0.00
EI Payable	0.00
CPP Payable	0.00
Income Tax Payable	0.00
L.A.P.P.	-27.58
AUMA Extended Health	-68.30
AB Health Payable	-94.36
W.C.B. Payable	0.00
Miscellaneous	0.00

TOTAL CURRENT LIABILITIES	<u>82.21</u>
----------------------------------	--------------

TOTAL LIABILITY	<u>82.21</u>
------------------------	--------------

EQUITY

EARNINGS

Building Fund Reserves	38,314.20
Externally restricted	200.00
Retained Earnings	137,125.35
Current Earnings	47,043.58

CURRENT EARNINGS	<u>222,683.13</u>
-------------------------	-------------------

TOTAL EQUITY	<u>222,683.13</u>
---------------------	-------------------

LIABILITIES AND EQUITY	<u><u>222,765.34</u></u>
-------------------------------	--------------------------

Brooks Public Library

Income Statement 03/01/2011 to 03/31/2011

REVENUE

REVENUE

Town of Brooks	92,052.50
City of Brooks Misc	2,111.15
HRDC - Summer Student	0.00
Province of Alberta	0.00
Industry Canada - CAP 3	0.00
Industry Canada - CAP YI	0.00
PLDI Grant	0.00
County of Newell Library Board	0.00
RISE Grant Funding	0.00
Grant Funding	0.00
Resident Cardholder Fees	1,835.00
Interest Income	0.00
Miscellaneous	0.00
Fines, Book Sales and Services	1,382.11
Non-resident Cardholder Fees	0.00
Charitable Receipt Donations	0.00
Fundraisers	0.00
Adopt-a-magazine	0.00
Medieval Faire	0.00
GST Recovery	0.00
TOTAL REVENUE	97,380.76

TOTAL REVENUE	97,380.76
----------------------	------------------

EXPENSE

EXPENSES

SLS Expense (Materials)	0.00
SLS - Non-resident fees	0.00
SLS - Dynix and Telecom	0.00
Books and Materials	10.46
New Library Furnishings	0.00
Library Equipment	228.95
Payroll Expense	50.00
Library Supplies	57.60
Administration & Travel	272.14
Recruitment Expense	0.00
Program Expense	896.28
Medieval Faire	0.00
Repair & Maintenance	0.00
Rebinding, Microfilming, Laminati...	0.00
Staff Training	204.75
Telephone and Fax Expense	249.29
Copier & Computer Costs	164.75
Security Monitoring	0.00
Computer Main. Contracts	0.00
GST Expense	0.00
Freight and Postage	34.41
Professional Memberships	0.00
Publicity and Advertising	0.00
Audit and Insurance	0.00
Bank Charges	4.91
Miscellaneous	0.00
Wages	19,677.52
Wage Reimbursement	0.00
EI Expense	490.36
CPP Expense	831.84
WCB Expense	0.00
AUMA Extended Health	238.49
L.A.P.P. Expense	1,560.44
AB Health Expense	0.00
TOTAL EXPENSES	24,972.19

Printed On: 04/29/2011

Brooks Public Library
Income Statement 03/01/2011 to 03/31/2011

TOTAL EXPENSE	<u>24,972.19</u>
NET INCOME	<u><u>72,408.57</u></u>

Brooks Public Library

Income Statement 01/01/2011 to 03/31/2011

REVENUE

REVENUE

Town of Brooks	92,052.50
City of Brooks Misc	2,111.15
HRDC - Summer Student	0.00
Province of Alberta	0.00
Industry Canada - CAP 3	0.00
Industry Canada - CAP YI	0.00
PLDI Grant	0.00
County of Newell Library Board	0.00
RISE Grant Funding	13,788.28
Grant Funding	0.00
Resident Cardholder Fees	4,692.20
Interest Income	0.00
Miscellaneous	0.00
Fines, Book Sales and Services	4,121.48
Non-resident Cardholder Fees	120.00
Charitable Receipt Donations	1,127.50
Fundraisers	0.00
Adopt-a-magazine	0.00
Medieval Faire	0.00
GST Recovery	0.00
TOTAL REVENUE	118,013.11

TOTAL REVENUE 118,013.11

EXPENSE

EXPENSES

SLS Expense (Materials)	0.00
SLS - Non-resident fees	0.00
SLS - Dynix and Telecom	0.00
Books and Materials	25.45
New Library Furnishings	0.00
Library Equipment	401.26
Payroll Expense	100.00
Library Supplies	358.64
Administration & Travel	761.14
Recruitment Expense	0.00
Program Expense	1,093.92
Medieval Faire	0.00
Repair & Maintenance	0.00
Rebinding, Microfilming, Laminati...	0.00
Staff Training	204.75
Telephone and Fax Expense	747.11
Copier & Computer Costs	895.68
Security Monitoring	0.00
Computer Main. Contracts	0.00
GST Expense	0.00
Freight and Postage	48.77
Professional Memberships	95.00
Publicity and Advertising	391.00
Audit and Insurance	2,003.00
Bank Charges	40.09
Miscellaneous	0.00
Wages	54,842.66
Wage Reimbursement	0.00
EI Expense	1,366.70
CPP Expense	2,302.59
WCB Expense	288.61
AUMA Extended Health	716.56
L.A.P.P. Expense	4,286.60
AB Health Expense	0.00
TOTAL EXPENSES	70,969.53

Printed On: 04/29/2011